



STATE AWARDS PROGRAM

GENERAL INFORMATION

The State Awards Program at the District and State Leadership Conferences exemplifies the range of activities and focus of Future Business Leaders of America. These events are based on projects developed from the goals of FBLA-PBL and the curricula of business education programs. These competitive events are provided as a membership benefit for the FBLA (high school) division. Only those students who meet the official membership eligibility requirements of this division and are on record with the National Association as dues-paid members on or before the state deadline of the current year are eligible to compete in this program. Membership in FBLA is unified on the local, state, and national levels and is not available separately. FBLA-PBL members may participate only in the competitive events associated with their affiliated divisions.

State events are divided into four categories: recognition, individual, team, and chapter.

A member may enter and participate in one chapter event as well as one individual or team event with these exceptions:

1. A member taking the Parliamentary Procedure test only for consideration as district/state parliamentarian is not classified as an official participant entering an event and may compete in another event.
2. A member nominated for Who's Who in FBLA, which is a recognition event and not a competitive event may compete in another event.
3. Members representing their chapters in the oral presentation components of the American Enterprise Project, Community Service Project, or Partnership with Business Project may compete in another individual or team event.

Members participating in an event that is restricted to either specific grade levels or maximum training limits must submit a counselor's certification as proof of their eligibility.

A contestant must qualify at the District Leadership Conference in all individual and team competitive events except those events that require no district qualification to enter that state competitive event.

Arkansas Activities Association (AAA) Eligibility

Additionally, students entered in competitive events must meet the following Arkansas Activities Association and State Department of Education eligibility requirements. The AAA has three criteria that must be met for eligibility of career and technical education students to **compete** in an **interscholastic** event:

1. The student must be a bonafide student of the school they represent. (A bonafide student is one who has not graduated from high school and who is enrolled in and attending regularly at least four academic courses identified in the Arkansas Department of Education Standards of Accreditation.) (AAA Rule 4.)
2. The student must meet the scholarship rule. (AAA Rule 10.)
3. The student may not participate after his/her twenty-first birthday. (AAA Rule 7.)

****A complete copy of the AAA Rules can be seen at their web site: www.ahsaa.org.**

AAA/State Department Scholarship Rule/Regulation

A student may regain or lose academic eligibility the first day of classes in a new semester. Eligibility shall be determined twice a year, once at the beginning of the fall semester (August/September) and once at mid-term (December/January).

A student who does not meet the Arkansas Department of Education's requirement of a 2.00 GPA or has not met the proficiency standard defined by the State Board of Education on the state criterion-referenced tests or achieved at or above the fiftieth percentile on the basic battery on the norm-referenced test may continue to participate by meeting the following requirements:

1. The student must have passed four academic courses in the previous semester. Any of these four courses for which concurrent high school credit is earned may be from an institution of higher learning recognized by the Arkansas Department of Education.
2. A student must be enrolled in and attending a supplemental instruction program approved by the Arkansas Department of Education or a supplemental instruction program meeting ADE guidelines as approved by AAA.
3. The student must have no unexcused absences for the current semester or its equivalent.
4. A student must have no school disciplinary action for the current semester. School disciplinary action may be defined by the school but, as a minimum, the policy shall state that a student has been disciplined when being placed on suspension where the student is out of school for a period of time.
5. The student must have no known criminal convictions.

Academic Course: An academic course is one for which class time is scheduled and which can be credited to meet minimum requirements for graduation, which is taught by a teacher required to have state certification in the course, and which has a course content guide approved by the Arkansas Department of Education.

NOTE: P.E. may be considered an academic course for one full credit within the 21 minimum credits. The first time a P.E. grade appears on the transcript in grades 9-12 is when it will be considered an academic course.

A student may satisfy the requirement by successfully completing a course(s) failed or courses(s) needed or an equivalent course(s) in a summer term(s) or a correspondence course(s) approved by the Arkansas Department of Education for granting credit for graduation requirements. Such credit shall be applied to the previous semester.

Special Education (Disabled) – A student must earn passing grades in four academic courses of the I.E.P. for the previous semester.

Before entering a student in District or State FBLA competition, the adviser must

1. Check contestants grades to see that contestants are eligible--passed four courses with at least a 2.0 GPA or participating in a supplemental instruction program as outlined above.
2. Submit a Certificate of Eligibility for Non-Athletics, signed by the school administrator/school counselor and the adviser, verifying the eligibility of participation for all the chapter's competitors. This certificate should be attached to the competitive event entry form for district competition and state competition.

Competitive Events

The top three district winners from each of the following events will be eligible to compete in state competition:

- Business Presentation
- Digital Video Production
- E-Business
- Electronic Career Portfolio
- Web Site Design

The top five district winners from each of the following events will be eligible to compete in state competition:

Accounting II	Impromptu Speaking
Banking and Financial Systems	Job Interview
Business Ethics	Marketing
Computer Applications	Parliamentary Procedure
Database Design and Applications	Public Speaking I*
Desktop Publishing	Public Speaking II
Emerging Business Issues	Spreadsheet Applications
Entrepreneurship	Who's Who (plus any state officers)
Future Business Leader	Word Processing I*
Global Business	Word Processing II

***Requires certification forms**

The top six district winners from each of the following events will be eligible to compete in state competition:

Accounting I*	Healthcare Administration
Business Calculations	Hospitality Management
Business Communication	Introduction to Business*
Business Law	Introduction to Business Communication*
Business Math*	Introduction to Parliamentary Procedure*
Business Procedures	Introduction to Technology Concepts*
Computer Problem Solving	Networking Concepts
Cyber Security	Personal Finance
Economics	Sports Management
FBLA Principles and Procedures*	Technology Concepts

***Requires certification forms**

Each chapter may enter one individual or a team of two (2) or three (3) members for state competition in the following events:

- Business Plan
- Business Financial Plan

Additionally a team of two (2) or three (3) members may enter

Management Decision Making	Network Design
Management Information Systems	

Each chapter may enter one individual or team in the following events:

Client Service	Digital Design & Promotion
Computer Game & Simulation Programming	Help Desk
Desktop Application Programming	

Virtual Business Challenge is an event offered at the national level only. The preliminary round is completed online during the school year. Local chapters may enter as many individuals or teams as they wish. There are two challenges held each year – one in the fall semester and one

in the spring semester. The top eight (8) from each challenge, but no more than one per state, per challenge are eligible to compete at the National Leadership Conference (NLC). Members may enter this event and another individual or team event at the district and/or state level. However, if an individual qualifies for national competition in this event and another individual or team event, he/she must choose only one of the events to enter at NLC.

Each local chapter may have one (1) entry for state competition in the following competitive events:

American Enterprise Project	Local Chapter Annual Business Report
Community Service Project	Partnership with Business Project

Individual Recognition Events

Adviser Service Award	Outstanding Local Adviser Award
Businessperson of the Year	Who's Who in FBLA

Chapter Recognition Events

Gold Seal Chapter Award of Merit
 Largest Local Chapter Membership
 Largest Local Chapter Membership – Professional Division
 Largest Local Chapter Membership – Market Share
 Local Recruitment of Chapters

Scholarships

Two competitive events include scholarship awards to the winners.

Dan Barnhart Memorial (Future Business Leader)	\$ 500
Tommie Butler (Who's Who in FBLA)	\$1,000

Additionally, members may apply for the following scholarships:

Hettie Lou Martin State Adviser Award	\$1,000
Heather Stocks Memorial Scholarship	\$ 350
Mary Alice Elam Scholarship (male member)	\$ 400
Mildred Brading Scholarship (female member)	\$ 400

Members whose dues are not received in the FBLA-PBL national office on or before **state established deadlines** are not eligible to participate in district or state competitive events. Membership in FBLA is unified on local, state, and national levels and is not available separately.

Certification Requirements

The following events are restricted either to specific grade levels or maximum training limits and must have a certification form signed by the school counselor as proof of eligibility:

Grade-Level Certification

Business Math	Intro to Parliamentary Procedure
FBLA Principles and Procedures	Intro to Technology Concepts
Introduction to Business	Public Speaking I
Intro to Business Communication	Word Processing I

Course-Level Certification

Accounting I	Word Processing I
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Skill Events

A portion of the Accounting II, Computer Applications, Database Design and Applications, Desktop Publishing, Spreadsheet Applications, Word Processing I, and Word Processing II events are administered prior to the district and state conferences using the school-site testing procedure outlined below:

1. Each local chapter **must** secure a local person to administer the skills test for its competitors. A member of the business department faculty or FBLA adviser must not be the administrator.
2. FBLA advisers and other business department faculty may not handle, see, or be present in the classroom when tests are administered.
3. The tests will be mailed directly to the designated test administrator and must stay in the possession of the administrator at all times. The test administrator will be responsible for packaging the tests and returning all testing material to the designated person.
4. All testing material must be saved to the **hard drive**. The administrator must then **verify** that all files have been deleted.
5. Statements of certification must be signed by the test administrator and competitors verifying that copies of the test were not duplicated and all student work was deleted from the hard drive.
6. Additionally, the test administrator must sign a form verifying that the tests remained in his/her possession the entire time and were not seen by the FBLA adviser or members of the business department faculty.
7. A fee to cover the additional cost of district school-site testing must be submitted with the request for tests. This fee covers the skills tests and must be paid by each chapter, regardless of the number of events the chapter enters.
8. Competitors taking the school-site test **must attend the district (state) leadership conference** to complete the written portion of the test. **Failure to attend the district (state) conference and take the written portion of the test will result in disqualification of the student involved for the current and all subsequent years for that particular event. If a student takes any portion of the test, he/she must pay conference registration.**
9. Forms requesting the tests must be **received** by the stated deadline. Forms received after the deadline will not receive tests for the skill events.
10. Violation of these rules or failure to return all testing materials may result in the local FBLA chapter being disqualified for the current year. For this reason schools should choose test administrators carefully and stress to the administrator the ramifications for students and the FBLA chapter if all rules for testing are not followed. If an administrator repeats the same infraction in any subsequent year, that administrator will not be allowed to administer skills testing for district and state FBLA competitions.
11. State FBLA will adhere to all national guidelines where it pertains to substitutions and disqualifications.