

Adviser Service Awards

The FBLA Adviser Service Recognition Awards honor FBLA advisers who have served students through the association for a significant number of years.

Eligibility

Each local adviser is eligible for recognition after each five-year increment of service: 5, 10, 15, 20, etc.

Procedure

1. Nominees must complete and mail the entry form to the state adviser by the deadline stated in the State Conference packet.
2. Eligibility for this award will be verified by records in the state office.
3. An adviser may be recognized only once during each five-year increment.

State Awards

Each eligible adviser will receive a recognition certificate during the Awards Assembly at the State Leadership Conference and be nominated by the state office for national recognition.

Rating Sheet on page 5.20

Businessperson of the Year

This event recognizes outstanding business leaders from the business sector who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local, state, and/or national levels.

Eligibility

Each local chapter may enter one (1) person in the Businessperson of the Year event. The nominees **must** be members of the business sector.

Regulations

1. Nominees for state and national Businessperson of the Year must be selected in accordance with the regulations of the state chapter and national association.
2. Nominees must be members of the business community. Persons who are full-time employees of educational institutions or departments of education shall not be nominated for the award; such nominees will be disqualified.
3. Nominees must not have placed first in this event at a previous FBLA State Leadership Conference.
4. The nominee's biographical sketch must be received in the State Adviser's office by the deadline stated in the State Conference Packet.
5. A special selection committee will be appointed to review the local nominees for the state businessperson of the year award.

Procedure

Criteria for selection of nominees at the state level should include

- 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 sponsorship of activities for local and/or state chapter(s)

The biographical sketch of each nominee should address the above areas.

State Awards

All nominees will receive a certificate of recognition. The first place winner will be Arkansas' entry for Businessperson of the Year at the National Leadership Conference.

Rating Sheet on pages 5.21 and 5.22

Gold Seal Chapter Award of Merit Hollis and Kitty Guy Award

The Hollis and Kitty Guy Gold Seal Chapter Award of Merit recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA-PBL.

Eligibility

Active local chapters who have completed the guidelines distributed to each chapter in the Fall Packet and/or posted on the state webpage and submitted the required documentation to the state adviser by the deadline stated in the State Conference Packet will be eligible to be nominated to National FBLA for this award.

Regulations

1. Those chapters to be nominated for national recognition will receive Gold Seal ribbons in the State Conference registration packet.
2. Prior to nomination, each local chapter must submit a copy of the Local Chapter Annual Business Report to the state adviser by the deadline stated in the State Conference Packet. This report must adhere to all the guidelines and be entered in state competition.
3. Reports failing to follow their respective event guidelines will be disqualified.

Procedure

The criterion for the Gold Seal Chapter Award of Merit serves as a guide for the state office in the evaluation process. Criteria include (refer to the guidelines posted on the Arkansas FBLA website, www.arfbla.org.)

- Paid state and national dues by November 1
- Sent representatives to FBLA conferences sponsored by the district, state, and national associations
- Complete and submit form for Outstanding Chapter. Refer to the Chapter Management Handbook for information and forms
- Participated in state and national projects for the current year
- Submit an article to the *Arkansas Business Leader*
- Participate in the Arkansas FBLA-PBL Foundation
- Submit copy of any written chapter report. (Report must meet guidelines for competition. If a report is disqualified for failure to follow event guidelines, it will not count toward fulfilling requirements for Gold Seal.)

Upon receipt of nominations and documentation, the state office records will be audited for adherence to the regulations.

State Awards

The number of chapters recognized at the State Leadership Conference is determined by the number of nominations verified by the state office.

Membership Awards

Effective state and national programs depend upon membership support and growth. Increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to local chapters that have achieved success in their membership recruiting activities.

Eligibility

All chapters are eligible. In order to be considered for recognition in the following events, the following conditions must be met:

Largest Local Chapter Membership

This award is determined by the number of paid members by the February 1 deadline. No entry form is required as the membership records are audited in the state office. The top five (5) will be recognized at the State Leadership Conference.

Largest Local Chapter Membership – Market Share

The official entry form contained in this handbook must be submitted to the State Adviser by the deadline stated in the State Conference Packet. Judging is based on the percentage of FBLA membership from the **total student body enrollment**. The top five (5) will be recognized at the State Leadership Conference.

Largest Local Chapter Membership – Professional Division

The local chapter must recruit a minimum of ten (10) nationally affiliated professional members in order to be eligible for this recognition. Lifetime members count as five (5) regular members. Professional membership applications must include a local chapter affiliation designation in order to be counted. The entry form for this event must be submitted to the State Adviser by the deadline stated in the State Conference Packet. The top five (5) will be recognized at the State Leadership Conference.

Local Recruitment of Chapters

Newly chartered chapters may be FBLA, FBLA–Middle Level, or PBL chapters. A chapter must recruit a minimum of two (2) new/reactivating chapters to qualify for this award. Installing officers and/or initiating members in currently active chapters do not qualify for this award. The entry form for this event must be submitted to the State Adviser by the deadline stated in the State Conference Packet. The top five (5) will be recognized at the State Leadership Conference. **A chapter must recruit at least two chapters to be eligible.**

Procedure

The state office determines winners in these events after an audit of membership records. The figures used in determining the winners will be the number of paid members on record in the FBLA-PBL national office at the close of business on February 1 of the current school year.

State Awards

Awards will be presented at the State Leadership Conference as stated in each category above.

Rating Sheets on pages 5.23 – 5.25

Outstanding Local Adviser Award

This award honors outstanding local FBLA advisers who have made outstanding contributions to the association at the local, district, state, and/or national levels.

Eligibility

Each local chapter can nominate one outstanding FBLA adviser for this award.

Regulations

1. Nominees must be selected in accordance with the regulations of the state chapter and the national association.
2. The first place nominee will be recognized as Arkansas' Outstanding Local Adviser at the National Leadership Conference.
3. First place nominees selected for this award at a previous State Leadership Conference are not eligible to compete again for a period of five years.
4. Nominees must submit in a **letter size manila folder** a résumé (not to exceed two pages) and two letters of recommendation from school representatives or persons knowledgeable with FBLA, supportive of the adviser's involvement in FBLA.
5. Résumés **must** be in the same order as the rating sheet.
6. Only those eligible nominees who submit the required materials to the State Adviser by the deadline stated in the State Conference Packet will be recognized at State.

Procedure

Criteria for selection of nominees at the state level should include

- Years of participation in FBLA activities
- Extent of participation in conferences sponsored by the district, state and the national associations
- Offices, chairmanships, and committee memberships held within the association
- Contributions to local, district, state and national projects
- Participation in other professional organizations
- Involvement in community activities
- Recommendations supporting the adviser's contribution to the association

Judging

A special committee will be appointed to review the nominees. Decisions of the committee are final.

State Awards

The first place winner will be recognized as Arkansas' entry for national recognition. Other entries will receive certificates of recognition.

Rating Sheets on pages 5.28 and 5.29

Who's Who in FBLA

This award honors FBLA members who have made outstanding contributions to the association at the local, state, and/or national levels.

Eligibility

State entries for this event are all state officers and those who received highest honors at the district level. Nominees must be active members of a local chapter, must have completed the Future level of the Business Achievement Awards, and be on record as paying dues by the **state deadline** of the current school year.

Regulations

1. Nominees must be selected in accordance with the regulations of the state chapter and the national association.
2. The first place nominee will be recognized as Arkansas' entry to the National Who's Who in FBLA and will receive the \$1,000 Tommie L. Butler Scholarship. If the state nominee is unable to attend the National Leadership Conference, the state committee may designate another person to accept the national award for the nominee.
3. First place nominees selected for this award at a previous State Leadership Conference are not eligible.
4. The nominee for state Who's Who must qualify at the District Leadership Conference in order to be recognized at the State Leadership Conference.
5. Each district may enter five finalists in addition to any **state officers** from the district. The individual students involved are responsible for submitting the required materials for recognition at both the District and State Leadership Conferences. **(NOTE: State officers must submit résumés at the district level to be eligible to submit résumés at the state level.)**
6. Nominees must submit **six (6) copies, in a single, standard file folder**, the following items:
 - a. A résumé (original or copy) not to exceed two pages
 - b. A transcript reflecting grades through the first semester of the current year and ACT or SAT test score
 - c. Two recommendations from representatives supportive of member's involvement in FBLA, school, and community activities. **Only one recommendation may be from an FBLA adviser.**
7. Résumés **must** be in the same order as the Who's Who Rating Sheet and must include only activities for grades 10, 11, and 12. Include only conferences previously attended. Indicate grade level and year for each activity listed.
8. A deduction of up to ten (10) points will be made from the score of participants who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper material. Judges will determine the amount of point deduction to be used for all affected participants prior to judging.
9. Only those eligible nominees who submit the required materials to the state adviser by the established deadline will be recognized at the State Leadership Conference.

Who's Who in FBLA**Page 2****Procedure**

Criteria for selection of nominees at the state level should include

- Completion of the Future level of the Business Achievement Award
- Years of participation in FBLA activities
- Extent of participation in conferences sponsored by the state and national associations
- Offices, chairmanships, and committee memberships held
- Contributions to local, state, and national projects
- Business courses completed
- Participation in other activities
- Recommendations supportive of the member's involvement in FBLA

Judging

A special committee will be appointed to review the nominees for the state Who's Who Award. Business persons and educators who are aware of the FBLA goals and programs will be on the committee. Current advisers, officers, or state committee members should not serve on the committee.

In case of a tie, the winner will be determined by the semester units of business courses completed as reflected on the transcript. If a tie still remains, the ACT or SAT test score will determine the winner. After these two tie breakers, remaining ties will share the award.

State Awards

The first place winner will be recognized as Arkansas' entry to the National Who's Who and receive the \$1,000 Tommie L. Butler Scholarship. The next four contestants will receive Highest Honors and all other nominees the judges select will receive recognition certificates.

Rating Sheets on pages 5.30 and 5.31



BUSINESSPERSON OF THE YEAR

(Attach a one-page resume of the nominee's specific chapter involvement)

Name of Nominee _____

Title & Company Name _____

Mailing Address _____

Business Phone Number (____) _____ Cell Phone Number (____) _____

E-Mail _____

School Nominating this Person _____

DESCRIBE THE ACTIVITIES OF YOUR NOMINEE IN THE FOLLOWING AREAS: (IF NEEDED, ADDITIONAL PAPER MAY BE USED.)

1. Years and type of participation with FBLA-PBL: _____

2. Promotion of FBLA-PBL through presentations and seminars: _____

3. Contributions to chapter projects and activities: _____

4. Financial assistance to local and/or state chapter(s) _____

5. Donations and sponsorships of activities: _____

If selected as Arkansas' nominee, will the person attend the NLC? _____ Yes _____ No

If yes, would he/she be interested in judging an event? _____ Yes _____ No
and/or presenting a workshop? _____ Yes _____ No

If yes, give an event preference and/or workshop topic _____

Name of adviser submitting nomination (may need to be contacted for more information)

Name Cell Phone E-mail



OFFICIAL ENTRY FORM

LARGEST CHAPTER MEMBERSHIP – MARKET SHARE

SCHOOL _____

Number of FBLA members who have paid local, state, and national dues by the state deadline _____

LIST GRADE LEVELS DURING WHICH STUDENTS MAY TAKE BUSINESS SUBJECTS

GRADE LEVEL	STUDENT BODY* ENROLLMENT	NUMBER OF FBLA MEMBERS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____*	_____
(TOTALS)		

PERCENTAGE OF FBLA MEMBERS OF THE ELIGIBLE STUDENT BODY _____ %

*Total student body enrollment for each grade level must be used.

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT:

_____ Chapter President

_____ Chapter Adviser



**LARGEST LOCAL CHAPTER MEMBERSHIP
PROFESSIONAL DIVISION
Entry Form**

The Largest Local Chapter Membership – Professional Division is awarded to the chapter that recruits the most **NEW OR RENEWED** Professional members. Complete this form and return by the conference deadline. Entries will be verified with the National Professional Membership rosters.

SCHOOL _____

ADDRESS _____

CHAPTER NAME _____ CHAPTER NUMBER _____

PROFESSIONAL NAME	ADDRESS	DATE DUES PAID	NEW OR RENEWAL
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



LOCAL RECRUITMENT OF CHAPTERS

Entry Form

SCHOOL NAME _____

SCHOOL ADDRESS _____

CHAPTER NAME _____ CHAPTER NUMBER _____

CHAPTER CHARTERED OR REACTIVATED (Name, Address, and Chapter Number)	CHARTER OR REACTIVATION DATE	ACTIVITIES COMPLETED TO CHARTER OR REACTIVATE
1.		
2.		
3.		
4.		
5.		

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT:

CHAPTER PRESIDENT

CHAPTER ADVISER



OUTSTANDING LOCAL ADVISER RATING SHEET

Points may range between zero and maximum number allowed.

Experience

Years of participation in FBLA activities and contributions to chapter projects	5 yrs	_____ 5 pts		
	10 yrs	_____ 5 pts		
	15 yrs	_____ 5 pts		
	20 yrs	_____ 5 pts		
	25 yrs	_____ 5 pts		
	30 yrs	_____ 5 pts	_____ 30	_____ 30

Leadership Positions Held in FBLA:

District Coordinator	3 yrs	_____ 2 pts		
	6 yrs	_____ 2 pts		
	9 yrs	_____ 2 pts	_____ 6	
District Officer Adviser	6-10 yrs	_____ 2 pts		
	11-15 yrs	_____ 2 pts	_____ 4	
State Officer Adviser	6-10 yrs	_____ 2 pts		
	11-15 yrs	_____ 2 pts	_____ 4	
National Officer Adviser		_____ 2 pts	_____ 2	_____ 16

FBLA Leadership Conference/Workshop Participation:

District	1-5 Fall	_____ 2 pts		
	1-5 Spring	_____ 1 pts		
	6-10 Fall	_____ 2 pts		
	6-10 Spring	_____ 1 pts		
	11-15 Fall	_____ 2 pts		
	11-15 Spring	_____ 1 pts		
	16-20 Fall	_____ 2 pts		
	16-20 Spring	_____ 1 pts		
	21-30 Fall	_____ 2 pts		
21-30 Spring	_____ 1 pts	_____ 15		
State	1-5 State	_____ 2 pts		
	6-10 State	_____ 2 pts		
	11-15 State	_____ 2 pts	_____ 6	_____ 21
National Fall	1-5 NFLC	_____ 2 pts		
	6-10 NFLC	_____ 2 pts		
	11-15 NFLC	_____ 2 pts	_____ 6	
National	1-5 NLC	_____ 2 pts		
	6-10 NLC	_____ 2 pts	_____ 4	_____ 10

Participation in Local, State, and National Projects

No. of Years of Participation

Gold Seal Chapter	_____ X 1 = _____		
Business Achievement Awards	_____ X 1 = _____		
Contribution to National Center	_____ X 1 = _____		
March of Dimes	_____ X 1 = _____		
Arkansas Children's Hospital	_____ X 1 = _____		
Community Service Project	_____ X 1 = _____		
American Enterprise Project	_____ X 1 = _____		
Partnership with Business	_____ X 1 = _____		
State Incentive Program	_____ X 1 = _____		
ARORA	_____ X 1 = _____		
Local Annual Business Report	_____ X 1 = _____		
Other _____	_____ X 1 = _____		
Other _____	_____ X 1 = _____		
Other _____	_____ X 1 = _____		
		_____ 33 (Maximum)	

Recommendations Supportive of Adviser's Involvement in FBLA:

1 Recommendation	_____ 2		
2 Recommendations	_____ 3	_____ 5	_____ 5

Participation in other Professional Organizations: (List)

_____	(1 point per organization)		

_____		_____ 5	_____ 5

Involvement in Community Activities: (List)

_____	(1 point per organization)		

_____		_____ 5	_____ 5

Total Score _____ 125

Adviser

School _____

Judge's Signature _____

Judge's Comments:



WHO'S WHO IN FBLA RATING SHEET

Points may range between zero and maximum number allowed.

FUTURE LEVEL OF THE BUSINESS ACHIEVEMENT AWARD Required _____

FBLA MEMBERSHIP

10th _____ 3 11th _____ 3 12th _____ 3 _____ 9

FBLA OFFICES (campaigned or submitted application for Parliamentarian)

Local Officer 10th _____ 2 11th _____ 2 12th _____ 2 _____ 6

District Officer
 Campaigned 10th _____ 1 Served 11th _____ 2
 Campaigned 11th _____ 1 Served 12th _____ 2 _____ 6

State Officer
 Campaigned 10th _____ 1 Served 11th _____ 3
 Campaigned 11th _____ 1 Served 12th _____ 3 _____ 8

National Officer
 Campaigned 10th _____ 1 Served 11th _____ 4
 Campaigned 11th _____ 1 Served 12th _____ 4 _____ 10

FBLA LEADERSHIP CONFERENCE

District
 Fall 10th _____ 1 Spring 10th _____ 1
 Fall 11th _____ 1 Spring 11th _____ 1
 Fall 12th _____ 1 Spring 12th _____ 1 _____ 6

State 10th _____ 2 11th _____ 2 _____ 4

National Fall 10th _____ 2 11th _____ 2 12th _____ 2 _____ 6

National 10th _____ 2 11th _____ 2 _____ 4

FBLA COMPETITIVE EVENTS

	<u>District</u>	<u>State</u>	<u>National</u>	
Entered	10 th _____ 1	10 th _____ 1	10 th _____ 1	
Entered	11 th _____ 1	11 th _____ 1	11 th _____ 1	
Entered	12 th _____ 1	12 th _____ 1		
Placed	10 th _____ 2	10 th _____ 3	10 th _____ 4	
Placed	11 th _____ 2	11 th _____ 3	11 th _____ 4	
Placed	12 th _____ 2			_____ 28

BUSINESS ACHIEVEMENT AWARDS

Future	_____	2 (must have completed to be eligible)		
Business	_____	4		
Leader	_____	6		
America	_____	8		_____ 20

BUSINESS COURSES REFLECTED ON TRANSCRIPT

(as defined by Business Education Frameworks)

_____ 1	_____ 1	_____ 1	_____ 1	
_____ 1	_____ 1	_____ 1	_____ 1	_____ 8

PARTICIPATION IN OTHER ORGANIZATIONS

(one point per organization)

_____ 1	_____ 1	_____ 1	_____ 1	_____ 1	_____ 5
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TOTAL SCORE _____ **120**

(deduct up to 10 points for failure to fully follow guidelines) (-_____)

FINAL SCORE _____ **120**

Name _____

School _____

City _____

Judge's Signature: _____

Judge's Comments: