



CHAPTER EIGHT

Study Guides

The following study guides are offered as an aid to students preparing for competition in FBLA Principles and Procedures and Spelling. **Caution: These study guides are not all inclusive—material for events may come from several sources.**

Part of the Mr. and Ms. Future Business Leader test will cover FBLA knowledge, so the FBLA Principles and Procedures can be used to study for that part of the test.

STUDY GUIDE
FBLA-MIDDLE LEVEL /JUNIOR HIGH

FBLA Principles and Procedures

1. What are the official colors of FBLA? **blue and gold**
2. The FBLA creed contains how many stanzas? **Seven**
3. Who is the founder of FBLA? **Hamden L. Forkner**
4. When (year) was the first state chapter chartered? **1947**
5. In the officer installation ceremony, what color candle represents the chapter in its entirety? **White**
6. The first FBLA chapter was chartered where? **Johnson City, Tennessee**
7. What date was the first FBLA chapter chartered? **February 3, 1942**
8. What year and what group purchased the land for the FBLA-PBL National Center? **1981, Conrad N. Hilton Foundation**
9. What are the three words across the top of the FBLA emblem? **Service, Education, Progress**
10. Who is the current Arkansas FBLA-PBL State Chairman? **Jim Brock**
11. There are currently how many FLBA-Middle Level/Junior High districts in Arkansas? **Five**
12. How many team events are there in FBLA-Middle Level Junior High district competitive events? **Four (Business Graphics, Desktop Publishing, Computer Slide Show, and Web Page Creation)**
13. Who is the Arkansas FBLA Middle Level State Adviser **Latrenda Jackson**
14. In what year was Phi Beta Lambda created? **1958**
15. What grade levels are eligible for membership in Arkansas FBLA-Middle Level? **Grades 7-9**
16. Who was the first executive director of FBLA-PBL? **Dr. Edward Miller**
17. Who is the Conference Director of FBLA-PBL? **Richard Bowen**
18. Who is the Director of Membership for FBLA-PBL? **Lisa Frye Smothers**
19. Where is the National FBLA-PBL Center located? **Reston, Virginia**
20. Who is the Director of Education for FBLA-PBL? **Barbara Small**
21. In what year was the groundbreaking for the National Center held? **1990**
22. What year was the Professional Division created? **1989**
23. In the absence of the president and vice-president at a regular meeting, who should call the meeting to order? **Secretary**
24. What symbol on the emblem denotes our belief in democracy, liberty, and the American way of life? **Eagle**
25. What body is the policy making body for national FBLA-PBL, Inc.? **National Board of Directors**
26. What do the initials NBEA stand for? **National Business Education Association**
27. What are the four divisions of FBLA-PBL? **FBLA-Middle Level, FBLA, PBL, and Professional Division**

28. Where was the first chapter of FBLA in Arkansas? **Fort Smith High School**
29. How is FBLA-PBL, Inc. primarily funded? **Membership dues**
30. According to the Arkansas FBLA-Middle Level/Junior High bylaws, who may be a FBLA chapter adviser? **Faculty member of a business department**
31. The largest room at the National Center is the Conference room. It was a gift from what state? **Arkansas**
32. What do the initials USDE stand for? **United States Department of Education**
33. What are the grants given by the March of Dimes program that are designed to reward members and chapters for their support of March of Dimes? **Mission LIFT Grants**
34. What do the initials LIFT in Mission LIFT stand for? **Leading Into the Future Together**
35. What is the name of the national publication for FBLA and FBLA-Middle Level members? **Tomorrow's Business Leader**
36. What is the national publication for FBLA and FBLA-Middle level advisers called? **Hotline**
37. What is the name of the publication that each local chapter receives that contains all the information about FBLA—national constitution and bylaws, national programs, national organization, etc.? **Chapter Management Handbook**
38. What is the national program called that encourages chapters from all divisions to team up to leverage their potential for success? **Connecting Chapters**
39. The national recognition program that recognizes FBLA members who recruit at least four (4) new members is called? **Night of the "Body Snatchers" II**
40. The national recognition program that recognized local FBLA chapters who either maintain or increase their local chapter membership over last year's total? **Membership Achievement Award**
41. What is meant by the statement that FBLA-PBL membership is unified? **Must be a member at local, state, and national levels**
42. What are the dates of National FBLA-PBL week? **Second week in February**
43. Which officer presides over and conducts meetings according to Parliamentary Procedure? **President**
44. When is a local chapter considered inactive? **After failing to pay dues for one year**
45. What is another name for a written plan of action? **Program of Work**
46. What year was Arkansas FBLA established? **1954**
47. What year was the first junior high district in Arkansas established? **1978**
48. What color of candle symbolizes the office of president? **Red**
49. There are how many FBLA-Middle goals? **Eight**
50. The national dues for FBLA-Middle Level are how much annually? **\$4.00**
51. Excluding the three division presidents, what is the term of office for National Board of Director members? **Three years**
52. Who is the FBLA-PBL President and CEO? **Jean Buckley**
53. Who is the FBLA-PBL Communications Manager? **George Mocharko**
54. What officer counts the votes and then records them during an election **Secretary**
55. In the officer installation ceremony, what color candle symbolized office of reporter? **Violet**

56. Who determines national dues? **National Board of Directors**
57. How much are Arkansas FBLA-Middle Level/Junior High dues? **\$2.00**
58. Which month is National Education for Business month? **November**
59. What is the year of the dedication /grand opening of the FBLA-PB National Center?
1991
60. What is the official parliamentary procedure reference record for FBLA? **Robert's Rules of Order, Newly Revised**
61. What does the initials NASSP stand for? **National Association of Secondary School Principals**
62. A community service project that focuses FBLA-PBL members on practicing leadership and management skills they have learned to raise funds and awareness for the March of Dimes. **Mission LIFT**
63. Who needs to approve a new chapter application before it is forwarded to the National office? **State chairman**
64. How many administrative regions does National FBLA-PBL have? **Five**
65. How long does the FBLA-PBL Board of Directors Chairman serve in that office? **One year**
66. What year did FBLA gain independent status? **1969**
67. What year was FBLA-Middle Level division established at the national level? **1994**
68. When is American Enterprise Day observed each year? **November 15**
69. FBLA-PBL Week is planned every February to coincide with what other celebration?
National Career and Technical Education Week
70. The parliamentary procedure term to close the meeting when no motion is pending and there is no further business is called? **Adjourn**
71. The national event that recognizes FBLA-Middle Level chapters that successfully implement a project to serve the citizens of their community. **Community service Project**
72. The national chapter recognition program that recognizes chapters who complete 10 of 13 activities listed on the entry form. This award recognized chapters who go above and beyond in their FBLA-PBL participation. **Chapter Excellence Award**
73. What FBLA national administrative region is Arkansas located in? **Southern**
74. What officer should appoint the committee chairman? **President**
75. A question directed to the presiding officer to obtain clarification on a parliamentary law or the rules of the organization bearing on the business at hand is called? **Parliamentary inquiry**
76. The individual recognition award where members must complete 10 of 16 activities four different sections of the entry form. **Enterprise Level Award**
77. What is the short intermission in a business meeting called? **Recess**
78. Arkansas service project that educates people about the importance of organ donation
Gift of Life (ARORA)
79. What is the national recognition program that recognizes local chapters who recruit 100% of a single course as chapter members called? **100% Class Participation Award**

80. The national recognition award that goes to the local chapter that has the largest chapter member based on the percentage of school enrollment? **Market Share Award**
81. What is the national award called that is given to those local chapters that charter or reactivate the most chapters of FBLA-Middle, FBLA, or PBL. **Local Recruitment of Chapters**
82. Which officer is prepared to explain any irregularity and its effect on the rights of all chapter members? **Parliamentarian**
83. The individual recognition award where members must complete 9 of 16 activities from four sections on the entry form? **Business Level Award**
84. What state became FBLA's first state chapter? **Iowa**
85. How many local chapters must a state have to be issued a state charter? **Five**
86. What is the parliamentary procedure term to suggest names to be considered for office? **Nominate**
87. The year national FBLA-PBL membership topped the 200,000 mark for the first time? **1987**
88. What organization sponsored FBLA before it gained its independent status? **National Council for Business Education (now known as National Business Education Association—FBLA)**
89. In what year was the National Center Mortgage retired? **2001**
90. Who was the first state president of Arkansas FBLA? **Dorothy Frazier**
91. What is the last sentence of the creed? **“I promise to use my abilities to make the world a better place for everyone.”**
92. What is the national event that recognizes FBLA-Middle Level chapters that successfully implement an education program to promote free enterprise? **American Enterprise Project**
93. The national program that allows FBLA members to invest a hypothetical \$100,000 in NASDAQ, AMEX, and NYSE-listed common stock is called? **Stock Market Game**
94. What is the official source for National FBLA materials such as t-shirts, officer pins, plaques, and other gift items? **The Marketplace**
95. In the office installation ceremony, what color candle symbolizes the office of treasurer? **Blue**
96. What is the membership year of FLBA-Middle Level? **July 1 – June 30**
97. In the absence of the president at a chapter meeting, which officer serves as the presiding officer? **Vice-President**
98. What is the parliamentary term for the discussion of the merits of a motion? **Debate**
99. In a chapter meeting, if you want to change the wording of a motion that is being discussed, what do you have to do? **Make a motion to amend the main motion**
100. Chapter activities fall into five functional areas, name them. **Professional Development, Civic, Service, Social, and Financial**

SPELLING LIST
(To be used in Spelling Event)

abbreviation	amount	beneficial	committee
abolish	analog	benefitted	competency
abruptly	analyze	binary	competing
absence	animation	bit	competitive
absolute	announcement	boilerplate	compliance
academic	annuity	bonuses	completely
accede	anonymous	bookkeeping	component
accept	antenna	bookmark	concede
acceptance	anxiety	borrow	congratulate
accessible	apology	bought	conscientious
accidentally	apparent	boulevard	consignee
acclamation	appearance	brochure	consistent
accommodate	applicable	browser	contingent
accordance	applicant	budget	control
accountable	application	business	convenience
accreditation	applied	byte	conversion
accrue	appreciate	calculator	corporation
accumulate	appropriate	campaign	council
accurate	approximately	canceled	criticism
achievement	architect	capabilities	cursor
acknowledgment	argue	capital	customer
acquire	argument	career	cyberspace
acquittal	article	cashier	data
address	artificial	categories	database
adept	assistance	cautionary	dealer
adequate	attendance	census	debit
adjacent	attitude	certainly	deceit
adjourn	attorneys	certificate	decision
advertisement	auxiliary	changeable	declaration
affect	backup	choice	deductible
affidavit	backspacing	choose	definitely
agenda	balance	claimant	definition
aggravate	bankruptcy	clipboard	delegate
alignment	bargain	coincide	delivery
allegiance	basically	collateral	demand
allocate	beautiful	colleague	democratic
allotment	becoming	coming	dependent
alphabetical	beginning	commercial	deposit
altogether	behavior	commission	depreciation
amendment	believable	commitment	desirable

device	filename	interfere	microcomputer
dialog	finally	internet	minimize
different	fiscal	interpret	miscellaneous
digital	fitted	interrupt	misspell
directory	feasible	itemize	modem
disbursement	fluctuate	itinerary	monitor
discrepancy	font	jeopardize	mortgage
discourage	footer	justifiable	mouse
discretion	footnote	keyboard	multimedia
diskette	forcible	kilobytes	multitasking
distributor	foreclosure	kindness	naturalization
dividend	foreseeable	knowledge	navigator
document	format	labeled	neglect
domain	forty	laboratory	negotiate
duress	fraudulent	landscape	network
economy	freight	layout	newsgroup
effect	fundamental	leaflet	ninety
efficient	generously	lease	notepad
effort	gigabyte	lecture	numerous
electronic	glamour	legal	oblige
embarrass	government	legitimate	obvious
emergency	grammar	legislation	occurred
emphasize	graphics	liaison	omit
enclosure	guarantee	libel	operation
encourage	guidance	librarian	opinion
endorsement	happiness	license	optimize
entertainment	hardware	lien	option
enthusiastic	header	link	opportunity
entirely	hundred	liquidate	output
environment	hypertext	literacy	paid
equipment	icon	loan	paintbrush
equitable	image	macro	parallel
especially	imminent	maintenance	parenthesis
ethical	impulse	manageable	parity
etiquette	incidentally	manipulate	penalize
excellent	indemnity	manuscript	percent
executive	independent	mathematics	performance
expense	industries	mediocre	personal
extemporaneous	inevitable	megabytes	personnel
extremely	influence	memory	persuade
facilitate	input	menu	pertain
familiar	intercede	merchandise	pixel
file	interest	merge	pleasant

policies	resources	tendency	yesterday
portrait	restore	terminal	yourself
practical	retailer	territory	zealous
practiced	retrieval	their	zigzag
precede	retroactive	therefore	
preference	robot	thirtieth	
preferred	salary	thoroughly	
preparation	scalable	through	
prepare	scanner	title	
prestige	schedule	toggle	
principal	screen	tomorrow	
principle	scroll	transferred	
printer	search	twelfth	
priorities	secretary	unacceptable	
privilege	seize	undoubtedly	
procedure	separate	unify	
processing	several	unique	
processor	shipper	unnecessary	
programming	sincerely	usually	
promissory	software	utilize	
proprietor	source	vacuum	
protocol	spreadsheet	valuable	
quality	stationery	vehemently	
quarter	statistics	ventilation	
query	status	venue	
questionable	straight	verdict	
quicken	strategy	video	
quiet	studied	virtual	
quorum	subdirectory	visible	
rationalize	success	volume	
receipt	sufficient	waiver	
receive	summary	wage	
recognize	supersede	warranty	
recommend	surfing	watermark	
reconcile	surprise	weaken	
referendum	synonymous	weariness	
referred	system	weather	
reimbursement	tariffs	wholesale	
relevant	taxable	window	
remittance	telecommunication	withheld	
remote	television	wrench	
repetition	template	writing	
requisition		yield	