



CHAPTER SIX

District Awards Program

GENERAL INFORMATION

The District Awards Program (DAP) at the District Leadership conferences exemplifies the range of activities and focus of FBLA-Middle Level/Junior High. These events are based on projects developed from one of the goals of FBLA-PBL and the curriculum of business education programs.

- Competitors must meet Arkansas Activities Association eligibility requirements.
- A member may enter as many events as scheduling will allow.
- Members who have won first place in an event at a previous Middle Level/Junior High Spring Leadership Conference may not enter that event again.
- Reference manuals, textbooks, and other source materials except those listed in the guidelines, **MAY NOT** be taken to the events.
- Members whose dues are received in the national office on or before **February 15** are eligible to participate in competitive events. Membership in FBLA is unified on the local, state, and national levels and is not available separately.
- Contestants must furnish their own #2 pencils for all events requiring written exams.

Awards are given to the first five places in each event and an overall sweepstakes trophy is awarded to the chapter that accumulates the most points in all competitive events.

Mission Statement

Middle Level/Junior High FBLA District Awards Program

Competitive spirit and recognition of excellence reflect important aspects of the educational process that prepare students for their roles in the American enterprise system.

Today's students demand and deserve learning experiences that enable them to achieve success through effective participation in career-related activities designed to reach professional goals. The Middle Level/Junior High District Awards Program offers this opportunity by providing support for curriculum development, facilitates practical application, and increases conceptual knowledge of business principles.

Arkansas Activities Association (AAA) Eligibility

Students entered in competitive events must meet the following Arkansas Activities Association eligibility requirements. The AAA has three criteria that must be met for eligibility of vocational students to **compete** in an **interscholastic** event:

- 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 at least four academic courses identified in the Arkansas Department of Education Standards of Accreditation.)
- The student must meet the scholarship rule.
- The student may not participate after his/her sixteenth birthday.

AAA Scholarship Rule/Regulation

Regulations on participation by students in interscholastic activities are:

1. A student promoted from the sixth to the seventh grade automatically meets scholarship requirements.
2. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester.
3. The second semester eighth and the first semester ninth grade student meets scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools.
4. First semester ninth grade students must pass four academic classes to be eligible the second semester of the ninth grade.

Before entering students in district competition, the adviser must:

1. Verify with school counselor and/or school office that students meet the scholarship regulations as required by the State Board of Education and Arkansas Activities Association.
2. Submit a Certificate of Eligibility for Non-Athletics, signed by the school administrator and the adviser, verifying the eligibility of participation for all the chapter's contestants. This certificate is located in Chapter Seven (7) of this handbook.

Competitive Events

Events are divided into four categories: chapter, team, individual, and recognition. The following is a list of competitive events offered at the middle level/junior high district spring conferences:

Chapter Events: (Refer to Chapter Five of this handbook for guidelines)

American Enterprise Project	Largest Local Chapter Membership - Market Share
Community Service Project	Local Chapter Activities Report
Largest Local Chapter Membership	Outstanding Chapter Award of Merit

Team Events:

Business Graphics (May be an individual or team of two event)

**Desktop Publishing Applications (May be an individual or team of 2 or 3 members)

**Computer Slide Show Presentation (May be an individual or team of 2 or 3 members)

**Web Page Creation (May be an individual or team of 2 or 3 members)

Individual Events:

Business Letters	Manuscripts
Business Math	*Mr. Jr. High Future Business Leader
**Career Exploration	*Ms. Jr. High Future Business Leader
Computer Concepts	One-Minute Timings
Creed	Proofreading
FBLA Principles and Procedures	**Proofreading and Editing
Introduction to Business Communications	*Public Speaking
Introduction to Parliamentary Procedure	Spelling
*Job Interview	**Spreadsheet
**Keyboarding Applications I	Tabulations
**Keyboarding Applications II	Three-Minute Timings

*Sixth grade students are not eligible for the judged events

**Indicate national and state events—restricted to students in grades 7-9.

Recognition Events: (Refer to Chapter Five of this handbook for guidelines)

Outstanding Middle Level Adviser	Outstanding Middle Level Supporter
Outstanding Middle Level Member	

Skill Events

All of the One-Minute Timings, Three-Minute Timings, Proofreading and Editing, and a portion of the Business Letters, Desktop Publishing Applications, Keyboarding Applications I, Keyboarding Applications II, Manuscripts, Spreadsheet, and Tabulations events are administrated prior to the district conference using the School-Site Testing procedure outlined below:

1. Each local chapter **must** secure a local school district person to administer the skill tests for their contestants. A member of the business department faculty or FBLA adviser may 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 a data disk, which must be returned with the testing material. No material may be saved to a hard drive.
5. A statement of certification must be signed by the test administrator and contestant verifying that copies of the test were not duplicated, saved to hard drive, or extra copies of the contestant's papers were not printed.
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 school-site testing must be submitted with the request for tests. This fee covers all skills tests and must be paid by each chapter, regardless of the number of skill events the chapter enters.
8. Contestants taking the school-site skills test (with the exception of the One-Minute Timings and Three-Minute Timings) **must attend the district leadership conference** to complete the written portion of the test. **Failure to attend the district conference and take the written portion of the test will result in a one-year ban for the local chapter in the event.** If a student takes any portion of the test (this includes One-Minute Timings and Three-Minute Timings), **he/she must pay conference registration fees.**
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 and will not be eligible to complete the second portion of the event at the district conference.
10. Violation of these rules or failure to return all testing materials will result in the local FBLA chapter being prohibited from participating in the individual district skills testing for a period of five (5) years.

Grading Standards for Skill Events

For all word processing production events, the FBLA Standards of Mailability are used for judging.

FBLA Standards of Mailability

Materials submitted in these events are graded against the standard of zero errors and business-like format: Business Letters, Keyboarding Applications I, Keyboarding Applications II, Manuscripts, and Tabulations

In grading these materials, the following errors will make the copy mailable with slight corrections and result in a penalty of two (2) points per error.

- Omission of a nonessential part(s) of a document (Example: reference initials, enclosure notation, etc.)
- Minor error in vertical placement
- Minor error in horizontal placement
- Minor spacing errors
- Inserted or omitted words that do not change the meaning of the sentence
- Transposed words that do not change the meaning of the sentence

The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.

- Failure to follow specific directions
- Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Omission of essential parts of a document (Example: date, inside address, etc.)

Points Accumulation Sheet Middle Level/junior High Sweepstakes

SCHOOL _____

5 points for first place
4 points for second place
3 points for third place

2 points for fourth place
1 point for fifth place

EVENT	POINTS	EVENT	POINTS
American Enterprise Project		Intro. to Parliamentary Procedure	
Community Service Project		Job Interview	
Largest Chapter Membership		Keyboarding Applications I	
Largest Chapter Membership - Market Share		Keyboarding Applications II	
Local Chapter Activities Report		Manuscripts	
Outstanding Chapter		Mr. Jr. High FBL	
Business Graphics		Ms. Jr. High FBL	
Business Letters		One-Minute Timings	
Business Math		Proofreading	
Career Exploration		Proofreading and Editing	
Computer Concepts		Public Speaking	
Computer Slide Show		Spelling	
Creed		Spreadsheet	
Desktop Publishing Applications		Tabulations	
FBLA Principles & Procedures		Three-Minute Timings	
Intro. to Business Communications		Web Page Creation	
TOTAL THIS COLUMN		TOTAL THIS COLUMN	
TOTAL POINTS EARNED			

Outstanding Chapter Award of Merit

The Outstanding Chapter Award of Merit recognizes outstanding local chapters which have actively participated in projects and programs identified with the goals of FBLA-PBL.

Eligibility

Each local chapter on record in the FBLA-PBL state and national office as paying dues by October 20 of the current school year may enter.

Regulations

1. The local chapter adviser must complete the entry form and certify that the local chapter has met the Outstanding Chapter Award of Merit criteria.
2. The entry form must be received by the district coordinator by the deadline stated in the District Spring Leadership Conference packet.

Procedure

Criteria:

- Paid state and national dues by October 20
- Developed a written local chapter program of work and submitted to the district coordinator by December 1
- Must submit a copy of the Local Chapter Activities Report to the state office by the established deadline
- Participated in a national and a state project
- Sent representatives to each FBLA conference sponsored by the district
- Invited business and professional men and women to become involved in classroom and/or chapter activities
- Conducted a public relations program in the school and community and documented the activities with newspaper clippings and/or reports
- Promoted FBLA-ML to the school and community

Awards

Each chapter completing **ALL** parts of the checklist will be presented an Outstanding Chapter Award of Merit certificate and awarded five (5) sweepstakes points at the District Spring Leadership Conference.

Outstanding Chapter Award of Merit Entry Form

SCHOOL _____

ADVISER _____

E-MAIL _____ PHONE _____

SCHOOL ADDRESS _____

The following guidelines will be used to determine recommendations for Outstanding Chapter Award of Merit. These are minimum requirements. They are listed to serve as a guide for chapters in planning their local program of work.

**Documented
by Chapter**

Minimum Criteria

- _____ Paid initial state and national dues by October 20
- _____ Developed a written local chapter program of work and submitted to the district coordinator by December 1
- _____ Participated in a national project
 - A. March of Dimes
 - B. Membership Achievement Award
 - C. 100% Class Participation
 - D. Winner's Circle
 - E. American Enterprise Award
 - F. Community Service Award
- _____ Participated in a state project (Submit copy of check or letter from project)
 - A. March of Dimes
 - B. Arkansas Children's Hospital
 - C. Gift of Life (ARORA)
 - D. Leukemia Society Project
 - E. Ronald McDonald House
- _____ Sent representatives to district leadership conferences (Fall and Spring)
- _____ Invited business and professional men and women to become involved in classroom and/or chapter activities (Attach invitation or thank you letter)
- _____ Conducted a public relations program in the school and/or community and documented the activities with newspaper clippings and/or reports (submit copy of newspaper or report)

Largest Local Chapter Membership

Effective district, 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 those local chapters who have attained the largest membership in Middle Level/Junior High FBLA.

Eligibility

All active local chapters are eligible.

Procedure

Official membership records are audited by the district coordinator, therefore, no entry form is required for this event.

Winners in this event are determined by the district coordinator. The figures used in determining the winners will be the number of paid FBLA members on record in the state and national offices as of February 15 of the current school year.

Awards

Awards are presented at the District Leadership Conferences to the top five local chapters.

Largest Local Chapter Membership - Market Share

This event is designed to encourage chapters from small schools to compete in the FBLA membership awards. This event also seeks to promote active membership recruitment on a competitive basis for all schools and provide additional recognition to those chapters and members who have actively promoted the growth of FBLA.

Eligibility

All active chapters are eligible to submit one entry form.

Regulations

1. The official membership figures used in this event will be determined by a percentage of FBLA membership from the **total student body enrollment**.
2. The entry form must be received by the district coordinator by the deadline stated in the District Spring Leadership Conference packet.
3. The official entry form is provided in Chapter Seven (7) of this handbook. A copy of the form should be submitted for competition.

Judging

Judging will be based on percentage of FBLA membership from the **total student body enrollment**. The percentage is calculated on total student body enrollment of each grade where members are eligible for FBLA membership.

Winners in this event are determined by the district coordinator after the membership audit of state and national records as of February 15 of the current year.

Awards

Five awards for this event will be presented at the District Leadership Conference.

Business Graphics

This event is designed to recognize FBLA members who demonstrate the ability to design graphic layouts using their creative abilities in this field.

Eligibility

Each local chapter may enter an individual or a team of two participants who are on record in the state and national office as paying dues by February 15 of the current school year.

Regulations

1. The entry form must be received by the district coordinator by the deadline stated in the District Spring Leadership Conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to the events confirmation desk at the District Leadership Conference to verify event registration.
4. Participants failing to report on time for the event may be disqualified.

Procedure

One hour will be allowed for this event.

Participants will be given a theme relating to FBLA at the beginning of the event. All work must be done by the participants within this time period. No cutouts of any type may be brought into the event. The following materials will be provided: one (1) poster board, one (1) felt tip black marker, and one (1) sheet of 8 ½ x 11" planning paper. **Pencils must be furnished by the contestants. Color felt-tip markers may be used in this event. These markers must be furnished by the contestants.**

Judging

Posters will be graded by a panel of judges. All judges' decisions are final.

Awards

Awards presented at the District Leadership Conference are determined by the judges and/or number of entries. The maximum number is five.

Business Graphics Rating Sheet

Points given may range between zero and maximum number indicated.

Theme

relation to theme and FBLA _____ 40

Arrangement

eye appeal
art principles considered _____ 20

Copy

appropriate use of words _____ 10

Neatness

_____ 10

Presentation

applicability for use in promoting FBLA _____ 20

Score _____ **100**

NAME OF SCHOOL _____

TEAM MEMBERS _____

JUDGE'S COMMENTS:

Business Letters

Keying skills are primary requisites for obtaining positions in business. This event is designed to recognize FBLA members who display skills in keying business letters.

Eligibility

Participants must be on record in the state and national offices as paying dues by February 15 of the current school year.

Regulations

1. The entry form and request for school-site testing must be received by the district coordinator and/or state adviser by the deadline stated in the conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to the events confirmation desk at the District Leadership Conference to verify event registration.
4. Participants failing to report on time for the event may be disqualified.

Procedure

School-Site Testing

Forty-five (45) minutes will be allowed for the skill test at the school testing site. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.

Results will be based on mailable copy. Material that could be considered mailable with slight or serious corrections will receive reduced credit. (Refer to the Standards of Mailability on page 6.4 of this handbook.) Participants must print as they go and save all work to a formatted disk. All testing material, including the copy of the test and disk of saved work, must be returned with the student's work.

Participants must recognize the necessity for accurate proofreading.

Word division manuals and dictionaries may be used as reference materials.

Objective Test

A thirty (30) minute written objective test will be administered at the District Leadership Conference based upon contestants understanding and mastery of basic keyboarding terminology, concepts, document formatting rules, grammar, punctuation, spelling, proofreading, and related application knowledge.

Participants must furnish their own No. 2 pencils and erasers.

Judging

Objective tests will be machine graded. This test constitutes 15 percent of the final event score.

Judging of skill tests will be based on printed copy using the Standards of Mailability on page 6.4. The documents will be scored by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score.

Ties will be broken based on the scores associated with the objective test portion of the event.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges/and or number of entries. The maximum number is five.

Business Math

Acquiring the ability to solve common business problems is a basic mathematical skill needed by all prospective business employees. This event is designed to provide recognition for FBLA members who have an understanding of basic arithmetic functions needed in business.

Eligibility

Participants must be on record in the state and national offices as paying dues by February 15 of the current school year.

Regulations

1. The entry form must be received by the district coordinator by the deadline stated in the District Spring Leadership Conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to the events confirmation desk at the District Leadership Conference to verify event registration.
4. Participants failing to report on time for the event may be disqualified.

Procedure

Participants will be given a written objective test consisting of items related to business such as questions on basic math concepts, decimals, fractions, percentages, and discounts.

Participants must furnish their own No. 2 pencils and erasers and may use their own battery-powered calculators.

Judging

The test will be machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

Career Exploration

Career Exploration recognizes those FBLA-Middle Level students who are working toward improving their knowledge of career opportunities.

Description

The written objective test may include questions on skills, career plans, career goals, job searches, job applications, cover letters, resumes, interviews, *Occupational Outlook Handbook*, and basic career education.

Business Education Curriculum Standards:

Career Development

Eligibility

Each local chapter may submit one entry. Entries must be an individual member. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL National Center as having paid dues by February 15 of the current school year.

All middle level FBLA members in grades 7 through 9 are eligible for this event.

Procedure

1. The state chapter, upon receiving request, will mail testing material for this event to the school testing site.
2. A 45-minute objective test will be administered at the school testing site.
3. Participants must furnish their own No. 2 pencils and erasers.

Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaques for first place and certificates for second through fifth places. These will be presented at the District Spring Leadership Conferences. To be eligible for district recognition, chapter must indicate on the request form their participation in their district conferences. **To be eligible for a district award, contestants must pay the district registration fee. No additional testing will be administered at the district conference.**

Computer Concepts

The handling of data is important in the operation of a business. This event is designed to provide recognition for FBLA members who understand the basic principles involved in computer systems.

Eligibility

Participants must be on record in the state and national offices as paying dues by February 15 of the current school year.

Regulations

1. The entry form must be received by the district coordinator by the deadline stated in the District Spring Leadership Conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to the events confirmation desk at the District Leadership Conference to verify event registration.
4. Participants failing to report on time for the event may be disqualified.

Procedure

Participants will be given a written objective test. The test may include questions on basic principles, terminology, and general computer concepts.

Participants must furnish their own No. 2 pencils and erasers and may use their own battery-powered calculators.

Judging

The test will be machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

Computer Slide Show Presentation

This event provides recognition for middle level FBLA members who demonstrate an ability to use presentation software to prepare and deliver a message.

Description

The topic to be developed for this slide show and submitted for competition will be the same topic that is in the National *Chapter Management Handbook* (CMH). (Refer to the event guidelines under Chapter/Member Recognition tab of CMH.)

Business Education Curriculum Standards:

Communications, Information Technology

Eligibility

Each local chapter may submit one entry. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL National Center as having paid dues by February 15 of the current school year.

All middle level FBLA members in grades 7 through 9 are eligible for this event.

Procedure

1. The slide show must address the topic in the Description section of the National guidelines. Entries will be judged according to the rating sheet.
2. Presentations should be at least one (1) minute and no more than three (3) minutes in length.
3. Presentations may be submitted on a CD or disk. Instructions should be included with the entry, describing the procedures necessary to run the presentation, including the software used. All software and the required elements should be included (i.e., pack-and-go) so the judges can view the presentation on any system.
4. Presentations should be clearly labeled with the name of the student participant(s), school name, and state.
5. CD or disk must be submitted for judging by the established deadlines for National/State Competitive Recognition.
6. An entry form (Refer to Chapter Seven of this handbook) must accompany the CD or disk.

Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. To be eligible for district recognition, chapters must indicate on the request form their participation in their district conference. **To be eligible for a district award, contestants must pay the district registration fee. No additional testing will be administered at the district conference**



Computer Slide Show Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Presentation content clearly relates to assigned topic	0	1-3	4-7	8-10	
Copyright laws have been followed and are cited	0	1-3	4-7	8-10	
Presentation is clear and concise	0	1-3	4-7	8-10	
Elements included in presentation are suitable and appropriate	0	1-3	4-7	8-10	

Presentation					
Presentation includes identifiable opening, body, and conclusion.	0	1-3	4-7	8-10	
Audio and visual elements are coordinated and complementary	0	1-3	4-7	8-10	
Transitions are effective and appealing	0	1-3	4-7	8-10	
Graphics enhance overall quality of presentation	0	1-3	4-7	8-10	
Presentation is effective at motivating audience to action	0	1-3	4-7	8-10	
Sound, transitions, timings, and/or other special-effects enhance the presentation	0	1-3	4-7	8-10	

Total Points /100 max.

Penalty Points Deduct five (5) points if presentation is under 1 minute or over 3 minutes

Final Score /100 max.

Name(s): _____

School: _____

City: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Creed

It is necessary that informed FBLA members understand the purpose of their organization. This event demonstrates a written knowledge of the official FBLA Creed.

Eligibility

Participants must be on record in the state and national offices as paying dues by February 15 of the current school year.

Regulations

1. The entry form must be received by the district coordinator by the deadline stated in the District Spring Leadership Conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to the events confirmation desk at the District Leadership Conference to verify event registration.
4. Participants failing to report on time for the event may be disqualified.

Procedure

The current FBLA-PBL Creed is the official creed that will be used for this event.

Contestants must fill in the correct words in the blanks provided on the written test. Contestants must print their answers only on the answer sheet. **Words must be spelled correctly.**

Fifteen (15) minutes is allowed for this event.

Judging

Errors on the written test result from misspelled words, incorrect words, incorrect punctuation, and incorrect capitalization. Papers will be numbered as they are submitted. Ties will be broken based on the order tests are submitted.

Awards

The first five papers submitted that score 100% will be the winners. All other contestants submitting papers with 100% accuracy will receive a recognition certificate. **Recognition certificates will not count as points for sweepstakes.**

Desktop Publishing Application

This event provides recognition for middle level FBLA members who can demonstrate skills in the areas of desktop publishing and creativity.

Description

Participants should be prepared to create, design, and produce usable copy on a computer using desktop publishing software. Students should be prepared to create documents such as a flyer, brochure, and invitation which include graphics, text, layout creativity, and appropriate fonts and type sizes.

Business Education Curriculum Standards:

Communications, Information Technology

Eligibility

Each local chapter may submit one entry. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL National Center as having paid dues by February 15 of the current school year.

All middle level FBLA members in grades 7 through 9 are eligible for this event.

Procedure

School-Site Testing

1. The state chapter, upon receiving request, will mail testing material for this event to the school testing site.
2. Students will be given 45 minutes to complete this skill test at the school testing site. Additional time will be allowed for general directions, equipment setup, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
3. Students may use only one computer for the event.
4. Participants may bring clip art or use the Internet to access graphics.
5. The finished product will be submitted in black and white on plain paper.
6. Word-division manuals and dictionaries may be used as reference materials.
7. All testing material, including the copy of the test and disk of saved work, must be returned with the student's work.

Objective Test

A thirty (30) minute written objective test will be administered at the District Leadership Conference based on basic keyboarding terminology, basic computer knowledge, document formatting rules, grammar, punctuation, spelling, proofreading, and related application knowledge.

Participants must furnish their own No. 2 pencils and erasers.

Judging

Objective tests will be machine graded. This test constitutes 15 percent of the final score.

Judging of the skill tests will be by a panel of judges. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.



Desktop Publishing Application Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Overall Appeal					
Presentation immediately grabs audience	0	1-3	4-7	8-10	
Content effectively covers topic with all the vital information—who, what, when, where, why, and how.	0	1-3	4-7	8-10	
Presentation appeals to intended audience	0	1-3	4-7	8-10	
Layout					
Layout is creative and original	0	1-3	4-7	8-10	
Text and graphics are well-balanced with no overlapping items that reduce readability	0	1-3	4-7	8-10	
Graphics are appropriate to subject and are effectively utilized.	0	1-3	4-7	8-10	
Font selection (type, size, style, kerning, leading, number of typefaces) is appropriate and appealing.	0	1-3	4-7	8-10	
Technical Features					
Effective application of a special effect(s) may include but, not limited to, drop caps, shadowing, reverse type, screens, and mirror images.	0	1-3	4-7	8-10	
Effective text treatment (i.e. paragraph indents, bullets, numbering, hanging indents, alignment, text wrapping).	0	1-3	4-7	8-10	
Proper use of grammar, spelling, punctuation, etc.	0	1-3	4-7	8-10	
Total Points					/100 max.

Name (s) _____

School: _____ City: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

FBLA Principles and Procedures

It is necessary that informed FBLA members understand both the current information and the history of their organization. This event demonstrates a written knowledge of FBLA.

Eligibility

Participants must be on record in the state and national offices as paying dues by February 15 of the current school year.

Regulations

1. The entry form must be received by the district coordinator by the deadline stated in the District Spring Leadership Conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to the events confirmation desk at the District Leadership Conference to verify event registration.
4. Participants failing to report on time for the event may be disqualified.

Procedure

Participants will be given a written objective test. The test will include questions taken from FBLA Facts, History of Arkansas FBLA, and National FBLA information.

Participants must furnish their own No. 2 pencils and erasers and may use their own battery-powered calculators.

Judging

The test will be machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

Introduction to Business Communications

Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all businesspeople. This event is designed to provide recognition for FBLA members who work toward a better command of words and their proper usage in business.

Eligibility

Participants must be on record in the state and national offices as paying dues by February 15 of the current school year.

Regulations

1. The entry form must be received by the district coordinator by the deadline stated in the District Spring Leadership Conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to the events confirmation desk at the District Leadership Conference to verify event registration.
4. Participants failing to report on time for the event may be disqualified.

Procedure

Participants will be given a written objective test which may include word division, spelling, proofreading, mechanics of grammar, capitalization, punctuation, and expression of numbers.

Participants must furnish their own No. 2 pencils and erasers.

Judging

The test will be machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

Introduction to Parliamentary Procedure

This event recognizes FBLA members who demonstrate knowledge of the basic principles of parliamentary procedure.

Eligibility

Participants must be on record in the state and national offices as paying dues by February 15 of the current school year.

Regulations

1. The entry form must be received by the district coordinator by the deadline stated in the District Spring Leadership Conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to the events confirmation desk at the District Leadership Conference to verify event registration.
4. Participants failing to report on time for the event may be disqualified.

Procedure

Participants will be given a written objective test on basic parliamentary procedure principles. Refer to the Local Chapter Organization tab of the national *Chapter Management Handbook* for information on basic parliamentary procedure (pages I-6 through I-10).

Participants must furnish their own No. 2 pencils and erasers.

Judging

The test will be machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

Job Interview

Interviewing skills are primary requisites for obtaining positions in business. This event is designed to recognize FBLA members who demonstrate skill in completing an application, preparing a resume, and interviewing.

Eligibility

Each chapter may enter one contestant. Participant must be on record in the state and national offices as paying dues by February 15 of the current school year. This event is restricted to grades 7-9.

Regulations

1. The entry form must be received by the district coordinator by the deadline stated in the District Spring Leadership Conference packet.
2. Three copies of the resume form must be submitted to the district coordinator by the deadlines stated in the conference packet. **NOTE: Participants failing to submit their resumes by the stated deadline will not be eligible to enter this event.**
3. The participant must be selected in accordance with the regulations of the state chapter.
4. Advisers must report to the events confirmation desk at the District Leadership Conference to verify event registration.
5. Participants failing to report on time for the event may be disqualified.

Procedure

- * All participants will meet together prior to the interview to complete their job application (in ink). The application form may include a short writing exercise.
- * Participants will be able to select from the following job descriptions for his/her resume/application form. Participant should research one of the following jobs and be prepared to discuss the job qualifications in the interview portion of this event.

Secretary	Computer Programmer
File Clerk	Graphics Specialist
Receptionist	Manger Trainee
Computer Specialist	Word Processor
Data Entry Clerk	Accounting Clerk

- * Participants must furnish their own pens and correction materials.
- * Fifteen (15) minutes will be allowed to complete the application.
- * As participants complete their application, they will be given their interview time.
- * Interview times will be assigned by random drawing of numbers.

Judging

There will be a panel of judges for this event. All judges' decisions are final.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

Job Interview Resume Form

Name _____ Age _____

Address _____

School Attending _____

Grade Point Average _____

Career Plans:

Courses taken relating to business:

Extra-Curricular Activities:

Achievements:

Signature of Applicant

Signature of Adviser

Rating Sheet for Job Interview

Points given may range between zero and maximum number indicated.

Application Form and Resume

Clear and concise presentation of facts with logical arrangement	_____ 10	
Correct grammar, punctuation, spelling, and acceptable business style	_____ 10	
Evidence of skills for business	_____ 10	_____ 30

Interview

Poise and maturity	_____ 5	
Self-Confidence, initiative, and assertiveness	_____ 5	
Communication skills	_____ 10	
Presentation of facts in an orderly manner	_____ 5	
Personal appearance (grooming and appropriate business attire)	_____ 10	_____ 35

Leadership Ability

Participation in extra-curricular activities	_____ 10	
Leadership role	_____ 5	
Participation in school and/or community organizations	_____ 5	
Demonstration of outstanding achievement	_____ 5	
Career knowledge and career plans	_____ 10	_____ 35

Interview Score _____ **100**

Total Points Deducted _____

Final Interview Score _____

NAME _____ SCHOOL _____

JUDGE'S SIGNATURE _____

COMMENTS:

Keyboarding Applications I

Knowledge of keyboarding applications is a necessity in today's high-tech business world. This event is designed to recognize middle level FBLA members who can demonstrate basic keyboarding applications skills.

Description

Participants should be able to produce a personal letter, a one-page report, and a one- or two-column table/centering problem. Results will be based on accuracy of printed copy and Standards of Mailability. (Refer to the Chapter/Member Recognition section of the National *Chapter Management Handbook* [CMH] or page 6.4 of this handbook.)

Business Education Curriculum Standards:

Information Technology

Eligibility

Each local chapter may submit one entry. Entries must be an individual member. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL National Center as having paid dues by February 15 of the current school year.

All middle level FBLA members in grades 7 through 9 are eligible for this event.

Procedure

School-Site Testing

1. The state chapter, upon receiving request, will mail testing material for this event to the school testing site.
2. Results will be based on mailable copy based on the Standards of Mailability (Chapter/Member Recognition section of CMH or page 6.4 of this handbook).
3. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment setup, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
4. Word-division manuals and dictionaries may be used as reference materials.
5. Participants must recognize the necessity for accurate proofreading.
6. All testing material, including the copy of the test and disk of saved work, must be returned with the student's work.

Objective Test

A thirty (30) minutes written objective test will be administered at the District Leadership Conference based on basic keyboarding terminology, concepts, document formatting rules, grammar, punctuation, spelling, proofreading, and related application knowledge.

Participants must furnish their own No. 2 pencils and erasers.

Judging

Objective tests will be machine graded. This test constitutes 15 percent of the final score.

Judging of the skills tests will be by a panel of judges. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

Keyboarding Applications II

Knowledge of keyboarding applications is a necessity in today's high-tech business world. This event is designed to recognize middle level FBLA members who can demonstrate advanced keyboarding applications skills.

Description

Participants should be able to produce a business letter; a one-page report with a title page, reference page, and citations; and a two- or three-column table. Results will be based on accuracy of printed copy and Standards of Mailability. (Refer to the Chapter/Member Recognition section of the National *Chapter Management Handbook* [CMH] or page 6.4 of this handbook.)

Business Education Curriculum Standards:

Information Technology

Eligibility

Each local chapter may submit one entry. Entries must be an individual member. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL National Center as having paid dues by February 15 of the current school year.

All middle level FBLA members in grades 7 through 9 are eligible for this event.

Procedure

1. School-Site Testing

1. The state chapter, upon receiving request, will mail testing material for this event to the school testing site.
2. Results will be based on mailable copy based on the Standards of Mailability (Chapter/Member Recognition section of the CMH or page 6.4 of this handbook).
3. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment setup, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
4. Word-division manuals and dictionaries may be used as reference materials.
5. Participants must recognize the necessity for accurate proofreading.
6. All testing material, including the copy of the test and disk of saved work, must be returned with the student's work.

Objective Test

A thirty (30) minutes written objective test will be administered at the District Leadership Conference based on basic keyboarding terminology, concepts, document formatting rules, grammar, punctuation, spelling, proofreading, and related application knowledge.

Participants must furnish their own No. 2 pencils and erasers.

Judging

Objective tests will be machine graded. This test constitutes 15 percent of the final score.

Judging of the skills tests will be by a panel of judges. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

Manuscripts

This event is designed to recognize FBLA members who demonstrate skill in keying simple manuscripts.

Eligibility

Participants must be on record in the state and national offices as paying dues by February 15 of the current school year.

Regulations

1. The entry form and request for school-site testing must be received by the district coordinator by the deadline stated in the conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to the events confirmation desk at the District Leadership Conference to verify event registration.
4. Participants failing to report on time for the event may be disqualified.

Procedure

School-Site Testing

Thirty (30) minutes will be allowed for the skill test at the school testing site. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.

Results will be based on mailable copy. Material that could be considered mailable with slight or serious corrections will receive reduced credit. (Refer to the Standards of Mailability on page 6.4 of this handbook.) Participants must print as they go and save all work to a formatted disk. All testing material, including the copy of the test and disk of saved work, must be returned with the student's work.

Participants must recognize the necessity for accurate proofreading.

Word division manuals and dictionaries may be used as reference materials.

Objective Test

A thirty (30) minute written objective test will be administered at the District Leadership Conference based upon contestants understanding and mastery of basic keyboarding terminology, concepts, document formatting rules, grammar, punctuation, spelling, proofreading, and related application knowledge.

Participants must furnish their own No. 2 pencils and erasers.

Judging

Objective tests will be machine graded. This test constitutes 15 percent of the final event score.

Judging of skill tests will be based on printed copy using the Standards of Mailability on page 6.4. The documents will be scored by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score.

Ties will be broken based on the scores associated with the objective test portion of the event.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges/and or number of entries. The maximum number is five.

Mr. and Ms. Jr. High Future Business Leader

These events are designed to provide recognition to outstanding Junior High FBLA members who have demonstrated leadership qualities, participation, and interest in FBLA.

Eligibility

Each local chapter may enter one participant in each event. Participants must be on record in the state and national offices as paying dues by February 15 of the current school year. These events are restricted to grades 7-9.

Regulations

1. The entry form must be received by the district coordinator by the deadline stated in the conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to the events confirmation desk at the conference to verify event registration.
4. Participants failing to report on time for the event may be disqualified.
5. The application/resume form must be submitted to the district coordinator by the deadline stated in the conference packet.
6. **Participants failing to submit their resume/application form by the stated deadline will not be eligible to enter this event.**
7. Photographs are not allowed. No other material will be accepted. Resume forms will not be returned.
8. Judges must deduct one (1) to fifteen (15) points from the interview score of participants who submit materials by the stated deadline, but do not adhere to the event guidelines for the submission of proper materials.
9. Advisers should serve as consultants to ensure that the application/resume form is well organized, contain substantiated statements, and are written in a business style.

Procedure

These events consist of two parts: a written objective test and interview.

Objective Test—Participants will be given a written objective test designed to measure their knowledge of FBLA and business concepts. The test may include questions on general information about FBLA-PBL history, business concepts (basic business); business mathematics, business English, parliamentary procedure, and general knowledge of business activities.

Participants must furnish their own No. 2 pencils and erasers and may use their own battery-powered calculators.

Interview–The ten (10) contestants, in each event, with the highest test score will be scheduled for an interview. A weighting of 50 percent interview score and 50 percent objective test score will determine the top five winners. In case of a tie after the interviews, the objective test scores will be used to determine the final rank.

Judging

The objective test will be machine graded. There will be a panel of judges for the interview portion of these events. All judges' decisions are final.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

**Mr./Ms. Jr. High Future Business Leader
Application/Resume Form**

Name _____ Age _____

Address _____

School Attending _____

Grade Point Average _____

Courses taken relating to business:

FBLA Conferences Attended:

Other Conferences Attended:

Career Plans:

Achievements:

Signature of Applicant

Signature of Adviser

Mr./Ms. Jr. High Future Business Leader Interview Rating Sheet

Points given may range between zero and maximum number indicated.

Application/Resume Form

Clear and concise presentation of facts with logical arrangement	_____ 10		
Correct grammar, punctuation, spelling, and acceptable business style	_____ 10		
Evidence of participation in FBLA and skills for business	_____ 10	_____	30

Interview

Poise and maturity	_____ 5		
Self-confidence, initiative, and assertiveness	_____ 5		
Communication skills	_____ 10		
Presentation of facts in an orderly manner	_____ 10		
Personal appearance (grooming and appropriate business attire)	_____ 5	_____	35

Leadership Ability

Participation in and knowledge of FBLA	_____ 10		
Leadership Role in FBLA	_____ 5		
Participation in school and/or community organizations	_____ 5		
Demonstration of outstanding achievement	_____ 5		
Career knowledge and career plans	_____ 10	_____	35

Interview Score _____ **100**

Total Points Deducted _____

Final Interview Score _____

FINAL INTERVIEW SCORE _____
 plus **OBJECTIVE TEST SCORE** _____
 equals **TOTAL POINTS** _____

Name _____ School _____

Judge's Signature: _____

Comments:

One-Minute Timings

This event is designed to recognize FBLA members who demonstrate skill in speed keying with accuracy as a prime factor.

Eligibility

Participants must be on record in the state and national offices as paying dues by February 15 of the current school year.

Regulations

1. The entry form and request for school-site testing must be received by the district coordinator by the deadline stated in the conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to event confirmation desk at the district conference to verify event registration.

Procedure

School-Site Testing

Time will be allowed for general directions and warmup.

Contestants must use a typing software program, such as MicroType Pro that times and calculates words per minute.

Three (3) one-minute timings will be given with the participant selecting and submitting the best of the three timings for grading. **Participants may not correct errors during the timed writings.** Participants must find and circle all errors after completion of the timed writings. Participant will indicate the timing to be considered for the event; however, **all timings must be returned with the test.**

No other reference materials are to be brought to the event.

Participants must provide their own pens and pencils.

Judging

The test will be graded by a panel of judges. All judges' decisions are final. The following grading system will be used.

Papers with more than five (5) errors will not be graded.

Uncircled errors will count double.

Subtract total errors from total words typed to get total words counted.

Ties for first place will be broken based on the paper with the fewest errors.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges and/or number of entries. The maximum is five.

Proofreading and Editing

The ability to proofread work accurately is a valuable business tool. This event is designed to provide recognition for middle level FBLA members who have learned basic proofreading techniques, the ability to proofread accurately, spelling, and basic grammar rules.

Description

The written objective test may include questions on proofreading, grammar, punctuation, word division, expression of numbers, capitalization, and business spelling.

Business Education Curriculum Standards:

Communications

Eligibility

Each local chapter may submit one entry. Entries must be an individual member. Participants must be members of an active local middle level chapter who are on record in the state and FBLA-PBL National Center as having paid dues by February 15 of the current school year.

All middle level FBLA members in grades 7 through 9 are eligible for this event.

Procedure

1. The state chapter, upon receiving request, will mail testing material for this event to the school testing site.
2. A 45-minute objective test will be administered at the school testing site.
3. Participants must furnish their own No. 2 pencils and erasers.

Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaques for first place and certificates for second through fifth places. To be eligible for district recognition, chapters must indicate on the request form their participation in their district conference. **To be eligible for a district award, contestants must pay the district registration fee.**

No additional testing will be administered at the district conference

Proofreading

The ability to proofread work accurately is a valuable business skill. This event is designed to provide recognition for FBLA members who have learned basic proofreading marks and developed the ability to proofread accurately.

Eligibility

Participants must be on record in the state and national offices as paying dues by February 15 of the current school year.

Regulations

1. The entry form must be received by the district coordinator by the deadline stated in the District Spring Leadership Conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to the events confirmation desk at the District Leadership Conference to verify event registration.
4. Participants failing to report on time for the event may be disqualified.

Procedure

Participants will be given a written objective test which may include comparison of printed copy to determine the number of errors and knowledge of proofreader's marks.

Participants must furnish their own No. 2 pencils and erasers.

Judging

The test will be machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

Public Speaking

This event is designed to recognize FBLA members who develop qualities of business leadership by presenting logical sequences of ideas through public speaking activities.

Eligibility

Participants must be on record in the state and national offices as paying dues by February 15 of the current school year. This event is restricted to grades 7-9.

Regulations

1. The entry form must be received by the district coordinator by the deadline stated in the district conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to the events confirmation desk at the district conference to verify event registration.
4. Participants failing to report on time for the event may be disqualified.
5. Each participant's speech must be the result of his/her own efforts. Facts and working data may be secured from any source. The speeches must be prepared by student members, not advisers. Advisers should serve as consultants to ensure that the speeches are well organized, contain substantiated statements, and are written in a business style.
6. The content of the speech must be of a business nature and developed from one or more of the eight (8) Middle Level FBLA goals. (Goals are found on page 2 of this handbook.)
7. When delivering his/her speech, the participant may use notes or note cards. Participants may also elect to deliver speeches without any notes.
8. No visual aids may be used.
9. A lectern will be available. No microphone will be allowed.

Procedure

Participants will be assigned times for performance based on random selection prior to the district conference.

At the time of performance, the event administrator will introduce each participant by name and announce the title of his/her speech.

Each speech must be two (2) minutes in length. A timekeeper will stand after one and one-half (1 ½) minutes and when the speaker is finished, record the time used by each participant, noting any deductions of three (3) points for presentations under 1:31 or over 2:29 minutes.

Judging

Each participant will be judged by a panel of judges. All judges' decisions are final.

Awards

The number of awards presented at the District Leadership Conference is determined by judges and/or number of entries. The maximum number is five.

Public Speaking Rating Sheet

Points given may range between zero and maximum number indicated.

Content

Relation to FBLA Middle Level goals	_____ 15	
Purpose clearly stated	_____ 10	
Suitability and accuracy of statements	_____ 5	_____ 30

Organization

Topic adequately developed	_____ 10	
Logical sequence of ideas	_____ 10	
Accomplishment of purpose	_____ 10	_____ 30

Delivery

Voice quality, diction	_____ 10	
Appropriate gestures, eye contact	_____ 10	
Confidence	_____ 5	
Personal appearance	_____ 5	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	_____ 10	_____ 40

SCORE _____ **100**

TIME _____ **PENALTY POINTS** _____

(Deduct 3 points for times
under 1:31 or over 2:29)

FINAL SCORE _____

NAME _____ SCHOOL _____

JUDGE'S SIGNATURE _____

JUDGE'S COMMENTS:

Spelling

Correct spelling is a valuable asset in the business office. This event recognizes FBLA members who demonstrate that ability.

Eligibility

Participants must be on record in the state and national offices as paying dues by February 15 of the current school year.

Regulations

1. The entry form must be received by the district coordinator by the deadline stated in the District Spring Leadership Conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to the events confirmation desk at the District Leadership Conference to verify event registration.
4. Participants failing to report on time for the event may be disqualified.

Procedure

Participants will be given a written objective test. The test will be taken from the spelling words distributed to each chapter.

Participants must furnish their own No. 2 pencils and erasers.

Judging

The test will be machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

Spreadsheet

This event is designed to recognize FBLA members who display knowledge of and skill in using a spreadsheet program.

Knowledge of spreadsheet applications is a necessity in today's high-tech business world. Middle level FBLA students must be able to apply various spreadsheet applications in a business environment, utilizing critical thinking and decision-making skills.

Description

Participants should be prepared to complete problems in spreadsheet format, which may include various functions, including formatting, sorting, editing, creating and applying formulas, and charts. Results will be based on accuracy and formula-view printout.

Business Education Curriculum Standards:

Computation, Information Technology

Eligibility

Each local chapter may submit one entry. Entries must be an individual member. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL National Center as having paid dues by February 15 of the current school year.

All middle level FBLA members in grades 7 through 9 are eligible for this event.

Procedure

School-Site Testing

1. The state chapter, upon receiving request, will mail testing material for this event to the school testing site.
2. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment setup, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
3. Calculators are not allowed.
4. Participants must recognize the necessity for accurate proofreading.
5. Results will be based on accuracy of printed copy. Participants must print as they go and save all work to a formatted disk. All testing material, including the copy of the test and disk of saved work, must be returned with the student's work.

Objective Test

A thirty (30) minute written objective test will be administered at the district conference based on contestant's understanding and mastery of basic spreadsheet concepts, document formatting rules, and related application knowledge.

Participants must furnish their own No. 2 pencils and erasers.

Judging

Objective tests will be machine graded. This test constitutes 15 percent of the final event score.

Judging of the skill tests will be based on accuracy of printed copy. The documents will be scored by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score. Ties will be broken based on the scores associated with the objective test in this event.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

Tabulations

This event is designed to recognize FBLA members who display skills in keying tabulation problems.

Eligibility

Participants must be on record in the state and national offices as paying dues by February 15 of the current school year.

Regulations

1. The entry form and request for school-site testing must be received by the district coordinator by the deadline stated in the district conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to the events confirmation desk at the District Leadership Conference to verify event registration.
4. Participants failing to report on time for the event may be disqualified.

Procedure

School-Site Testing

Thirty (30) minutes will be allowed for the skill test at the school testing site. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.

Results will be based on mailable copy. Material that could be considered mailable with slight or serious corrections will receive reduced credit. (See Standards of Mailability on page 6.4 of this handbook.) Participants must print as they go and save all work to a formatted disk. All testing material, including the copy of the test and disk of saved work, must be returned with the student's work.

Participants must recognize the necessity for accurate proofreading. Word division manuals and dictionaries may be used as reference materials.

Objective Test

A thirty (30) minute written objective test will be administered at the district conference based on contestant's understanding and mastery of basic keyboarding terminology concepts, document formatting rules, grammar, punctuation, spelling, proofreading, and related application knowledge.

Participants must furnish their own No. 2 pencils and erasers.

Judging

Objective tests will be machine graded. This test constitutes 15 percent of the final event score.

Judging of the skill tests will be based on accuracy of printed copy using the Standards of Mailability on page 6.4. The documents will be scored by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score.

Ties will be broken based on the scores associated with the objective test in this event.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

Three-Minute Timings

This event is designed to recognize FBLA members who demonstrate skill in speed keying with accuracy as a prime factor.

Eligibility

Participants must be on record in the state and national offices as paying dues by February 15 of the current school year.

Regulations

1. The entry form and request for school-site testing must be received by the district coordinator by the deadline stated in the conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to event confirmation desk at the district conference to verify event registration.

Procedure

School-Site Testing

Time will be allowed for general directions and warmup.

Contestants must use a typing software program, such as MicroType Pro that times and calculates words per minute.

Three (3) three-minute timings will be given with the participant selecting and submitting the best of the three timings for grading. **Participants may not correct errors during the timed writings.** Participants must find and circle all errors after completion of the timed writings. Participant will indicate the timing to be considered for the event; however, **all timings must be returned with the test.**

No other reference materials are to be brought to the event.

Participants must provide their own pens and pencils.

Judging

The test will be graded by a panel of judges. All judges' decisions are final. The following grading system will be used.

Papers with more than ten (10) errors will not be graded.

Uncircled errors will count double.

Subtract total errors from total words typed to get total words counted.

Ties for first place will be broken based on the paper with the fewest errors.

Awards

The number of awards presented at the District Leadership Conference is determined by the judges and/or number of entries. The maximum is five.

Web Page Creation

This event provides recognition for middle level FBLA members who demonstrate an ability to develop a Web page using HTML or Web design software and deliver a message.

Description

The topic to be developed for this web page and submitted for competition will be the same topic as the one given in the National *Chapter Management Handbook*. Refer to the event guidelines in the national handbook under Chapter/Member Recognition tab.

Business Education Curriculum Standards:

Communications, Information Technology

Eligibility

Each local chapter may submit one entry. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants must be members of an active local middle level chapter who are on record in the state office and FBLA-PBL National Center as having paid dues by February 15 of the current school year.

All middle level FBLA members in grades 7 through 9 are eligible for this event.

Procedure

1. The Web page may be one or two pages with at least one link.
2. The Web page must address the topic in the Description section of the national handbook. Entries will be judged according to the rating sheet.
3. Web pages must be submitted on a CD and must be viewable with a variety of browsers (Netscape, MS Explorer, etc.)
4. Presentations should be clearly labeled with the name of the student participant(s), school name, and state.
5. CD or disk must be submitted for judging by the established deadlines for National/State Recognition.
6. An entry form (Refer to Chapter Seven of this handbook) must accompany the CD.

Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. These will be presented at the District Spring Leadership Conferences. To be eligible for district recognition, chapter must indicate on the request form their participation in their district conferences. **To be eligible for a district award, contestants must pay the district registration fee. No additional testing will be administered at the district conference.**



Web Page Creation Rating Sheet

Evaluation Item	Not	Does Not Meet	Meets	Exceeds	Points
Overall Appeal					
Grabs audience attention.	0	1-3	4-7	8-10	
Contents of Web page(s) effectively cover topic with all vital information included (Who, what, when, where, why, and how)	0	1-3	4-7	8-10	
Appeals to audience.	0	1-2	3-4	5	
Layout					
Creative and original.	0	1-2	3-4	5	
Format, text, and graphics are consistent, well-balanced and with no overlapping items that reduce readability.	0	1-3	4-7	8-10	
Graphics are appropriate to subject and are effectively utilized.	0	1-2	3-4	5	
Font selection (type, size, style, kerning, leading, etc.) is appropriate and appealing	0	1-2	3-4	5	
Use of color is appealing.	0	1-2	3-4	5	
Technical Features					
Site uses innovative technology tools and enhancements effectively (i.e., streaming video or audio, flash type program.)	0	1-3	4-7	8-10	
Web pages are viewable on standard browsers	0	1-2	3-4	5	
Copyright laws have been adhered to and any photos, text, trademarks, or names used on the site are supported by proper documentation and approvals and are indicated on the Web page(s).	0	1-3	4-7	8-10	
Navigation					
Links are appropriate and support topic.	0	1-2	3-4	5	
All links are functional and allow viewer path back to home page	0	1-3	4-7	8-10	
Navigational scheme is logical and effective.	0	1-2	3-4	5	
Total Points					/100 max.
Penalty Points	Deduct 1 point each for a typographical, spelling, punctuation, or grammar error.				
Final Score					/100 max.

Name(s): _____ School: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

