

IOWA FBLA



STATE EVENTS

COMPETITIVE EVENTS AWARDS PROGRAM
IOWA STATE CHAPTER EVENTS

Battle of the Chapters
Battle of the Chapters Advanced
Business Knowledge and Current Events
Business Terminology
Creed Oration
Filing
HTML/CSS
Interviewing and Etiquette
Leadership
Local Chapter Exhibit
NLC Pin Design and Promotion
NLC T-Shirt Design and Promotion
Sales
Spelling Relay
Spelling Relay Advanced
Technology Practical Application
Vocabulary Relay
Vocabulary Relay Advanced

BATTLE OF THE CHAPTERS

A strong knowledge of current events, business, and FBLA-PBL facts prepares members and chapters for success in the world of free enterprise. This team event recognizes chapters with superior knowledge of today's business environment.

Questions may consist of general business facts, current events, parliamentary procedure, FBLA-PBL facts, history, and general information.

ELIGIBILITY

Each local chapter may enter two teams composed of two or three members who are members of the active local chapter and on record of paying dues by February 1 of the current year. Only members enrolled in **grades 7 through 10** are eligible.

REGULATIONS

1. The participants must be selected in accordance with the regulations of the State Chapter.
2. Participants may not have placed first in this event in a previous State Leadership Conference.
3. No more than one team member may have participated in this event at a previous State Leadership Conference.
4. A participant who fails to report on time for the event may be disqualified.
5. The state committee must receive the entry form no later than the date designated in the State Leadership Conference packet.

PROCEDURE

The teams are seated alphabetically by chapter from left to right. Participants from the same chapter are seated one behind the other.

When the participant in the front chair fails to accurately answer the question, he/she withdraws at the end of that round. A participant from a chapter will be required to answer the same number of questions as all other chapters until elimination. When all persons from a chapter have failed to answer the questions, that chapter is eliminated from the relay. The last remaining participant/s is/are declared the winner/s.

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BATTLE OF THE CHAPTERS
(grades 7-10 only)

PROCEDURE – (continued)

The round in which the next to the last participant fails to answer the question correctly must be completed before the last remaining participant/s is/are declared the winner/s.

The following general rules govern the event:

- The question is announced twice by the pronouncer. Participants have the privilege of raising their hands if they would like the question restated.
- The participant answers the question. The judges may disqualify any participant who, in their opinion, does not answer the question correctly within a 60-second period.
- If a participant fails to answer the question correctly, the same question will not be given to the next person.

JUDGING

Judges will determine the accuracy and adequacy of the participants' answers and will have available for reference a copy of the answers. The judges are in complete control of the relay, and the decision shall be final on every question.

STATE AWARDS

The judges and/or the number of entries received determine the number of awards presented.

BATTLE OF THE CHAPTERS ADVANCED (Grades 11-12 only)

A strong knowledge of current events, business, and FBLA-PBL facts prepares members and chapters for success in the world of free enterprise. This team event recognizes chapters with superior knowledge of today's business environment

Questions may consist of general business facts, current events, parliamentary procedure, FBLA-PBL facts, history, and general information.

ELIGIBILITY

Each local chapter may enter two teams composed of two or three members who are members of the active local chapter and on record of paying dues by February 15 of the current year. Only members enrolled in grades 11 and 12 are eligible.

REGULATIONS

1. The participants must be selected in accordance with the regulations of the State Chapter.
2. Participants may not have placed first in this event in a previous State Leadership Conference.
3. No more than one team member may have participated in this event at a previous State Leadership Conference.
4. A participant who fails to report on time for the event may be disqualified.
5. The state committee must receive the entry form no later than the date designated in the State Leadership Conference packet.

PROCEDURE

The teams are seated alphabetically by chapter from left to right. Participants from the same chapter are seated one behind the other.

When the participant in the front chair fails to accurately answer the question, he/she withdraws at the end of that round. A participant from a chapter will be required to answer the same number of questions as all other chapters until elimination. When all persons from a chapter have failed to answer the questions, that chapter is eliminated from the relay. The last remaining participant/s is/are declared the winner/s.

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BATTLE OF THE CHAPTERS ADVANCED

PROCEDURE – (continued)

The round in which the next to the last participant fails to answer the question correctly must be completed before the last remaining participant/s is/are declared the winner/s.

The following general rules govern the event:

- The question is announced twice by the pronouncer. Participants have the privilege of raising their hands if they would like the question restated.
- The participant answers the question. The judges may disqualify any participant who, in their opinion, does not answer the question correctly within a 60-second period.
- If a participant fails to answer the question correctly, the same question will not be given to the next person.

JUDGING

Judges will determine the accuracy and adequacy of the participants' answers and will have available for reference a copy of the answers. The judges are in complete control of the relay, and the decision shall be final on every question.

STATE AWARDS

The judges and/or the number of entries received determine the number of awards presented.

BUSINESS KNOWLEDGE AND CURRENT EVENTS

The success or failure of businesses is dependent on the operator's knowledge of business practices and principles. Every day events on all levels reflect quickly on business ups and downs. Political activity is reflected in business markets. FBLA members should be aware of the impact business knowledge and current events will have on their business world of tomorrow.

ELIGIBILITY

Each local chapter may enter fifteen participants who are members of the active local chapter and are on record of paying dues by February 15 of the current school year.

REGULATIONS

1. Participants must be selected in accordance with regulations of the State Chapter.
2. Participants may not have placed first in this event at a previous State Leadership Conference.
3. The entry form must be received no later than the date designated in the State Leadership Conference packet.

PROCEDURE

All participants will be given an objective written test on business knowledge and current events. Sixty minutes will be the maximum time allowed for any participant to complete the test.

The following news and pictorial magazines and newspapers may be used to gather information for this event.

- ◆ Time
- ◆ Newsweek
- ◆ U.S. News and World Report
- ◆ Des Moines Register

The test will use only news and information of relatively current nature. Areas covered may include basic business terms and concepts, sports/arts/misc., Iowa news, and national/world news. Questions may be asked pertaining to outstanding events of the past few years.

(continued)

BUSINESS KNOWLEDGE AND CURRENT EVENTS

PROCEDURE - (continued)

Participants must furnish their own No. 2 pencils and erasers for this event.

JUDGING

Ties will be broken based on the answers to the last ten questions on the test.
All judges' decisions are final.

STATE AWARDS

The judges and/or number of entries received determine the number of awards presented.

BUSINESS TERMINOLOGY (7-10 grade only)

Communications is the lifeline of business. Proper use and understanding of business terminology is essential to the success of the American businessperson. This event is designed to encourage the development and expansion of terminology for the beginning business student.

ELIGIBILITY

Each local chapter may enter fifteen participants who are members of the active local chapter and are on record of paying dues by February 15 of the current school year. Only members enrolled in **grades 7 through 10** are eligible. The event may include but will not be limited to spelling, vocabulary, and proper grammar.

REGULATIONS

1. The participants must be selected in accordance with the regulations of the State Chapter.
2. Participants may not have placed first in this event at a previous State Leadership Conference.
3. The entry form must be received no later than the date designated in the State Leadership Conference packet.

PROCEDURE

Sixty minutes will be the maximum time allowed for this event.

Participants must furnish their own No. 2 pencils and erasers for this event.

JUDGING

Ties will be broken based on the answers to the last ten questions on the test. All judges' decisions are final.

STATE AWARDS

The judges and/or number of entries received determine the number of awards presented.

CREED ORATION

The aims and ideals of the Future Business Leaders of America-Phi Beta Lambda are expressed in its national creed. Learning to understand what the organization stands for and believes in promotes better citizens and in turn a better business community.

ELIGIBILITY

Each local chapter may enter two participants who are members of the active local chapter and is on record of paying dues by February 15 of the current school year. The participant must be in his/her first year of FBLA.

REGULATIONS

1. Participants must be selected in accordance with the regulations of the State Chapter.
2. Each participant must recite the FBLA-PBL Creed from memory.
3. The entry form must be received no later than the date designated in the State Leadership Conference packet.

PROCEDURE

Points upon which participants will be judged shall include:

◆ correctness ◆ expression ◆ poise ◆ articulation

Participants will be introduced by name only.

JUDGING

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

STATE AWARDS

The judges and/or number of entries determine the number of awards presented.

Points given may range between zero and maximum number indicated.

REMINDER; PARTICIPANTS ARE TO BE IN THEIR FIRST YEAR OF FBLA WORK. THE CREED MUST BE RECITED VERBATIM FROM MEMORY.

STATE PRESENCE

Poise and confidence	_____ 10	
Personal appearance	_____ 5	_____ 15

VOICE QUALITY	_____ 20	_____ 20
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DELIVERY

Fluency	_____ 15	
Emphasis	_____ 15	_____ 30

CORRECTNESS	_____ 10	_____ 10
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GENERAL EFFECT

Sincerity	_____ 10	
Conveyance of meaning	_____ 15	_____ 25

TOTAL SCORE		_____ 100
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Participant _____ School _____

Judges' Identification Number _____

Judges' Constructive Comments Only:

CREED ORATION

FBLA-PBL CREED

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community, and family life.

I believe every person has the right to earn a living at a useful occupation.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

FILING

Accurate storing and retrieving of data is a necessity to the effective and profitable operation of any business. Filing is the basis for this activity.

ELIGIBILITY

Each local chapter may enter fifteen participants who are members of the active local chapter and are on record of paying dues by February 15 of the current school year.

REGULATIONS

The test that will be administered will be keyed to rules recommended by the Association of Records Managers and Administrators (ARMA). A set of these filing rules is provided with these event guidelines. The test may include questions on filing procedures and filing systems.

1. Participants must be selected in accordance with the regulations of the State Chapter.
2. Participants may not have placed first in this event at a previous State Leadership Conference.
3. The entry form must be received no later than the date designated in the State Leadership Conference packet.

JUDGING

Ties will be broken based on the answers to the last ten questions on the test. All judges' decisions are final.

STATE AWARDS

The judges and/or the number of entries received determine the number of awards presented.

The following rules are generally followed in alphabetic filing systems. The rules are adapted from those recommended by the Association of Records Managers and Administrators (ARMA). Event E will be keyed to these rules.

Alphabetizing Name

To place names in correct filing order, compare them unit by unit and letter by letter in the following order: surname (last name), first name or initial, middle name or initial.

<u>Names</u>	<u>Alphabetic Order</u>
Harold Johnson	Johnson / Harold
Delaine Marie Jones	Jones / Delaine / Marie
Delaine Nancy Jones	Jones / Delaine / Nancy

Nothing Before Something

File a surname by itself before the same surname with a first name or initial. File a surname with an initial only before the same surname with a full first name beginning with the same letter. In other words, "Nothing comes before something."

<u>Names</u>	<u>Alphabetic Order</u>
Linda Mack	Mack
Mack	Mack / Linda
Linda T. Mack	Mack / Linda / T

Names with Prefixes and Hyphens

Prefixes in the names of individuals and companies (such as De Marco Fuel Company) are considered to be part of the surname. Some common prefixes are d', Da, De, Del, Des, Di, Du, Fitz, La, Mac, Mc, O', San, St., Van, Vander. Ignore spacing and punctuation in names and consider the names as single indexing units.

<u>Names</u>	<u>Alphabetic Order</u>
Jill Santo-Rondo	San August / Juan
James St. Francis	Santo-Rondo / Jill
Juan San August	St. Francis / James

ARMA Filing Rules – (continued)

Unusual and Foreign Names

When it is difficult to determine which part of a name is the surname, consider the last name written to be the surname.

<u>Names</u>	<u>Alphabetic Order</u>
Hinson Henry	Henry / Hinson
Leu Viet Ho	Henry / Pasquel
Pasquel Henry	Ho / Leu / Viet

Identical Names

When two or more personal or business names are identical, use the address to determine the correct filing order. Compare the parts of the address in the following order: (1) town or city name, (2) state name, (3) street name, and (4) house or building number in numeric order.

<u>Names</u>	<u>Alphabetic Order</u>
Mary Hart 116 Main Street	Hart / Mary / Columbus / GA
Mary Hart 103 Main Street Columbus, OH 43215	Hart / Mary / Columbus / OH / Main / Street / 103
Mary Hart 287 Main Street Columbus, GA 31003	Hart / Mary / Columbus / OH / Main / Street / 287

Title and Degrees

When identical names have seniority titles (such as Jr., Sr., II, III), use the seniority designations only to determine the order of filing. File in this order: Arabic numeral designations first, followed by Roman numerical designations, and then alphabetic—1st, 2nd, 3rd, I, II, III, Jr., Sr.. Index all titles in business names in the order they are written.

<u>Names</u>	<u>Alphabetical Order</u>
F. John Daniels, III	Carmen / Roger / D. / Jr.
F. John Daniels, II	Carmen / Roger / D. / Sr.
Roger D. Carmen, Sr.	Daniels / F. / John / II
Roger D. Carmen, Jr.	Daniels / F. / John / III

ARMA Filing Rules – (continued)

When a religious, foreign, or royalty title is followed by a first name only, file the name as written.

<u>Names</u>	<u>Alphabetical Order</u>
Marina Martin	Father / Martin
Father Martin	Martin / Maria / Dr.
Ralph W. Martin, Sr.	Martin / Marina
Ralph W. Martin, Jr.	Martin / Ralph W / Jr.
Dr. Maria Martin	Martin / Ralph / W Sr.

Names of Married Women

File a married woman's name as it is written with the title being the last unit. If the married name is part of a business name, file as written.

<u>Names</u>	<u>Alphabetical Order</u>
Mrs. John Page	Mrs. / Parker's / Bakery
Mrs. Lila Mae Payton	Page / John / Mrs.
Mrs. Lorraine Parker	Parker / Lorraine / Mrs.
Mrs. Parker's Bakery	Payton Lila / Mae / Mrs.

Company Names

File a company name as it is written. Do not reverse the order if an individual's name is part of the company name—index as written.

<u>Names</u>	<u>Alphabetical Order</u>
Abby T. Barneside Furniture	Abby / T. / Barnside / Furniture
Ron J. Adams Antiques	Acme / Freight / Company
Acme Freight Company	Ron / J. / Adams / Antiques

Articles, Conjunction, and Prepositions

Consider all complete English words in a business name as separate indexing units. This includes prepositions, conjunctions, all symbols, and articles. When the word "the" is the first word in a name, it is never a key unit. Always consider it the last unit. Index all symbols (&, S, #, %) as spelled in full.

<u>Names</u>	<u>Alphabetical Order</u>
The Onyx House	On / Our Own / Café
On Our Own Café	Onyx / House / The
Owens & Johns Market	Owens / and / Johns / Market

ARMA Filing Rules – (continued)

Abbreviations and Single Letters

Abbreviations and any other shortened forms of words are indexed as they are spelled in the name. Do not spell out. Abbreviated full names (Y. M. C.A., IBM) are also indexed as one unit. If a company name is made up of single letters, the spacing determines the indexing units. Treat letter combinations without spaces as one unit.

<u>Names</u>	<u>Alphabetical Order</u>
WC Restaurant	Geo. Wize / Jewelry
Geo. Wise Jewelry	W / C / Retailers
Wilson Co.	WC / Restaurant

Hyphenated Company Names

<u>Names</u>	<u>Alphabetical Order</u>
Cutler-Martin Book Store	C-Out / Glass / Co.
Cow-Town Stockyards	Cow-Town / Stockyards
C-Out Glass Co.	Cutler-Martin / Book Store

Compass Points in Company Names

Compass points in a company name are filed as written. If written as one word or hyphenated, index as one unit.

<u>Names</u>	<u>Alphabetical Order</u>
Northern Hats, Inc.	North / West / Truckers
North West Truckers	Northeast / Builders
Northeast Builders	Northern / Hats / Inc.

Numbers in Company Names

Numerals in company names (such as 57 Club) are not spelled out and are filed in strict numeric order in front of everything else in the alphabetic file. File company names with spelled-out numbers alphabetically.

<u>Names</u>	<u>Alphabetical Order</u>
Third Floor Salon	23 / Skidoo / Dance / Studio
Ten Sisters Café	Ten / Sisters / Café
23 Skidoo Dance Studio	Third / Floor / Salon

ARMA Filing Rules – (continued)

School and Colleges

File the names of elementary, middle, high school, and colleges/universities as written.

<u>Names</u>	<u>Alphabetical Order</u>
Austin College	Austin / College
Gene Austin High School	Gene / Austin / High / School
University of Akron	University of Akron

Churches and Organizations

File names of churches, synagogues, clubs, and organizations as written.

<u>Names</u>	<u>Alphabetical Order</u>
Friends & Neighbors Club	First / Methodist / Church
Fraternal Order of Seagulls	Fraternal / Order / of / Seagulls
First Methodist Church	Friends / and / Neighbors / Club

Magazines and Newspapers

File the names of magazines and newspapers as written. If the names are identical, use the city (and state if necessary) as the last filing unit.

<u>Names</u>	<u>Alphabetical Order</u>
The Daily Herald (Moline)	Daily / Herald / The / Minneapolis
Modern Home Magazine	Daily / Herald / The / Moline
The Daily Herald (Minneapolis)	Modern / Home / Magazine

Hotels and Motels

File hotel and motel names as written.

<u>Names</u>	<u>Alphabetical Order</u>
Royal Inn	Hotel / Redwood
Hotel Redwood	Motel / Royale
Motel Royale	Royal / Inn

ARMA Filing Rules – (continued)

Government Agencies

When filing the names of federal government agencies, the words “United State Government” are the first three filing units, followed by (1) name of the department, (2) name of the bureau, (3) name of the division or subdivision, and (4) title of the official.

When filing the names of state, county, or city agencies, the particular state, county, or city name is the first filing unit, followed by the word “State,” “County,” or “City.” The department, bureau, and/or title of the official are the next filing units.

<u>Names</u>	<u>Alphabetical Order</u>
U.S. Department of Commerce	Denver / City / Police / Department Hinds / County / Welfare / Dept.
Hinds County Welfare Dept.	United / State / Government / Commerce / Department / of
Denver Police Department	

Questions may be asked on the four most frequently used filing systems (Alphabetic, Geographic, Subject, Numeric), filing equipment and supplies, and terminology.

This event provides recognition for FBLA members who are familiar with hyper-text markup language for encoding web pages, along with cascading style sheets for controlling page designs. Versions HTML5 and CSS3.

ELIGIBILITY

Each local chapter may enter fifteen participants who are members of the active local chapter and are on record of paying dues by February 15 of the current school year. The event may include history of web development, use of html to structure a web page, semantic elements, block elements, inline elements, character entities, core attributes, lists, links, images, columns, tables, forms, audio, video, printing. Use of CSS to format web page, measurements, colors, selectors for elements, ids, classes, pseudo-class and pseudo-element selectors, font family and size, borders, positioning, columns.

REGULATIONS

1. The participants must be selected in accordance with the regulations of the State Chapter.
2. Participants may not have placed first in this event at a previous State Leadership Conference.
3. The entry form must be received no later than the date designated in the State Leadership Conference packet.

PROCEDURE

Sixty minutes will be the maximum time allowed for this event.

Participants must furnish their own No. 2 pencils and erasers for this event.

JUDGING

Ties will be broken based on the answers to the last ten questions on the test. All judges' decisions are final.

STATE AWARDS

The judges and/or number of entries received determine the number of awards presented.

INTERVIEWING AND ETTIQUETE

This event provides recognition for FBLA members who demonstrate an understanding interviewing process and proper etiquette in the work place, social gatherings, and online.

ELIGIBILITY

Each local chapter may enter fifteen participants who are members of the active local chapter and are on record of paying dues by February 15 of the current school year. The event may include interviewing procedures, process, etiquette, proper attire, grooming. In addition, effective conversational skills, safe use of social networking, safe use of technology, meet and greet essentials, table manners, and gift giving.

REGULATIONS

1. The participants must be selected in accordance with the regulations of the State Chapter.
2. Participants may not have placed first in this event at a previous State Leadership Conference.
3. The entry form must be received no later than the date designated in the State Leadership Conference packet.

PROCEDURE

Sixty minutes will be the maximum time allowed for this event.

Participants must furnish their own No. 2 pencils and erasers for this event.

JUDGING

Ties will be broken based on the answers to the last ten questions on the test. All judges' decisions are final.

STATE AWARDS

The judges and/or number of entries received determine the number of awards presented.

LEADERSHIP

Leadership is the ability to move or influence others toward achieving individual or group goals. This event provides recognition for FBLA members, who demonstrate foundation of leadership,

ELIGIBILITY

Each local chapter may enter fifteen participants who are members of the active local chapter and are on record of paying dues by February 15 of the current school year. The event may include effective leadership strategies, values, ethics, community involvement, civic and social responsibility, strategies to lead individuals and teams, problem solving, diversity, oral communication, responsibility for personal behavior.

REGULATIONS

1. The participants must be selected in accordance with the regulations of the State Chapter.
2. Participants may not have placed first in this event at a previous State Leadership Conference.
3. The entry form must be received no later than the date designated in the State Leadership Conference packet.

PROCEDURE

Sixty minutes will be the maximum time allowed for this event.

Participants must furnish their own No. 2 pencils and erasers for this event.

JUDGING

Ties will be broken based on the answers to the last ten questions on the test. All judges' decisions are final.

STATE AWARDS

The judges and/or number of entries received determine the number of awards presented.

LOCAL CHAPTER EXHIBIT

This event will highlight the local chapter and its activities during the current school year. The event will include an exhibit and a presentation.

ELIGIBILITY

Each chapter may enter one exhibit at the State Leadership Conference. This is a **Chapter** event of one-three members.

Exhibits must be set up on as designated in the official SLC Program..

PROCEDURE

The chapter exhibit may be a threefold exhibit, poster, or any other creative idea. The exhibit should be able to sit on a small table or be posted on a small/medium wall space. If it is to be displayed on a wall, the chapter is responsible for bringing picture tape to hang the display.

Each Exhibit should include examples of chapter activities and should show some of the same information that is on the Iowa Merit Evaluation sheets available in the Iowa State Chapter Handbook. It should show conferences, Public Relations, Community Service, Fundraising, Recruiting, and State Sponsorship.

Creativity is encouraged through the design and use of meaningful pictures and graphics.

JUDGING

Exhibits will be checked to determine whether chapters have complied with event eligibility and regulations. A 3-5-minute presentation will be given at the State Leadership Conference. Rank is determined by the total on each score sheet. All decisions of the judges are final.

STATE AWARDS

The top three scores according to the judges' rankings will be awarded. The winning chapter will receive a trophy. Second and third places will receive certificates.

(continued)

LOCAL CHAPTER EXHIBIT

Exhibit Rating Sheet

Points given may range between zero and the maximum number indicated.

Exhibit Evaluation	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content & Design					
Community Service, Conferences Fundraising, Public Relations, Recruiting, State Sponsorship	(5 per category maximum of 25)				
Clear and concise presentation with logical arrangements of information	1-5	6-9	10-14	15	
Correct grammar, punctuation, spelling, and acceptable business style	0-5	6-7	8-9	10	
Originality/creativity _____ 15 Aesthetics _____ 10 Effective use of design element Pictures show success of activity	0	1-8	9-17	18-25	

Total Points

/75 Max

School: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

(continued)

LOCAL CHAPTER EXHIBIT

Oral Presentation Rating Sheet

Points given may range between zero and the maximum number indicated.

Oral Presentation Evaluation	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
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Delivery

Voice quality, diction, grammar	0	1-2	3-4	5	
Poise and professional appearance	0	1-2	3-4	5	

Explanation of the Project

Description of project development and strategies used to implement project	0	1-2	3-4	5	
Team Presentation Participation	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-2	3-4	5	

Total Points

/25max

Dress Code Penalty Deduct five (5) points when dress code is not followed.

School: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Exhibit	/75 max
Oral Presentation	/25 max
Total Points	/100 max

NLC PIN DESIGN AND PROMOTION

An essential part of today's business world is design and promotion; therefore, the preparation of art is paramount to the production of quality copy used for promotion purposes. This event is designed to measure the team's ability to develop the concept design for the Iowa FBLA pin for the National Leadership Conference. Students are to use the current year's theme found in the Chapter Management Handbook.

ELIGIBILITY

Each local chapter may enter two teams of two participants who are members of the active local chapter and are on record of paying dues by February 15 of the current school year. Participants will work as a team on one sketch.

REGULATIONS

1. Participants must be selected in accordance with the regulations of the State Chapter.
2. Participants may not have placed first in this event at a previous State Leadership Conference.
3. A participant who fails to report on time for this event may be disqualified.
4. All layout design must be the work of the participants.
5. Design must be on the front and back of the T-Shirt poster board.
6. The entry form must be received by the state committee no later than the date designated in the State Leadership Conference packet.
7. No reference material, visual aids or pre-drawn design may be brought or used during the event.

PROCEDURE

The following materials will be supplied:

- a. two sheets each per contestant of 8 1/2" by 11" paper
- b. one poster board
- c. masking tape
- d. scissors

(continued)

NLC PIN DESIGN AND PROMOTION

PROCEDURE – (continued)

Contestants will provide:

- a. Any type and quality of black ink/lead writing instruments and erasers for initial planning and final layout.
- b. Ruler/straight edge
- c. Stencil or chart pack
- d. Any color of markers

Participants should place emphasis on concept and design.

Ninety minutes will be allowed for this event.

JUDGING

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

STATE AWARDS

The judges and/or number of entries determine the number of awards presented.

NLC PIN DESIGN AND PROMOTION

Points given may range between zero and maximum number indicated.

PRESENTATION AND THEME

Development of theme	_____20	
Effective use of promotional piece	_____20	
Technique/neatness	_____10	_____ 50

ART DESIGN AND LAYOUT

Originality/creativity	_____15	
Aesthetics	_____10	
Effective use of design element	_____15	_____ 40

COPY

Clarity of instruction	_____6	
Spelling and grammar	_____4	_____ 10

TOTAL SCORE _____100

Chapter No. _____ School _____

Judge's Identification Number/Name _____

Judge's Constructive Comments Only:

NLC T-SHIRT DESIGN AND PROMOTION

An essential part of today's business world is design and promotion; therefore, the preparation of art is paramount to the production of quality copy used for promotion purposes. This event is designed to measure the team's ability to develop the concept design for the Iowa FBLA T-Shirt for the National Leadership Conference. Students are to use the current year's theme found in the Chapter Management Handbook.

ELIGIBILITY

Each local chapter may enter two teams of two participants who are members of the active local chapter and are on record of paying dues by February 15 of the current school year. Participants will work as a team on one sketch.

REGULATIONS

8. Participants must be selected in accordance with the regulations of the State Chapter.
9. Participants may not have placed first in this event at a previous State Leadership Conference.
10. A participant who fails to report on time for this event may be disqualified.
11. All layout design must be the work of the participants.
12. Design must be on the front and back of the T-Shirt poster board.
13. The entry form must be received by the state committee no later than the date designated in the State Leadership Conference packet.
14. No reference material, visual aids or pre-drawn design may be brought or used during the event.

PROCEDURE

The following materials will be supplied:

- e. two sheets each per contestant of 8 1/2" by 11" paper
- f. one poster board T-Shirt template
- g. masking tape
- h. scissors
- i. FBLA logos

(continued)

NLC T-SHIRT DESIGN AND PROMOTION

PROCEDURE – (continued)

Contestants will provide:

- e. Any type and quality of black ink/lead writing instruments and erasers for initial planning and final layout.
- f. Ruler/straight edge
- g. Stencil or chart pack
- h. Dictionary
- i. Up to 3 colors of markers (one may be black)

Participants should place emphasis on concept and design.

Ninety minutes will be allowed for this event.

JUDGING

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

STATE AWARDS

The judges and/or number of entries determine the number of awards presented.

Points given may range between zero and maximum number indicated.

PRESENTATION AND THEME

Development of theme	_____20	
Effective use of promotional piece	_____20	
Technique/neatness	_____10	_____ 50

ART DESIGN AND LAYOUT

Originality/creativity	_____15	
Aesthetics	_____10	
Effective use of design element	_____15	_____ 40

COPY

Clarity of instruction	_____6	
Spelling and grammar	_____4	_____ 10

TOTAL SCORE _____100

Chapter No. _____ School_____

Judge's Identification Number/Name _____

Judge's Constructive Comments Only:

SALES

This event provides recognition for FBLA members who demonstrate knowledge in basic skills needed to sell goods and services in a marketing economic system.

ELIGIBILITY

Each local chapter may enter fifteen participants who are members of the active local chapter and are on record of paying dues by February 15 of the current school year. The event may include careers in selling, buyer behavior, product knowledge and selling concepts.

REGULATIONS

1. The participants must be selected in accordance with the regulations of the State Chapter.
2. Participants may not have placed first in this event at a previous State Leadership Conference.
3. The entry form must be received no later than the date designated in the State Leadership Conference packet.

PROCEDURE

Sixty minutes will be the maximum time allowed for this event.

Participants must furnish their own No. 2 pencils and erasers for this event.

JUDGING

Ties will be broken based on the answers to the last ten questions on the test. All judges' decisions are final.

STATE AWARDS

The judges and/or number of entries received determine the number of awards presented.

SPELLING RELAY (grades 7-10 only)

The FBLA spelling relay is designed to create a challenge for FBLA members to work toward a better command of words and their proper usage. Participation in the spelling relay helps students:

- become aware of the need to develop an extensive business vocabulary
- develop a sincere desire to learn the correct spelling of frequently used words
- acquire a mastery of as many useful words as possible
- develop a technique for attaching new words
- use the dictionary to make those words part of correct business vocabulary

ELIGIBILITY

Each local chapter may enter two teams composed of two or three members who are members of the active local chapter and on record of paying dues by February 15 of the current year. Only members enrolled in **grades 7 through 10** are eligible.

REGULATIONS

1. The participants must be selected in accordance with the regulations of the State Chapter.
2. Participants may not have placed first in this event in a previous State Leadership Conference.
3. No more than one team member may have participated in this event at a previous State Leadership Conference.
4. A participant who fails to report on time for the event may be disqualified.
5. The state committee must receive the entry form no later than the date designated in the State Leadership Conference packet.

PROCEDURE

The teams are seated alphabetically by chapter from left to right. Participants from the same chapter are seated one behind the other.

When the participant in the front chair fails to accurately spell the word pronounced, he/she withdraws at the end of that round. A participant from a chapter will be required to spell the same number of words as all other chapters until elimination. When all persons from a chapter have failed to spell their words, that chapter is eliminated from the relay. The last remaining participant/s is/are declared the winner/s.

(continued)

**SPELLING RELAY
(grades 7-10 only)**

PROCEDURE – (continued)

The round in which the next to the last participant fails to spell his/her word correctly must be completed before the last remaining participant/s is/are declared the winner/s.

The following general rules govern the event:

- The word is pronounced twice by the pronouncer. When necessary for clarity, the pronouncer will define the word, whether the word is singular or plural; a noun, verb, or adjective; and if it is the possessive form. Participants have the privilege of raising their hands if they do not understand a word or need additional information. Words selected for the relay are not necessarily those used frequently in business or office occupations.
- The participant pronounces the word after the pronouncer, spells it, and pronounces the word again upon completion of the spelling. The judges may disqualify any participant who, in their opinion, does not begin spelling the word correctly within a 60-second period and complete the spelling in the same 60-second period.
- If a participant fails to spell a word correctly, the same word will not be given to the next person.

JUDGING

Judges will determine the accuracy and adequacy of the participants' spelling and will have available for reference a copy of Webster's New Collegiate Dictionary, the official and final authority on spelling for the event. If a word is challenged or a question raised by a participant to the pronouncer or one of the judges, the latter will consult the dictionary, deliberate, and then give the decision. The judges are in complete control of the relay, and the decision shall be final on every question.

STATE AWARDS

The judges and/or the number of entries received determine the number of awards presented.

SPELLING RELAY ADVANCED (grades 11-12 only)

The FBLA spelling relay is designed to create a challenge for FBLA members to work toward a better command of words and their proper usage. Participation in the spelling relay helps students:

- become aware of the need to develop an extensive business vocabulary
- develop a sincere desire to learn the correct spelling of frequently used words
- acquire a mastery of as many useful words as possible
- develop a technique for attaching new words
- use the dictionary to make those words part of correct business vocabulary

ELIGIBILITY

Each local chapter may enter two teams composed of two or three members who are members of the active local chapter and on record of paying dues by February 15 of the current year. Only members enrolled in grades 11 and 12 are eligible.

REGULATIONS

1. The participants must be selected in accordance with the regulations of the State Chapter.
2. Participants may not have placed first in this event in a previous State Leadership Conference.
3. No more than one team member may have participated in this event at a previous State Leadership Conference.
4. A participant who fails to report on time for the event may be disqualified.
5. The state committee must receive the entry form no later than the date designated in the State Leadership Conference packet.

PROCEDURE

The teams are seated alphabetically by chapter from left to right. Participants from the same chapter are seated one behind the other.

When the participant in the front chair fails to accurately spell the word pronounced, he/she withdraws at the end of that round. A participant from a chapter will be required to spell the same number of words as all other chapters until elimination. When all persons from a chapter have failed to spell their words, that chapter is eliminated from the relay. The last remaining participant/s is/are declared the winner/s.

(continued)

SPELLING RELAY ADVANCED
(grades 11-12 only)

PROCEDURE – (continued)

The round in which the next to the last participant fails to spell his/her word correctly must be completed before the last remaining participant/s is/are declared the winner/s.

The following general rules govern the event:

- The word is pronounced twice by the pronouncer. When necessary for clarity, the pronouncer will define the word, whether the word is singular or plural; a noun, verb, or adjective; and if it is the possessive form. Participants have the privilege of raising their hands if they do not understand a word or need additional information. Words selected for the relay are not necessarily those used frequently in business or office occupations.
- The participant pronounces the word after the pronouncer, spells it, and pronounces the word again upon completion of the spelling. The judges may disqualify any participant who, in their opinion, does not begin spelling the word correctly within a 60-second period and complete the spelling in the same 60-second period.
- If a participant fails to spell a word correctly, the same word will not be given to the next person.

JUDGING

Judges will determine the accuracy and adequacy of the participants' spelling and will have available for reference a copy of Webster's New Collegiate Dictionary, the official and final authority on spelling for the event. If a word is challenged or a question raised by a participant to the pronouncer or one of the judges, the latter will consult the dictionary, deliberate, and then give the decision. The judges are in complete control of the relay, and the decision shall be final on every question.

STATE AWARDS

The judges and/or the number of entries received determine the number of awards presented.

TECHNOLOGY PRACTICAL APPLICATION

This event provides recognition for FBLA members who demonstrate a basic understanding of basic business technology concepts and equipment that is essential for communicating in the work place.

ELIGIBILITY

Each local chapter may enter fifteen participants who are members of the active local chapter and are on record of paying dues by February 15 of the current school year. This event may include current technology terms, trends, equipment, accessories, and related ethical challenges facing this field.

REGULATIONS

1. The participants must be selected in accordance with the regulations of the State Chapter.
2. Participants may not have placed first in this event at a previous State Leadership Conference.
3. The entry form must be received no later than the date designated in the State Leadership Conference packet.

PROCEDURE

Sixty minutes will be the maximum time allowed for this event.

Participants must furnish their own No. 2 pencils and erasers for this event.

JUDGING

Ties will be broken based on the answers to the last ten questions on the test. All judges' decisions are final.

STATE AWARDS

The judges and/or number of entries received determine the number of awards presented.

VOCABULARY RELAY (grades 7-10 only)

The FBLA vocabulary relay is designed to create a challenge for FBLA members towards a better command of words and their usage. Participation in the vocabulary relay helps students:

- Become aware of the need to develop an extensive business vocabulary
- Develop a sincere desire to learn the definitions of frequently used words.
- Acquire a mastery of as many useful words as possible.
- Develop a technique for attacking new words.
- Using the dictionary to make those words part of an adequate vocabulary.

ELIGIBILITY

Each local chapter may enter two teams composed of two or three members who are members of the active local chapter and on record of paying dues by February 15 of the current year.

REGULATIONS

1. The participants must be selected in accordance with the regulations of the State Chapter.
2. Participants may not have placed first in this event at a previous State Leadership Conference.
3. No more than one team member may have participated in this event at a previous State Leadership Conference.
4. A participant who fails to report on time for the event may be disqualified.
5. The state committee must receive the entry form no later than the date designated in the State Leadership Conference packet.

PROCEDURE

The teams are seated alphabetically by chapter from left to right. Participants from the same chapter are seated one behind the other.

When the participant in the front chair fails to define accurately the word pronounced, he/she withdraws at the end of the round. A participant from a chapter will be required to define the same number of words as all other chapters until elimination. When all persons from a chapter have failed to define their words, that chapter is eliminated from the relay. The last remaining participant/s is/are declared the winner/s. The round in which the next to the last participant fails to define his/her word correctly must be completed before the last remaining participant/s is/are declared the winner/s.

(continued)

VOCABULARY RELAY
(grades 7-10 only)

PROCEDURE – (continued)

The following general rules govern the event:

- The word is pronounced, spelled, and pronounced again by the pronouncer. When necessary for clarity, the pronouncer will indicate whether the word is singular or plural; a noun, verb, or adjective; and if it is the possessive form. Participants have the privilege of raising their hands if they do not understand a word or need additional information. Words selected for the relay are not necessarily those used frequently in business or office occupations.
- The participant pronounces the word after the pronouncer and defines it. He/she may be required to use the word in a sentence. The judges may disqualify any participant who, in their opinion, does not begin defining the word correctly within a 60-second period and complete the definition in a reasonable time.
- If a participant fails to define a word correctly the same word will not be given to the next person. A few sample words. . .

abeyance	filibuster	malfeasance	refractory
accretion	grotesque	maritime	rescind
appellant	heterodyne	metatarsal	reticence
bicameral	hypothecate	munitia	sequel
capitulation	impartial	nonpareil	specious
churlish	inception	nullify	stratagem
codicil	inertia	olfactory	tachometer
complacent	integer	parody	tenacious
consignee	inveigh	pecuniary	tensile
cornice	lamine	perplexity	tract
depreciation	legation	placid	untenable
domicile	lien	plebiscite	velours
encumbrance	liquefy	probate	vicissitude
exonerate	litigant	quadrant	zealous
facetious	lucid		

JUDGING

Judges will determine the accuracy and adequacy of the participants' definitions and will have available for reference a copy of Webster's New Collegiate dictionary, the official and final authority on definitions for the event. If a word is challenged or a question raised by a participant to the pronouncer or one of the judges, the latter will consult the dictionary, deliberate, and then give the decision. The judges are in complete control of the relay, and the decision shall be final on every question.

STATE AWARDS

The judges and/or the number of entries received determine the number of awards presented.

VOCABULARY RELAY ADVANCED (grades 11-12 only)

The FBLA vocabulary relay is designed to create a challenge for FBLA members towards a better command of words and their usage. Participation in the vocabulary relay helps students:

- Become aware of the need to develop an extensive business vocabulary.
- Develop a sincere desire to learn the definitions of frequently used words.
- Acquire a mastery of as many useful words as possible.
- Develop a technique for attacking new words.
- Using the dictionary to make those words part of an adequate vocabulary.

ELIGIBILITY

Each local chapter may enter two teams composed of two or three members who are members of the active local chapter and one record of paying dues by February 15 of the current year.

REGULATIONS

1. The participants must be selected in accordance with the regulations of the State Chapter.
2. Participants may not have placed first in this event at a previous State Leadership Conference.
3. No more than one team member may have participated in this event at a previous State Leadership Conference.
4. A participant who fails to report on time for the event may be disqualified.
5. The state committee must receive the entry form no later than the date designated in the State Leadership Conference packet.

PROCEDURE

The teams are seated alphabetically by chapter from left to right. Participants from the same chapter are seated one behind the other.

When the participant in the front chair fails to define accurately the word pronounced, he/she withdraws at the end of the round. A participant from a chapter will be required to define the same number of words as all other chapters until elimination. When all persons from a chapter have failed to define their words, that chapter is eliminated from the relay. The last remaining participant/s is/are declared the winner/s. The round in which the next to the last participant fails to define his/her word correctly must be completed before the last remaining participant/s is/are declared the winner/s.

(continued)

VOCABULARY RELAY
ADVANCED
(grades 11-12 only)

PROCEDURE – (continued)

The following general rules govern the event:

- The word is pronounced, spelled, and pronounced again by the pronouncer. When necessary for clarity, the pronouncer will indicate whether the word is singular or plural; a noun, verb, or adjective; and if it is the possessive form. Participants have the privilege of raising their hands if they do not understand a word or need additional information. Words selected for the relay are not necessarily those used frequently in business or office occupations.
- The participant pronounces the word after the pronouncer and defines it. He/she may be required to use the word in a sentence. The judges may disqualify any participant who, in their opinion, does not begin defining the word correctly within a 60-second period and complete the definition in a reasonable time.
- If a participant fails to define a word correctly the same word will not be given to the next person. A few sample words. . .

abeyance	filibuster	malfeasance	refractory
accretion	grotesque	maritime	rescind
appellant	heterodyne	metatarsal	reticence
bicameral	hypothecate	munitia	sequel
capitulation	impartial	nonpareil	specious
churlish	inception	nullify	stratagem
codicil	inertia	olfactory	tachometer
complacent	integer	parody	tenacious
consignee	inveigh	pecuniary	tensile
cornice	lamine	perplexity	tract
depreciation	legation	placid	untenable
domicile	lien	plebiscite	velours
encumbrance	liquefy	probate	vicissitude
exonerate	litigant	quadrant	zealous
facetious	lucid		

JUDGING

Judges will determine the accuracy and adequacy of the participants' definitions and will have available for reference a copy of Webster's New Collegiate Dictionary, the official and final authority on definitions for the event. If a word is challenged or a question raised by a participant to the pronouncer or one of the judges, the latter will consult the dictionary, deliberate, and then give the decision. The judges are in complete control of the relay, and the decision shall be final on every question.

STATE AWARDS

The judges and/or the number of entries received determine the number of awards presented.