

COLORADO COMPETITIVE EVENTS MADE EASY FBLA 2006-2007

New Events

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| ▪ Business Financial Plan | <i>individual or team, prejudged, performance at state only</i> |
| ▪ Cyber Security | <i>to be implemented 2007-2008</i> |
| ▪ Database Design & Applications | <i>to be implemented 2007-2008</i> |
| ▪ Digital Video Production | <i>individual or team, prejudged, performance at state only</i> |
| ▪ E-business | <i>individual or team, prejudged, performance at state only</i> |
| ▪ Electronic Career Portfolio | <i>individual, prejudged, no performance</i> |
| ▪ Global Business | <i>team, written collaborative test, performance at state only</i> |
| ▪ Management Decision Making | <i>team, written collaborative test, performance at state only</i> |
| ▪ Spreadsheet Applications | <i>to be implemented 2007-2008</i> |

Modifications/Changes

- C++, Java, and Visual Basic—a programming component has been added and will be prejudged. The students will still take the online test at the DLC, SLC and NLC.
- **Entrepreneurship** can be 2 or 3 members
- **Computer Concepts** renamed to **Introduction to Technology Concepts**
- **Accounting II**—a school-site production test has been added as well as the online test at NLC
- Competency changes in many events—read guidelines carefully
- Students must provide their own equipment.
- Resumes and letters for Future Business Leader & Job Interview are now submitted in **6 separate file folders**, properly labeled.
- **Three copies** of all reports and prejudged materials must be submitted to the Vice President and District Adviser by the posted deadline for DLC and to Colorado FBLA for SLC.
- Preliminary performance events are not open to conference attendees.
- Qualifiers from SLC to NLC have increased from two to three in the written events.
- Qualifiers from SLC to NLC have increased from one to two in all interview and performance type events.
- Qualifiers from your local chapter to DLC and DLC to SLC are noted in the Colorado Competitive Handbook.

Eligibility

- A student that has competed at the national level in an event is **NOT** able to repeat the same event with several exceptions. The following events allow one member of the team to have competed at a previous NLC.
 - Business Plan, Business Ethics, E-business, Digital Video Production, Emerging Business Issues, Entrepreneurship, Management Decision Making, Multimedia Presentations, Network Design, Web Site Development.
 - Parliamentary Procedure. Two members of the team may have competed in a previous NLC.
- Sequenced Events for FBLA
Once a member has competed in an advanced level of an event, he/she may not subsequently compete in the first level of the event.
 - Accounting I and Accounting II
 - Business Math and Business Calculations
 - Introduction to Business Communications and Business Communications
 - Introduction to Parliamentary Procedure and Parliamentary Procedure
 - Introduction to Technology Concepts and Technology Concepts
 - Public Speaking I and Public Speaking II
 - Word Processing I and Word Processing II
- Chapter Events
A student may compete in a chapter event (American Enterprise Project, Community Service Project, and Partnership with Business Project) **and** compete in an individual or team event.

▪ **Sequestered Events**

The following are sequestered events at DLC: Business Ethics, Emerging Business Issues (only final performance), and Impromptu Speaking. The following are sequestered events at SLC and NLC: Business Ethics, Emerging Business Issues (only final performance), Entrepreneurship, Global Business, Impromptu Speaking, Management Decision Making, Network Design, and Parliamentary Procedure. It is expected that all teams report on time to be sequestered until the team performs. Once the first team starts the performance, teams will be disqualified if they are not sequestered. Students are allowed to bring food but no electronic devices.

▪ **9th – 10th Grade Level Events**

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

COMPETITIVE EVENTS TIPS

Chapter Events (written reports)

- Read the guidelines carefully.
- The report should be written following the previous State Leadership Conference and the start of the current State Leadership Conference.
- Follow the Rating Sheet when creating the Table of Contents.
- Report covers **must**:
 - Covers must be card stock.
 - Covers must not have plastic covers, laminated covers, or a plastic sheet overlaying the printed cover.
 - All reports must be bound and the binding may be spiral, plastic coil, velum and/or ribbon.
 - Labels or decals must not be attached to the front cover or in the report.
 - Cut out covers are allowed and must show all the required information, but the second page counts in the total page count.
 - The following information **must** be included on the front cover: name of school, state, name of event, year (200_-200_).

Report Events (oral presentation)—American Enterprise, Business Plan, Business Financial Plan, Community Service, and Partnership with Business

- Preliminary & Final Round
 - Each team has seven minutes to present their chapter report.
 - The top 10 **or** an equal number of teams will advance to the final round.
 - Equipment may be used but must be provided by the school. A team has five minutes to set up the equipment.
 - No practice time will be allowed.

Individual and Team Event Highlights

Each event has competencies listed in a paragraph. Questions will be on the national tests for each competency listed for the event with the first topic having the most weight.

Accounting I and II. Make sure the students study from both the Thomson/South Western and Glencoe/McGraw-Hill textbooks. Accounting II now has a school-site production component. Any accounting/spreadsheet software may be used to complete the problems.

Business Financial Plan. Follow the rating sheet for the content of the plan. The purpose of this plan is to request a loan. The topic will change each year. This year's topic is: *Prepare a financial plan for a business that must refinance after a natural disaster such as a hurricane, tornado, or earthquake. Information may be fictitious.*

FBLA Tips and Procedures Competitive Events

Business Plan. Follow the written rating sheet for the content of the plan. The financial section seems to be the one part of the Business Plan that needs to be fully developed.

- Proposals must describe proposed business ventures.
- The business must not have been in operation for a period exceeding 12 months before the National Leadership Conference.
- Search the Internet to find tips on developing a business plan.

Computer Production Events

Computer Applications, Database Design & Applications (07-08), Desktop Publishing, Spreadsheet Applications (07-08), Word Processing I & II

- School-site production test—either one-half, one, or two hours
- Objective test on site
- Not software specific
- 85% production and 15% objective

Emerging Business Issues

- Topic changes each year and will be found in the *Chapter Management Handbook*.
- Students will draw to present either pro or con.
- Teams will be sequestered only for the final performance.
- Time allowed for argument is 5 minutes.
- A judge question/answer period follows the presentation.

Entrepreneurship

- Team of 2 or 3 members
- Team members will take one objective test cooperatively and the top 10 teams will advance.
- Teams will be sequestered.
- Case study performance
 - 20 minutes prep time
 - 10 minutes allowed to present
 - 3 minute judge Q&A

Future Business Leader

- Submit materials in **6 file folders** labeled with name, event, school, state
- Letter of Application (addressed to Ms. Jean Buckley, President & CEO, FBLA-PBL, Inc., 1912 Association Drive, Reston, VA 20191-1591)
- Resume & letter
- Objective Test
- Interview—Preliminary 10 minutes; Final 15 minutes

Job Interview

- Submit materials in **6 file folders** labeled with name, event, school, state
- Letter of Application (addressed to Dr. Terry E. Johnson, Director, Human Resources, Merit Corporation, 1640 Franklin Place, Washington, DC 20041)
- Resume, letter and job application (DLC and SLC)
- Job Application at NLC is completed on site
- Interview—Preliminary 10 minutes; Final 15 minutes

Digital Video Production & Multimedia Presentation

Multimedia Presentation is a business presentation and may include video clips but is not a video production. Digital Video Production allows students to capture content in digital video format.

Prejudged

- Topic will change each year and is found in the *Chapter Management Handbook*.
- Students must submit a "Read Me File" on the DVD.
- Remember the judges must be able to view your presentation. Make sure all elements are included to make the presentation "plug-and-play."
- Submit **3 copies on DVD**.

Presentation at State and Nationals Only

- Both preliminary and final rounds allow nine (9) minutes for the presentation.
- A school **must provide own equipment**.
- The judges haven't seen the presentation, so you may want to show it to the judges.
- Follow the rating sheet to make sure all the points are addressed in the presentation.
- The top 10 OR an equal number from each group will advance to the final round.

Global Business, Management Decision Making & Network Design

- Team composed of 2 or 3 members.
- Team members will take one objective test collaboratively.
- The top ten teams will present in the finals (state only)
- Teams will be sequestered (state and nationals only)
- Case Study
 - 20 minutes to prepare the case study
 - 10 minutes to present case study
 - 3 minute judge Q&A

Parliamentary Procedure

- Team composed of 4 or 5 members.
- Objective test score is determined by averaging the scores of the members.
- The top ten teams will present in the finals.
- Teams will be sequestered.
- 300 questions available from <http://www.parliamentarians.org/membership.htm>
- Performance
 - 20 minutes to prepare case
 - 9-11 minutes to present

Public Speaking I & II

- Topic must relate to one of the FBLA–PBL Goals
- May use note cards
- No visual aids or microphone allowed
- Penalty points given for under or over stated time by 29 seconds
- Public Speaking I – 4 minute speech; Public Speaking II – 5 minute speech

E-business & Web Site Development

The Web Site Development event is a set of Web pages prepared and maintained as a collection of information. The E-business event is a Web site that consists primarily of the distributing, buying, selling, marketing, and servicing of products or services over electronic systems, including purchase and checkout.

Prejudged

- Topic will change each year and is found in the *Chapter Management Handbook*.
- The Web site must be available for viewing on the Internet at the time of judging.

Presentation

- Both preliminary and final rounds allow five (5) minutes for the presentation.
- Only the provided computer and projector may be used. A school **may not** bring their own equipment. Internet available.
- The judges may not have seen the Web site, so you may want to show it to the judges.
- Follow the rating sheet to make sure all the points are addressed in the presentation.
- The top 10 OR and equal number from each group will advance.