

COLORADO



Competitive Events Handbook

2007-2008

The following information pertains to specific Colorado FBLA procedures, which deviate from the National FBLA guidelines.

Review the FBLA National Competitive Event guidelines for general Competencies, Eligibility, and Procedures.



Colorado Competitive Events 2007-2008

- Accounting I (I)
Accounting II (I)
American Enterprise Project (C)
(State & National Event)
Banking & Financial Systems (I) REVISED
Business Calculations (I)
Business Communication (I)
Business Ethics (T)
Business Financial Plan (T)
(Event modified at District Conference)
Business Law (I)
Business Math (I) (9th & 10th Grade Only)
Business Plan (I) or (T)
(Event modified at District Conference)
Business Presentation (I or T) NEW
(Formally Multimedia Presentation)
Business Procedures (I)
Businessperson of the Year (R)
(State & National Event)
Client Services (I) NEW
(Role Play)
Community Service Project (C)
(State & National Event)
Computer Applications (I)
Computer Problem Solving A+ Concepts (I)
NEW (Objective Test)
Cyber Security (I) NEW
(Objective Test)
Database Design & Applications (I) NEW
(Skill test and Objective test)
Desktop Application Programming (I) NEW
(Pre-judged Program and Oral Presentation)
(Event modified at District Conference)
Desktop Publishing (T)
Digital Video Production (I) or (T)
(Event modified at District Conference)
E – Business (I) or (T)
(Event modified at District Conference)
Economics (I)
Electronic Career Portfolio (I)
Emerging Business Issues (T)
Entrepreneurship (T)
(Event modified at District Conference)
FBLA Principles and Procedures (I)
(9th & 10th Grade Only)
Future Business Leader (I)
(Seniors Only)
Global Business (T)
(Event modified at District Conference)
Help Desk (I) NEW
(Objective Test and Role Play)
Internet Application Design Programming
(I) *NEW* (Pre-Program and Oral Presentation)
(Event modified at District Conference)
Impromptu Speaking (I)
Introduction to Business (I)
(9th & 10th Grade Only)
Introduction to Business Communication
(I) (9th & 10th Grade Only)
Introduction to Parliamentary Procedure (I)
(9th & 10th Grade Only)
Introduction to Technology Concepts (I)
(9th & 10th Grade Only)
Job Interview (I)
Local Chapter Annual Business Report (C)
(State & National Event)
Management Decision Making (T)
(Event modified at District Conference)
Management Information Systems (T)
NEW (Objective Test and Oral Presentation)
(Event modified at District Conference)
Marketing (I)
Name Tag (C) (District Event Only)
Network Design (T) (Team of 2 or 3)
(Event modified at District Conference)
Networking Concepts (I)
Outstanding Local Adviser (R)
(State & National Event)
Parliamentary Procedure (T)
(Event modified at District Conference)
Partnership with Business Project (C)
(State & National Event)
Public Speaking I (I) (9th & 10th Grade Only)
Public Speaking II (I)
Technology Concepts (I)
Website Development (I) or (T)
(Event modified at District Conference)
Who's Who in FBLA (I) (Seniors Only)
Word Processing I (I) (9th & 10th Grade Only)
Word Processing II (I)
- Note:** (I) – Individual Event
(T) – Team Event
(C) – Chapter Event
(R) – Recognition Event



Colorado Competitive Events

Policies and Procedures

(Revised 2007-2008)

Eligibility

FBLA members must have **paid** state and national dues to National FBLA before December 31 in order to compete at district, state, and national leadership conferences. If dues are paid after December 31, the member may participate in a chapter event or as a voting delegate and may attend workshops but MAY NOT participate in any individual or team competitive events. *Every dues paid member may participate in one individual and/or team event at the District Leadership Conference.* For example, if a student is on the Entrepreneurship team, he/she can participate in the Business Law individual event. A student MAY NOT participate in two judged events. In addition, a student may also enter Who's Who in FBLA.

State Qualifiers

If a student would qualify for the State Leadership Conference in both an individual and a team event, the student's adviser must notify the District Adviser within one week of the District Leadership Conference as to which event the student wishes to enter at the State Leadership Conference. If notification is not made of the event choice, the District or State Adviser will leave the student on the team event and notify the next place individual event winner of his/her eligibility to participate at the State Leadership Conference. Should one student of a team choose an individual event, the chapter may substitute another member; however, at least two members of the parliamentary procedure team, one member of the Business Ethics, Business Financial Plan, Business Presentation, Business Plan, Desktop Publishing, Digital Video Production, E-business, Emerging Business Issues, Entrepreneurship, Global Business, Management Decision Making, Management Information Systems, and Network Design must be retained from district to state. Otherwise, the next place team will be eligible for competition at the Colorado FBLA State Leadership Conference. Students MAY NOT participate in two judged events.

National Qualifiers

If eligible winners to the National Leadership Conference are unable to attend, please contact the State Adviser and substitutes will be appointed. Competitors may not have entered the same event at a previous National Leadership Conference to be eligible to compete at the State Leadership Conference except in Parliamentary Procedure where two team members may have participated at a previous National Leadership Conference. Only one team member may have participated at a previous National Leadership Conference in Business Ethics, Business Financial Plan, Business Plan Business Presentation, Digital Video Production, E-business, Entrepreneurship, Global Business, Management Decision Making, Management Information Systems, Network Design, and Web Site Development.

State Registration

The **received** registration deadline for the State Leadership Conference is March 7, 2008. No substitutions are allowed in competitive events except for team events and chapter events after March 7. Since event qualifiers are determined at the District Leadership Conferences, all substitutions must be cleared by the state adviser and must be submitted in writing before March 31, 2008. Observer and Voting delegate substitutions will be allowed through April 16, 2008. **ALL substitutions must be submitted in writing to the state adviser and will be subject to a \$10 fee if submitted after the March 9 deadline.** All materials submitted with state registration become the property of Colorado FBLA-PBL.

State Voting Delegates and Observers

Observers will be limited at the State Leadership Conference. Each chapter may be allowed to bring the number of observers as they are allowed to bring as voting delegates.

Under 50 members: two voting delegates and two observers

50-100 members: three voting delegates and three observers

Over 100 members: four voting delegates and four observers

EVENT LIMITATIONS	District Conference (Entries from each Local Chapter)	State Conference (Entries from each District Conference)	National Conference (Entries from State Conference)
Written Only Events Accounting I Business Calculations Business Communication Business Law Business Math Business Procedures Computer Problem Solving - A+ Concepts (NEW) Cyber Security (NEW) Economics FBLA Principles & Procedures Introduction to Business Introduction to Business Communication Introduction to Parliamentary Procedure Introduction to Technology Concepts Marketing Personal Finance (NEW) Networking Concepts Technology Concepts	Unlimited	Five	Three
Written/Skill Events (Individual) <ul style="list-style-type: none"> • Accounting II • Computer Applications • Database Design & Applications (NEW) • Desktop Application Programming (NEW) • Internet Application Design Programming (NEW) • Spreadsheet Applications (NEW) • Word Processing I • Word Processing II Written/Skill Event (Team) <ul style="list-style-type: none"> • Desktop Publishing 	Three	Three	Two
Team Events <ul style="list-style-type: none"> • Banking & Financial Systems • Business Ethics • Emerging Business Issues • Entrepreneurship • Global Business • Management Decision Making • Management Information Systems (NEW) • Network Design • Parliamentary Procedure 	Two	Two	Two
Chapter Events <ul style="list-style-type: none"> • American Enterprise • Community Service • Local Annual Report • Partnership with Business 	None	One	Two
Individual/Team Events <ul style="list-style-type: none"> • Business Plan • Business Presentation • Business Financial Plan • Digital Video Production • Electronic Career Portfolio • E-Business • Website Development 	Two	Two	Two
Individual Judged Events <ul style="list-style-type: none"> • Client Service Simulation (NEW) • Help Desk Simulation (NEW) • Job Interview • Impromptu Speaking • Future Business Leader • Public Speaking I • Public Speaking II • Who' Who (One per chapter) 	Two	Two	Two

Skill Event Administration

Skill events will be administered by an impartial administrator (someone other than a business instructor or FBLA adviser) at the local level. Following the skills test, the administrator will mail all tests to the Colorado FBLA office, 9101 E. Lowry Boulevard, Denver, CO 80230.

The skill events will be administered to **district participants** between January 7 and January 18 with a January 18, 2008 **RECEIVED** deadline to Colorado FBLA. Those qualifying for the **State** Leadership Conference will be tested between March 10 and March 21 with a March 21 **RECEIVED** deadline to the Colorado FBLA Office.

Students participating in the skill events will be required to take an objective written skills knowledge test at the District and State Leadership Conferences.

Due to the overwhelming quantity of skills production grading, the following guidelines will be implemented at the district and state level.

<u>Test</u>	<u>District</u>	<u>State</u>
Accounting II	1 hour test	1 hour test
Computer Applications	1 hour test	2 hour test
Database Design & Application	1 hour test	1 hour test
Desktop Publishing	1 hour test	2 hour test
Spreadsheet Applications	1 hour test	1 hour test
Word Processing I	30 minute test	1 hour test
Word Processing II	30 minute test	1 hour test
Prejudged programs will be submitted with other skill events.		
<ul style="list-style-type: none"> • Desktop Application Programming • Internet Application Design 		

State Officer Competition Eligibility

Current state officers are eligible to participate in one event at the State Leadership Conference. In addition, they may also enter Who's Who in FBLA.

State officers wishing to run for a state/national office a second time must obtain the signature approval of the state officer team adviser and the state adviser.

Due to the time limitations of state officer candidates at the State Leadership Conference, candidates may only compete in individual written tests at State. Performance and team events are restricted due to schedule conflicts.

District Officer Campaigns

Officer campaigns at district conference will be restricted. No campaign materials will be allowed at the District Leadership Conference. Only the officer candidate and one campaign manager will be allowed to participate in the campaign speech. The candidates for District Reporter and District Secretary will deliver a campaign speech at the second general session of the District Leadership Conference. Election is held immediately following. The officers are elected by a majority vote of the voting delegates representing each school within the district. The newly elected District Reporter and District Secretary will be installed at the awards session of the District Leadership Conference.

Preparing for Competition

The FBLA-PBL National Awards Program is a very exciting part of the FBLA-PBL year. Each state is allowed to send two to three representative(s) in each event. Members prepare for months for the opportunity to shine nationally. The knowledge, experience, and motivation gained from competing makes every participant a winner.

Not everyone can go to the National Leadership Conference and take home an award. However, members can increase their chances by working with their advisers to ensure careful advanced preparation, adherence to all relevant guidelines and rules, and by following these tips:

Comply with entry procedures and regulations.

- Check the status of membership dues.
- Ensure that the entry forms are completed properly and submitted by the published deadline. This is the responsibility of the local adviser for district and state competitions and the state adviser for national events.

Be familiar with the event guidelines.

- Check the current edition of the Chapter Management Handbook for a complete listing of individual, team, and chapter events.
- Make copies of the appropriate guidelines and rating sheets.
- Become completely familiar with the procedures to be followed in administering the event.
- Determine from the rating sheets and guidelines exactly what areas will be judged.

Identify and assemble needed resources.

- Obtain a variety of textbooks on your subject matter to study. FBLA-PBL provides a study guide with preparation tips and sample questions through the FBLA-PBL MarketPlace.
- Contact former and current chapter members who have entered this event in previous years.
- Find mentors and other experts who can help you prepare.

Prepare for the competition.

- Where appropriate, involve faculty, other members, advisory committee members, and business people. These are excellent resources—use them!!
- Practice makes perfect! Try to recreate as realistically as possible the conditions under which the competition will take place.

Comply with competition regulations.

- Be familiar with the information to be provided and the deadlines to be met.
- Make sure that copies of materials to be submitted to judges are error-free and that they are submitted in the proper format.
- Bring several No.2 pencils and erasers.

Do the best you can and enjoy!

Chapter advisers are also encouraged to keep the following points in mind as they prepare their students for participation in the Colorado and National Awards Program Competitive Events:

- Competitive events are excellent motivating devices; they help to instill the desire to learn and to achieve.
- To be the best generally requires innate ability, high motivation, and many hours of hard work.
- Travel and interaction with students from other schools are tremendous learning opportunities for students.
- Competitive events can be helpful in building school spirit and in publicizing a business program.
- Competitive events should not be used to determine curricula, teaching methodology, time spent on class activities, textbooks to be used, grading procedures, or for teacher evaluation.
- Too much effort should not be given to trying to compile test files by securing copies of previous tests and/or having competitors make copious notes following their events.
- Excessive class time should not be spent on areas covered in competitive events at the expense of other subject matter that should be taught.
- Delaying contestant selection as long as possible is encouraged so that more students are striving for mastery or excellence in a particular area.
- A teacher's competence should not be judged by the number of winners produced in a period of time. A teacher is not an excellent teacher simply because a student wins a competitive event any more than a teacher is a poor teacher because a student does not win.
- Likewise, the success of a local chapter should not be determined strictly by the performance of its members in competitive events. While an important element of the overall FBLA-PBL program, competitive events are just that—a part. Many activities and programs work together to build a successful chapter.
- Teachers should recognize the value of competitive events, maintain a professional attitude towards the events, and keep them in proper perspective!
- Any chapter forms or reports not abiding by the event guidelines or deadline dates may be disqualified at the district and state leadership conferences.

Colorado Individual Written Events

Accounting I (I)
Business Calculations (I)
Business Communication (I)
Business Law (I)
Business Math (I) (9th and 10th Grade Only)
Business Procedures (I)
Computer Problem Solving A+ (I) NEW
Cyber Security (I) NEW
Economics (I)
FBLA Principles and Procedures (I) (9th and 10th Grade Only)
Introduction to Business (I) (9th and 10th Grade Only)
Introduction to Business Communication (I) (9th and 10th Grade Only)
Introduction to Parliamentary Procedure (I) (9th and 10th Grade Only)
Introduction to Technology Concepts – (I) (9th and 10th Grade)
Marketing (I)
Networking Concepts (I)
Personal Finance (I)
Technology Concepts (I)

Eligibility

- **District** – A chapter may enter an unlimited number of participants
- **State** – The first five (5) winners at the District Leadership Conference are eligible to compete at the State Leadership Conference.
- **National** – The first three (3) winners at the State Leadership Conference are eligible to compete at the National Leadership Conference.

Regulations

- **Review the National Competitive Event guidelines for general Competencies, Eligibility, and Procedures.**
- Participants must be registered on State and District registration forms by stated conference registration deadlines.

Awards

- **District** – The first ten (10) places may be recognized. **The top five winners** of written events are eligible to compete at the State Leadership Conference.
- **State** – The first ten (10) places may be recognized. **The first, second, and third place winners** of written events are eligible to compete at the National Leadership Conference.

Colorado Written/Skill Events

Accounting II (I) – School site application test and objective test

Desktop Publishing (T) (must be a team of two) School site application test and objective test

Computer Applications (I) – School site application test and objective test

Database Design & Applications (I) NEW–School site application test and objective test

Desktop Application Programming (I) NEW-Prejudged Program, Presentation at State Conference only.

Internet Application Design (I) NEW– Prejudged program, Presentation at State Conference Only.

Spreadsheet Applications (I) NEW – School site application test and objective test

Word Processing I (I) – 9th & 10th grade only – School site application test and objective test

Word Processing II (I) – School site application test and objective test

Eligibility

- **District** – Each chapter may enter three (3) participants in each event or two (2) Desktop teams.
- **State** – **The top three place winners (except Desktop: top two teams)** at each District Leadership Conference are eligible to compete at the State Leadership Conference.
- **National** – **The first place and second place winners** at the State Leadership Conference are eligible to compete at the National Leadership Conference

Regulations

- **Review the National Competitive Event guidelines for general Competencies, Eligibility, and Procedures. The following information pertains to specific Colorado procedures, which deviate from National guidelines.**
- Participants must be registered on State and District registration forms by stated conference registration deadlines.
- The completed school-site testing documents must be received in the state office by the published deadline.
- Follow the below time allotment for the skill portion of the following events:

EVENT	Written Score	DISTRICT	Skill Score	STATE
Accounting II	50%	One hour test	50%	One hour test
Computer Applications	15%	One hour test	85%	Two hour test
Database Design & App	15%	One hour test	85%	One hour test
Desktop Publishing	15%	One hour test	85%	Two hour test
Spreadsheet Applications	15%	One hour test	85%	One hour test
Word Processing I	15%	30 minute test	85%	One hour test
Word Processing II	15%	30 minute test	85%	One hour test

Awards

- **District** – The first ten (10) places may be recognized. The top three (3) place winners (Desktop: Top two teams) are eligible to attend the state conference.
- **State** - The first ten (10) places may be recognized. First and second place winners are eligible to attend the national conference.

Colorado Team Events

Banking & Financial Systems (REVISED) – Objective and performance

Business Ethics (T) Sequestered Event

Desktop Publishing (T) See Written/Skill Events

Emerging Business Issues (T) Sequestered Event

Entrepreneurship (T) (Team of 2 or 3) - Objective test only at Districts

Global Business (T) (Team of 2 or 3) - Objective test only at Districts

Management Decision Making (T) (Team of 2 or 3) - Objective test only at Districts

Management Information Systems (T) (Team of 2 or 3) – Objective test only at Districts

Network Design (T) (Written test only at Districts)

Parliamentary Procedure (T) (Written test only at Districts) (Sequestered event at State)

Eligibility

- **District – Each local chapter may enter two (2) teams.** Each team must be composed of two to three (2-3) members. Parliamentary Procedure is a team of four (4) or five (5). Poster is a team of two (2).
- **State** - The first place and second place winners at the District Leadership Conference are eligible to compete at the State Leadership Conference.
- **National – The first and second place winners at the State Leadership Conference are eligible** to compete at the National Leadership Conference.

Regulations

- **Review the National Competitive Event guidelines for general Competencies, Eligibility, and Procedures. The following information pertains to specific Colorado procedures, which deviate from National guidelines.**
- Participants must be registered on State and District registration forms by stated conference registration deadlines.
- See National Guidelines for Preliminary and Final Round guidelines. A maximum of ten (10) finalists will be scheduled for the final round.
- Entrepreneurship, Global Business, Management Decision Making, Management Information systems, and Network Design will not have the case study at the District level (objective/collaborative tests will be given only).
- Parliamentary Procedure will not have a performance case problem at the District level. The objective test will be given to each member of the team. It is not a collaborative test.

Awards

- **District** – The first ten (10) places may be recognized. The first two (2) teams are eligible to compete at the State Leadership Conference.
- **State** – The first ten (10) places may be recognized. The first and second place winners are eligible to compete at the National Leadership Conference.

Colorado Chapter Prejudged Projects/Reports

American Enterprise Project (C) (State and National Event Only)

Community Service Project (C) (State and National Event Only)

Local Annual Business Report (C) (State and National Event Only)

Name Tag (C) (District Event Only)

Partnership with Business (C) (State and National Event Only)

Eligibility

- **District** – None
- **State** – Up to three (3) members from each local FBLA Chapter may enter one (1) report at the State Leadership Conference. A student may not compete in another judged event.
- **National** – The first place and second place winners from the State Leadership Conference are eligible to compete at the National Leadership Conference.

Regulations

- **Review the National Competitive Event guidelines for general Competencies, Eligibility, and Procedures. The following information pertains to specific Colorado procedures, which deviate from National guidelines.**
- State conference registration must be completed by the local adviser or designee and must be received in the state office by the published State Leadership Conference registration deadline. The reports – **two copies** – must also be received in the state office by the same deadline.
- Reports must adhere to the National Written Report guidelines.
- Reports will be reviewed by a screening committee to determine if chapters have complied with event guidelines.

Awards

- **District** – None
- **State** – The first ten (10) places may be recognized

Colorado Individual/Team Events

Business Plan (I) or (T)

Business Financial Plan (I) or (T)

Business Presentation (I) or (T) - REVISED – Formally Multimedia Presentation)

Digital Video Production (I) or (T)

Electronic Career Portfolio (I) or (T)

E-Business (I) or (T)

Website Development (I) or (T)

Eligibility

- **District** – Each local chapter may submit two (2) entries.
- **State** - The first place and second place winners at the District Leadership Conference are eligible to compete at the State Leadership Conference.
- **National** – The first place and second place winners at the State Leadership Conference are eligible to compete at the National Leadership Conference.

Regulations

- **Review the National Competitive Event guidelines for general Competencies, Eligibility, and Procedures. The following information pertains to specific Colorado procedures, which deviate from National guidelines.**
- Participants must be registered on State and District registration forms by stated conference registration deadlines.
- Business Presentation: Not a prejudged event. Presentation will be given at both District and State Conferences.
- **District** - Projects must be received by the appropriate Board of Director for that District by the published deadline or disqualification will occur.
- **State** – Projects must be received in the state office by the published State Leadership Conference registration deadline.
- Chapters must provide all equipment (including an extension cord) for the presentation. A screen will be provided.
- The topic used for District and State competition must be the same topic outlined in the National competitive event guidelines.

Awards

- **District** – The first ten (10) places may be recognized. The first place and second place winners are eligible to compete at the State Leadership Conference. The top ten (10) individuals or teams submitted from the District level will be selected to present an oral presentation at the State Conference.
- **State** – The first ten (10) places may be recognized. The first place and second place winners are eligible to compete at the National Leadership Conference.

Colorado Individual Judged Events

Client Service (I) NEW – Sequestered event, role play

Help Desk (I) NEW – Objective test only at Districts, test and role play at State

Job Interview (I)

Impromptu Speaking (I) Sequestered event

Future Business Leader (I) Seniors Only (No longer Mr/Ms)

Public Speaking I (I) 9th and 10th Grade Only

Public Speaking II (I)

Eligibility

- **District** – Each District may enter only two (2) members in each of these events.
- **State** – The first and second places at the District Leadership Conference are eligible to compete at the State Leadership Conference.
- **National** – The first and second place winners of each event at the State Leadership Conference is eligible to compete at the National Leadership Conference

Regulations

- **Review the National Competitive Event guidelines for general Competencies, Eligibility, and Procedures. The following information pertains to specific Colorado procedures, which deviate from National guidelines.**
- Participants must be registered on State and District registration forms by stated conference registration deadlines.
- **Job Interview and Future Business Leader:** Participants must **submit six (6) letter-size manila file folders** each containing the letter of application and resume (see national guidelines for descriptions). The tab of the folder must have a typed label with the participant's name, school, and event title. Include participant's name on all pages submitted.
- **Impromptu Speaking** is a sequestered event and participants must report to the sequestering room thirty (30) minutes prior to the time of the first scheduled speech.

Awards

- **District** – The first ten (10) places may be recognized. The first and second place winners are eligible to compete at the State Leadership Conference.
- **State** – The first ten (10) places may be recognized. The first and second place winners are eligible to compete at the National Leadership Conference.

Businessperson of the Year (I)

Review the National Competitive Event guidelines for general Competencies, Eligibility, and Procedures. The following information pertains to specific Colorado procedures, which deviate from National guidelines.

Eligibility

- **District** – None
- **State** – Each local FBLA chapter is encouraged to nominate one (1) candidate to be recognized at the State Leadership Conference. The nominees must be members of the business sector.
- **National** – Each state may enter one (1) person for national recognition.

Regulations

- Conference registration must be completed by the local adviser or designee and must be received in the state office by the published State Leadership Conference registration deadline.
- For the State Leadership Conference, chapters must **submit one (1) letter-size manila file folder** containing a Businessperson of the Year Entry Form and a one-page bio-sketch, to include the bullets under the Procedure Section of the National Handbook. The tab of the folder must have a typed label with the nominee's name, school, and event title. Include the nominee's name on all pages submitted.
- Materials must be received by the published State Conference registration deadline.
- Nominee's materials will be evaluated by a panel of judges.
- All judges' decisions are final.

Awards

- **District** – None
- **State** – The nominee receiving top honors for the materials submitted will be named as Colorado's Businessperson of the Year. The remaining nominees will receive recognition as Friends of Colorado FBLA.
- **National** – Nominee will receive a certificate of recognition.

Businessperson of the Year Entry Form

School Submitting Nomination _____

Please complete this form and attach the information requested below.

Nominee's Name: _____

Title: _____

Company Name: _____

Address: _____

City, State, ZIP: _____

Business Phone #: _____

Email Address: _____

Name of person submitting nomination who may be contacted for more information

Name: _____

Daytime Phone: _____

Email: _____

Attach a biographical sketch of the nominee's specific chapter involvement. Please limit the bio-sketch to one page and include the following criteria:

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contribution to chapter projects and activities
- Financial assistance to and sponsorships of activities for local and/or state chapters

Will this person be attending the State Leadership Conference? Yes No

If YES, would he/she be interested in judging an event? Yes No

And/or presenting a workshop? Yes No

If YES, list the event preferences he/she would be qualified to judge.

1. _____

2. _____

3. _____

4. _____

5. _____

Outstanding Local Adviser

The FBLA Outstanding Local Adviser award honors local FBLA advisers who have made outstanding contributions to the association at the local, state, and national levels.

Eligibility

- **District** – None
- **State** – Each local chapter can nominate one Outstanding FBLA adviser.
- **National** – The FBLA Outstanding Local Adviser winner at the State Leadership Conference is eligible to represent Colorado at the National Leadership Conference

Regulations

- Conference registration must be completed by the local adviser or designee and must be received in the state office by the published State Leadership Conference registration deadline.
- For the State Leadership Conference, chapters must **submit one (1) letter-size manila file folders** each containing an Outstanding Adviser Entry Form, resume, and three letters of recommendation. The tab of each folder must have a typed label with the nominee's name, school, and event title. Include the nominee's name on all pages submitted.
- Materials must be received by the published State Conference registration deadline.
- Nominees' materials will be evaluated by a panel of judges.
- All judges' decisions are final.

Awards

- **District** – None
- **State** – All local advisers nominated for Outstanding Local Adviser will be recognized at the State Leadership Conference. One adviser will be awarded the Colorado Outstanding Local Adviser Award.
- **National** – The Colorado Outstanding Local Adviser will be recognized at the National Leadership Conference.

OUTSTANDING LOCAL ADVISER Entry Form

Nominee _____
School _____
Address _____
City, State, Zip _____

Nominated by _____
Chapter _____
Address _____
City, State, Zip _____
Daytime Phone _____
Email _____

Include the following materials with the Entry Form:

- **Resume (not to exceed two (2) pages)**
 - Years of participation in FBLA-PBL
 - Specific contributions to FBLA-PBL at the local, district, state, and national level
 - Offices, chairmanships, and committee memberships held
 - Participation in other professional organizations
 - Community service involvement

- **Three (3) Letters of Recommendation**
 - Local chapter officer
 - School faculty member
 - Community member (businessperson, parent, etc.)

Virtual Business Challenge (National Event Only)

Review the National Competitive Event guidelines for general Competencies, Eligibility, and Procedures.

Regulations

- Follow the National guidelines

Who's Who in FBLA (Seniors Only)

Review the National Competitive Event guidelines for general Competencies, Eligibility, and Procedures. The following information pertains to specific Colorado procedures, which deviate from National guidelines.

Competencies

This event at the District and State level consists of four (4) parts

1. **Cover Letter** - Participant's application letter stating why he/she is the best candidate for this award and how FBLA affects his/her future career goals (limit one page).
2. **Resume** – Format must follow the same sequence as the rating sheet including a paragraph about career goals.
3. **Adviser Letter of Recommendation** – Adviser's letter of recommendation validating the authenticity of the nominee's resume and overall qualifications for the award (limit one page).
4. **Adviser Validation Form** – Entry form authenticating applicant's documentation.

Eligibility

- **District** – Each local chapter may enter one participant who is a senior member.
- **State** – The first place winner at the District Leadership Conference is eligible to compete at the State Leadership Conference.
- **National** – The first place winner at the State Leadership Conference will be recognized at the National Leadership Conference.

Regulations

- Participants must be registered on State and District registration forms by stated conference registration deadlines.
- For District and State conferences, participants must **submit three (3) letter-size manila file folders** each containing a cover letter, resume, and adviser's letter of recommendation and signed validation form. The tab of each folder must have a typed label with the participant's name, school, and event title. Include participant's name on all pages submitted.
- State officers are not required to submit a resume; however, if a state officer wishes to be considered for selection as Colorado's candidate for national recognition, a resume must be submitted with State Conference registration.
- In order to receive recognition at the State Leadership Conference, the chapter's nominee must be in attendance at the conference.
- Participants' materials will be evaluated by a panel of judges.
- All judges' decisions are final.

Awards

- **District** – The first place winner will be recognized.
- **State** - The first place winner will be recognized.
- **National** – The first place winner from each state will be recognized along with the national officers as recipients of the national Who's Who in FBLA award at the National Leadership Conference.

**WHO'S WHO IN FBLA
ADVISER VALIDATION FORM
(Seniors Only)**

Chapter Name: _____

Applicant Name: _____

Local Chapter Adviser

Name: _____

Daytime Phone Number: _____

Mailing Address: _____

Email: _____

I verify the application materials submitted by _____.

Adviser Signature

Date

WHO'S WHO IN FBLA

Rating Sheet

Name: _____

School: _____

Points given may range between zero and maximum number indicated. Years of participation are limited to grades 9-12.

CONTENT	Possible Points	Maximum Points	Points Earned
Paid member of FBLA	2/per year	8	_____
Offices held in FBLA	1/per local office	4	_____
	2/per district office	6	_____
	3/per state office	9	_____
	4/per national office	8	_____
FBLA conferences attended			
• Colorado Fall Leadership Conference	3/per conference	12	_____
• National Fall Leadership Conference	5/per conference	20	_____
• District	3/per conference	12	_____
• State	4/per conference	16	_____
• National Leadership Conference(NLC)	5/per conference	20	_____
Involvement in FBLA Service Projects (5 project limit per level)			
	3/local	15	_____
	2/state	10	_____
	1/national	5	_____
Member of FBLA committee(s) not serving as a chairperson (Maximum limit 12)			
	1/committee	12	_____
Served as FBLA committee chairperson (Maximum 12)			
	1/committee	12	_____
Participation in other school and community organization (5 Maximum)			
	1/organization	5	_____
Awards and honors received (5 maximum)			
	1/award	5	_____
Explain how your career goals reflect the goals of FBLA. (50 words or less)	10 points	10	_____
FORMAT:			
Clear and concise presentation with logical arrangement of information	10 points	10	_____
Correct grammar, punctuation, spelling, and acceptable business style	10 points	10	_____
SUBTOTAL			_____
Deductions for not adhering to guidelines	10 points	10	_____
TOTAL POINTS			_____

State Only Competitive Events

Due to the increased number of events offered, State Only Events are eliminated from the State Conference.

CHAPTER NAME TAGS

DISTRICT LEADERSHIP CONFERENCE ONLY

This event is designed to promote FBLA through a display of enthusiasm and creativity on a competitive basis.

ELIGIBILITY

District – Each chapter may enter one name tag design.

State – None

Nationals – None

EVENT STRUCTURE

1. All name tags must be completed by registration.
2. Every member must wear a name tag of their school's design.
3. All name tags must have school name and member/adviser/guest name.
4. A sample name tag will be turned in at registration for judging.

JUDGING PROCEDURE

The judging will be based on:

- Arrangement
- Art and Design
- Presentation

NAME TAG JUDGING

School Name _____

This event is designed to let each chapter use its imagination and creativity by designing a name tag with will represent its chapter.

PLEASE JUDGE THE NAME TAG ON THE FOLLOWING:

Arrangement

Eye appeal _____
Art principles considered _____ 25

Art and Design

Creativity _____
Originality _____
Technique _____
Neatness/readability _____ 35

Presentation

Development of a theme _____
Effective use of promotional piece _____ 40

Total Score _____ 100



FBLA-PBL REPORTS/PROJECTS CHECKLIST

AMERICAN ENTERPRISE PROJECT
 BUSINESS FINANCIAL PLAN
 BUSINESS PLAN
 COMMUNITY SERVICE PROJECT
 LOCAL CHAPTER ANNUAL BUSINESS REPORT
 PARTNERSHIP WITH BUSINESS REPORT

Please make sure you can answer "yes" to all the questions. If you answer "no" to any of the following questions, the report will be assessed penalty points. REMINDER: Follow the National Guidelines, pages V8-V10 of the National Chapter Management Handbook.

Report Cover	Yes	No
Front report cover contains the following information: Name of School Name of State Name of the Event Date (200x-200x)		
Front and back covers are of a weight such as cover stock, index stock, or card stock and include both a front and back cover. (Covers are not counted against the page limit)		
Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. (Cut out cover stock covers are allowed, but the page containing the cover information is counted in the page count)		
Reports must be bound. (e.g., tape binding, spiral binding, etc.) Two- or three-ring binders are not acceptable as report covers.		
No items, such as labels or decals, may be attached to the cover.		
Report Contents	Yes	No
The report follows the same sequence as found on the rating sheet in the <i>Chapter Management Handbook</i> . If information is not available for a particular criterion, include a statement to that effect in the report.		
Table of Contents with page numbers/		
Pages are numbered and must be on 8 ½" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.		
Reports must not exceed 30 pages. (A title page, divider pages, and appendices are option and must be included in the page count.) Business Financial Plan has a limit of 15 pages.		
No items may be attached or pasted to the report.		

Name(s) _____
 School _____
 Event _____

COLORADO FUTURE BUSINESS LEADERS OF AMERICA PEAK I AWARD ENTRY FORM

This award requires chapters to submit information in a bound portfolio (report) format. ****See checklist for specific information****. All pages must be printed on standard 8 ½" by 11" paper. Scrapbooks and loose or bulky portfolios are not acceptable. Cover page must be printed on cardstock with the following information: chapter name, award name, and year. All required supporting documentation must be secured in the bound portfolio document following the same order as this entry form.

Each FBLA chapter must complete five activities total from the list below. The first three activities are required.

- **Required.** Maintain previous year's membership OR obtain one Professional Division member (adviser, teacher, school official or businessperson). *(Include one copy each of the national membership dues form for the current year and previous year OR proof of professional membership, i.e. a copy of the Professional Division registration form and a copy of payment. Be sure to black out the routing number on the photocopy of the check.)*
- **Required.** Chapter represented at current year's District Leadership Conference. *(Include a copy of Form One from the DLC registration packet.)*
- **Required.** One chapter member represented at current year's Colorado State Leadership Conference. *(Include a copy of Form One from the SLC registration packet.)*

Each chapter must select two activities from the list that follows.

- Obtain state business sponsorships totaling \$75 payable to Colorado FBLA. *(Include a copy of the Business Sponsorship form(s) and a copy of the check(s). Be sure to black out the routing number at the bottom of the check.)*
- Participate in a community service project at the local level. *(Include the completed Event Verification form or a copy of a thank you letter from the organization acknowledging your chapter's participation.)*
- Host a state officer at a chapter/classroom activity. *(Include the signed State Officer Visitation Verification form.)*

By signing this form, we, the undersigned, to declare that our Future Business Leaders of America chapter has ethically fulfilled the requirements for the Peak I Award.

Print chapter name: _____

Adviser's school phone number: _____

Print Chapter Adviser's name: _____

Chapter Adviser's signature: _____

Chapter President's signature: _____

THIS ENTRY FORM AND PORTFOLIO ARE DUE WITH THE STATE REGISTRATION PACKET FOR CONSIDERATION.
--

COLORADO FUTURE BUSINESS LEADERS OF AMERICA PEAK II AWARD ENTRY FORM

This award requires chapters to submit information in a bound portfolio (report) format. ****See checklist for specific information****. All pages must be printed on standard 8 ½" by 11" paper. Scrapbooks and loose or bulky portfolios are not acceptable. Cover page must be printed on cardstock with the following information: chapter name, award name, and year. All required supporting documentation must be secured in the bound portfolio document following the same order as this entry form.

Each FBLA chapter must complete seven activities total from the list below. The first four activities are required.

- **Required.** Complete a Program of Work. *(Use format from the Local Chapter Organization section of the National Chapter Management Handbook {CMH}.)*
- **Required.** Recruit two chapter members OR obtain two Professional Division members. *(Include one copy each of the national membership dues form for the current year and previous year OR proof of professional membership, i.e. a copy of the Professional Division registration form and a copy of payment. Be sure to black out the routing number on the photocopy of the check.)*
- **Required.** Chapter represented at the current year's District Leadership Conference. *(Include a copy of Form One from the DLC registration form.)*
- **Required.** Two chapter members represented at current year's Colorado State Leadership Conference. *(Include a copy of Form One from the SLC registration form.)*

Each chapter must select three activities from the list that follows.

- Obtain state business sponsorships totaling \$100 payable to Colorado FBLA. *(Include a copy of the Business Sponsorship form(s) and a copy of the check(s). Be sure to black out the routing number on the check(s)).*
- Participate in a community service project at the local level. *(Include the Event Verification form or a copy of the thank you letter from the organization acknowledging your chapter's participation.)*
- Host a state officer at a chapter/classroom activity. *(Include the signed State Officer Visitation Verification form.)*
- Submit an article to a district or state FBLA publication. *(Include a copy of the article with the date and where submitted. Article does not have to be published.)*
- Participate in an activity with another CTSO/school organization. *(Include completed Event Verification form signed by the CTSO/school organization.)*

By signing this form, we, the undersigned, to declare that our Future Business Leaders of America chapter has ethically fulfilled the requirements for the Peak II Award.

Print chapter name: _____
Adviser's school phone number: _____
Print Chapter Adviser's name: _____
Chapter Adviser's signature: _____
Chapter President's signature: _____

THIS ENTRY FORM AND PORTFOLIO ARE DUE WITH THE STATE REGISTRATION PACKET FOR CONSIDERATION.
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COLORADO FUTURE BUSINESS LEADERS OF AMERICA PEAK III AWARD ENTRY FORM

This award is similar to the National Chapter Achievement award from the Business Achievement Awards.

This award requires chapters to submit information in a bound portfolio (report) format. ****See checklist for specific information****. All pages must be printed on standard 8 ½" by 11" paper. Scrapbooks and loose or bulky portfolios are not acceptable. Cover page must be printed on cardstock with the following information: chapter name, award name, and year. All required supporting documentation must be secured in the bound portfolio document following the same order as this entry form.

Each FBLA chapter must complete 11 activities total from the list below.

MEMBERSHIP/CHAPTER MANAGEMENT

Complete three activities total from this section. The first two activities are required for all chapters.

1. **Required.** Complete a Program of Work. *(Use format from the Local Chapter Organization section of the National Chapter Management Handbook {CMH}.)*
2. **Required.** Recruit three new chapter members OR obtain three Professional Division members. *(Include one copy each of the national membership dues form for the current year and previous year OR proof of Professional Division membership, i.e. a copy of the Professional Division registration form and a copy of payment. Be sure to black out the routing number on the photocopy of the check.)*
3. Submit at least one member's nomination for the Future, or higher, level of the FBLA Individual Business Achievement Awards program. *(Include a copy of the member's registration form for this award.)*
4. Have one of your local chapter officers prepare a local chapter recruitment brochure that includes a list of ten benefits that students gain by joining FBLA. Distribute brochure at a chapter meeting. *(Include a copy of the brochure.)*
Meeting date: _____ Adviser's initials: _____

COMMUNITY/SCHOOL SERVICE

Complete two activities from the list below.

5. Have an experienced member help a new member study for a competitive event. *(Have both members include a one-page summary of the benefits of this project.)*
Competitive Event: _____ Members printed names:
_____ and _____
6. Plan a service project for the school or community; e.g. a project to raise money for the March of Dimes, state service project, DECA Dash, Make a Difference Day or school service project (provide computer classes to senior citizens, etc.) *(Include a completed Project Activity Report Form from the Local Chapter Organization Section of the CMH.)*
7. Host a state officer at a chapter/classroom activity. *(Include a copy of the completed State Officer Visitation Verification form.)*
8. Submit an article to a district or state FBLA publication. *(Include a copy of the article with the date and where submitted. Article does not have to be published.)*

EDUCATION/PROGRESS

Complete six activities total from this section. All chapters must complete the first three activities.

9. **Required.** Chapter represented at current year's District Leadership Conference. *(Include a copy of Form One from DLC registration packet.)*

10. **Required.** Two chapter members represented at current year's Colorado State Leadership Conference. *(Include a copy of Form One from the SLC registration packet.)*

11. **Required.** Conduct a planning session for newly-elected local chapter officers. *(Include a copy of the schedule/agenda. The Local Chapter Organization section of the CMH contains ideas for planning this session.)*

12. Obtain state business sponsorships totaling \$125 payable to Colorado FBLA. *(Include a copy of the Business Sponsorship form(s) and a copy of the check(s). Be sure to black out the routing numbers on the check copy.)*

13. Submit a press release to your local or school newspaper about a chapter activity or event. *(Include a copy of the press release or newspaper clipping, noting the name of the newspaper and date of submission. It does not have to be published.)*

14. Have at least one chapter member shadow a businessperson.

Member name: _____ Businessperson name: _____

Business: _____

Signature of Businessperson: _____ Date: _____

Adviser initials: _____

15. Have your local officers plan and present an icebreaker at a local chapter meeting. *(Include an outline copy or description of the icebreaker.)* Meeting date: _____ Adviser initials: _____

16. Invite a businessperson, alumni, Professional Division member or community leader to speak at a chapter meeting. *(Include a copy of the letter inviting the speaker to the meeting.)*

17. Participate in at least one FBLA national program (Virtual Business Challenge, Stock Market Game, Junior Tours, Join Hands Day, Community Service Day, etc.) Descriptions of these activities can be found in the CMH in the National Programs section. *(Have one of your members include a 100-word summary about what he/she learned from the program.)*

By signing this form, we, the undersigned, to declare that our Future Business Leaders of America chapter has ethically fulfilled the requirements for the Peak III Award.

Print chapter name: _____

Adviser's school phone number: _____

Print Chapter Adviser's name: _____

Chapter Adviser's signature: _____

Chapter President's signature: _____

<p>THIS ENTRY FORM AND PORTFOLIO ARE DUE WITH THE STATE REGISTRATION PACKET FOR CONSIDERATION.</p>

COLORADO FUTURE BUSINESS LEADERS OF AMERICA PEAK IV AWARD ENTRY FORM

This award is similar to the National Chapter Excellence award from the Business Achievement Awards.

This award requires chapters to submit information in a bound portfolio (report) format. ****See checklist for specific information****. All pages must be printed on standard 8 ½" by 11" paper. Scrapbooks and loose or bulky portfolios are not acceptable. Cover page must be printed on cardstock with the following information: chapter name, award name, and year. All required supporting documentation must be secured in the bound portfolio document following the same order as this entry form.

Each FBLA chapter must complete 15 activities total from the list below.

MEMBERSHIP/CHAPTER MANAGEMENT

Complete four activities total from this section. The first three activities are required for all chapters.

1. **Required.** Complete a Program of Work. *(Use format from the Local Chapter Organization section of the National Chapter Management Handbook {CMH}.)*
2. **Required.** Recruit four new chapter members OR obtain four Professional Division members. *(Include one copy each of the national membership dues form for the current year and previous year OR proof of professional membership, i.e. a copy of the Professional Division registration form and a copy of payment. Be sure to black out the routing number on the photocopy of the check.)*
3. **Required.** Conduct at least two chapter meetings. *(Include a copy of the agenda and minutes from each meeting. For samples, refer to the Local Chapter Organization section of the CMH.)*
4. Submit at least one member's nomination for the Business, or higher, level of the FBLA Individual Business Achievement Awards program. *(Include a copy of the registration form for this member's award.)*
5. Create a chapter recruitment committee. *(Include these three items: a list of committee members, five recruitment ideas that this committee will use and an agenda from one meeting.)*
6. Host a state officer at a chapter/classroom activity. *(Include the completed State Officer Visitation Verification form.)*
7. Obtain state business sponsorships totaling \$125 payable to Colorado FBLA. *(Include a copy of the Business Sponsorship form(s) and include a copy the check(s). Be sure to black out the routing numbers on the check.)*

COMMUNITY/SCHOOL SERVICE

Complete three activities from the list below.

8. Participate in a community service project at the local level. *(Include letter from charitable organization acknowledging your chapter's contributions or the completed Event Verification form.)*
9. Promote FBLA to one civic organization. *(Include a copy of acknowledgement from organization or a completed Event Verification form.)*
10. Participated in or contributed to charity of chapter's choice. *(Include a copy of the acknowledgement from charitable organization or the completed Event Verification form and a copy of check if applicable. Black out the routing number on the copy of the check.)*
11. Plan a school service project (e.g. teacher appreciation activity, babysitting service for parent-teacher conferences, guide at freshman orientation, etc.). *(Include a completed Project Activity Report form from the Local Chapter Organization section of the CMH.)*

12. Host a multi-club/organization activity for your school or a multi-chapter activity for your area FBLA, FBLA-Middle level and/or PBL chapters, e.g. an event, picnic, conference, rally at a meeting, etc. *(Include a copy of the news release or newspaper clipping of the event, indicating when and where submitted. News release does not have to be published.)*

13. Plan or participate in a community service activity such as a project to benefit or raise money for the March of Dimes, a state service project, etc. *(Include a completed Project Activity Report form from the Local Chapter Organization section of the CMH.)*

EDUCATION/PROGRESS

Complete eight activities total from this section. All chapters must complete the first five activities.

14. **Required.** Conduct a planning session for newly-elected local chapter officers. *(Include a copy of the schedule/agenda. The Local Chapter Organization section of the Chapter Management Handbook contains ideas for planning this session.)*

15. **Required.** Chapter represented at current year's District Leadership Conference. *(Include a copy of Form One from the DLC registration packet.)*

16. **Required.** Two chapter members represented at current year's Colorado State Leadership Conference. *(Include a copy of Form One of the SLC registration form.)*

17. **Required.** Compete in two events at the current year's Colorado State Leadership Conference. *(Include a copy of the SLC event registration form.)*

18. **Required.** Submit an article to Colorado FBLA Today. *(Include a copy of the article with edition noted. Article does not have to be published.)*

19. Obtain state business sponsorships totaling \$150 payable to Colorado FBLA. *(Include copy of the Business Sponsorship form(s) and a copy of the check(s). Be sure to black out routing numbers on the check(s).)*

20. Participate in an FBLA-PBL Week activity. *(Include the completed Event Verification form.)*

21. Have the chapter represented at either the National Fall Leadership Conference (NFLC) or National Leadership Conference (NLC). *(Include a copy of the Form One registration form for either conference and a copy of the registration check. Be sure to black out routing numbers at the bottom of the check(s).)*

22. Create a 30-second public service announcement (PSA) or press release about American Enterprise Day or FBLA-PBL Week. *(Include script, press release or copy of the newspaper clipping.)*
For PSA: indicate when and where presented:

23. Design local chapter FBLA t-shirts for members to wear and promote your chapter at meetings, events, and conferences. *(Include a copy of t-shirt design.)*

24. Publish a local chapter newsletter for distribution to members. *(Include a copy of the newsletter.)*

25. Organize a tour of a business for chapter members who have paid dues by October 20. *(Include a one-page summary of the tour and a list of participating members.)*

26. Participate in at least one FBLA national program (Virtual Business Challenge, Stock Market Game, Junior Tours, Join Hands Day, Community Service Day, etc.) Descriptions of these activities can be found in the CMH in the National Programs section. *(Have one of your members include a 100-word summary about what he/she learned from the program.)*

Competitive Events – Colorado

(2006-2007 Version)

27. Plan and conduct activities for FBLA-PBL Week/National Career & Technical Education week. See the Recruitment and National Programs sections of the CMH for ideas. *(Include the completed Project Activity Report form from the Local Chapter Organization section of the CMH.)*

By signing this form, we, the undersigned, to declare that our Future Business Leaders of America chapter has ethically fulfilled the requirements for the Peak IV Award.

Print chapter name: _____

Adviser's school phone number: _____

Print Chapter Adviser's name: _____

Chapter Adviser's signature: _____

Chapter President's signature: _____

**THIS ENTRY FORM AND PORTFOLIO ARE DUE WITH THE
STATE REGISTRATION PACKET FOR CONSIDERATION.**

COLORADO FUTURE BUSINESS LEADERS OF AMERICA PEAK V AWARD ENTRY FORM

This award is similar to the National Outstanding Chapter award from the Business Achievement Awards.

This award requires chapters to submit information in a bound portfolio (report) format. ****See checklist for specific information****. All pages must be printed on standard 8 ½" by 11" paper. Scrapbooks and loose or bulky portfolios are not acceptable. Cover page must be printed on cardstock with the following information: chapter name, award name, and year. All required supporting documentation must be secured in the bound portfolio document following the same order as this entry form.

Each FBLA chapter must complete 21 activities total from the list below.

MEMBERSHIP/CHAPTER MANAGEMENT

Complete six activities total from this section. The first four activities are required for all chapters.

1. **Required.** Complete a Program of Work. *(Use format from the Local Chapter Organization section of the National Chapter Management Handbook {CMH}.)*

2. **Required.** Recruit five new chapter members (Membership Madness or Membership Mania) OR obtain five Professional Division members. *(Include a copy of the completed Membership Madness or Membership Mania form for one member OR proof of Professional Division membership, i.e. a copy of the Professional Division registration form and a copy of payment. Be sure to black out the routing number on the photocopy of the check.)*

3. **Required.** Conduct at least four chapter meetings. *(Include a copy of the agenda and minutes from each meeting. For samples, refer to the Local Chapter Organization section of the CMH.)*

4. **Required.** Maintain or increase national membership. *(Include a copy of the current year member roster submitted to the National office.)*
Last year's membership total: _____ This year's membership total: _____

OR

Sign up all students in any business class (100% class participation). *(Include a copy of the completed 100% Class Participation form from the Chapter/Member Recognition section of the CMH and a copy of the class roster.)*

5. Submit at least one member's nomination for the Leader, or higher, level of the FBLA Individual Business Achievement Awards program. *(Include a copy of the registration cover sheet for this member's award application.)*

6. Recruit a school official/administrator to participate in a chapter activity. Event:

School official/title: _____ Adviser's initials: _____

7. Submit a press release to an FBLA national/state publication. *(Include a copy of the press release, indicating the date and publication of submission. Press release does not have to be published.)*

8. Submit a contribution to the National Scholarship Fund by April 1. *(Include a copy of the form from the National Programs section of the CMH, and a copy of the check. Black out routing number on the check copy.)*

COMMUNITY/SCHOOL SERVICE

Complete four activities from the list below. All chapters must complete the first two activities.

9. **Required.** Participate in a community service project at the local level. *(Include a copy of a letter from charitable organization acknowledging your chapter's contributions or the completed Event Verification form.)*
10. **Required.** Present the FBLA-PBL History Presentation (See the National Organization section of the CMH or the Emblem Ceremony (See the Local Chapter Organization section of the CMH) at a local chapter meeting. *(Include a copy of an agenda from the meeting or program from the event.)*
11. Promote FBLA to two civic organizations. *(Include a copy of an acknowledgement from the organization or a completed Event Verification form.)*
12. Recruit two new Professional Division members or one Lifetime Professional Division member (advisers, teachers, administrators, businesspersons). Submit dues and registration form by April 1. *(The following three items are to be included: a copy of the application form, a copy of the proof of payment (black out the routing number on the check copy) and a welcome letter from your chapter. See the Local Chapter Organization section of the CMH for a sample of a welcome letter.)*
13. Charter/reactivate at least one new FBLA, FBLA-Middle Level, or PBL chapter by March 1. *(Include a copy of the program from the Induction Ceremony).*
14. Conduct a chapter community service project. *(See the Recruitment section of the CMH for community service project ideas. Include a completed Chapter Activity Report form from the Local Chapter Organization section of the CMH.)*
15. Conduct a project to educate, promote or raise money for the March of Dimes. *(Include a completed Chapter Activity Report form from the Local Chapter Organization section of the CMH.)*
16. Plan a ceremony to install your new officers and/or induct new members into FBLA. These ceremonies can be found in the Local Chapter Organization section of the CMH. *(Include a copy of the program from that ceremony.)*
17. Have your local chapter officers prepare a presentation highlighting the "Benefits of FBLA" to present to students in business classes. *(Include a copy of the outline of the presentation.)*
18. Plan a project to benefit your school. *(Include a completed Project Activity Report form from the Local Chapter Organization section of the CMH.)*

EDUCATION/PROGRESS

Complete 11 activities total from this section. All chapters must complete the first eight activities.

19. **Required.** Conduct a planning session for newly-elected local chapter officers. *(Include a copy of the schedule/agenda. The Local Chapter Organization section of the CMH contains ideas for planning this session.)*
20. **Required.** Chapter represented at current year's District Leadership Conference. *(Include a copy of Form One of the DLC registration form.)*
21. **Required.** Five chapter members represented at current year's Colorado State Leadership Conference. *(Include a copy of Form One of the SLC registration form.)*
22. **Required.** Compete in two events at the current year's Colorado State Leadership Conference. *(Include a copy of the on-line registration form for these two events only.)*

23. **Required.** Submit an article to Colorado FBLA Today. *(Include a copy of the article with edition noted and when submitted. Article does not have to be published for award consideration.)*

24. **Required.** Host a state officer at a chapter/classroom activity. *(Include copy of the completed State Officer Visitation Verification form.)*

25. **Required.** Prepare a chapter budget. *(Include the completed FBLA-PBL Chapter Budget form from the Fundraising section of the CMH.)*

26. **Required.** Implement a lesson or activity from one of the lesson plans at the end of the Local Chapter Organization, Recruitment, Fundraising, Public Relations, Competitive Events, Chapter/Member Recognition, National Programs, or National Organization sections of the CMH in a business class.

Lesson used: _____

Class: _____

Comments:

27. Obtain state business sponsorships totaling \$150 payable to Colorado FBLA. *(Include copy of the Business Sponsorship form(s) and a copy of the check(s). Be sure to black out the routing numbers on the check.)*

28. Plan and conduct activities for FBLA-PBL Week/National Career & Technical Education Week. *(Include a list of the activities conducted and a 100 word summary of the week.)*

29. Have the chapter represented at either the National Fall Leadership Conference (NFLC) or National Leadership Conference (NLC). *(Include a copy of the Conference Registration Form One and a copy of the registration check for the respective conference. Black out the routing number on the check copy.)*

30. Prepare a point system for your chapter members. A sample point system can be found in the Local Chapter Organization section of the CMH. *(Include a copy of your point system.)*

31. Organize a tour of a business for chapter members who have paid dues by October 20. *(Include a one-page summary of the tour and a list of participating members.)*

32. Plan and conduct a free enterprise project for American Enterprise Day, November 15. *(See the Recruitment section of the CMH for American Enterprise Project ideas. Include a completed Project Planning and Project Evaluation form from the Local Chapter Organization section of the CMH.)*

33. With some of your chapter officers, contact local, county, state or federal legislators and share the benefits of FBLA membership. *(Have one of your members include a brief description about this activity and a copy of the letter sent to contact or set up an appointment with this official.)*

34. Prepare a local chapter website. *(Include a copy of the home page of the website.)*

Website URL:

By signing this form, we, the undersigned, to declare that our Future Business Leaders of America chapter has ethically fulfilled the requirements for the Peak V Award.

Print chapter name: _____

Adviser's school phone number: _____

Print Chapter Adviser's name: _____

Chapter Adviser's signature: _____

Chapter President's signature: _____

**THIS ENTRY FORM AND PORTFOLIO ARE DUE WITH THE
STATE REGISTRATION PACKET FOR CONSIDERATION.**

PEAK AWARD CHECKLIST

Please make certain you can answer “YES” to all the questions. If you answer “NO” to any of the following questions, you will NOT receive a Peak Award Plaque.

Report Cover	Yes	No
Front Report Cover must contain the following information: (Diecut Covers are allowable) Name of School Peak Award You are Applying For Date (200x – 200x)		
Front and back covers must be included and of a weight such as cover stock, index stock, or card stock.		
Covers may not be laminated or have a plastic sheet overlay.		
Report must be bound including all forms.		
Front and back covers should not exceed 9 ½” x 12”.		
Labels or decals may not be attached to the cover.		
Report Contents (Pages may exceed 30 if needed)	Yes	No
The report follows the same sequence as found on the Peak Award Entry Form.		
Report contains a Table of Contents with page numbers.		
Use correct forms Entry Form Verification Statement Form - Community Service, Civic Organization presentation, Activity with another CTSO/school organization, FBLA-PBL Week, and Charitable Organization State Officer Visitation Verification Form Business Sponsorship Form Membership Madness and Mania Form		
Pages must be standard 8 ½” x 11”.		
Pages may not be laminated or bound in sheet protectors.		
Reports may be single- or double-spaced.		
Items may not be attached to any page in the report.		
The report should contain copies rather than originals.		
The report may not contain loose or bulky exhibit or scrapbook type items.		