

# NEBRASKA FBLA HANDBOOK

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# AMERICAN ENTERPRISE PROJECT

## Purpose

This event recognizes FBLA chapters that develop projects within the school and/or community that increase understanding of and support for the American enterprise system by developing an information/education program.

## Eligibility

Each chapter may submit one report.

## Procedure

### Written Report

The project must promote an awareness of some facet of the American enterprise system within the school and/or community and be designed for chapter participation, not individual participation. The event is not designed to raise money for the chapter. The intent of the project is to help members learn more about the economic system under which they live and then to share their expertise in some way with others inside and/or outside of the school.

Report formats must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format. Creativity through design and use of desktop publishing is encouraged.

### Performance

Based on the highest written report scores, a maximum of five (5) chapters will be selected to give a presentation at the State Leadership Conference.

A maximum of three (3) members from each local chapter selected for the finals will give the presentation.

Seven (7) minutes will be allowed for the presentation, which will describe the project and the results obtained.

Visual aids and samples related to the project may be used in the presentation. However, no items may be left after the presentation with either the judges or the audience.

A projection screen and cart will be provided; however, all other equipment for the presentation must be provided by the chapter. Five (5) minutes is allowed to set up and remove equipment.

All aspects of the presentation (e.g., speaking, setup, operating audio-visual equipment, etc.) must be performed by the members presenting. No additional assistance, including verbal commands or prompting, may be provided by other chapter representatives, including the adviser or individuals in the audience. Timers such as stop watches may not be used by audience members while teams are presenting.

All team members are expected to actively participate in the performance.

A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting deductions of five (5) points for any time over seven (7) minutes.

Following each presentation, the judges will conduct a three-minute (3) question-and-answer period.

Performances are open to conference attendees, except performing participants of this event. No pictures may be taken and no video or audio recording devices may be used during the performance.

## Regulations

1. Report formats must adhere to the following guidelines:

### A. Report Contents

- i) Reports must include a table of contents with page numbers. A title page, divider pages, and appendices are optional.
- ii) Reports must not exceed 30 pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are not counted in the page limit.
- iii) Pages are numbered and must be on 8½" by 11" paper.
- iv) Pages must not be laminated or bound in sheet protectors

- v) Reports may be single- or double-spaced
- vi) Each side of the paper providing information is counted as a page
- vii) Copies should be sent rather than important original documents.
- viii) No items may be attached to any page in the report.
- ix) The report must be bound, not stapled.

## **B. Report Covers**

- i) Both a front and back cover are required.
  - ii) Report covers must contain the following information: name of the school, state, name of the event, and year (20xx-xx). They may also contain other information, but are not counted against the page limit.
  - iii) Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
  - iv) Report covers must be of a weight such as cover stock, index stock, or card stock.
  - v) Two- or three-ring binders are not acceptable as report covers.
  - vi) Report covers must not exceed 9½" by 12".
  - vii) No items, such as labels or decals, may be attached to the front cover.
  - viii) Covers should not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
2. Reports must be prepared by student members, not advisers. State and local advisers should serve as consultants to ensure that the reports are well organized, contain substantiated statements, and are written in a business style.
  3. The projects described in the reports cannot be submitted in any other event with the exception of Local Chapter Annual Business Report.
  4. Reports must describe activities of the local chapters that were conducted between the start of the previous year's State Leadership Conference and the start of the current year's State Leadership Conference.
  5. Entries must adhere to all these regulations or be disqualified.
  6. Two copies of the American Enterprise Project must be postmarked by the report deadline date, or if hand delivered, it must be received in the State Office by 5 p.m. on the report deadline date.
  7. A maximum of five (5) chapters will be notified by March 20 that they are finalists for the performance part of the event at the State Leadership Conference.
  8. Chapters failing to report on time for their performance may be disqualified.

## **Performance Competencies**

- Answer questions effectively
- Demonstrate ability to make a businesslike presentation
- Demonstrate good verbal communication skills
- Describe project development and implementation

## **Judging**

Reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. The performance will be judged by a panel of judges. Final rank is determined by totaling the written report scores and the performance scores. All judges' decisions are final.

## **Awards**

- 1<sup>st</sup> Place – Plaque
- 2<sup>nd</sup> Place – Plaque
- 3<sup>rd</sup> Place – Plaque

Certificates of Merit or Honorable Mention will be determined by the judges.

## **National Entry**

The top two entries based on the combined written and presentation scores will be entered in the American Enterprise Project at the National Leadership Conference. Two (2) copies of the report must be sent to the State Office to be submitted for national competition.

## **NBEA Standards Reinforced by Event**

Communication: foundations, organizational

Economics and Personal Finance: economic systems

Entrepreneurship: economics

Management: ethics and social responsibility, technology and information management.

**Career Clusters:** Business Management and Administration, Information Technology



# AMERICAN ENTERPRISE PROJECT

## Performance Rating Sheet

Chapter \_\_\_\_\_

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>EXPLANATION</b>					
Describes project development and strategies used to implement project	0	1-7	8-14	15-20	
Describes research into school or community needs	0	1-5	6-10	11-15	
Appropriate level of chapter member involvement in project	0	1-3	4-7	8-10	
Degree of impact on the community and its citizens	0	1-7	8-14	15-20	
Evidence of publicity received	0	1-2	3-4	5	
Student evaluation of project effectiveness	0	1-2	3-4	5	
<b>DELIVERY</b>					
Thoughts and statements are well-organized and clearly stated	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	0	1-2	3-4	5	
Demonstrates ability to effectively answer questions.	0	1-3	4-7	8-10	

**TIME** \_\_\_\_\_

**TOTAL POINTS** \_\_\_\_\_ /100 max

**TIME PENALTY.** Deduct five (5) points for presentations over 7 minutes \_\_\_\_\_

**DRESS CODE PENALTY.** Deduct five (5) points when dress code is not followed \_\_\_\_\_

**PRESENTATION SCORE** \_\_\_\_\_ /100 max

**REPORT SCORE** \_\_\_\_\_ /100 max

**FINAL SCORE** \_\_\_\_\_ /200 max

Judge's Signature \_\_\_\_\_

Judge's Comments \_\_\_\_\_

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# **FBLA BUSINESS OF THE YEAR**

## **Purpose**

To recognize a successful Nebraska business and highlight this company to Nebraska FBLA members.

## **Eligibility**

Nominations may be made by local chapters, Nebraska FBLA Advisory Council members, or Nebraska FBLA Board of Directors.

## **Procedure**

Nominations must be submitted in writing to the Nebraska FBLA State Office postmarked by January 15. The nomination (written by the chapter members) should be no longer than two (2) typed pages in report format plus a cover letter from the chapter officers. The following criteria should be included in the nomination:

- Business contact information: Name, mailing address, email address
- Business history, including mission statement and employment levels
- Business growth and success
- Economic impact
- Community service and involvement
- Support and assistance to education
- Conclusion attesting to the support of the nominee from the FBLA chapter.

The professional appearance of the application written by the chapter, as well as the content, will be considered in the judging.

The FBLA Business of the Year award will be presented at the State Leadership Conference to the business selected by the Nebraska FBLA Advisory Council.

Chapters should nominate a business rather than an individual businessperson for this award.

Chapters are encouraged to renominate a business that was not selected from the previous year.

## **Award**

The Business of the Year award will be presented to a company representative at one of the general sessions of the State Leadership Conference. The Business of the Year representative is encouraged to present a brief overview of the company, how it has achieved its success, and the importance of education in the organization.

## **Deadline**

Postmarked by January 15

## **Submit Nominations to**

Nebraska FBLA  
PO Box 94987  
Lincoln, NE 68509-4987

**FBLA BUSINESS OF THE YEAR**  
*Rating Sheet*

**Business** \_\_\_\_\_

**Nominating Chapter** \_\_\_\_\_

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

**REPORT**

Business history, including mission statement and employment levels	_____10	
Format of report – written by the chapter	_____15	
Conclusion	_____10	
The support of the nominee from the FBLA chapter.		_____35

**BUSINESS**

Business growth and success	_____10	
Economic impact	_____15	
Community service and involvement	_____20	
Support and assistance to education	_____20	
		_____65

**TOTAL SCORE** \_\_\_\_\_ **100**

Judge's Signature \_\_\_\_\_

Judge's Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*NOTE: Businessperson of the Year is available for individuals. Please see page 6-7.*

# BUSINESSPERSON OF THE YEAR

## Purpose

This event recognizes outstanding businesspersons from the private business sector throughout the state who have contributed to the success of Future Business Leaders of America on the local level.

## Eligibility

Each local chapter may nominate one person for Businessperson of the Year.

## Procedure

It is suggested that local chapters, when selecting the Businessperson of the Year, consider the following criteria:

- Years of participation in FBLA activities.
- Promotion of FBLA through speeches, seminars, contributions, and sponsorship of activities.
- Extent of active interest in FBLA students and related activities.
- Financial assistance to local and/or state chapters.
- Community service through civic and social organizations, etc.
- Personal achievements in business and industry.

## Regulations

1. Each local chapter's nominee will be recognized as a State Businessperson of the Year.
2. Resumes of the Businessperson of the Year should include personal data, extent of participation in FBLA activities, service to the community, interest in business students and the profession, and financial support (if applicable) to local and/or state FBLA chapters.
3. Persons who are full-time employees of any educational institutions or departments of education shall not be nominated for this award. Such nominations will be disqualified.
4. Nominees must not have been named to this event at a previous State Leadership Conference.
5. The entry form from the Nebraska FBLA website and the nominee's resume must be received by the State Office by the State Leadership Conference registration deadline.

## Judging

There will be no "judging" on the state level.

## State Awards

The Businessperson of the Year nominee from each local chapter should be present to receive recognition as a State Businessperson of the Year at the Awards Program of the State Leadership Conference.

## National Entry

At the discretion of the State Board of Directors, one of the State Businesspersons of the Year or an individual contributing at the state level may be nominated as a National Businessperson of the Year.

# COMMUNITY SERVICE PROJECT

## Purpose

This event recognizes FBLA chapters that successfully implement a community service project to serve the citizens of the community.

## Eligibility

Each local chapter may submit one report.

## Procedure

### Written Report

Reports must describe one chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation rather than individual participation. Local chapters are encouraged to perform a wide range of service activities but should focus on one project in detail for this report.

The report format must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format. Creativity through design and use of desktop publishing is encouraged.

### Performance

Based on the highest written report scores, a maximum of five (5) chapters will be selected to give a presentation at the State Leadership Conference.

A maximum of three (3) members from each local chapter selected for the finals will give the presentation. Seven (7) minutes will be allowed for the presentation, which will describe the project and the results obtained.

Visual aids and samples related to the project may be used in the presentation. However, no items may be left after the presentation with either the judges or the audience.

A projection screen and cart will be provided; however, all other equipment for the presentation must be provided by the chapter. Five (5) minutes is allowed to set up and remove equipment.

All aspects of the presentation (e.g., speaking, setup, operating audio-visual equipment, etc.) must be performed by the members presenting. No additional assistance, including verbal commands or prompting, may be provided by other chapter representatives, including the adviser, or individuals in the audience. Timers such as stop watches may not be used by audience members while teams are presenting.

All team members are expected to actively participate in the performance

A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting deductions of five (5) points for any time over seven (7) minutes.

Following each presentation, the judges will conduct a three-minute (3) question-and-answer period.

Performances are open to conference attendees, except performing participants of this event. No pictures may be taken and no video or audio recording devices may be used during the performance.

## Regulations

1. Report formats must adhere to the following guidelines:

### A. Report Contents

- i) Reports must include a table of contents with page numbers. A title page, divider pages, and appendices are optional.
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- iii) Pages are numbered and must be on 8 ½ by 11" paper.
- iv) Pages must not be laminated or bound in sheet protectors.
- v) Reports may be single- or double-spaced.
- vi) Each side of the paper providing information is counted as a page.
- vii) Copies should be sent rather than important original documents.
- viii) No items may be attached to any page in the report.

## **B. Report Covers**

- i) Both a front and back cover are required.
  - ii) Report covers must contain the following information: name of the school, state, name of the event, and year (20xx-xx). They may also contain other information, but are not counted against the page limit.
  - iii) Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
  - iv) Report covers must be of a weight such as cover stock, index stock, or card stock.
  - v) Two- or three-ring binders are not acceptable as report covers.
  - vi) Report covers must not exceed 9½" by 12".
  - vii) No items, such as labels or decals, may be attached to the front cover.
  - viii) Covers should not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
2. Reports must be prepared by student members, not advisers. State and local advisers should serve as consultants to ensure that the reports are well organized, contain substantiated statements, and are written in a business style.
  3. The projects described in the reports cannot be submitted in any other event with the exception of Local Chapter Annual Business Report.
  4. Reports must describe activities of the local chapters that were conducted between the start of the previous year's State Leadership Conference and the start of the current year's State Leadership Conference.
  5. Entries must adhere to all of these regulations or be disqualified.
  6. Two copies of the Community Service Project must be postmarked by the report deadline, or if hand delivered, it must be received in the State Office by 5 p.m. on the report deadline date.
  7. A maximum of five (5) chapters will be notified by March 20 that they are finalists for the performance part of the event at the State Leadership Conference.
  8. Chapters failing to report on time for their performance may be disqualified.

## **Performance Competencies**

- Answer questions effectively
- Demonstrate ability to make a businesslike presentation
- Demonstrate good verbal communication skills
- Describe project development and implementation
- Explanation is logical and systematic

## **Judging**

Reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. The performance will be judged by a panel of judges. Final rank is determined by totaling the written report scores and the performance scores. All decisions of the judges are final.

## **Awards**

- 1st Place – Plaque
- 2nd Place – Plaque
- 3rd Place – Plaque

Certificates of Merit or Honorable Mention will be determined by the judges.

## **National Entry**

The top two entries based on the combined written and presentation scores will be entered in the Community Service Project event at the National Leadership Conference. Two (2) copies of the report must be sent to the State Office to be submitted for national competition.

## **NBEA Standards Reinforced by Event**

- Communication: foundations, technological
- Management: technology and information management
- Marketing: marketing plan

**Career Clusters:** Business Management and Administration, Information Technology



# COMMUNITY SERVICE PROJECT

## Performance Rating Sheet

Chapter \_\_\_\_\_

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>CONTENT</b>					
Description of project development and strategies used to implement project	0	1-8	9-18	19-25	
Appropriate level of chapter member involvement in the project	0	1-3	4-7	8-10	
Degree of impact on the community and its citizens	0	1-7	8-15	16-20	
Evidence of publicity received	0	1-2	3-4	5	
Effective student evaluation of project	0	1-2	3-4	5	
<b>DELIVERY</b>					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	

**TIME** \_\_\_\_\_ **TOTAL POINTS** \_\_\_\_\_ /100 max

**TIME PENALTY.** Deduct five (5) points for presentations over 7 minutes \_\_\_\_\_

**DRESS CODE PENALTY.** Deduct five (5) points when dress code is not followed \_\_\_\_\_

**PRESENTATION SCORE** \_\_\_\_\_ /100 max

**REPORT SCORE** \_\_\_\_\_ /100 max

**FINAL SCORE** \_\_\_\_\_ /200 max

Judge's Signature \_\_\_\_\_

Judge's Comments \_\_\_\_\_

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# NEBRASKA FBLA FOUNDATION FUNDRAISING AWARD

## **Purpose**

This event is designed to involve chapters in investing in the future of Nebraska FBLA by conducting a fundraising activity for the Nebraska FBLA Foundation.

## **Eligibility**

All local chapters are eligible.

## **Procedure**

Conduct a fundraising activity for the Nebraska FBLA Foundation.

## **Regulations**

Each chapter will complete a fundraising activity for the Nebraska FBLA Foundation.

Complete the Foundation Contribution form found on the Nebraska FBLA website.

Mail the form along with a check made payable to Nebraska FBLA Foundation to the address indicated on the form.

## **Awards**

Certificates for first, second and third place will be presented at the State Leadership Conference to the three chapters giving the largest donations.

# GO GREEN CHALLENGE AWARD

## **Purpose**

This event is designed to involve chapters in community service through a Go Green initiative. Collaboration with other Nebraska career student organizations is encouraged to complete the projects.

## **Eligibility**

All local chapters are eligible.

## **Procedure**

Complete the Go Green Challenge entry form found on the Nebraska FBLA website and submit it with a postmark deadline of March 1 to the state officer identified on the entry form.

## **Regulations**

Each chapter must complete two (2) activities identified in each column under the headings Service, Education, and Progress that are found on the entry form. A minimum of six (6) activities must be completed. Identify the project activities by completing the item at the bottom of the square and/or attaching the items requested. Please check (✓) the line next to the items specified when attaching items.

Activities must fall between the previous year's SLC registration deadline to the current year's SLC registration deadline.

## **Judging**

The state officers will review the entries.

## **Awards**

All Go Green Challenge award winning chapters will receive special recognition at the State Leadership Conference.

## **National Entry**

The national Go Green project is similar to the Nebraska FBLA Go Green Challenge but uses slightly different criteria for its project. Please review the national guidelines if planning to enter the national event. State event recognition does not qualify a chapter for the national project.

# **GOLDEN ROUND TABLE AWARD**

## **Purpose**

To increase the membership of the Nebraska Chapter of FBLA. This award is to encourage local chapters to increase membership and assist other schools in starting a chapter. Chapters may become Golden Round Table Chapters by adding five (5) members to their previous year's roster and chartering or reactivating at least one chapter prior to State Leadership Conference registration deadline.

## **Eligibility**

All local chapters that were active during the previous school year are eligible to participate in this event.

## **Procedure**

File the Intent to Receive Form found on the Nebraska FBLA website. The State Office will determine Golden Round Table Chapters by comparing the previous year's local membership rosters with the current rosters and confirming chapters chartered. Membership comparisons will be done after the close of the Nebraska membership year.

## **Awards**

Golden Round Table Chapters will receive special recognition at the State Leadership Conference.

# LARGEST CHAPTER MEMBERSHIP

## **Purpose**

To achieve its purposes, the Future Business Leaders of America should actively promote the organization at the local chapter level and work for an increase in membership. Each chapter should provide an opportunity for as many students as possible to better prepare for careers in business. Effective state and national programs depend upon membership support and growth. Increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. The annual Largest Chapter Membership event provides recognition to those chapters and members who have attained the largest membership in FBLA.

## **Eligibility**

All local FBLA chapters registered for the State Leadership Conference are eligible.

## **Procedure**

No entry form is necessary. Winners will be determined by the number of paid members on file at the State Office as of the close of the membership year.

## **Awards**

Certificates of Merit for first and second place will be presented to the schools in Classes A, B, C, and D based on membership.

# **LARGEST PERCENTAGE OF INCREASE IN LOCAL CHAPTER MEMBERSHIP**

## **Purpose**

Effective local, state, and national programs depend upon membership support and growth. Continued membership growth makes possible the expansion of services and materials. This event provides recognition of those local chapters that have significantly increased in FBLA membership from one year to the next.

## **Eligibility**

All local FBLA chapters registered for the State Leadership Conference are eligible.

## **Procedure**

The official figure used in considering the local chapter for this event is determined by state records of paid memberships audited in the State Office as of March 1 of the previous and current school years.

## **Regulations**

Because official membership records are audited in the State Office, no entry form is required.

## **Judging**

Winners in this event are determined by the State Office after the audit of membership records. The figure used in determining the winners will be the number of paid members at the close of business on the spring dues deadline of the previous and current school years.

## **Awards**

Certificates of Merit for first and second place are presented at the State Leadership Conference to the top three local chapters.

# LOCAL CHAPTER ANNUAL BUSINESS REPORT

## Purpose

Business reports are used extensively to inform management, staff, stockholders, and the general public about all aspects of the business. This event recognizes FBLA chapters that effectively summarize their year's activities. The event provides participants with valuable experience in preparing annual business reports.

## Eligibility

Each local chapter may submit one report.

## Procedure

Report formats must follow the same sequence given on the rating sheet. If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format. Creativity through design and use of desktop publishing is encouraged. The report should describe the activities of the local chapter between the start of the previous State Leadership Conference and the start of the current State Leadership Conference. Projects used for other FBLA reports may be included.

## Regulations

1. Report formats must adhere to the following guidelines:
  - A. **Report Contents**
    - i) Reports must include a table of contents with page numbers. A title page, divider pages, and appendices are optional.
    - ii) Reports must not exceed 30 pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are not counted in the page limit.
    - iii) Pages are numbered and must be on 8½" by 11" paper.
    - iv) Pages must not be laminated or bound in sheet protectors.
    - v) Reports may be single- or double-spaced.
    - vi) Each side of the paper providing information is counted as a page.
    - vii) Copies should be sent rather than important original documents.
    - viii) No items may be attached to any page in the report.
    - ix) The report must be bound (e.g., tape binding, spiral bounding), not stapled.
  - B. **Report Covers**
    - i) Both a front and back cover are required.
    - ii) Report covers must contain the following information: name of the school, state, name of the event, year (20xx-xx). They may also contain other information but are not counted against the page limit.
    - iii) Cutout covers are allowed, but the page containing the cover information is included in the page count.
    - iv) Report covers must be cover stock, index stock, or card stock.
    - v) Two- or three-ring binders are not acceptable as report covers.
    - vi) Report covers must not exceed 9½" by 12".
    - vii) No items, such as labels or decals, may be attached to the front cover.
    - viii) Covers should not be in plastic binders, be laminated or have a plastic sheet overlaying the printed cover.
2. Reports must be prepared by student members, not advisers. State and local advisers should serve as consultants to ensure that the reports are well organized, contain substantiated statements, and are written in a business style.
3. Reports must describe activities of the local chapters that were conducted between the start of the previous year's State Leadership Conference and the start of the current year's State Leadership Conference. (Include last year's SLC and all activities up to the approaching SLC.)
4. Entries not adhering to these regulations will be disqualified.
5. Two copies of the Local Chapter Annual Business Report must be postmarked by the deadline date, or if hand delivered, it must be received by the State Office by 5 p.m. on the report deadline date.

## **Judging**

The reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges selects the winners. All judges' decisions are final.

## **Awards**

The top 15 percent of local chapters will receive a trophy and/or certificate. These chapters will also be nominated to the National Office for Gold Seal Awards.

1st Place – Plaque  
2nd Place – Plaque  
3rd Place – Plaque

Certificates of Merit or Honorable Mention will be determined by judges.

## **National Entry**

The top two projects will be entered in the Local Chapter Annual Business Report at the National Leadership Conference. Two (2) copies of the reports must be sent to the State Office to be submitted for national competition.

## **NBEA Standards Reinforced by Event**

Communication: foundations, technical  
Information Technology: application software  
Marketing: foundations

**Career Clusters:** Business Management and Administration, Information Technology, Marketing

# LOCAL CHAPTER ANNUAL BUSINESS REPORT

## Written Report Rating Sheet

Chapter \_\_\_\_\_

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>CHAPTER PROFILE</b>					
Letter to chapter membership (by chapter officer)	0	1-2	3-4	5	
Chapter Information Included <ul style="list-style-type: none"> <li>• Number of members</li> <li>• Size of school and community</li> <li>• When and where the chapter was organized</li> </ul>	0	1-2	3-4	5	
<b>PRODUCTIVITY</b>					
Recruitment of members and chapters	0	1-2	3-4	5	
Leadership development for officers and members	0	1-3	4-7	8-10	
Preparation of students for business careers	0	1-2	3-4	5	
Service to the school and community	0	1-3	4-7	8-10	
Cooperation with business, professional, and service groups	0	1-2	3-4	5	
Participation in public relations and activities	0	1-2	3-4	5	
Support of FBLA national and state projects	0	1-2	3-4	5	
Attendance and participation at state and nationally sponsored conferences	0	1-2	3-4	5	
<b>RECOGNITION</b>					
For FBLA competitive events and activities	0	1-2	3-4	5	
For school, community, business, and industry activities	0	1-2	3-4	5	
<b>BUSINESSLIKE PROCEDURES</b>					
Chapter management and organization	0	1-2	3-4	5	
Financial development, including fundraising and financial statement	0	1-2	3-4	5	
<b>FORMAT OF REPORT</b>					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-2	3-4	5	
Design and graphics	0	1-2	3-4	5	

**SUBTOTAL** \_\_\_\_\_ /100 max

**PENALTY POINTS.** Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): \_\_\_\_\_

- |                                                    |                                                 |                                                                     |
|----------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> cover incorrect           | <input type="checkbox"/> binding incorrect      | <input type="checkbox"/> missing table of contents                  |
| <input type="checkbox"/> no page numbers in report | <input type="checkbox"/> over thirty (30) pages | <input type="checkbox"/> report format does not follow rating sheet |
| <input type="checkbox"/> attached items            |                                                 |                                                                     |

**TOTAL POINTS** \_\_\_\_\_ /100 max

Judge's Signature \_\_\_\_\_

Judge's Comments \_\_\_\_\_

# LOCAL RECRUITMENT OF CHAPTERS

## **Purpose**

This event is designed to honor those local chapters that charter or reactivate chapters of FBLA. Additional chapters provide more students the opportunity to become better prepared for careers in business and make possible the expansion of national services and activities.

## **Eligibility**

For the installing chapter to be eligible for this award, the new or reactivated chapter must have mailed its charter application to the State Office by the State Leadership Conference registration deadline.

## **Procedure**

The entry form must be completed and received by the State Office by the stated registration deadline.

The following information must be completed on the entry form:

- Name of school chartered or reactivated
- Chapter number
- Mailing address of school including city, state, zip
- Date of installation ceremony (this date may occur after SLC registration deadline)

## **Awards**

All chapters that install or reactivate at least one chapter will receive special recognition at the State Leadership Conference

# **LOCAL CHAPTER MARKET SHARE MEMBERSHIP AWARD**

## **Purpose**

Membership recruitment and growth is an important part of the FBLA program. This event recognizes chapters that recruit a high percentage of the school enrollment into FBLA.

## **Eligibility**

All local FBLA chapters registered for the State Leadership Conference are eligible.

## **Procedure**

Complete the entry form found on the Nebraska FBLA website.

## **Judging**

Winners in this event are determined by the State Office based on the information provided on the entry forms. Membership in the chapter will be verified with the national membership figures based on the January 15 membership deadline. The chapters with the highest percentage of membership in the school population (chapter membership divided by the total school enrollment) will be recognized.

## **Awards**

1st Place – Certificate

2nd Place – Certificate

# MARCH OF DIMES RECOGNITION FOR MISSION TRIANGLE EXCELLENCE

## Purpose

This event is designed to increase awareness of and involvement with the March of Dimes – Nebraska Chapter.

## Eligibility

All local Nebraska FBLA chapters are eligible.

## Procedure

Complete and return required documents to the March of Dimes – Nebraska Chapter office in Lincoln. See address below.

## Regulations

In order to achieve this award, local chapters must complete and submit an official award application along with required evidence pages displaying how the FBLA chapter addressed the areas of the March of Dimes – Mission Triangle.

- \_\_\_\_\_ 1. (10 points) Complete Mission Triangle Excellence Application form
- \_\_\_\_\_ 2. Attach evidence pages including and scored as follows:
  - \_\_\_\_\_ A. (1 page—20 points) Explanation and evidence of how the chapter supported the March of Dimes through volunteerism
  - \_\_\_\_\_ B. (1 page—20 points) Explanation and evidence of how the chapter supported the March of Dimes through Mission awareness (programming and/or public affairs)
  - \_\_\_\_\_ C. (1 page—20 points) Explanation and evidence of how the chapter supported the March of Dimes through fundraising efforts (complete and submit project ~~—IFT~~ form/check to National March of Dimes office. Copy ~~—IFT~~ form and check and attach to fundraising evidence. The LIFT form is located in the national *Chapter Management Handbook*.)
  - \_\_\_\_\_ D. (1 page—20 points) Evidence of how the chapter supported the March of Dimes through communications. This must include at least one (1) story in a local publication (local publication can include: newspaper, radio, TV, school or another organization’s newsletter such as hospital, church or worksite). Please include original copy of story and publication/media address.

## Judging

The March of Dimes – Nebraska office will use a panel of non-partial judges to evaluate all applications. All applications must be postmarked by March 1 to be considered for the award.

## Award

The Mission Triangle Excellence Award winning chapters will receive special recognition at the State Leadership Conference.

Applications should be mailed to:

**Laura Geisinger**  
**March of Dimes—Nebraska Chapter**  
**11840 Nicholas Street, Ste. 220**  
**Omaha, NE 68154**  
**Phone: 402.496.7111 or 800-800-1439**  
**Email: lgeisinger@marchofdimes.com**



**MARCH OF DIMES**  
**MISSION TRIANGLE EXCELLENCE**  
**AWARD APPLICATION FORM**



*This form must accompany application but is not to be attached to the front cover with a paperclip.*

**Chapter:** \_\_\_\_\_

**Adviser(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**School:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

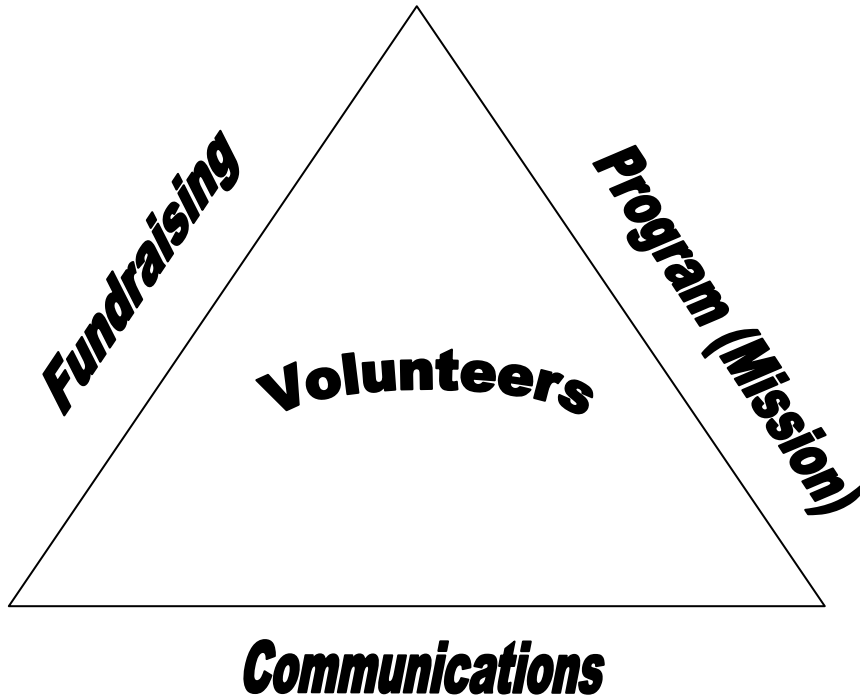
**School Phone Number:** \_\_\_\_\_

**Chapter Project Chairperson(s):** \_\_\_\_\_  
\_\_\_\_\_

**Number of members involved in project:** \_\_\_\_\_

**Number of members in chapter:** \_\_\_\_\_

**MARCH OF DIMES**  
**MISSION TRIANGLE EXCELLENCE**



**The mission of the March of Dimes  
is to improve the health of babies  
by preventing birth defects, prematurity  
and infant mortality.**

# NEBRASKA FBLA MARCH OF DIMES FUNDRAISING FORM

The Nebraska FBLA chapter raising the most funds for the March of Dimes will receive the March of Dimes traveling award at the SLC!

Chapter \_\_\_\_\_

Adviser \_\_\_\_\_

Date	Activity	Amount Raised
	<b>Total Amount Raised</b>	

Please email this form to [bev.newton@nebraska.gov](mailto:bev.newton@nebraska.gov) by **March 1** to verify the amount of funds submitted to the March of Dimes.

**Thanks for your support!**

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## PROCESS FOR SUBMITTING MARCH OF DIMES FUNDS

To submit your March of Dimes funds, please follow these steps:

- Make a check payable to the March of Dimes
- Send check with the March of Dimes Fundraising Report Form, which is a white single-sided form from your national Chapter Management Handbook. (If you cannot find the form, send the check with a cover letter.)
- Mail the check and form/letter to:

Laura Geisinger  
 March of Dimes—Nebraska Chapter  
 11840 Nicholas Street, Ste. 220  
 Omaha, NE 68154

# OUTSTANDING LOCAL ADVISER AWARD

## Purpose

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

## Eligibility

Local FBLA-PBL advisers with a minimum of ten years of service are eligible. Advisers notified of their award nomination will be given the opportunity to complete the Outstanding Local Adviser Application form by December 1 of the current year.

## Procedure

Criteria for selection of the nominees for this event should include:

- Years of participation in FBLA activities.
- Extent of participation in conferences sponsored by the state, regional, and national association.
- Offices, chairmanships, and committee memberships held within the association.
- Contributions to local, state, and national projects.
- Participation in other professional organizations.
- Involvement in community and school activities.

## Regulations

1. The State Adviser will accept nominations from local advisers at the Fall Leadership Conference. Previous nominees must be renominated to be considered.
2. The local advisers receiving the highest number of nominations at FLC will be contacted by the State Adviser. This number shall not exceed 15 percent of the total number of active chapters.
3. Each adviser who validates ten years of service to FBLA-PBL may proceed with the application process.
4. Nominated advisers may then complete the Outstanding Local Adviser form and attach a resume not to exceed three pages. Resumes should follow the award rating sheet on page 6-29.
5. Completed application forms should be postmarked by December 1 of the current year and sent to the State Office.
6. Recipients of the Outstanding Local Adviser Award are ineligible to receive the award again.
7. Recipients are encouraged to be present at the National Leadership Conference.

## Judging

A judging team will select one local adviser to be honored at the State Leadership Conference.

## National Entry

The State winner of this event will be Nebraska's representative for Outstanding Local Adviser at the National Leadership Conference.

# OUTSTANDING LOCAL ADVISER AWARD APPLICATION FORM

Adviser's Name: \_\_\_\_\_  
*Last* *First*

Home Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_

*City* *State* *ZIP Code + 4*

Home Phone: \_\_\_\_\_

School Address: \_\_\_\_\_  
*Street Address* *P.O. Box*

\_\_\_\_\_

*City* *State* *ZIP Code + 4*

School Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Principal: \_\_\_\_\_

Local newspaper: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *P.O. Box*

\_\_\_\_\_

*City* *State* *ZIP Code + 4*

Total years of service to FBLA: \_\_\_\_\_

SCHOOL	YEARS

\_\_\_\_\_

*Adviser's Signature* *Date*

*Please attach a one- to three-page resume covering the criteria listed in the guidelines and following the format on the rating sheet.*

# OUTSTANDING LOCAL ADVISER AWARD

## Rating Sheet

Name \_\_\_\_\_ Chapter \_\_\_\_\_

### FBLA SERVICE

Years of service to FBLA	_____	10	
Extent of participation in FBLA state conferences	_____	10	
Extent of participation in FBLA national conferences	_____	10	
FBLA Board of Directors member	_____	10	
Board offices or committee memberships held	_____	5	
FBLA chairmanships and committee memberships held	_____	10	
Contributions to local projects	_____	5	
Contributions to state projects	_____	5	
Contributions to national projects	_____	5	_____ 70

### PROFESSIONAL ORGANIZATIONS

Membership	_____	5	
Leadership	_____	5	
Honors	_____	5	_____ 15

### SCHOOL-RELATED ACTIVITIES

Service	_____	4	
Leadership	_____	4	
Honors	_____	2	_____ 10

### COMMUNITY ACTIVITIES

Service	_____	2	
Leadership	_____	2	
Honors	_____	1	_____ 5

**TOTAL \_\_\_\_\_ 100**

# PARTNERSHIP WITH BUSINESS PROJECT

## Purpose

This event recognizes FBLA chapters that develop and implement the most innovative, creative, and effective partnership plan. The purpose of this project is to learn about a business through communication and interaction with the business community.

## Eligibility

Each local chapter may submit one report.

## Procedure

### Written Report

This report describes activities designed to bring business leaders and FBLA members together in a positive working relationship through innovative programs. The report should describe the planning and implementation of activities that build a partnership between business leaders and chapter members for the purpose of learning about a successful business. This event should not be a chapter fundraising project.

Report formats must follow the same sequence given on the rating sheet. If the information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format. Creativity through design and use of desktop publishing is encouraged.

### Performance

Based on the highest written report scores, a maximum of five (5) chapters will be selected to give a presentation at the State Leadership Conference.

A maximum of three (3) members from each local chapter selected for the finals will give the presentation. Seven (7) minutes will be allowed for the presentation, which will describe the project and the results obtained.

Visual aids and samples related to the project may be used in the presentation. However, no items may be left after the presentation with either the judges or the audience.

A projection screen and cart will be provided; however, all other equipment for the presentation must be provided by the chapter. Five (5) minutes is allowed to set up and remove of equipment.

All aspects of the presentation (e.g., speaking, setup, operating audio-visual equipment, etc.) must be performed by the members presenting. No additional assistance, including verbal comments or prompting, may be provided by other chapter representatives, including the adviser, or individuals in the audience. Timers such as a stop watches may not be used by audience members while teams are presenting.

All team members are expected to actively participate in the performance.

A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting deductions of five (5) points for any time over seven (7) minutes.

Following each presentation, the judges will conduct a three-minute (3) question-and-answer period.

Performances are open to conference attendees, except performing participants of this event. No pictures may be taken and no video or audio recording devices may be used during the performance.

## Regulations

1. Report formats must adhere to the following guidelines:

### A. Report Contents

- i) Reports must include a table of contents with page numbers. A title page, divider pages, and appendices are optional.
- ii) Reports must not exceed 30 pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are not counted in the page limit.
- iii) Pages are numbered and must be on standard 8½" by 11" paper.
- iv) Pages must not be laminated or bound in sheet protectors.
- v) Reports may be single- or double-spaced.

- vi) Each side of the paper providing information is counted as a page.
- vii) Copies should be sent rather than important original documents.
- viii) No items may be attached to any page in the report.
- ix) The report must be bound, not stapled.

## **B. Report Covers**

- i) Both a front and back cover are required.
  - ii) Report covers must contain the following information: name of the school, state, name of the event, and year (20xx-xx). They may also contain other information, but are not counted against the page limit.
  - iii) Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
  - iv) Report covers must be of a weight such as cover stock, index stock, or card stock.
    - v) Two- or three-ring binders are not acceptable as report covers.
    - vi) Report covers must not exceed 9½" by 12".
    - vii) No items, such as labels or decals, may be attached to the front cover.
    - viii) Covers should not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
2. Reports must be prepared by student members, not advisers. State and local advisers should serve as consultants to ensure that the reports are well organized, contain substantiated statements, and are written in a business style.
  3. The projects described in the reports cannot be submitted in any other event with the exception of the Local Chapter Annual Business Report.
  4. Reports must describe activities of the local chapters that were conducted between the start of the previous year's State Leadership Conference and the start of the current year's State Leadership Conference.
  5. Entries not adhering to these regulations will be disqualified.
  6. Two copies of the Partnership with Business Project must be postmarked by the report deadline date, or if hand delivered, it must be received in the State Office by 5 p.m. on the report deadline date.
  7. A maximum of five (5) chapters will be notified by March 20 that they are finalists for the performance part of the event at the State Leadership Conference.
  8. Chapters failing to report on time for their performance may be disqualified.

## **Performance Competencies**

- Answer questions effectively
- Demonstrate ability to make a businesslike presentation
- Demonstrate good verbal communication skills
- Describe project development and implementation
- Explanation is logical and systematic

## **Judging**

The reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. The performance will be judged by a panel of judges. Final rank is determined by totaling the written report scores and the performance scores. All decisions of the judges are final.

## **Awards**

1st Place – Plaque  
 2nd Place – Plaque  
 3rd Place – Plaque

Certificates of Merit or Honorable Mention will be determined by judges.

## **National Entry**

The top two entries based on the combined written and presentation scores will be entered in the Partnership with Business Project at the National Leadership Conference. Two (2) copies of the report must be sent to the State Office to be submitted for national competition.

## **NBEA Standards Reinforced by Event**

Career Development: workplace expectations

Communication: foundations, organizational

Entrepreneurship: management

Information Technology: application software, input technologies, information retrieval, privacy and ethics

Management: management functions

**Career Clusters:** Business Management and Administration, Information Technology, Marketing

# PARTNERSHIP WITH BUSINESS PROJECT

## Written Report Rating Sheet

Chapter \_\_\_\_\_

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>REPORT CONTENT</b>					
<b>DEVELOPMENT</b>					
Description of the partnership goals	0	1-2	3-4	5	
Description of the planning activities used to build a partnership	0	1-3	4-7	8-10	
Roles of business leaders and chapter members in developing the partnership	0	1-2	3-4	5	
<b>IMPLEMENTATION</b>					
Description of the activities implemented to learn the concepts of business operations	0	1-5	6-10	11-15	
Roles of business leaders and chapter members in implementing the project	0	1-3	4-7	8-10	
Results, concepts learned, and the impact of the project provided	0	1-5	6-10	11-15	
Degree of involvement (e.g., hours spent, personal contact, executives and department heads contacted)	0	1-3	4-7	8-10	
Examples of publicity and recognition received as a result of the partnership	0	1-2	3-4	5	
<b>FORMAT</b>					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1-3	4-7	8-10	
Creativity of written report and design	0	1-2	3-4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-3	4-7	8-10	

**SUBTOTAL** \_\_\_\_\_ /100 max

**PENALTY POINTS.** Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points):

- |                                                    |                                                 |                                                                     |
|----------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> cover incorrect           | <input type="checkbox"/> binding incorrect      | <input type="checkbox"/> missing table of contents                  |
| <input type="checkbox"/> no page numbers in report | <input type="checkbox"/> over thirty (30) pages | <input type="checkbox"/> report format does not follow rating sheet |
| <input type="checkbox"/> attached items            |                                                 |                                                                     |

**TOTAL POINTS** \_\_\_\_\_ /100 max

Judge's Signature \_\_\_\_\_

Judge's Comments \_\_\_\_\_

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# PARTNERSHIP WITH BUSINESS PROJECT

## Performance Rating Sheet

Chapter \_\_\_\_\_

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>CONTENT</b>					
Description of project development and strategies used to implement the partnership	0	1-7	8-14	15-20	
Degree of chapter member involvement in the project	0	1-5	6-10	11-15	
Explain roles of business leaders and chapter members in implementing the project	0	1-5	6-10	11-15	
Information learned from management (i.e., business planning, organization, motivation, control, objectives, and goal setting)	0	1-5	6-10	11-15	
Evidence of publicity received	0	1-2	3-4	5	
Student evaluation of project effectiveness	0	1-2	3-4	5	
<b>DELIVERY</b>					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, assertiveness, and good projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	

**TIME** \_\_\_\_\_ **TOTAL POINTS** \_\_\_\_\_ /100 max

**TIME PENALTY.** Deduct five (5) points for presentations over seven (7) minutes \_\_\_\_\_

**DRESS CODE PENALTY.** Deduct five (5) points when dress code is not followed \_\_\_\_\_

**PRESENTATION SCORE** \_\_\_\_\_ /100 max

**REPORT SCORE** \_\_\_\_\_ /100 max

**FINAL SCORE** \_\_\_\_\_ /200 max

Judge's Signature \_\_\_\_\_

Judge's Comments \_\_\_\_\_

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# SCRAPBOOK

## **Purpose**

This recognition event is designed to encourage the keeping of logical, ordinary, and attractive records of the history of the chapter's activities during the year.

## **Eligibility**

All FBLA local chapters are eligible.

## **Procedure**

The scrapbook should be designed on the basis of originality and arrangement; attractiveness and neatness; completeness; well photographed activities; and appropriateness of items placed in book.

## **Regulations**

Submit a scrapbook for display throughout SLC during registration period at the State Leadership Conference.

## **Awards**

All chapters who follow the above guidelines will be presented a Certificate of Participation.

# STAR VOLUNTEER AWARD

## Purpose

This event recognizes adult individuals who have helped a local chapter succeed by volunteering their time, talents, and effort.

## Eligibility

Each local chapter may nominate one person as a Star Volunteer. Candidates are individuals who are not eligible for Businessperson of the Year.

## Procedure

It is suggested that local chapters, when selecting the Star Volunteer, consider the following criteria:

- Years of support to FBLA activities.
- Works unselfishly behind the scenes to assist the chapter.
- Believes in the power of youth.
- Helps the chapter to succeed.
- Vital to the ongoing operation and success of a local chapter.

## Regulations

1. Each local chapter's nominee will be recognized as a Star Volunteer.
2. A letter of nomination for the Star Volunteer Award should include personal data, extent of participation in FBLA activities, and service to the chapter.
3. Nominees must not have been named to this event at a previous State Leadership Conference.
4. The local chapter nominating this individual will be charged a \$25 fee to cover the cost of the award.
5. The entry form from the Nebraska FBLA website and the nominee's letter of nomination must be received by the State Office by the State Leadership Conference registration deadline.

## Judging

There will be no judging on the state level.

## Awards

The Star Volunteer nominee from each local chapter should be present to receive recognition as a State Star Volunteer at the Awards Program of the State Leadership Conference.

## National Entry

There is no national event for the Star Volunteer Award.

# SWEEPSTAKES AWARD

## Purpose

This event is designed to increase extensive involvement in the total FBLA program.

## Eligibility

All local chapters are eligible.

## Procedure

File the Intent to Receive Form found on the Nebraska FBLA website. Make certain you have indicated the ten (10) activities you have completed. The State Office will have evidence of completion for all reports via chapter event entries, attendance at the Nebraska Fall Leadership Conference, and completion of the Recruit a New SLC Competitive Event Sponsor or Future Business Leader Scholarship Sponsor form.

Submit appropriate supporting materials as indicated for each activity.

Activities should be included from the previous year's SLC registration deadline to the current year's SLC registration deadline.

## Regulations

In order to achieve this award, local chapters must complete and submit a record of ten (10) of the following, which must include two (2) reports. Reports must adhere to competition guidelines and follow the written report rating sheet.

1. A 150-word or less success story submitted to the Pledge or TBL
2. Host an area meeting or submit one copy of your local chapter newsletter
3. Partnership with Business Report
4. Community Service Project Report
5. Local Chapter Annual Business Report
6. American Enterprise Report
7. Utilize a current State Officer, National Officer, Nebraska Advisory Council member or National Businessperson as a speaker in person or through electronic means (e.g., Skype) at a local chapter meeting
8. Attend the Nebraska Fall Leadership Conference
9. Contribute to the Nebraska Scholarship Fund (\$25 minimum)
10. Proof of a business and industry linkage project. Attach a one-paragraph summary, letter, or news release. Example: Involvement with Money Smart Week, Connect 2 Business project through Nebraska Career Connections, local Chamber of Commerce, advisory council, businessperson, etc.
11. Participate in one national project. Explain which national project the chapter promoted and how the project was implemented. Examples of national projects include the March of Dimes, Job Shadow Day, and The Stock Market Game. (See the national Chapter Management Handbook, Programs, pp. 13-16 for additional project ideas.)
12. Recruit an SLC competitive event sponsor or Future Business Leader scholarship sponsor (\$75 minimum). Complete the form found on the Nebraska FBLA website and return the form along with a check made payable to Nebraska FBLA by January 15.
13. Participate in the annual Nebraska FBLA statewide project for the Nebraska FBLA Foundation (\$100 minimum).
14. Develop and/or maintain a chapter website or Facebook group for the current school year.
15. Recruit one (1) professional member. (Lifetime professional members may be counted one time.)
16. Complete the Go Green Challenge entry form with attachments and submit as indicated on the form.
17. Complete the Just Drive project entry form with attachments and submit as indicated on the form.

## Judging

The State Office will determine winners.

## Awards

Sweepstakes Award Winning Chapters will receive special recognition at the State Leadership Conference. (Entry form for the Sweepstakes Award is located on the Nebraska FBLA website.)