

# Nebraska FBLA Handbook

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## Section 3: Chapter Events

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# Business of the Year

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*Deadline: JANUARY 15*

## Overview

This event recognizes one successful Nebraska business as an outstanding business.

## Eligibility

Each local chapter may nominate one business.

## Guidelines

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

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, phone number
- 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. (See rating sheet.)

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

## Submit Nominations Online

Submit to: <https://form.jotform.com/nebraskafbla/businessoftheyear>

## Judging

Entries will be judged by the Nebraska FBLA Advisory Council.

## Awards

The Business of the Year award will be presented to a company representative at one of the general sessions of the State Leadership Conference.

## National Entry

There is no national event for the Business of the Year award.

# Business of the Year Rating Sheet

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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 \_\_\_\_\_

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# Businessperson of the Year

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*Deadline: JANUARY 15*

## Overview

This event recognizes outstanding businesspersons from the private business sector throughout Nebraska who have contributed to the success of FBLA at the local level.

## Eligibility

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

## Criteria

- Local chapters should consider the following criteria when selecting a nominee:
- Years of participation in FBLA activities.
- Promotion of FBLA through speeches, seminars, contributions, and sponsorship of activities.
- Extent of active interest in FBLA chapter 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.

## Guidelines

- 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.
- 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.
- Nominees must not have been named to this event at a previous State Leadership Conference.
- The entry form from the Nebraska FBLA website and the nominee's resume must be submitted to Nebraska FBLA.
- 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.

## Submit Nominations Online

Submit to <https://form.jotform.us/nebraskafbla/businessperson>

## Judging

Each local chapter's nominee will be recognized as a State Businessperson of the Year.

## Awards

Each nominee will be presented a plaque.

## 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.

# Chapter Market Share Membership Award

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*Deadline: JANUARY 15*

## Overview

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.

## Guidelines

- Complete the online entry form found on the Nebraska FBLA website.
  - <https://form.jotform.com/nebraskafbla/marketshare>
- Membership in the chapter will be verified with the national membership figures based on the membership deadline .

## Judging

Winners in this event are determined by the information provided on the entry forms. The chapters with the highest percentage of membership in the school population (chapter membership divided by the total school enrollment) will be recognized.

## Awards

Certificates for first and second place are presented at the State Leadership Conference.

## National Entry

Chapters should complete the entry form for the national Market Share event. Chapters throughout the nation with the largest Market Share will be recognized at the National Leadership Conference.

# Connect with Business

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*Deadline: FEBRUARY 28, 2020*

## Overview

This event is designed to bring FBLA chapters and business together in a positive working relationship.

## Eligibility

All local chapters are eligible.

## Guidelines

- Complete the minimum activities required on the Connect with Business entry form.
- Each chapter must complete two (2) required activities as well as four (4) optional activities for a total of six (6) activities.
- Activities must fall between February 28 of the previous year and March 1 of the current year.
- Email a completed Connect with Business entry form found on the Nebraska FBLA website by the entry deadline to the state officer identified on the entry form.

o <http://nebraskafbla.org/ribbon-projects/>

## Judging

The state officers will review the entries.

## Awards

Ribbon recognition will be given to chapters meeting the criteria and attending the State Leadership Conference.

## National Entry

There is no national event for the Connect with Business program.

# Feed Nebraska

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*Deadline: FEBRUARY 28, 2020*

## Overview

This collaborative service event for all Nebraska Career Student Organizations is designed to assist communities in feeding those in need.

## Eligibility

All local chapters are eligible.

## Guidelines

- Complete the minimum activities required on the Feed Nebraska entry form.
- Email completed Feed Nebraska entry form found on the Nebraska FBLA website by the deadline to the state officer identified on the entry form.
  - <http://nebraskafbla.org/ribbon-projects/>

## Judging

The state officers will review the entries.

## Awards

Ribbon recognition will be given to chapters meeting the criteria and attending the State Leadership Conference.

## National Entry

There is no national event for the Feed Nebraska project.

# Foundation Trust Fundraising Award

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*Deadline: FEBRUARY 28, 2020*

## Overview

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 Trust.

## Eligibility

All local chapters are eligible.

## Guidelines

- Conduct a fundraising activity for the Nebraska FBLA Foundation.
- Complete the Foundation Contribution form found on the Nebraska FBLA website at the Foundation tab.
- Mail the form along with a check made payable to Nebraska FBLA Foundation Trust to the address indicated on the form.

## Mail to

Nebraska FBLA Foundation Trust  
PO Box 183  
Syracuse, NE 68446-0183

## Awards

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

Ribbon recognition will be given to participating chapters attending the State Leadership Conference.

## National Entry

There is no national event for the Nebraska FBLA Foundation Fundraising award.



# Go Green Challenge

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*Deadline: FEBRUARY 28, 2020*

## Overview

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.

## Guidelines

- Participate in the Go Green Challenge by completing two (2) activities identified in each column under the headings Service, Education, and Progress, which 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. Check the line next to the items specified when attaching items.
- Email a completed Go Green Challenge entry form found on the Nebraska FBLA website with appropriate attachments by the entry deadline to the state officer identified on the form.
  - <http://nebraskafbla.org/ribbon-projects/>

## Judging

The state officers will review the entries.

## Awards

Ribbon recognition will be given to chapters meeting the criteria and attending the State Leadership Conference.

## National Entry

The national Go Green project is similar to the Nebraska FBLA Go Green Challenge but uses 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

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*Deadline: JANUARY 15*

## Overview

This event recognizes local chapters that increase chapter membership and charter or reactivate FBLA chapters.

## Eligibility

All local chapters are eligible.

## Guidelines

- Increase chapter membership by five (5) or more members from the previous year.
- Charter or reactivate one (1) or more FBLA chapters or middle level chapters.
- Complete the Golden Round Table online entry form on the Nebraska FBLA website.
  - <https://form.jotform.com/nebraskafb/roundtable>

## Judging

The Nebraska FBLA staff will validate Golden Round Table award recipients by comparing the previous year's chapter membership rosters with the current rosters and confirming chapters chartered or reactivated. Membership comparisons will be done after the close of the Nebraska FBLA membership year.

## Awards

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

## National Entry

There is no national event for the Golden Round Table award.

# Largest Chapter Membership

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*Deadline: JANUARY 15*

## Overview

FBLA chapters should actively promote the organization at the local chapter level and work to increase membership. This event recognizes chapters who have attained the largest membership in FBLA.

## Eligibility

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

## Guidelines

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

## Membership Deadline

Submit membership registration and dues by January 15.

## Awards

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

**Seven Up:** Chapters increasing membership by seven (7) or more members will be awarded ribbon recognition at the State Leadership Conference.

## National Entry

The national association will identify the chapters with the largest membership and recognize the winning chapters at the National Leadership Conference.

# Largest Percentage of Increase in Local Chapter Membership

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*Deadline: **JANUARY 15***

## Overview

FBLA chapters should actively promote the organization at the local chapter level and work to increase membership. This event recognizes chapters with the largest percentage of increase in membership when compared to the previous year's membership.

## Eligibility

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

## Guidelines

- No entry form is necessary.
- Winners will be determined by the number of paid members on file at the close of the current membership year as compared to the previous year's membership.

## Membership Deadline

Submit membership registration and dues by **January 15**.

## Judging

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

## Awards

Certificates for first, second, and third place are presented at the State Leadership Conference.

## National Entry

There is no national event for the Largest Percentage of Membership Increase.

# March of Dimes Fundraising

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*Deadline: FEBRUARY 28, 2020*

## Overview

The chapter raising the most funds for the March of Dimes will receive the March of Dimes traveling award.

## Eligibility

All local chapters are eligible.

## Guidelines

- Conduct a fundraising activity for the March of Dimes.
- Complete the March of Dimes Fundraising Report form
  - <http://nebraskafbla.org/ribbon-projects/>
- Make a check payable to the **March of Dimes**.
- Email a copy of the completed form to **vp@nebraskafbla.org**.

## Submit Entry Form and Check to

March of Dimes Foundation  
Donation Processing Center  
PO Box 673667  
Marietta, GA 30006

## Awards

The chapter raising the most funds for the March of Dimes will receiving the traveling award.

Ribbon recognition will be given to chapters submitting \$100 or more by the deadline and attending the State Leadership Conference.

# March of Dimes Mission Triangle Excellence

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*Deadline: FEBRUARY 28, 2020*

## Overview

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.

## Guidelines

- Complete and return the required documents to the March of Dimes – Nebraska Chapter office. See address below.
- To be considered for 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 national form/check to National March of Dimes office. Copy form and check and attach to fundraising evidence. The form is located on the website.)
    - 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 judges to evaluate all applications.

## Award

The Mission Triangle Excellence Award winning chapters will receive special recognition at the State Leadership Conference. Applications must be mailed to:

**March of Dimes—Nebraska Chapter**  
11640 Arbor St. Ste. 102  
Omaha, NE 68144-5007

## National Entry

There is no national event for the Mission Triangle Excellence award.



**March of Dimes  
Mission Triangle Excellence Award  
Application Form**



*This form must accompany application but should 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: \_\_\_\_\_

# Outstanding Local Adviser Award

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*Postmark or Email Deadline: **DECEMBER 1***

## Overview

This award honors one FBLA local chapter adviser who has made outstanding contributions to the association at the local, state, and national levels.

## Eligibility

Local FBLA advisers with a minimum of ten (10) years of service are eligible. Advisers will be nominated at the Fall Leadership Conference. The advisers receiving the most nominations will be notified of their award nomination and will be given the opportunity to complete the Outstanding Local Adviser Application form by December 1 of the current year.

## Criteria

- 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.

## Guidelines

- The State Adviser will accept nominations from local advisers at the Fall Leadership Conference (FLC).
- The local advisers receiving the highest number of nominations at the FLC will be contacted by the State Adviser. This number shall not exceed 10 percent of the total number of active chapters.
- Nominated advisers may complete the Outstanding Local Adviser form and attach a resume not to exceed three pages. Resumes should follow the rating sheet.
- Completed application forms should be postmarked by the registration deadline and mailed or emailed to Nebraska FBLA.
- Recipients of the Outstanding Local Adviser Award are ineligible to receive the award again.

## Mail to

**Nebraska FBLA**  
**PO Box 95072**  
**Lincoln, NE 68509-5072**

## Judging

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

## National Entry

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



# Outstanding Local Adviser Award Application Form

*Postmark or Email Deadline: **DECEMBER 1***

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

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

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code + 4 \_\_\_\_\_

Home or Cell 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

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

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

# Star Volunteer Award

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*Deadline: FEBRUARY 12, 2020*

## Overview

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 would not be eligible for the Businessperson of the Year award.

## Criteria

Local chapters should consider the following criteria when selecting a nominee:

- 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.

## Guidelines

- Each local chapter's nominee will be recognized as a Star Volunteer.
- Nominees must not have been named to this event at a previous State Leadership Conference.
- The local chapter nominating this individual will be charged a \$25 fee to cover the cost of the award.
- Submit a letter of nomination for the Star Volunteer Award that includes personal data, extent of participation in FBLA activities, and service to the chapter.
- The Star Volunteer nominee from each local chapter should be present to receive recognition as a Star Volunteer at the Awards Program of the State Leadership Conference.
- Submit the online entry form by deadline.
  - <https://form.jotform.us/nebraskafbla/star-volunteer>

## Judging

Each local chapter's nominee will be recognized as a Star Volunteer.

## Awards

Each nominee will be presented a plaque.

## National Entry

There is no national event for the Star Volunteer award

# StepUp2Tech

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*Deadline: FEBRUARY 28, 2020*

## Overview

This event is designed to promote chapter use of technology.

## Eligibility

All local chapters are eligible.

## Guidelines

- Complete five (5) of eight (8) activities as identified on the entry form. The three (3) activities marked with an asterisk (\*) are required.
- Activities include the following:
  1. \*Use a chapter communication tool such as Facebook, Twitter, Remind, etc.
  2. \*Check one of the following three (3) items:
    - Have 25% of chapter membership or 15 members like the Nebraska FBLA Facebook page.
    - Have 25% of chapter membership or 15 members follow Nebraska FBLA on Twitter.
    - Have 25% of chapter membership or 15 members follow Nebraska FBLA on Instagram.
  3. Create or maintain a chapter website.
  4. Implement a chapter Social Media Committee or a Social Media Chairman.
  5. Register members for three (3) or more of the competitive events identified on the entry form.
  6. Invite a speaker who successfully utilizes e-commerce with his/her business or utilizes technology in her/her career to present at a chapter event.
  7. Other, as identified by the chapter.
  8. Email a completed StepUp2Tech form found on the Nebraska FBLA website by the entry deadline to the state officer identified on the form.
    - <http://nebraskafbla.org/ribbon-projects/>

## Judging

The state officers will review the entries.

## Awards

Ribbon recognition will be given to chapters achieving the minimum criteria and attending the State Leadership Conference.

## National Entry

There is no national event for the StepUp2Tech program

# Sweepstakes Award

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*Deadline: FEBRUARY 28, 2020*

## Overview

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

## Eligibility

All local chapters are eligible.

## Guidelines

- Complete ten (10) of the activities identified in the list below. Two (2) chapter reports are \*required activities. Reports must adhere to competition guidelines and follow the written report rating sheet.
- Activities should be included from the previous year's SLC registration deadline to the current year's SLC registration deadline.
- Complete the Sweepstakes entry form found on the Nebraska FBLA website and submit the form along with the appropriate supporting materials as indicated for each activity.
- Upload copy of completed form and all attachments to the online submission form.
  - <https://form.jotform.us/nebraskafbla/sweepstakes>
- Local chapters complete and submit a record of ten (10) of the following:
  1. Submit two (2) of the following reports:
    - American Enterprise Report
    - Community Service Project Report
    - Local Chapter Annual Business Report
    - Partnership with Business Report
  2. Submit a 150-word or less success story submitted to the Pledge or Tomorrow's Business Leader.
  3. Host an area meeting or submit one copy of your local chapter newsletter.
  4. 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.
  5. Attend the Nebraska Fall Leadership Conference.
  6. Contribute to the Nebraska Scholarship Fund (\$50 minimum).
  7. Proof of a business and industry linkage project. (Example: Involvement in Money Smart Week, local Chamber of Commerce, advisory council, businessperson)
  8. Participate in one national project. Explain which national project the chapter promoted and how the project was implemented. Examples of national projects include the Chapters Challenge, March of Dimes, Job Shadow Day, and the Stock Market Game. (See the national Chapter Management Handbook for additional project ideas.)
  9. Recruit an SLC competitive event Gold Sponsor (\$150 minimum). Complete the form found on the Nebraska FBLA website and return the form along with a check made payable to Nebraska FBLA by **February 28, 2020**.
  10. Donate to the Nebraska FBLA Foundation (\$100 minimum).
  11. Recruit one (1) professional member. (Lifetime professional members may be counted one time.)
  12. Complete the Go Green Challenge entry form with attachments and submit as indicated on the form.
  13. Complete the Feed Nebraska entry form and submit as indicated on the form.
  14. Complete the Connect with Business entry form with attachments and submit as indicated on the form.
  15. Complete the StepUp2Tech entry form with attachments and submit as indicated on the form.

## Judging

Nebraska FBLA staff will review entries for compliance with the guidelines.

## Awards

Sweepstakes Award recipients will receive recognition at the State Leadership Conference.

## National Entry

There is no national event for the Sweepstakes award.