

# 2023–24 Competitive Events Guidelines

## Future Business Leader



Future Business Leader is the premier competitive event where outstanding FBLA members who have demonstrated leadership qualities, participation in FBLA, and evidence of knowledge and skills essential for successful careers in business are recognized. This competitive event consists of pre-judged materials, objective test and presentation (interview) components.

### Event Overview

**Division:** High School

**Event Type:** Individual

**Event Category:** Presentation

**Event Elements:** Pre-judged Materials, Objective Test & Presentation (Interview)

**Pre-judged Component:** Resume and Cover Letter

**Objective Test:** 50 minutes, 100 questions

**Presentation Time:** 10-minute interview

**NACE Connections:** Career & Self-Development, Critical Thinking, Communication, Leadership, Professionalism

**Equipment Provided by Competitors:** Pencil for objective test, copy of resume and cover letter in a folder for interviews

**Equipment Provided by FBLA:** One piece of scratch paper per competitor for objective test

### Objective Test Competencies

There is no test composition available for this objective test. Visit [www.fbla.org](http://www.fbla.org) for access to information about FBLA.

- FBLA Organization
- FBLA Bylaws & Handbook
- FBLA National Competitive Event Guidelines
- FBLA National Publications
- FBLA Mission, Pledge and Goals
- General Business Knowledge (including, but not limited to, accounting, banking, law, entrepreneurship, marketing, international business, management, organizational leadership)

### Section

- At the Section Leadership Conference, Future Business Leader consists of a pre-judged materials submission, a 10-minute interview for the top-10 individuals (based on the pre-judged materials score) and a 50-minute objective test.
- **Number of Competitors per Chapter:** Each local chapter may enter **two (2) members**.
- **Number of Competitors Who Advance to State:** A maximum of the **top six (6) places** from the section competition will represent their section at the State Leadership Conference.

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### State

- At the State Leadership Conference, Future Business Leader consists of a pre-judged materials submission, a 50-minute objective test and a 10-minute interview for the top-10 individuals (based on the objective test score).
- Wild cards cannot be used in these events.
- **The top four (4) places in state competition** will represent California at the National Leadership Conference.
- Middle school members who place in the top four **cannot** compete at the National Leadership Conference, per national guidelines.

### California FBLA Guidelines (Section and State)

- **Scoring:**
  - **Pre-judged Materials:** A panel of judges will review pre-judged materials using the pre-judged materials rating sheet. All decisions of the judges are final.
  - **Interview:** A panel of judges will score interviews using the interview rating sheet. All decisions of the judges are final.
  - **Final Score:** Final scores will be out of 250 points: 50 points for pre-judged materials + 100 points for the interview + 100 points for the objective test. Objective test scores will be used to break ties.
  - Five points will be deducted if competitors do not follow the dress code.
  - Five points may be deducted for each instance of not following guidelines.
- **Pre-judged Materials Guidelines:**
  - **Deadline:** Advisers must submit competitors' cover letters and resumes in Blue Panda by 4:59 p.m. Pacific on:
    - **January 12, 2024 (Northern and Southern section)**
    - **January 19, 2024 (Bay, Central, Gold Coast and Inland section)**
    - **March 8, 2024 (state)**
  - Competitors need to submit a PDF copy of a cover letter and resume.
  - Cover Letter
    - Not to exceed one page.
    - Letter should state reasons for deserving the honor of this award.
    - Address letter to: Mr. Alexander T. Graham, President and CEO, Future Business Leaders of America, 12100 Sunset Hills Drive, Suite 200, Reston, VA 20190
  - Resume
    - Not to exceed two pages.
    - Should list the competitor's FBLA activities and involvement
    - Photographs are not allowed
  - Competitors must prepare resume & cover letter. Advisers and others are not permitted to write the resumes & cover letters. Resumes and cover letters must be original, current, and not submitted for a previous NLC.
  - Pages must be formatted to fit on 8 ½" x 11" paper.

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- **Objective Test Guidelines:**
  - **Objective Test Time:** 50 minutes
  - **Objective Test Questions:** 100 questions
  - No reference or study materials may be brought to the testing site.
  - No calculators may be brought into the testing site; online calculators will be provided through the testing software.
- **Interview Guidelines:**
  - **Interview Time:** 10 minutes (one-minute warning)
  - Interviews are not open to conference attendees.
  - Competitors must bring one hard copy of resume and cover letter in a folder onsite. Label folders with the competitor's name, state, and school. The competitor's name should be included on all pages of the resume and cover letter. Competitors must collect their resume and cover letter after the interview. No items can be left with the judges.
  - No additional materials can be brought to the interview outside of the resume and cover letter.

### National

#### *Policy and Procedures Manual*

- Competitors should be familiar with the Competitive Events Policy & Procedures Manual, found on the Competitive Events page on [www.fbla.org](http://www.fbla.org).

#### *Eligibility*

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.
- Members may compete in an event at NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.
- Members must stay in an official FBLA hotel in order to compete.
- Each state may submit four entries.
- Each competitor can only compete in one individual/team event and one chapter event (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, Partnership with Business Project).
- Only competitors are allowed to plan, research, prepare their pre-judged component.
- Each competitor must compete in all parts of an event for award eligibility.
- Picture identification (driver's license, passport, state-issued identification, or school-issued identification) is required when checking in for competitive events.
- If competitors are late for an objective test or presentation time, they will be allowed to compete until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event. Competitive event schedules cannot be changed. Competitive events start in the morning before the Opening Session of the NLC.

#### *Recognition*

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- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.

### *Event Administration*

- This event has four parts: pre-judged, objective test, preliminary presentation (interview), and final presentation (interview)
- Pre-judged Materials
  - **Submission Deadline:** A PDF of the cover letter and resume must be uploaded in the conference registration system by May 7, 2024.
  - Cover Letter
    - Not to exceed one page.
    - Letter should state reasons for deserving the honor of this award.
    - Address letter to: Mr. Alexander T. Graham, President and CEO, Future Business Leaders of America, 12100 Sunset Hills Drive, Suite 200, Reston, VA 20190
  - Resume Specifics
    - Not to exceed two pages.
    - Should list the competitor's FBLA activities and involvement
    - Photographs are not allowed
  - Competitors must prepare resume & cover letter. Advisers and others are not permitted to write the resumes & cover letters. Resumes and cover letters must be original, current, and not submitted for a previous NLC.
  - Pages must be formatted to fit on 8 ½" x 11" paper.
  - The pre-judge materials are pre-judged before the NLC.
  - Pre-judged materials will not be returned.
- Objective Test
  - **Test Time:** 50 minutes, 100 questions
  - This objective test is administered online at the NLC.
  - No reference or study materials may be brought to the testing site.
  - No calculators may be brought into the testing site; online calculators will be provided through the testing software.
  - Note: There is no objective test composition/question breakdown available for this competition.
- Preliminary Presentation – The Interview
  - **Interview Time:** 10 minutes (one-minute warning)
  - **Internet Access:** Not provided
  - The presentation (interview) is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
  - Competitors/teams are randomly assigned to sections.
  - Competitors must bring one hard copy of resume and cover letter in a folder onsite. Label folders with the competitor's name, state, and school. The competitor's name should be included on all pages of the resume and cover letter. No items can be left with the judges.

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- No additional materials can be brought to the interview outside of the resume and cover letter.
- Final Presentation – The Interview
  - **Interview Time:** 10 minutes (one-minute warning)
  - **Internet Access:** Not provided
  - An equal number of competitors from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary presentations for an event, two competitors from each section will advance to the final round.
  - Final presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
  - Competitors must bring one hard copy of resume and cover letter in a folder onsite. Label folders with the competitor's name, state, and school. The competitor's name should be included on all pages of the resume and cover letter. No items can be left with the judges.
  - No additional materials can be brought to the interview outside of the resume and cover letter.

### *Scoring*

- The pre-judge, objective test and preliminary presentation (interview) scores will be added together to determine the finalists.
- The final presentation (interview) score determines the top winners.
- Objective test scores will be used to break a tie.

### *Americans with Disabilities Act (ADA)*

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

### *Recording of Presentations*

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

### *Penalty Points*

- Competitors may be disqualified if they violate the Competitive Event Guidelines or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late for their assigned presentation/interview time.

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### Future Business Leader Pre-Judged Materials Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Cover Letter: States award applying for	No award stated	Award stated does not match qualification	States award and shows match of award to qualifications	States award and shows match of award to qualifications with demonstrated experience	
	0 points	1 point	2-3 points	4 points	
Cover Letter: Promotes self in letter – lists skills, achievements, volunteerism, experience, etc.	No self-promotion included	Describes skills and academic achievements, but no volunteerism or experience included	Describes skills, academic achievements, and volunteerism or experience	Describes skills, academic achievements, and multiple volunteerism or experiences	
	0 points	1-3 points	4-6 points	7-8 points	
Cover Letter: States that the resume is included with the letter and asks for interview	No resume statement nor interview requested	States resume included but does not ask for interview	States resume is included and asks for interview	States resume is included, asks for interview, provides opportunity to request more information	
	0 points	1 point	2-3 points	4 points	
Resume: Targets award on cover letter	No award targeted	Targeted award does not match cover letter	Targeted award matches cover letter	Resume supports targeted award on cover letter	
	0 points	1 point	2-3 points	4 points	
Resume: Reader friendly – categories can be found easily, white space utilized, professional fonts and font sizes	Resume is unreadable	Resume design is distracting	Resume is reader friendly	Resume is professional in design for targeted award	
	0 points	1-3 points	4-6 points	7-8 points	
Resume: Includes education, activities, and volunteerism or experience information	No education, activities, volunteerism, experience information listed	Two sections included	Three sections included	Three or more sections support targeted award	
	0 points	1-3 points	4-6 points	7-8 points	
Resume: Brief, concise information	Resume is longer than two pages	Information provided, but in paragraph form	Sections are clearly identified with organized information	Clearly identified and organized information in each section supports targeted award	
	0 points	1 point	2-3 points	4 points	
Spelling & Grammar: Documents are free of spelling, punctuation, and grammatical errors	Three or more errors	Two errors	No spelling errors, and not more than 1 punctuation or grammatical error	No spelling or grammatical errors, and not more than 1 punctuation error	
	0 points	1-6 points	7-8 points	9-10 points	
<b>Pre-judge Total (50 points)</b>					
Name(s):					
School:					
Judge Signature:					Date:
Comments:					

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### Future Business Leader Presentation Interview Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Illustrates participation in and leadership experiences in FBLA	<i>Has not been involved in FBLA other than to pay membership dues and attend one state/national conference</i>	<i>Has limited participation in FBLA activities OR has had limited FBLA leadership opportunities</i>	<i>Can communicate participation in FBLA throughout high school and discuss leadership experiences in FBLA</i>	<i>Can explain how participation and leadership experiences in FBLA have transferred to other areas of life</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Explains participation in other school and/or community organizations	<i>No evidence of participation in other school and/or community organizations</i>	<i>Participates in only one additional school and/or community organization other than FBLA</i>	<i>Explains participation in other school and/or community organizations</i>	<i>Explains how participation in FBLA has complemented or enhanced other school and/or community organizations</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Explains and shows areas of outstanding achievement	<i>No other achievements outside of FBLA</i>	<i>Has limited areas of outstanding achievement other than FBLA</i>	<i>Can explain and show areas of outstanding achievement</i>	<i>Can explain how participation in FBLA has complemented or enhanced other areas of outstanding achievement</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Indicates understanding of career knowledge and career plans	<i>No career plans at this time</i>	<i>May have an idea for a career but has developed no solid plans OR obtained any career knowledge</i>	<i>Knows career plans and shows some evidence that the career knowledge has been obtained</i>	<i>Can discuss how the career plans were decided and how the plans will be achieved. Can also discuss how the career knowledge was acquired and how it will be used</i>	
	0 points	1-8 points	9-12 points	13-15 points	
<b>Presentation Delivery</b>					
Demonstrates proper greeting, introduction, and closing	<i>Competitor does not use proper greeting, introduction OR closing</i>	<i>Competitor greeting, introduction, OR closing was weak</i>	<i>Competitor has strong greeting, introduction AND closing</i>	<i>Competitor is creative in their introduction of themselves and asks for or provides follow-up action in the conclusion</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm	<i>Competitor did not demonstrate self-confidence, assertiveness, OR enthusiasm</i>	<i>Competitor demonstrated minimal self-confidence, assertiveness, AND enthusiasm</i>	<i>Competitor used strong eye contact, appropriate assertiveness, AND enthusiasm</i>	<i>Competitor led the interview process and effectively used interview time</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates proper verbal and nonverbal communication skills	<i>Verbal AND nonverbal communication skills are inappropriate</i>	<i>Verbal and/or nonverbal communication skills are weak or distracting</i>	<i>All questions were clearly answered using good grammar and appropriate body language</i>	<i>Verbal communication skills are excellent; nonverbal communication is natural</i>	
	0 points	1-6 points	7-8 points	9-10 points	
<b>Application Materials</b>					
Student brought application materials to interview	No materials were brought		Materials were brought		
	0 points		5 points		
<b>Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)</b>					
<b>Presentation Total (100 points)</b>					
Name(s):					
School:					
Judge Signature:					Date:
Comments:					