

## PA FBLA--Bruce Boncal

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**From:** PA FBLA--Bruce Boncal  
**Sent:** Sunday, April 22, 2018 11:23 PM  
**To:** Melissa McDonald; akieser@southerntioga.org; kackerman@fleetwoodasd.org; Heather Zimmerman; mtomlinson@dasd.org; amy-polmounter@esasd.net; Jennifer Miller; Lisa Smith; Lori Kuzmin-O'Neill; Robin Whitsel; Maura Angle; swalter@cksd.k12.pa.us; Amy Sullivan; abelolan@ccsd.cc; hhippens@ccsd.cc  
**Cc:** PA FBLA--Bruce Boncal  
**Subject:** NLC Alert #06 -- Report Upload Due Date (see specific events in email) for Submission to Judges

Dear FBLA Advisers, NLC Competitors, and NLC Travelers

**You must submit the following forms directly to the state office, not the national office.  
Please read all information before taking any action.**

**This email is focused on students who are competing in the following events:**

1. American Enterprise Project
2. Business Plan
3. Business Financial Plan
4. Community Service Project
5. Local Chapter Annual Business Report (no student competitors)
6. Partnership with Business Project

**You must complete two online forms to be entered into the national competition:**

**Form #1:** must be completed and submitted to the state office by April 30 no later than 11:59 pm

You must complete the **PA FBLA Event Entry form by April 30** indicating you are intending to compete in this event: <https://pafbla.wufoo.com/forms/s1nxx2uy1o8pmq8/>

**\*\*If your student(s) is not attending the NLC, please let me know ASAP so that I can offer the position to the next available individual or team.**

**You must submit the following form directly to the national office.  
Please read all information before taking any action.**

**Form #2:** must be completed and submitted to the national office by May 11 at 5:00 pm

**Upload Form due to national office no later than May 11, 5:00 pm**

**\*\*I strongly recommend you DO NOT WAIT until the last moment. Please read the statement below.**

<https://fbapbl.wufoo.com/forms/q1vomcla009fsf3/>

Your reports will be uploaded directly to the national office, not the state office.

Failure to comply with the guidelines/deadlines results in the potential for loss of points or DQ.

You are in control of your own destiny regarding submission of reports.

***If you would like to email me your report ahead of time for me to check the naming convention, please feel free to do so.***

# NLC Report Submission Form

This form must be completed by the second Friday in May, which is May 11, 2018. Make sure that attached reports are in PDF format. Please complete a separate form for each event entered.

PLEASE NOTE: If you begin to complete this form, but don't finish, it will still be submitted. If multiple forms are submitted for the same event and competitor, the most recently submitted form will be sent to the judges, and all duplicate forms will be deleted. PLEASE do not start to complete this form until you are ready to submit it in its entirety. It is also requested that you do not fill in sample forms to see if the form works.

Use the following naming convention for the files:

*divisioncode\_eventcode\_state\_schoolname.pdf*

Division codes are:

FBLA – Future Business Leaders

PBL – Phi Beta Lambda

Event codes are:

AEP – American Enterprise Project

CSP – Community Service Project

BP – Business Plan

BFP – Business Financial Plan

LCABR – Local Chapter Annual Business Report

PwB – Partnership with Business

SMB – Small Business Management Plan

Sample file names:

FBLA\_CS\_MO\_Gallatin.pdf

PBL\_LCABR\_KY\_Murray.pdf

**If your chapter has more than one team in an event, please put a 1, 2, etc. after the school name for the team number. (Example: FBLA\_BFP\_MO\_Gallatin2.pdf)**

**Please review the national FBLA rating sheets for the prejudged portion of your event AND the performance portion for your event at the following link:**

1. **American Enterprise Project** -- <http://www.fbla-pbl.org/competitive-event/american-enterprise-project/>
2. **Business Financial Plan** -- <http://www.fbla-pbl.org/competitive-event/business-financial-plan/>
3. **Business Plan** -- <http://www.fbla-pbl.org/competitive-event/business-plan/>
4. **Community Service Project** -- <http://www.fbla-pbl.org/competitive-event/community-service-project-fbla/>

- 5. **Local Chapter Annual Business Report** -- <http://www.fbla-pbl.org/competitive-event/local-chapter-annual-business-report-fbla/>
- 6. **Partnership with Business Project** -- <http://www.fbla-pbl.org/competitive-event/partnership-with-business-project/>

**Use the following naming convention for these reports:**

----->**file naming convention:**

----->**File name example: FBLA\_CSP\_PA\_JerseyShore.pdf**

- >1. Prefix the file name with "FBLA\_"
- >2. Use the event code found after each name, followed by an underscore.
- >3. Use the two-letter state abbreviation (PA), followed by an underscore.
- >4. End the file name with the name of the school (no spaces between words in school name).

----->**complete for the following events:**

- >1. American Enterprise Project (AEP)
- >2. Business Financial Plan (BFP)
- >3. Business Plan (BP)
- >4. Community Service Project (CSP)
- >5. Local Chapter Annual Business Report (LCABR)
- >6. Partnership with Business Project (PwB)

Bruce

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