

---

## **Ms. Future Business Leader**

*This event honors outstanding FBLA members who have demonstrated leadership qualities, participation in FBLA, and evidence of knowledge and skills essential for a successful career in business.*

### **Competencies**

This event consists of three (3) parts:

- Letter of Application and Resume.
- Objective Test.  
The written objective test may include questions about business concepts; general business knowledge (such as accounting, law, communications, math, technology, business procedures, economics, marketing, and international business); FBLA-PBL history, programs, and bylaws; and parliamentary procedure.
- Interview.  
Participants should demonstrate the ability to answer questions effectively, demonstrate self-confidence, initiative, and assertiveness, ability to communicate career knowledge and plans, and participating in school, community, and leadership activities.

### **Career Cluster(s):**

Business, Management, and Administration; Information Technology; Marketing, Sales and Service

### **Business Education Standard(s):**

Accounting, Business Law, Career Development, Communication, Computation, Economics and Personal Finance, Entrepreneurship, Information Technology, International Business, Management, Marketing

### **Region Eligibility**

Each chapter may enter one participant. The participant must be a member of an active local chapter and is on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31. If the region conference is scheduled before January 31, then dues must be paid prior to that conference date as established by the region and posted on the PA FBLA web site.

*Participants are permitted to compete in this event one year only. Under no circumstances may a student repeat in this event.*

It is the responsibility of the:

#### **local chapter adviser**

- pay membership dues for all competitors by the published region deadline and to register students through the PA FBLA online registration system by the published deadline.

#### **region adviser**

- to verify that membership dues of participants at the region conference comply with the deadlines listed above.

### **State Eligibility**

The minimum number of competitors each region may enter is the first-place winner who is a member of an active local chapter and is on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 or prior to the region conference by the date posted on the PA FBLA web site.

If any of the eligible winners cannot attend the SLC, it is the responsibility of the:

#### **local chapter adviser**

- to contact the region adviser about the student who will not be attending.

#### **region adviser**

- to contact the adviser of the next eligible competitor about participating at the State Leadership Conference.
- to notify the PA FBLA Executive Director/State Chairman of the change before the deadline date published at [www.pafbla.org/importantdates.php](http://www.pafbla.org/importantdates.php), which is posted on the PA FBLA web site.

---

## **Region Procedure**

The following procedures must be used:

1. There will be only one round of competition. Every participant will be scheduled for an interview.
2. All participants in this event must report at the event time listed in the program.
3. **The participant must comply with the PA FBLA Dress Code which can be found at [www.pafbla.org/dresscode.php](http://www.pafbla.org/dresscode.php). If the participant does not comply, he or she will not be admitted to the objective test or interview areas until he or she is in compliance.**
4. The event consists of three parts: (1) submission of a letter of application with a resume, (2) completion of an objective test, and (3) participation in a simulated interview.
5. Participants are required to complete all parts to be eligible to win an award.
6. The final placement will be determined by 20% objective test score and 80% interview score. At the regional level, the final round rating sheet will be used.

### **Preconference Requirements**

1. The participant must submit 6 copies of the following items:
  - c. A one-page letter of application (original or copy) addressed to:

Ms. Jean Buckley  
President & CEO  
FBLA-PBL, Inc.  
1912 Association Drive  
Reston, VA 20191-1591

The letter should state the reasons the participant is deserving of this award.

- d. A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.
2. All copies of the above materials must be submitted in six (6) standard file folders. The tab of each folder must be typed and must be labeled with the following information in the order listed below:
    - Event Title
    - Participant's Name
    - Name of **State**
    - Name of School

Include the participant's name on all pages submitted.

3. The region adviser, in consultation with the remaining local chapter advisers, will determine the procedures for submission of the materials.
4. **Participants failing to submit the materials by the deadline will be disqualified.**
5. A deduction of up to five (5) points will be made from the score of the participants who submit materials by the stated deadline but does not adhere to the event guidelines for the submission of proper materials.
6. The letter of application and resume must be prepared by the student member, not the adviser. The adviser should serve as a consultant to ensure that the letter of application and resume are well organized, contain

---

substantiated statements, and are written in business style. The materials should demonstrate the reasons the participant is deserving of this award.

7. The letter of application and resume must be composed prior to the Regional Leadership Conference and submitted as outline above.

### **Conference Requirements**

1. Each participant will be scheduled for a one-hour written objective test based on the previously listed competencies. The objective test will be machine and/or hand scored. **If a participant arrives after the objective test has begun, he or she will be admitted to the testing area and will be permitted to take the test in the remaining amount of time for the event. The participant will not receive any additional instructions from the event administrators.**
2. **Participants will be scheduled for a fifteen-minute (15) interview conducted by a panel of judges. Interview times will be determined by the region adviser. If the participant arrives late, then the participant has the remaining time for the interview in his or her scheduled interview slot.**
3. Participants must furnish their own pens, No. 2 pencils, and erasers.
4. Judges will be provided with a copy of each participant's application materials. No additional items can be brought into the interview or left with the judges.
5. At the Region Leadership Conference, the participant may use his or her own cordless calculator unless one is provided by the region. At the RLC, no scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.

### **State Procedure**

The following procedures must be used:

1. There will be two rounds of competition.
2. The event consists of three parts: (1) submission of a letter of application with a resume, (2) an objective test based on the Competencies section of these guidelines, and (3) participation in an interview.
3. At the State Leadership Conference, the chapter adviser must confirm students' participation in the event. Participants who are not confirmed will be disqualified.
4. All participants will have a preliminary interview on the first full day of the State Leadership Conference.
5. All participants must report at the time listed for the objective test.
6. Participants are required to complete all parts to be eligible to win an award.
7. **The participant must comply with the PA FBLA Dress Code which can be found at [www.pafbla.org/dresscode.php](http://www.pafbla.org/dresscode.php). If the participant does not comply, he or she will not be admitted to the objective test or interview areas until he or she is in compliance.**
8. The Top 10 finalists, determined by 50% objective test score and 50% preliminary interview score, will move on to the final interview round. The top 10 finalists will be posted following the Opening General Session of the conference. The preliminary round rating sheet will be used to determine the top ten candidates.
9. For the final round, the top ten will be determined by 20% objective test score and 80% interview score. The final round rating sheet will be used for the final round.

---

### Preconference Requirements

1. The participant must submit six (6) copies of the following items:
2. A one-page letter of application (original or copy) from the participant addressed to:

Ms. Jean Buckley  
President & CEO  
FBLA-PBL, Inc.  
1912 Association Drive  
Reston, VA 20191-1591
3. A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.
4. All copies of the above materials must be submitted in six (6) standard file folders. The tab of each folder must be typed and must be labeled with the following information in the order listed below:
  - Event Title
  - Participant's Name
  - Name of **State**
  - Name of School

Include the participant's name on all pages submitted.
5. The letter of application should state the reasons the participant is deserving of the honor of this award.
6. **The materials must be received by the PA FBLA Executive Director/State Chairman by the deadline date published at [www.pafbla.org/importantdates.php](http://www.pafbla.org/importantdates.php), which is posted on the PA FBLA web site. Failure to submit these documents by the received by date will result in the participants being disqualified.**
7. A deduction of up to five (5) points will be made from the score of the participant who submits materials by the stated deadline but does not adhere to the event guidelines for the submission of proper materials.
8. The letter of application and resume must be prepared by the student member, not the adviser. The adviser should serve as a consultant to ensure that the letter of application and resume are well organized, contain substantiated statements, and are written in business style.

### Conference Requirements

1. Each participant will be given a preliminary interview. Participants will be scheduled for a ten (10) interview conducted by a panel of judges. **If the participant arrives late for the interview, then the participant has the remaining time for the interview in his or her scheduled interview slot.**
2. Each participant will be scheduled for a one-hour written objective test based on the Competencies section listed in these guidelines. The objective test will be machine and/or hand scored. **If a participant arrives after the objective test has begun, he or she will be admitted to the testing area and will be permitted to take the test in the remaining amount of time for the event. The participant will not receive any additional instructions from the event administrators.**
3. The participants with the ten (10) highest combined scores (objective and preliminary interview) will be scheduled for a fifteen-minute (15) final interview conducted by a panel of judges for the final round. Scores will be based on 50% objective test and 50% preliminary interview. The names of the top ten (10) participants will be posted after the Opening General Session. **If the participant arrives late for the interview, then the participant has the remaining time for the interview in his or her scheduled interview slot.**
4. Participants must furnish their own pens, pencils, and erasers.

- 
- Judges will be provided with a copy of each participant’s application materials. No additional items can be brought into the interview or left with the judges.
  - No items, reference materials, visual aids, or electronic devices may be brought or used during the interview.
  - At the State Leadership Conference, the participant will be provided a calculator to use in this competitive event. Participants may not use their own calculators. At the SLC, no scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.

## **Region Judging**

The region adviser, in consultation with the remaining local chapter advisers, will determine whether one panel or separate panels of judges will evaluate the components of this event.

At the Regional Conference, the following tiebreaker policy will be followed:

### **First Tiebreaker**

- The student who has the most correct answers in the last ten questions of the test will be rated higher. Proceed to the second tie breaker only if both tests are identical.

### **Second Tiebreaker**

- The student who has the most correct answers in the last twenty questions of the test will be rated higher. Proceed to the last thirty questions only if both tests are identical.

## **State Judging**

Each component of the event—the written component (the objective test and the letter application and resume) and the performance component (the interview)—uses a separate panel of judges.

Ties will be broken based on scores of the objective test. If there is a tie in the objective test score, the following tiebreaker will be used:

### **First Tiebreaker**

- The student who progressed furthest through the entire test without making an error will be rated higher. Proceed to the second tiebreaker only if both tests are identical.

### **Second Tiebreaker**

- The student who submitted his or her completed test first will be rated higher.

Tiebreaker implementation examples can be found in this handbook or at [www.pafbfa.org/tiebreakers.php](http://www.pafbfa.org/tiebreakers.php).

## **Region Awards**

Each region may decide the number and type of awards to be presented at the RLC.

## **State Awards**

The state chapter will present a maximum of ten (10) awards at the State Leadership Conference.

## **National Conference Eligibility**

The first-place award winner at the State Leadership Conference is eligible to attend the National Leadership Conference. Advisers and participants should refer to the latest edition of the [National Chapter Management Handbook](#) for official National Leadership Conference event guidelines.

In the event that the first-place winner cannot attend, it is the responsibility of the:

### **local chapter adviser**

- to contact the PA FBLA Executive Director/State Chairman about the student who will not be attending.

---

**PA FBLA Executive Director/State Chairman**

- to contact the next eligible award winner about participating at the National Leadership Conference.



# MS. FUTURE BUSINESS LEADER

## Interview Rating Sheet

Preliminary Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Interview</b>					
Demonstrate poise, maturity, and attitude	0	1–2	3–4	5	
Proper greeting, introduction, and closing	0	1–2	3–4	5	
Self-confidence, initiative, and assertiveness	0	1–3	4–7	8–10	
Demonstrated ability to effectively answer questions	0	1–3	4–7	8–10	
Professional appearance (meets dress code requirements)	0	1–3	4–7	8–10	
<b>Leadership Ability</b>					
Illustrate participation and leadership in FBLA	0	1–5	6–10	11–15	
Explain participation in other school and/or community organizations	0	1–3	4–7	8–10	
Explain and show areas of outstanding achievement	0	1–3	4–7	8–10	
Indicate understanding of career knowledge and career plans	0	1–5	6–10	11–15	
<b>Application Materials</b>					
Effectiveness of application materials (resume and letter of application)	0	1–3	4–7	8–10	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct five (5) points for failure to fully follow the guidelines.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Objective Test Score</b>					<b>/100 max.</b>
<b>Final Score</b>					<b>/200 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ Region: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

VERIFICATION & INITIALS  
(scores checked for accuracy)

Chief Administrator \_\_\_\_\_

Official Checker \_\_\_\_\_



# MS. FUTURE BUSINESS LEADER

## Interview Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Interview</b>					
Demonstrate poise, maturity, and attitude	0	1-2	3-4	5	
Demonstrate self-confidence, initiative, and assertiveness	0	1-2	3-4	5	
Demonstrated ability to effectively answer questions	0	1-3	4-7	8-10	
Professional appearance (meets dress code requirements)	0	1-3	4-7	8-10	
<b>Leadership Ability</b>					
Illustrate participation and leadership in FBLA	0	1-5	6-10	11-15	
Explain participation in other school and/or community organizations	0	1-5	6-10	11-15	
Explain and show areas of outstanding achievement	0	1-5	6-10	11-15	
Indicate understanding of career knowledge and career plans	0	1-5	6-10	11-15	
<b>Application Materials</b>					
Effectiveness of application materials (resume and letter of application)	0	1-3	4-7	8-10	
<b>Subtotal</b>	<b>/100 max.</b>				
<b>Penalty Points</b> Deduct five (5) points for failure to fully follow the guidelines.					
<b>Total Points</b>	_____ x 80% =				
<b>Objective Test Score</b>	_____ x 20% =				
<b>Final Score</b> (add total points and objective test score)	<b>/100 max.</b>				

Name: \_\_\_\_\_

School: \_\_\_\_\_ Region: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

VERIFICATION & INITIALS  
(scores checked for accuracy)

Chief Administrator \_\_\_\_\_

Official Checker \_\_\_\_\_

# Ms. Future Business Leader

## Letter of Application/Resume Rating Sheet

Evaluation Item	
<i>Letter of Application and Resume</i>	
*Clear and concise presentation of facts with logical arrangement	
*Correct grammar, punctuation, spelling and acceptable business style	
*Educational/FBLA/Work preparation	
<b>Total: Letter of Application and Resume</b>	<b>/10 max.</b>

Name: \_\_\_\_\_

Region: \_\_\_\_\_ School: \_\_\_\_\_

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

Judge's Comments:

VERIFICATION & INITIALS  
(scores checked for accuracy)

Co-Competitive Events Coordinator \_\_\_\_\_