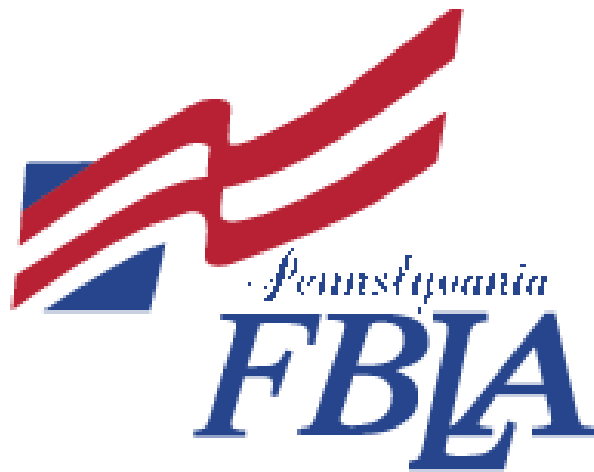


# **FUTURE BUSINESS LEADERS OF AMERICA**

**Pennsylvania State Chapter**  
**[www.pafbla.org](http://www.pafbla.org)**



***Middle Level***  
***Where Leadership Begins.***

Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

## **MIDDLE LEVEL COMPETITIVE EVENTS POLICY HANDBOOK**

September 2011 Edition

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## PREFACE

The Pennsylvania FBLA Middle Level Competitive Events Policy Handbook has been developed to provide local chapters with guidelines relative to the operation of the Competitive Events Program at the Middle Level.

Many changes have been made to the event offerings, as well as the operation of the individual events. Please be sure to take note of the specific guidelines and requirements for each of the different events.

*Advisers, as well as local chapter officers,* should study this handbook in order for them to become acquainted with the total program and be better prepared for the guidelines, criteria and event competencies.

Appreciation is expressed for the assistance of many FBLA advisers, the PA FBLA Board of Directors, Middle Level Ad-hoc Committee, Membership Committee, and the PA FBLA State Management Team who made excellent recommendations in the revision of this publication and who will continue to provide additional opportunities for students enrolled in business-related courses to meet the challenges of a modern technological world in their present and future lives.

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September 2011 Edition

## **FBLA GOALS**

- \* Develop competent, aggressive business leadership
- \* Strengthen the confidence of students in themselves and their work
- \* Create more interest in and understanding of American business enterprise
- \* Encourage members in the development of individual projects that contribute to the improvement of home, business, and community
- \* Develop character, prepare for useful citizenship, and foster patriotism
- \* Encourage and practice efficient money management
- \* Encourage scholarship and promote school loyalty
- \* Assist students in the establishment of occupational goals
- \* Facilitate the transition from school to work

## **FBLA PLEDGE**

I solemnly promise to uphold the aims and responsibilities of Future Business Leaders of America and, as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader.

## **FBLA CODE OF ETHICS**

I will be honest and sincere.

I will approach each task with confidence in my ability to perform my work at a high standard.

I will willingly accept responsibilities and duties.

I will seek to profit by my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.

I will abide by the rules and regulations of my school.

I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.

I will dress and act in a manner that will bring respect to me and to my school.

I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

## **FBLA CREED**

I believe education is the right of every person.

I believe the future depends on the mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community, and family life.

I believe that every person has the right to earn a living at a useful occupation.

I believe that every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.

I believe I have the responsibility to work efficiently and think clearly. I promise to use my abilities to make the world a better place for everyone.

## 2011-2012 Pennsylvania FBLA – Middle Level Competitive Events Quick Reference Guide

| Event                              | Grade | Type*             | Region** | State*** | National**** | Legend  |
|------------------------------------|-------|-------------------|----------|----------|--------------|---|
| American Enterprise Project        |       | Chapter           |          | Rec (2)  | Rec (2)      | O = Objective Test<br>SS = School-Site Submission<br>SO = State Only Event  |
| Business Computations              | 5-8   | Objective         | O (5)    | Rec (2)  |              |   |
| Business Concepts                  | 5-8   | Objective         | O (5)    | Rec (2)  |              | Rec = Recognition   |
| Business Spelling                  | 5-8   | Objective         | O (5)    | Rec (2)  |              |   |
| Career Exploration                 | 5-8   | Objective         | O (5)    | Rec (2)  | Rec (2)      | * Number in parentheses denotes the number of members that must be on a team for school site events. For example, in Computer Slide Show Presentation, each chapter may enter teams of one to three (1-3) individuals each. |
| Community Service Project          |       | Chapter           |          | Rec (2)  | Rec (2)      |   |
| Computer Concepts                  | 5-8   | Objective         | O (5)    | Rec (2)  |              | **Number in parentheses denotes the number of individuals/teams per chapter per event that you may enter.   |
| Computer Slide Show Presentation   | 5-8   | State Only (1-3)  | SO (5)   | Rec (2)  | Rec (2)      |   |
| Current Events                     | 5-8   | Objective         | O (5)    | Rec (2)  |              | *** Number in parentheses denotes a number of competitors/teams receiving recognition from the state office   |
| Desktop Publishing Application     | 5-8   | School Site (1-3) | SS (5)   | Rec (2)  | Rec (2)      |   |
| Employability Skills               | 5-8   | Objective         | O (5)    | Rec (2)  |              | **** Number in parentheses denotes number of competitors/ teams receiving recognition from the national office  |
| FBLA Creed/Code of Ethics/Pledge   | 5-8   | Objective         | O (5)    | Rec (2)  |              |   |
| Internet Concepts                  | 5-8   | Objective         | O (5)    | Rec (2)  |              |   |
| Keyboarding Applications I         | 5-8   | School Site (1)   | SS (5)   | Rec (2)  | Rec (2)      |   |
| Keyboarding Applications II        | 5-8   | School Site (1)   | SS (5)   | Rec (2)  | Rec (2)      |   |
| Local Chapter Activities Report    |       | Chapter           |          | Rec (2)  | Rec (2)      |   |
| Outstanding Middle Level Adviser   |       | Chapter (1)       |          | Rec (1)  | Rec (1)      |   |
| Outstanding Middle Level Member    | 5-8   | Chapter (1)       |          | Rec (1)  | Rec (1)      |   |
| Outstanding Middle Level Supporter |       | Chapter (1)       |          | Rec (1)  | Rec (1)      |   |
| Parliamentary Procedure Concepts   | 5-8   | Objective         | O (5)    | Rec (2)  |              |   |
| Personal Financial Concepts        | 5-8   | Objective         | O (5)    | Rec (2)  |              |   |
| Proofreading and Editing           | 5-8   | Objective         | O (5)    | Rec (2)  | Rec (2)      |   |
| Spreadsheet                        | 5-8   | School Site (1)   | SS (5)   | Rec (2)  | Rec (2)      |   |
| Web Page Creation                  | 5-8   | State Only (1-3)  | SO (5)   | Rec (2)  | Rec (2)      |   |
|                                    |       |                   |          |          |              |   |
|                                    |       |                   |          |          |              |   |
|                                    |       |                   |          |          |              |   |

### Events Requiring Pre-submission of Items:

- **American Enterprise Project:** 3 copies of report with entry form – sent to PA FBLA Staff Assistant/ML Coordinator (RECEIVED by deadline 2/18/12)
- **Community Service Project:** 3 copies of report with entry form – sent to PA FBLA Staff Assistant/ML Coordinator (RECEIVED by deadline 2/18/12)
- **Computer Slide Show Presentation:** 2 copies of the multimedia presentation on a CD with entry form – sent to PA FBLA Staff Assistant/ML Coordinator (RECEIVED by deadline 2/18/12)
- **Desktop Publishing Application:** completed school site production test – sent to Region Adviser by established deadline (varies by region)
- **Keyboarding Applications I:** completed school site production test – sent to Region Adviser by established deadline (varies by region)
- **Keyboarding Applications II:** completed school site production test – sent to Region Adviser by established deadline (varies by region)
- **Local Chapter Activities Report:** 3 copies of report with entry form – sent to PA FBLA Staff Assistant/ML Coordinator (RECEIVED by deadline 2/18/12)
- **Outstanding Middle Level Adviser:** Must submit entry form, letter of recommendation, biographical sketch/resume – sent to PA FBLA Staff Assistant/ ML Coordinator – may also include 3 additional letters of recommendation (RECEIVED by deadline by 2/18/12)
- **Outstanding Middle Level Member:** Must submit entry form, letter of recommendation, biographical sketch/resume – sent to PA FBLA Staff Assistant/ ML Coordinator – may also include 3 additional letters of recommendation (RECEIVED by deadline by 2/18/12)
- **Outstanding Middle Level Supporter:** Must submit entry form, letter of recommendation, biographical sketch/resume – sent to PA FBLA Staff Assistant/ ML Coordinator – may also include 3 additional letters of recommendation (RECEIVED by deadline by 2/18/12)
- **Spreadsheet:** completed school site production test – sent to Region Adviser by established deadline (varies by region)
- **Web Page Creation:** Either include URL on the Web Page Creation Entry Form or submit 2 CDs with entry form – sent to PA FBLA Staff Assistant/ML Coordinator (RECEIVED by deadline 2/18/12)

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## **DRESS CODE**

The dress code approved by the PA FBLA Board of Directors for all PA FBLA functions is:

The purpose of the dress code is to uphold the professional image of the Association and its members and to prepare students for the business world. Appropriate business attire is required for all attendees—advisers, members, and guests—for all general sessions, competitive events, caucusing, workshops, meal functions, and receptions. Attire for social functions shall be listed in the conference program. Delegates shall abide by the dress code established by the PA FBLA Board of Directors for all state functions. Delegates not adhering to the dress code shall not be admitted to the functions listed above.

**The specific dress code for all delegates shall be:**

### **Permitted for Gentlemen**

- Business suit with collar dress shirt, and necktie or
- Sport coat, dress slacks, collared shirt, and necktie or
- Dress slacks, collared shirt, and necktie.
- Banded collar shirt may be worn only if sport coat or business suit is worn.
- Dress shoes and socks.

### **Permitted for Ladies**

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress or
- Dress capri pants (below the knee) or dress gauchos (below the knee) with a coordinating jacket.
- Dress shoes.

### **Not Permitted for Ladies and Gentlemen**

- Jewelry in visible body piercing, other than ears.
- Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts.
- Backless, see-through, tight-fitting, spaghetti straps, strapless, or **extremely short** or low-cut blouses/tops/dresses/skirts.
- T-shirts, Lycra™, spandex, midriff tops, tank tops; bathing suits.
- Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee boots.
- Athletic wear, including sneakers.
- Hats or flannel fabric clothing.

- Bolo ties.
- Visible foundation garments.
- Cargo pants

Casual attire is acceptable for specific functions as listed in the program or during times when not attending specific conference functions.

New fashion trends may be in style but not necessarily appropriate. The best way to operate is to avoid walking the line. If there is doubt, select something else to wear. Be a professional.

## **American Enterprise Project – Middle Level**

*This event recognizes FBLA-Middle Level chapters that successfully implement an education program to promote free enterprise.*

### **Description**

Reports must promote an awareness of some part of the American (free) enterprise system with the school and/or community and answer the Report Format questions. The project is intended to help members learn more about the free enterprise system and is designed for chapter participation.

### **Business Education Curriculum Standards:**

Communication, Entrepreneurship

### **State Eligibility**

Each local chapter may enter one (1) report. The local chapter must be on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year.

For chapters to be eligible for state and national recognition, the report must be RECEIVED by February 18, 2012. Middle level members are not eligible to attend the Pennsylvania State Leadership Conference.

### **National Eligibility**

Each state may submit the top two (2) reports from its active local middle level chapters who are on record in the FBLA-PBL national office as having paid dues by January 31 of the current school year.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### **State Regulations**

1. The report must be RECEIVED by no later than February 18, 2012 and mailed to the PA FBLA Staff Assistant/Middle Level Coordinator. Reports must be accompanied by the cover sheet
2. The report must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
3. The report must adhere to the following guidelines: Points will be deducted or reports will be disqualified for not meeting the following guidelines:

### **Procedure**

#### *Report Contents*

1. Reports must be keyed in the order of the questions listed below in the Report Format section.
2. The project must describe an activity on American enterprise/free enterprise that was conducted during the current school year.
3. The report should be no more than five pages including the cover sheet and attachments.
4. Pages must be on standard 8 ½" x 11" paper.
5. Projects may be single- or double-spaced.
6. Each side of the paper providing information is counted as a page.
7. Copies should be sent rather than important original documents.
8. Scrapbooks and loose or bulky exhibits are not acceptable.
9. Pages may not be laminated or bound in sheet protectors.
10. Projects should be stapled in the upper left-hand corner with the cover sheet.

3 copies of the report and cover sheet should be mailed to:

Mr. Luke Skerpon  
PA FBLA Staff Assistant/Middle Level Coordinator  
287 Hamilton Hall  
University Park, PA 16802

Please do not use signature required on delivery method.

## **Report Format**

The report will consist of questions and answers. Key the following questions followed with your comments and description.

1. Describe the chapter's American Enterprise Project.
2. State the purpose and/or goals of the project. The purpose and/or goals should be keyed as numbers or bullets.
3. Describe how the chapter chose this particular project as an American enterprise activity.
4. Describe the steps the chapter members used to plan and develop the project.
5. Describe how the chapter completed the project.
6. Describe why this project is unique.
7. Explain the benefits and impact your project had on the school or community.
8. Explain and give evidence of how the project was publicized by attaching at least one article or flyer.
9. You may incorporate pictures into the report.

## **State Judging**

Ties will be broken as follows:

**First Tiebreaker:** Total points of the *Description of project* section on the rating sheet.

**Second Tiebreaker:** Total points of the *Description of project planning and development* section on the rating sheet.

## **Local Recognition**

Local chapters may decide the number and type of awards or recognition to be presented locally.

## **State Recognition**

The state FBLA office will provide certificates of participation to local chapters who participate in this event. After comparing the results of all participating chapters in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

## **National Recognition**

Each state may submit two winning projects that will be recognized by the national center on the FBLA-PBL web site.

## American Enterprise Project – Middle Level

### Written Report Rating Sheet

| Evaluation Item   | Not Demonstrated  | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations | Points Earned |          |
|---|---|----------------------------|--------------------|----------------------|---------------|----------|
| <b>Content</b>  |   |                            |                    |                      |               |          |
| Description of project  | 0   | 1-7                        | 8-14               | 15-20                |               |          |
| Statement of project goals  | 0   | 1-3                        | 4-7                | 8-10                 |               |          |
| Description of project choice   | 0   | 1-3                        | 4-7                | 8-10                 |               |          |
| Description of project planning and development   | 0   | 1-3                        | 4-7                | 8-10                 |               |          |
| Description of implementation   | 0   | 1-3                        | 4-7                | 8-10                 |               |          |
| Uniqueness of project   | 0   | 1-2                        | 3-4                | 5                    |               |          |
| Service to the community  | 0   | 1-2                        | 3-4                | 5                    |               |          |
| Evidence of publicity   | 0   | 1-2                        | 3-4                | 5                    |               |          |
| <b>Format of Report</b>   |   |                            |                    |                      |               |          |
| Followed project criteria   | 0   | 1-3                        | 4-7                | 8-10                 |               |          |
| Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error) | 0   | 1-5                        | 6-10               | 11-15                |               |          |
| <b>Total Points</b>   |   |                            |                    |                      |               | /100 max |
| <b>Submission Penalty:</b>  | Deduct five (5) points for failing to submit entry form with report |                            |                    |                      |               |          |
| <b>Final Score</b>  |   |                            |                    |                      |               | /100 max |

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

City: \_\_\_\_\_ Region: \_\_\_\_\_

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

Judge's Comments:

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## Business Computations – Middle Level (*Pennsylvania Only Event*)

*Acquiring the ability to solve common business problems is a basic mathematical skill needed by all prospective business employees. This event is designed to provide recognition for FBLA Middle Level members who have an understanding of basic arithmetic functions needed in business.*

### **Description**

This written objective test may include questions on items related to business such as basic math concepts, decimals, fractions, percentages, and discounts.

### **Region/State Eligibility**

Each middle level chapter may enter up to five members in this event. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### **National Eligibility**

There is no national eligibility. This event is for Pennsylvania members only.

### **Procedure**

1. A 45 minute objective test will be administered at the Region Leadership Conference based on the previously listed competencies. All participants in this event must report at the event time listed in the program. **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. **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, the participant will not be admitted to the testing area until he or she is in compliance.**
3. Participants must furnish their own No. 2 pencils and erasers.
4. 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.
5. The Region Adviser will submit all test results to the PA FBLA Staff Assistant / Middle Level Coordinator by January 20, 2012. This should include all student names, school names, test scores, and any tie-breaker information that was used.
6. If the region does not allow ML to test at the RLC, this test must be completed at the school home site during the middle level testing window. The 2011-12 ML Testing Window is February 1, 2012 to February 29, 2012. The local chapter adviser shall submit the objective test score to the PA FBLA Middle Level Coordinator February 29, 2012 via email.

### **Region and State Judging**

Tests will be machine and/or hand graded. Ties will be broken as follows:

**First Tiebreaker:** Participant who progressed farthest 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:** At local level, participant who submitted his/her completed test first will be rated higher. At state level, participant whose results were received first by the state FBLA office will be rated higher.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

There is no national recognition for participants. This event is a Pennsylvania only event.

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## Business Concepts – Middle Level (Pennsylvania Only Event)

*The American business enterprise system functions effectively when participants are properly trained to make good business decisions. This event provides recognition for FBLA Middle Level members who demonstrate an understanding of the American business enterprise system and its effects on consumers, employees, and entrepreneurs.*

### Description

This written objective test may include questions on items related to characteristics and organizations of business, consumerism, money management and banking, career awareness, and rights and responsibilities of managers, employees, owners and government.

### Region/State Eligibility

Each middle level chapter may enter up to five members in this event. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### National Eligibility

There is no national eligibility. This event is for Pennsylvania members only.

### Procedure

1. A 45 minute objective test will be administered at the Region Leadership Conference based on the previously listed competencies. All participants in this event must report at the event time listed in the program. **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. **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, the participant will not be admitted to the testing area until he or she is in compliance.**
3. Participants must furnish their own No. 2 pencils and erasers.
4. 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.
5. The Region Adviser will submit all test results to the PA FBLA Staff Assistant / Middle Level Coordinator by January 20, 2012. This should include all student names, school names, test scores, and any tie-breaker information that was used.
6. If the region does not allow ML to test at the RLC, this test must be completed at the school home site during the middle level testing window. The 2011-12 ML Testing Window is February 1, 2012 to February 29, 2012. The local chapter adviser shall submit the objective test score to the PA FBLA Middle Level Coordinator February 29, 2012 via email.

### **Region and State Judging**

Tests will be machine and/or hand graded. Ties will be broken as follows:

**First Tiebreaker:** Participant who progressed farthest 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:** At local level, participant who submitted his/her completed test first will be rated higher. At state level, participant whose results were received first by the state FBLA office will be rated higher.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

There is no national recognition for participants. This event is a Pennsylvania only event.

## **Business Spelling – Middle Level**

### ***(Pennsylvania Only Event)***

*Learning to spell in business communications is a major task in the business world. This event is designed to challenge FBLA Middle Level members who work toward a better command of words and their spelling in written business communication.*

#### **Description**

This written objective test may include spelling words commonly used in a business environment.

#### **Region/State Eligibility**

Each middle level chapter may enter up to five members in this event. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

#### **National Eligibility**

There is no national eligibility. This event is for Pennsylvania members only.

#### **Procedure**

1. A 45 minute objective test will be administered at the Region Leadership Conference based on the previously listed competencies. All participants in this event must report at the event time listed in the program. **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. **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, the participant will not be admitted to the testing area until he or she is in compliance.**
3. Participants must furnish their own No. 2 pencils and erasers.
4. 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.
5. The Region Adviser will submit all test results to the PA FBLA Staff Assistant / Middle Level Coordinator by January 20, 2012. This should include all student names, school names, test scores, and any tie-breaker information that was used.
6. If the region does not allow ML to test at the RLC, this test must be completed at the school home site during the middle level testing window. The 2011-12 ML Testing Window is February 1, 2012 to February 29, 2012. The local chapter adviser shall submit the objective test score to the PA FBLA Middle Level Coordinator February 29, 2012 via email.

### **Region and State Judging**

Tests will be machine and/or hand graded. Ties will be broken as follows:

**First Tiebreaker:** Participant who progressed farthest 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:** At local level, participant who submitted his/her completed test first will be rated higher. At state level, participant whose results were received first by the state FBLA office will be rated higher.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

There is no national recognition for participants. This event is a Pennsylvania only event.

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## Career Exploration – Middle Level

*Career Exploration recognizes those FBLA-Middle Level students who are working toward improving their knowledge of career opportunities.*

### **Description**

The objective test may include questions on skills, career plans, career goals, job searches, job applications, cover letters, resumes, interviews, *Occupational Outlook Handbook* and basic career education.

### **Business Education Curriculum Standards:**

Career Development

### **Region/State Eligibility**

Each middle level chapter may enter up to five members in this event. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### **National Eligibility**

Each state may submit the top two (2) winners from its active local middle level chapters who are on record in the FBLA-PBL national office as having paid dues by January 31 of the current school year.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### **Procedure**

1. A 45 minute objective test will be administered at the Region Leadership Conference based on the previously listed competencies. All participants in this event must report at the event time listed in the program. **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. **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, the participant will not be admitted to the testing area until he or she is in compliance.**
3. Participants must furnish their own No. 2 pencils and erasers.
4. 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.
5. The Region Adviser will submit all test results to the PA FBLA Staff Assistant / Middle Level Coordinator by January 20, 2012. This should include all student names, school names, test scores, and any tie-breaker information that was used.
6. If the region does not allow ML to test at the RLC, this test must be completed at the school home site during the middle level testing window. The 2011-12 ML Testing Window is February 1, 2012 to February 29, 2012. The local chapter adviser shall submit the objective test score to the PA FBLA Middle Level Coordinator February 29, 2012 via email.

### **Region and State Judging**

Tests will be machine and/or hand graded. Ties will be broken as follows:

**First Tiebreaker:** Participant who progressed farthest 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:** At local level, participant who submitted his/her completed test first will be rated higher. At state level, participant whose results were received first by the state FBLA office will be rated higher.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

Each state may submit two winners who will be recognized by the national center on the FBLA-PBL web site and receive a medal of outstanding achievement.

## **Community Service Project – Middle Level**

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

### **Description**

Reports must describe a chapter project that serves the community and conforms to the guidelines and format stated. The activity must be in the interest of the local community, focus on one primary project and be designed for chapter participation.

#### **Business Education Curriculum Standards:**

Communication, Marketing

### **State Eligibility**

Each local chapter may enter one (1) report. The local chapter must be on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year.

For chapters to be eligible for state and national recognition, the report must be RECEIVED by February 18, 2012. Middle level members are not eligible to attend the Pennsylvania State Leadership Conference.

### **National Eligibility**

Each state may submit the top two (2) reports from its active local middle level chapters who are on record in the FBLA-PBL national office as having paid dues by January 31 of the current school year.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### **State Regulations**

1. The report must be RECEIVED by no later than February 18, 2012 and mailed to the PA FBLA Staff Assistant/Middle Level Coordinator. Reports must be accompanied by the cover sheet.
2. The report must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
3. The report must adhere to the following guidelines: Points will be deducted or reports will be disqualified for not meeting the following guidelines:

### **Procedure**

#### *Report Contents*

1. Reports must be keyed in the order of the questions listed below in the Report Format section.
2. The report must describe a community activity that was conducted during the current school year.
3. The report should be no more than five pages including the cover sheet and attachments.
4. Pages must be on standard 8 ½" x 11" paper.
5. Each side of the paper providing information is counted as a page.
6. Copies should be sent rather than important original documents.
7. Scrapbooks and loose or bulky exhibits are not acceptable.
8. Pages may not be laminated or bound in sheet protectors.
9. Reports should be stapled in the upper left-hand corner with the cover sheet.

3 copies of the report and cover sheet should be mailed to:

Mr. Luke Skerpon  
PA FBLA Staff Assistant/Middle Level Coordinator  
287 Hamilton Hall  
University Park, PA 16802

Please do not use signature required on delivery method.

### **Report Format**

The report will consist of questions and answers. Key the following questions followed with your comments and description.

1. Describe the chapter's Community Service Project.
2. State the purpose and/or goals of the project. The purpose and/or goals should be keyed as numbers or bullets.
3. Describe how the chapter chose this particular project as a community service activity.
4. Describe the steps the chapter members used to plan and develop the project.
5. Describe how the chapter completed the project.
6. Describe why this project is unique.
7. Explain the benefits and impact your project had on the community and its citizens.
8. Explain and give evidence of how the project was publicized by attaching at least one article or flyer.
9. You may incorporate pictures into the report.

### **State Judging**

Ties will be broken as follows:

**First Tiebreaker:** Total points of the *Description of project* section on the rating sheet.

**Second Tiebreaker:** Total points of the *Description of project planning and development* section on the rating sheet.

### **Local Recognition**

Local chapters may decide the number and type of awards or recognition to be presented locally.

### **State Recognition**

The state FBLA office will provide certificates of participation to local chapters who participate in this event. After comparing the results of all participating chapters in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

Each state may submit two winning projects that will be recognized by the national center on the FBLA-PBL web site.

## Community Service Project – Middle Level

### Written Report Rating Sheet

| Evaluation Item | Not Demonstrated | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations | Points Earned |
|-----------------|------------------|----------------------------|--------------------|----------------------|---------------|
|-----------------|------------------|----------------------------|--------------------|----------------------|---------------|

#### Content

|   |   |     |      |       |  |
|---|---|-----|------|-------|--|
| Description of project                          | 0 | 1-7 | 8-14 | 15-20 |  |
| Statement of project goals                      | 0 | 1-3 | 4-7  | 8-10  |  |
| Description of project choice                   | 0 | 1-3 | 4-7  | 8-10  |  |
| Description of project planning and development | 0 | 1-3 | 4-7  | 8-10  |  |
| Description of implementation                   | 0 | 1-3 | 4-7  | 8-10  |  |
| Uniqueness of project                           | 0 | 1-2 | 3-4  | 5     |  |
| Service to the community                        | 0 | 1-2 | 3-4  | 5     |  |
| Evidence of publicity                           | 0 | 1-2 | 3-4  | 5     |  |

#### Format of Report

|   |   |     |      |       |  |
|---|---|-----|------|-------|--|
| Followed project criteria   | 0 | 1-3 | 4-7  | 8-10  |  |
| Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error) | 0 | 1-5 | 6-10 | 11-15 |  |

#### Total Points

/100 max

#### Submission Penalty:

Deduct five (5) points for failing to submit entry form with report

#### Final Score

/100 max

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

City: \_\_\_\_\_ Region: \_\_\_\_\_

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

Judge's Comments:

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## Computer Concepts – Middle Level (*Pennsylvania Only Event*)

*The processing of data is important to the successful operation of business. This event provides recognition for FBLA members who understand the basic principles involved in computer technology.*

### Description

This written objective test may include questions on basic computer principles, terminology, computer application concepts, programming concepts and procedures, and computer equipment.

### Region/State Eligibility

Each middle level chapter may enter up to five members in this event. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### National Eligibility

There is no national eligibility. This event is for Pennsylvania members only.

### Procedure

1. A 45 minute objective test will be administered at the Region Leadership Conference based on the previously listed competencies. All participants in this event must report at the event time listed in the program. **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. **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, the participant will not be admitted to the testing area until he or she is in compliance.**
3. Participants must furnish their own No. 2 pencils and erasers.
4. 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.
5. The Region Adviser will submit all test results to the PA FBLA Staff Assistant / Middle Level Coordinator by January 20, 2012. This should include all student names, school names, test scores, and any tie-breaker information that was used.
6. If the region does not allow ML to test at the RLC, this test must be completed at the school home site during the middle level testing window. The 2011-12 ML Testing Window is February 1, 2012 to February 29, 2012. The local chapter adviser shall submit the objective test score to the PA FBLA Middle Level Coordinator February 29, 2012 via email.

### **Region and State Judging**

Tests will be machine and/or hand graded. Ties will be broken as follows:

**First Tiebreaker:** Participant who progressed farthest 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:** At local level, participant who submitted his/her completed test first will be rated higher. At state level, participant whose results were received first by the state FBLA office will be rated higher.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

There is no national recognition for participants. This event is a Pennsylvania only event.

## Computer Slide Show Presentation – Middle Level

*This event provides recognition for FBLA-Middle Level members who demonstrate an ability to use presentation software to prepare and deliver a message.*

### **Description**

Participants will develop a multimedia presentation, preferably Microsoft PowerPoint. THIS IS NOT TO BE A WEBSITE.

The topic for this slide show for the 2011-2012 school year is:

*Create a slideshow on how to stop cyber bullying. This presentation will be shown to the 5<sup>th</sup> grade at a neighboring school.*

### **Business Education Curriculum Standards:**

Business, Management and Administration; Information Technology

### **Region/State Eligibility**

Each middle level chapter may enter up to five teams in this event. Each team may consist of a minimum of one (1) member and a maximum of three (3) members. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### **National Eligibility**

Each state may submit the top two entries. Entries may be created by an individual member or by a team, not to exceed three members. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL national center as having paid dues by January 31 of the current school year.

### **Procedure**

1. The slide show must address the topic in the description section. Entries will be judged according to the rating sheet.
2. Presentations should be at least one (1) minute and no more than three (3) minutes in length.
3. The event entry form should accompany the presentation.
4. Presentations need to be submitted on a CD. Instructions should be included with the event entry describing the procedures necessary to run the presentation, including all software used. All software and required elements should be included (pack-and-go) so the judges can view the presentation on any system.
5. **Presentations as well as the CD** should be clearly labeled with the name of the student participant(s), school name, region number, and event.
6. To be eligible for region, state and national recognition, 2 copies of the multimedia presentation CD and event entry forms should be submitted to the PA FBLA Staff Assistant/Middle Level Coordinator, RECEIVED by deadline of February 18, 2012.
7. The submission must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the submission is well organized, contains substantiated statements, and is written in an acceptable business style.

2 copies of the submission and event entry should be mailed to:

Mr. Luke Skerpon  
PA FBLA Staff Assistant/Middle Level Coordinator  
287 Hamilton Hall  
University Park, PA 16802

Please do not use signature required on delivery method.

### **Region/State Judging**

Ties will be broken as follows:

**First Tiebreaker:** Total points of the *Presentation content clearly relates to assigned topic* section on the rating sheet.

**Second Tiebreaker:** Total points of the *Presentation is effective at motivating audience to action* section on the rating sheet.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

Each state will submit two winners who will be recognized by the national center on the FBLA-PBL web site, and individuals will receive a medal of outstanding achievement.

## Computer Slide Show Presentation – Middle Level

### Presentation Rating Sheet

| Evaluation Item  | Not Demonstrated | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations | Points Earned |
|--|------------------|----------------------------|--------------------|----------------------|---------------|
| <b>Content</b>   |                  |                            |                    |                      |               |
| Presentation content clearly relates to assigned topic         | 0                | 1-3                        | 4-7                | 8-10                 |               |
| Copyright laws have been followed                              | 0                | 1-3                        | 4-7                | 8-10                 |               |
| Presentation is clear and concise                              | 0                | 1-3                        | 4-7                | 8-10                 |               |
| Elements included in presentation are suitable and appropriate | 0                | 1-3                        | 4-7                | 8-10                 |               |

### Presentation

|  |   |     |     |      |  |
|--|---|-----|-----|------|--|
| Presentation includes identifiable opening, body, and conclusion                   | 0 | 1-3 | 4-7 | 8-10 |  |
| Audio and visual elements coordinated and complementary                            | 0 | 1-3 | 4-7 | 8-10 |  |
| Transitions are effective and appealing  | 0 | 1-3 | 4-7 | 8-10 |  |
| Graphics enhanced overall quality of presentation                                  | 0 | 1-3 | 4-7 | 8-10 |  |
| Presentation uses effective balance of text and graphics                           | 0 | 1-3 | 4-7 | 8-10 |  |
| Sound, transitions, timings, and/or other special effects enhance the presentation | 0 | 1-3 | 4-7 | 8-10 |  |

### Total Points

/100 max

**Submission Penalty:** Deduct five (5) points for failing to submit entry form with presentation.

**Time Penalty:** Deduct five (5) points if presentation is under 1 minute or over 3 minutes

### Final Score

/100 max

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ City: \_\_\_\_\_

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

Judge's Comments:

## Current Events – Middle Level (*Pennsylvania Only Event*)

*This event provides recognition for Pennsylvania FBLA-Middle Level members who demonstrate knowledge about current state, national and international events.*

### Description

The objective test includes questions on current news events.

### Region/State Eligibility

Each middle level chapter may enter up to five members in this event. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### National Eligibility

There is no national eligibility. This event is for Pennsylvania members only.

### Procedure

1. A 45 minute objective test will be administered at the Region Leadership Conference based on the previously listed competencies. All participants in this event must report at the event time listed in the program. **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. **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, the participant will not be admitted to the testing area until he or she is in compliance.**
3. Participants must furnish their own No. 2 pencils and erasers.
4. 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.
5. The Region Adviser will submit all test results to the PA FBLA Staff Assistant / Middle Level Coordinator by January 20, 2012. This should include all student names, school names, test scores, and any tie-breaker information that was used.
6. If the region does not allow ML to test at the RLC, this test must be completed at the school home site during the middle level testing window. The 2011-12 ML Testing Window is February 1, 2012 to February 29, 2012. The local chapter adviser shall submit the objective test score to the PA FBLA Middle Level Coordinator February 29, 2012 via email.

### **Region and State Judging**

Tests will be machine and/or hand graded. Ties will be broken as follows:

**First Tiebreaker:** Participant who progressed farthest 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:** At local level, participant who submitted his/her completed test first will be rated higher. At state level, participant whose results were received first by the state FBLA office will be rated higher.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

There is no national recognition for participants. This event is a Pennsylvania only event.

## **Desktop Publishing Application – Middle Level**

*This event provides recognition for FBLA-Middle Level members who can demonstrate skills in the areas of desktop publishing and creativity.*

### **Description**

Participants should be prepared to create, design and produce usable copy on a computer using desktop publishing software. Students should be prepared to create documents such as a flyer, brochure and invitation that include graphics, text, layout creativity and appropriate fonts and type sizes.

### **Business Education Curriculum Standards:**

Communications, Information Technology

### **Region/State Eligibility**

Each middle level chapter may enter up to five teams in this event. Each team may consist of a minimum of one (1) member and a maximum of three (3) members. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### **National Eligibility**

Each state may submit the top two entries. Entries may be created by an individual member or by a team, not to exceed three members. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL national center as having paid dues by January 31 of the current school year.

### **Procedure**

1. The competitor will take a skills test administered through school-site testing prior to the Regional Leadership Conference.
2. The production tests will be provided to the school-site test administrator at each school. The Proctor Instructions, Proctor Script, Proctor Certification Forms, and Student Certification Forms will be provided. **The local chapter adviser is NOT permitted to be the school site administrator.**
3. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment setup and warm-up. Problems are weighted according to difficulty and may be completed in any order.
4. Students may use only one computer for the event.
5. Participants may bring clip art or use the Internet to access graphics.
6. The finished product will be submitted in black and white on plain paper.
7. Word-division manuals and dictionaries may be used as reference materials.
8. Participants must recognize the necessity for accurate proofreading.
9. The region adviser, in consultation with the remaining local chapter advisers, must determine the procedure for returning the school-site tests to the region adviser.

Participants must furnish their own No. 2 pencils, erasers, and non-graphing, cordless calculators.

The skill portion of the test will count as 100% of the total score.

### **Region/State Judging**

Ties will be broken as follows:

**First Tiebreaker:** Total points of the *Content effectively covers topic with all the vital information* section on the rating sheet.

**Second Tiebreaker:** Total points of the *Presentation appeals to intended audience* section on the rating sheet.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

Each state will submit two winners who will be recognized by the national center on the FBLA-PBL web site, and individuals will receive a medal of outstanding achievement.

## Desktop Publishing Application – Middle Level Production Test Rating Sheet

| Evaluation Item | Not Demonstrated | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations | Points Earned |
|-----------------|------------------|----------------------------|--------------------|----------------------|---------------|
|-----------------|------------------|----------------------------|--------------------|----------------------|---------------|

### Overall Appeal

|   |   |     |     |      |  |
|---|---|-----|-----|------|--|
| Presentation immediately grabs audience.  | 0 | 1-3 | 4-7 | 8-10 |  |
| Content effectively covers topic with all the vital information—who, what, when, where, why, and how. | 0 | 1-3 | 4-7 | 8-10 |  |
| Presentation appeals to intended audience.  | 0 | 1-3 | 4-7 | 8-10 |  |

### Layout

|  |   |     |     |      |  |
|--|---|-----|-----|------|--|
| Layout is creative and original  | 0 | 1-3 | 4-7 | 8-10 |  |
| Text and graphics are well-balanced with no overlapping items that reduce visibility.                  | 0 | 1-3 | 4-7 | 8-10 |  |
| Graphics are appropriate to subject and are effectively utilized                                       | 0 | 1-3 | 4-7 | 8-10 |  |
| Font selection (type, size, style, kerning, leading, number of typefaces) is appropriate and appealing | 0 | 1-3 | 4-7 | 8-10 |  |

### Technical Features

|  |   |     |     |      |  |
|--|---|-----|-----|------|--|
| Effective application of a special effect(s) may include but, not limited, to drop caps, shadowing, reverse type, screens, and mirror images | 0 | 1-3 | 4-7 | 8-10 |  |
| Effective text treatment (i.e., paragraph indents, bullets, numbering, hanging indents, alignment, text wrapping)                            | 0 | 1-3 | 4-7 | 8-10 |  |
| Proper use of grammar, spelling, punctuation, etc.)  | 0 | 1-3 | 4-7 | 8-10 |  |

### Final Score

/100 max

Names: \_\_\_\_\_

School: \_\_\_\_\_ City: \_\_\_\_\_

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

Judge's Comments:

## **Employability Skills – Middle Level**

### ***(Pennsylvania Only Event)***

*This event recognizes those FBLA Middle Level members who demonstrate proficiency in knowing the steps in seeking and applying for a job, setting career goals, the proper etiquette for attire, proper etiquette for interviews, and other related fields.*

#### **Description**

This written objective test may include questions on basic knowledge of the employment process, career goals and other employability skills.

#### **Region/State Eligibility**

Each middle level chapter may enter up to five members in this event. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

#### **National Eligibility**

There is no national eligibility. This event is for Pennsylvania members only.

#### **Procedure**

1. A 45 minute objective test will be administered at the Region Leadership Conference based on the previously listed competencies. All participants in this event must report at the event time listed in the program. **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. **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, the participant will not be admitted to the testing area until he or she is in compliance.**
3. Participants must furnish their own No. 2 pencils and erasers.
4. 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.
5. The Region Adviser will submit all test results to the PA FBLA Staff Assistant / Middle Level Coordinator by January 20, 2012. This should include all student names, school names, test scores, and any tie-breaker information that was used.
6. If the region does not allow ML to test at the RLC, this test must be completed at the school home site during the middle level testing window. The 2011-12 ML Testing Window is February 1, 2012 to February 29, 2012. The local chapter adviser shall submit the objective test score to the PA FBLA Middle Level Coordinator February 29, 2012 via email

### **Region and State Judging**

Tests will be machine and/or hand graded. Ties will be broken as follows:

**First Tiebreaker:** Participant who progressed farthest 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:** At local level, participant who submitted his/her completed test first will be rated higher. At state level, participant whose results were received first by the state FBLA office will be rated higher.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

There is no national recognition for participants. This event is a Pennsylvania only event.

## **FBLA Creed/Code of Ethics/Pledge – Middle Level (Pennsylvania Only Event)**

*This event provides recognition for Pennsylvania FBLA-Middle Level members who demonstrate knowledge about the FBLA Creed, Code of Ethics and Pledge.*

### **Description**

The objective test includes questions on the FBLA Creed, FBLA Code of Ethics and FBLA Pledge.

### **Region/State Eligibility**

Each middle level chapter may enter up to five members in this event. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### **National Eligibility**

There is no national eligibility. This event is for Pennsylvania members only.

### **Procedure**

1. A 45 minute objective test will be administered at the Region Leadership Conference based on the previously listed competencies. All participants in this event must report at the event time listed in the program. **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. **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, the participant will not be admitted to the testing area until he or she is in compliance.**
3. Participants must furnish their own No. 2 pencils and erasers.
4. 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.
5. The Region Adviser will submit all test results to the PA FBLA Staff Assistant / Middle Level Coordinator by January 20, 2012. This should include all student names, school names, test scores, and any tie-breaker information that was used.
6. If the region does not allow ML to test at the RLC, this test must be completed at the school home site during the middle level testing window. The 2011-12 ML Testing Window is February 1, 2012 to February 29, 2012. The local chapter adviser shall submit the objective test score to the PA FBLA Middle Level Coordinator February 29, 2012 via email.

### **Region and State Judging**

Tests will be machine and/or hand graded. Ties will be broken as follows:

**First Tiebreaker:** Participant who progressed farthest 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:** At local level, participant who submitted his/her completed test first will be rated higher. At state level, participant whose results were received first by the state FBLA office will be rated higher.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

There is no national recognition for participants. This event is a Pennsylvania only event.

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## Internet Concepts – Middle Level (*Pennsylvania Only Event*)

*Knowledge of the Internet is a necessity in today's high-tech business world. This event is designed to recognize FBLA Middle Level members who possess essential knowledge of the Internet.*

### **Description**

This written objective test may include questions of general information about the Internet, world wide web, browsers, e-mail, computer security, ethics and privacy.

### **Region/State Eligibility**

Each middle level chapter may enter up to five members in this event. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### **National Eligibility**

There is no national eligibility. This event is for Pennsylvania members only.

### **Procedure**

1. A 45 minute objective test will be administered at the Region Leadership Conference based on the previously listed competencies. All participants in this event must report at the event time listed in the program. **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. **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, the participant will not be admitted to the testing area until he or she is in compliance.**
3. Participants must furnish their own No. 2 pencils and erasers.
4. 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.
5. The Region Adviser will submit all test results to the PA FBLA Staff Assistant / Middle Level Coordinator by January 20, 2012. This should include all student names, school names, test scores, and any tie-breaker information that was used.
6. If the region does not allow ML to test at the RLC, this test must be completed at the school home site during the middle level testing window. The 2011-12 ML Testing Window is February 1, 2012 to February 29, 2012. The local chapter adviser shall submit the objective test score to the PA FBLA Middle Level Coordinator February 29, 2012 via email.

### **Region and State Judging**

Tests will be machine and/or hand graded. Ties will be broken as follows:

**First Tiebreaker:** Participant who progressed farthest 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:** At local level, participant who submitted his/her completed test first will be rated higher. At state level, participant whose results were received first by the state FBLA office will be rated higher.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

There is no national recognition for participants. This event is a Pennsylvania only event.

## Keyboarding Applications I – Middle Level

*Knowledge of keyboarding applications is a necessity in today's high-tech business world. This event is designed to recognize FBLA-Middle Level members who can demonstrate basic keyboarding applications skills.*

### **Description**

Participants should be able to produce a personal letter, a one-page report and a one- or two-column table/centering problem. Results will be based on accuracy of printed copy and Standards of Mailability.

### **Business Education Curriculum Standards:**

Information Technology

### **Region/State Eligibility**

Each middle level chapter may enter up to five members in this event. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### **National Eligibility**

Each state may submit the top two entries. Entries may be created by an individual member or by a team, not to exceed three members. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL national center as having paid dues by January 31 of the current school year.

### **Procedure**

1. The competitor will take a skills test administered through school-site testing prior to the Regional Leadership Conference.
2. The production tests will be provided to the school-site test administrator at each school. The Proctor Instructions, Proctor Script, Proctor Certification Forms, and Student Certification Forms will be provided. **The local chapter adviser is NOT permitted to be the school site administrator.**
3. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment setup and warm-up. Problems are weighted according to difficulty and may be completed in any order.
4. Students may use only one computer for the event.
5. Participants may bring clip art or use the Internet to access graphics.
6. The finished product will be submitted in black and white on plain paper.
7. Word-division manuals and dictionaries may be used as reference materials.
8. Participants must recognize the necessity for accurate proofreading.
9. The region adviser, in consultation with the remaining local chapter advisers, must determine the procedure for returning the school-site tests to the region adviser.

Participants must furnish their own No. 2 pencils, erasers, and non-graphing, cordless calculators.

The skill portion of the test will count as 100% of the total score.

### **Region/State Judging**

Results will be based on mailable copy based on Standards of Mailability.

Ties will be broken as follows:

**First Tiebreaker:** Participant who progressed farthest 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:** Participant whose entry was received first by the state office will be rated higher.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

Each state will submit two winners who will be recognized by the national center on the FBLA-PBL web site, and individuals will receive a medal of outstanding achievement.

## Keyboarding Applications II – Middle Level

*Knowledge of keyboarding application is a necessity in today's high-tech business world. This event is designed to recognize FBLA-Middle Level members who can demonstrate advanced keyboarding applications skills.*

### **Description**

Participants should be able to produce a business letter; a one-page report with a title page, reference page and citations; and a two- or three-column table. Results will be based on accuracy of printed copy and Standards of Mailability.

### **Business Education Curriculum Standards:**

Information Technology

### **Region/State Eligibility**

Each middle level chapter may enter up to five members in this event. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### **National Eligibility**

Each state may submit the top two entries. Entries may be created by an individual member or by a team, not to exceed three members. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL national center as having paid dues by January 31 of the current school year.

### **Procedure**

1. The competitor will take a skills test administered through school-site testing prior to the Regional Leadership Conference.
2. The production tests will be provided to the school-site test administrator at each school. The Proctor Instructions, Proctor Script, Proctor Certification Forms, and Student Certification Forms will be provided. **The local chapter adviser is NOT permitted to be the school site administrator.**
3. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment setup and warm-up. Problems are weighted according to difficulty and may be completed in any order.
4. Students may use only one computer for the event.
5. Participants may bring clip art or use the Internet to access graphics.
6. The finished product will be submitted in black and white on plain paper.
7. Word-division manuals and dictionaries may be used as reference materials.
8. Participants must recognize the necessity for accurate proofreading.
9. The region adviser, in consultation with the remaining local chapter advisers, must determine the procedure for returning the school-site tests to the region adviser.

Participants must furnish their own No. 2 pencils, erasers, and non-graphing, cordless calculators.

The skill portion of the test will count as 100% of the total score.

### **Region/State Judging**

Results will be based on mailable copy based on Standards of Mailability.

Ties will be broken as follows:

**First Tiebreaker:** Participant who progressed farthest 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:** Participant whose entry was received first by the state office will be rated higher.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

Each state will submit two winners who will be recognized by the national center on the FBLA-PBL web site, and individuals will receive a medal of outstanding achievement.

## **Local Chapter Activities Report – Middle Level**

*This event recognizes FBLA-Middle Level chapters that effectively summarize their year's activities.*

### **Description**

This report should summarize the activities of the local chapter between the start of the previous State Leadership Conference and the current State Leadership Conference. This report meets one of the requirements for the Outstanding Chapter Award of Merit program.

#### **Business Education Curriculum Standards:**

Communication

### **State Eligibility**

Each local chapter may enter one (1) report. The local chapter must be on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year.

For chapters to be eligible for state and national recognition, the report must be RECEIVED by February 18, 2012. Middle level members are not eligible to attend the Pennsylvania State Leadership Conference.

### **National Eligibility**

Each state may submit the top two (2) reports from its active local middle level chapters who are on record in the FBLA-PBL national office as having paid dues by January 31 of the current school year.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### **State Regulations**

1. The report must be RECEIVED by no later than February 18, 2012 and mailed to the PA FBLA Staff Assistant/Middle Level Coordinator. Reports must be accompanied by the cover sheet.
2. The report must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
3. The report must adhere to the following guidelines: Points will be deducted or reports will be disqualified for not meeting the following guidelines:

### **Procedure**

The report should follow the Rating Sheet.

#### *Report Contents*

1. Reports must not exceed a total of five pages, including cover sheet and other documentation.
2. Pages must be on standard 8 ½" x 11" paper.
3. Pages may not be laminated or bound in sheet protectors.
4. Reports may be single- or double-spaced.
5. Each side of the paper providing information is counted as a page.
6. Copies should be sent rather than important original documents.
7. Scrapbooks and loose or bulky exhibits are not acceptable.
8. Reports should be stapled in the upper left-hand corner with the cover sheet.
9. Reports must describe activities of the chapter that were conducted during the current school year.

3 copies of the report and cover sheet should be mailed to:

Mr. Luke Skerpon  
PA FBLA Staff Assistant/Middle Level Coordinator  
287 Hamilton Hall  
University Park, PA 16802

Please do not use signature required on delivery method.

### **State Judging**

Ties will be broken as follows:

**First Tiebreaker:** Total points of the *Service to school and community* section on the rating sheet.

**Second Tiebreaker:** Total points of the *Leadership development for officers and members* section on the rating sheet.

### **Local Recognition**

Local chapters may decide the number and type of awards or recognition to be presented locally.

### **State Recognition**

The state FBLA office will provide certificates of participation to local chapters who participate in this event. After comparing the results of all participating chapters in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

Each state may submit two winning projects that will be recognized by the national center on the FBLA-PBL web site.

# Local Chapter Activities Report – Middle Level

## Written Report Rating Sheet

| Evaluation Item | Not Demonstrated | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations | Points Earned |
|-----------------|------------------|----------------------------|--------------------|----------------------|---------------|
|-----------------|------------------|----------------------------|--------------------|----------------------|---------------|

### Content

|   |   |     |      |       |  |
|---|---|-----|------|-------|--|
| Service to school and community                 | 0 | 1-5 | 6-10 | 11-15 |  |
| Recruitment of members                          | 0 | 1-5 | 6-10 | 11-15 |  |
| Leadership development for officers and members | 0 | 1-5 | 6-10 | 11-15 |  |
| Support of FBLA-PBL national and state projects | 0 | 1-5 | 6-10 | 11-15 |  |
| Public relations – evidence of publicity        | 0 | 1-5 | 6-10 | 11-15 |  |

### Format of Report

|  |   |     |      |       |  |
|--|---|-----|------|-------|--|
| Clear and concise presentation with logical arrangement of information | 0 | 1-3 | 4-7  | 8-10  |  |
| Correct grammar, punctuation, spelling, and acceptable business style  | 0 | 1-5 | 6-10 | 11-15 |  |

### Total Points

/100 max

### Submission Penalty:

Deduct five (5) points for failing to submit entry form with report

### Final Score

/100 max

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

City: \_\_\_\_\_ Region: \_\_\_\_\_

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

Judge's Comments:

## Outstanding Middle Level Adviser Recognition

*This awards honors FBLA Middle Level advisers who have contributed to the success of FBLA ML on the local, region, state and national levels.*

### **Eligibility & National Recognition**

Each state may submit one (1) nominee who is an adviser of an active local FBLA-Middle Level chapter. The nominee must have taught at least three years at the middle level and have been an active FBLA-Middle Level adviser for three years. Nominations are to be completed by the state chair or designee and will be recognized as a recipient of the national Middle Level Outstanding Adviser on the FBLA-PBL Web site.

### **Overview**

1. The nominee must submit a biographical sketch of no more than two pages and include the information listed below in the guidelines section. This information is submitted to the state chairman or designee who will complete the official event entry form and submit to the FBLA-PBL National Center.
2. Nominees for state and national Middle Level Outstanding Adviser must be selected in accordance with the regulations of the state chapter and national association.
3. Nominees must have been an FBLA-Middle Level adviser and middle level teacher for at least three years.

### **Procedure**

Criteria for selection of nominees at the state level should include, but are not limited to:

1. Number of years taught (indicate years at each level).
2. Indicate the number of district/regional, state, and national conferences attended (minimum of three required).
3. Indicate two unique activities that your local chapter has successfully completed.
4. Indicate any workshops led or other responsibilities at the above conferences attended.
5. Indicate how you integrate FBLA-Middle Level activities into your classes.
6. Include a recommendation letter from a fellow colleague or administrator.

### **Regulations**

The following information should be stapled together and RECEIVED by **February 18, 2012** deadline.

1. The event entry form completed by the local chapter president. Event entry form can be found in the National Middle Level Chapter Management Handbook.
2. A letter of recommendation addressed to the PA FBLA Staff Assistant/Middle Level Coordinator (Luke Skerpon) to the address below from the local chapter president naming the person nominated and giving the reasons for the nomination.
3. The nominee must submit a biographical sketch of no more than two pages and include the bullets listed above in the procedures section.
4. Optional. You may also include no more than three (3) additional letters of recommendations from school administrators, department or vocational supervisors, fellow FBLA advisers, other local officers, etc.

Materials should be sent to:

Mr. Luke Skerpon  
PA FBLA Staff Assistant/Middle Level Coordinator  
287 Hamilton Hall  
University Park, PA 16802  
[lskerpon@pafbla.us](mailto:lskerpon@pafbla.us)

## Outstanding Middle Level Member Recognition

*This awards honors FBLA Middle Level members who have contributed to the success of FBLA ML on the local, region, state and national levels.*

### Eligibility & National Recognition

Each state may submit one (1) student who is a member of an active local FBLA-Middle Level chapter and who is on record in the FBLA-PBL National Center as having paid dues by March 1 of the current school year. Nominations are to be completed by the state chairman or designee and will be recognized as a recipient of the national Outstanding Middle Level Member on the FBLA-PBL Web site.

### Overview

1. The nominee must submit a biographical sketch of no more than two pages and include the information listed below in the guidelines section. This information is submitted to the state chair or designee who will complete the official event entry form and submit to the FBLA-PBL National Center.
2. Nominees for state and national Middle Level Outstanding Member must be selected in accordance with the regulations of the state chapter and national association.

### Procedure

Criteria for selection of nominees at the state level should include, but are not limited to:

1. Number of years in FBLA-Middle Level.
2. Indicate the extent of participation in district/regional, state, and/or national programs and conferences.
3. Indicate the offices, chairmanships, and/or committee memberships held in FBLA-Middle Level.
4. Indicate your involvement in local activities and the outcome of at least one of the projects.
5. Answer the question, "What has FBLA done for me?"
6. Complete at least the Business Level in the Middle Level Achievement Program.
7. Include a recommendation letter from the local chapter adviser.

### Regulations

The following information should be stapled together and RECEIVED by **February 18, 2012** deadline.

1. The event entry form. Event entry form can be found in the National Middle Level Chapter Management Handbook.
2. A letter of recommendation addressed to the PA FBLA Staff Assistant/Middle Level Coordinator (Luke Skerpon) to the address below from the local chapter adviser naming the person nominated and giving the reasons for the nomination.
3. The nominee must submit a biographical sketch of no more than two pages and include the bullets listed above in the procedures section.
4. National FBLA Middle Level Achievement Program (MAP) entry form (and supporting documentation) with evidence of achieving at least the ***Business Level***.
5. Optional. You may also include no more than three (3) additional letters of recommendations from school administrators, department or vocational supervisors, fellow FBLA advisers, other local officers, etc.

Materials should be sent to:

Mr. Luke Skerpon  
PA FBLA Staff Assistant/Middle Level Coordinator  
287 Hamilton Hall  
University Park, PA 16802  
[lskerpon@pafbla.us](mailto:lskerpon@pafbla.us)

## **Outstanding Middle Level Supporter Recognition**

*This awards honors outstanding leaders from within the school and/or the business sector who have contributed to the success of FBLA Middle Level at the local, state and/or national levels.*

### **Eligibility & National Recognition**

Each state may submit one (1) person for Outstanding Middle Level Supporter. Nominations are to be completed by the state chairman or designee and will be recognized as a recipient of the national Outstanding Middle Level Supporter on the FBLA-PBL Web site.

### **Overview**

1. The nominee must submit a biographical sketch of no more than two pages and include the information listed below in the guidelines section. This information is submitted to the state chair or designee who will complete the official event entry form and submit to the FBLA-PBL National Center.
2. Nominees for Outstanding Middle Level Supporter must be selected in accordance with the regulations of the state chapter and the national association.
3. Nominees may be members of an educational institute (nonteaching staff) or the business community.

### **Procedure**

Criteria for selection of nominees at the state level should include, but are not limited to:

1. Years of participation in FBLA-Middle Level activities.
2. Promotion of FBLA-Middle Level through presentations, seminars, and school-related activities.
3. Contributions to local, district/regional, state activities, and/or national activities.
4. Financial assistance to and sponsorship of activities for local chapters.

### **Regulations**

The following information should be stapled together and RECEIVED by **February 18, 2012** deadline.

1. The event entry form. Event entry form can be found in the National Middle Level Chapter Management Handbook.
2. A letter of recommendation addressed to the PA FBLA Staff Assistant/Middle Level Coordinator (Luke Skerpon) to the address below from the local chapter adviser naming the person nominated and giving the reasons for the nomination.
3. The nominee must submit a biographical sketch of no more than two pages and include the bullets listed above in the procedures section.

Materials should be sent to:

Mr. Luke Skerpon  
PA FBLA Staff Assistant/Middle Level Coordinator  
287 Hamilton Hall  
University Park, PA 16802  
[lskerpon@pafbla.us](mailto:lskerpon@pafbla.us)

## Parliamentary Procedure Concepts – Middle Level (*Pennsylvania Only Event*)

*This event recognizes FBLA Middle Level members who demonstrate knowledge of basic principles of parliamentary procedure along with an understanding of FBLA's organization and procedures.*

### Description

This written objective test may include questions on parliamentary procedure principles, concepts, and terminology.

### Region/State Eligibility

Each middle level chapter may enter up to five members in this event. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### National Eligibility

There is no national eligibility. This event is for Pennsylvania members only.

### Procedure

1. A 45 minute objective test will be administered at the Region Leadership Conference based on the previously listed competencies. All participants in this event must report at the event time listed in the program. **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. **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, the participant will not be admitted to the testing area until he or she is in compliance.**
3. Participants must furnish their own No. 2 pencils and erasers.
4. 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.
5. The Region Adviser will submit all test results to the PA FBLA Staff Assistant / Middle Level Coordinator by January 20, 2012. This should include all student names, school names, test scores, and any tie-breaker information that was used.
6. If the region does not allow ML to test at the RLC, this test must be completed at the school home site during the middle level testing window. The 2011-12 ML Testing Window is February 1, 2012 to February 29, 2012. The local chapter adviser shall submit the objective test score to the PA FBLA Middle Level Coordinator February 29, 2012 via email.

### **Region and State Judging**

Tests will be machine and/or hand graded. Ties will be broken as follows:

**First Tiebreaker:** Participant who progressed farthest 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:** At local level, participant who submitted his/her completed test first will be rated higher. At state level, participant whose results were received first by the state FBLA office will be rated higher.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

There is no national recognition for participants. This event is a Pennsylvania only event.

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## Personal Finance Concepts – Middle Level (*Pennsylvania Only Event*)

*Financial literacy is essential in meeting the financial challenges of the 21<sup>st</sup> century. This event recognizes students who possess essential knowledge and skills related to financial issues, can analyze the rights and responsibilities of consumers, and apply knowledge to financial situations.*

### Description

This written objective test may include questions on financial principles related to personal decision making, earning a living (income/taxes), managing budgets and finance, saving and investing, buying goods and services, banking, credit, and insurance, and consumer math.

### State Eligibility

Each middle level chapter may enter up to five members in this event. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### National Eligibility

There is no national eligibility. This event is for Pennsylvania members only.

### Procedure

1. A 45 minute objective test will be administered at the Region Leadership Conference based on the previously listed competencies. All participants in this event must report at the event time listed in the program. **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. **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, the participant will not be admitted to the testing area until he or she is in compliance.**
3. Participants must furnish their own No. 2 pencils and erasers.
4. 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.
5. The Region Adviser will submit all test results to the PA FBLA Staff Assistant / Middle Level Coordinator by January 20, 2012. This should include all student names, school names, test scores, and any tie-breaker information that was used.
6. If the region does not allow ML to test at the RLC, this test must be completed at the school home site during the middle level testing window. The 2011-12 ML Testing Window is February 1, 2012 to February 29, 2012. The local chapter adviser shall submit the objective test score to the PA FBLA Middle Level Coordinator February 29, 2012 via email.

### **Region and State Judging**

Tests will be machine and/or hand graded. Ties will be broken as follows:

**First Tiebreaker:** Participant who progressed farthest 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:** At local level, participant who submitted his/her completed test first will be rated higher. At state level, participant whose results were received first by the state FBLA office will be rated higher.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

There is no national recognition for participants. This event is a Pennsylvania only event.

## Proofreading and Editing – Middle Level

*The ability to proofread work accurately is a valuable business tool. This event is designed to provide recognition for FBLA-Middle Level members who have learned basic proofreading techniques, the ability to proofread accurately, spelling and basic grammar rules.*

### **Description**

The objective test may include questions on proofreading, grammar, punctuation, word division, expression of numbers, capitalization and business spelling.

### **Business Education Curriculum Standards:**

Communication

### **Region/State Eligibility**

Each middle level chapter may enter up to five members in this event. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### **National Eligibility**

Each state may submit the top two (2) winners from its active local middle level chapters who are on record in the FBLA-PBL national office as having paid dues by January 31 of the current school year.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### **Procedure**

1. A 45 minute objective test will be administered at the Region Leadership Conference based on the previously listed competencies. All participants in this event must report at the event time listed in the program. **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. **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, the participant will not be admitted to the testing area until he or she is in compliance.**
3. Participants must furnish their own No. 2 pencils and erasers.
4. 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.
5. The Region Adviser will submit all test results to the PA FBLA Staff Assistant / Middle Level Coordinator by January 20, 2012. This should include all student names, school names, test scores, and any tie-breaker information that was used.
6. If the region does not allow ML to test at the RLC, this test must be completed at the school home site during the middle level testing window. The 2011-12 ML Testing Window is February 1, 2012 to February 29, 2012. The local chapter adviser shall submit the objective test score to the PA FBLA Middle Level Coordinator February 29, 2012 via email.

### **Region and State Judging**

Tests will be machine and/or hand graded. Ties will be broken as follows:

**First Tiebreaker:** Participant who progressed farthest 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:** At local level, participant who submitted his/her completed test first will be rated higher. At state level, participant whose results were received first by the state FBLA office will be rated higher.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

Each state may submit two winners who will be recognized by the national center on the FBLA-PBL web site and receive a medal of outstanding achievement.

## Spreadsheet – Middle Level

*Knowledge of spreadsheet applications is a necessity in today's high-tech business world. Middle level FBLA students must be able to apply various spreadsheet applications in a business environment, utilizing critical thinking and decision-making skills.*

### Description

Participants should be prepared to complete problems in a spreadsheet format, which may include various functions, including formatting, sorting, editing, creating and applying formulas and charts. Results will be based on accuracy and formula-view printout.

### **Business Education Curriculum Standards:**

Communication, Information Technology

### Region/State Eligibility

Each middle level chapter may enter up to five members in this event. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### National Eligibility

Each state may submit the top two entries. Entries may be created by an individual member or by a team, not to exceed three members. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL national center as having paid dues by January 31 of the current school year.

### Procedure

1. The competitor will take a skills test administered through school-site testing prior to the Regional Leadership Conference.
2. The production tests will be provided to the school-site test administrator at each school. The Proctor Instructions, Proctor Script, Proctor Certification Forms, and Student Certification Forms will be provided. **The local chapter adviser is NOT permitted to be the school site administrator.**
3. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment setup and warm-up. Problems are weighted according to difficulty and may be completed in any order.
4. Students may use only one computer for the event.
5. Participants may bring clip art or use the Internet to access graphics.
6. The finished product will be submitted in black and white on plain paper.
7. Word-division manuals and dictionaries may be used as reference materials.
8. Participants must recognize the necessity for accurate proofreading.
9. The region adviser, in consultation with the remaining local chapter advisers, must determine the procedure for returning the school-site tests to the region adviser.

Participants must furnish their own No. 2 pencils, erasers, and non-graphing, cordless calculators.

The skill portion of the test will count as 100% of the total score.

### **Region/State Judging**

Results will be based on accuracy and formula-view printout.

Ties will be broken as follows:

**First Tiebreaker:** Participant who progressed farthest 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:** Participant whose entry was received first by the state office will be rated higher.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

Each state will submit two winners who will be recognized by the national center on the FBLA-PBL web site, and individuals will receive a medal of outstanding achievement.

## **Web Page Creation – Middle Level**

*This event provides recognition for FBLA-Middle Level members who demonstrate an ability to develop a Web page using HTML or Web design software and deliver a message.*

### **Description**

The topic for this event for the 2011-2012 school year is:

*Create a web page highlighting MAP (Middle Level Achievement Program).*

### **Business Education Curriculum Standards:**

Information Technology

### **Region/State Eligibility**

Each middle level chapter may enter up to five teams in this event. Each team may consist of a minimum of one (1) member and a maximum of three (3) members. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### **National Eligibility**

Each state may submit the top two entries. Entries may be created by an individual member or by a team, not to exceed three members. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL national center as having paid dues by January 31 of the current school year.

### **Procedure**

1. The Web page may be one or two pages with at least one link.
2. The Web page must address the topic in the Description section. Entries will be judged according to the rating sheet.
3. The event entry form should accompany the presentation.
4. Web pages must be submitted on a CD or DVD and must be viewable with a variety of browsers (Netscape, Microsoft Internet Explorer, Safari, and more.).
5. Presentation should be clearly labeled with the name of the event, name of participant(s), school name and state.
6. To be eligible for region, state and national recognition, 2 copies of the multimedia presentation CD and event entry forms should be submitted to the PA FBLA Staff Assistant/Middle Level Coordinator, RECEIVED by deadline of February 18, 2012.
7. The submission must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the submission is well organized, contains substantiated statements, and is written in an acceptable business style.

2 copies of the submission and event entry should be mailed to:

Mr. Luke Skerpon  
PA FBLA Staff Assistant/Middle Level Coordinator  
287 Hamilton Hall  
University Park, PA 16802

Please do not use signature required on delivery method.

### **Region/State Judging**

Ties will be broken as follows:

**First Tiebreaker:** Total points of the *Content of Web page(s) effectively cover topic with all vital information included* section on the rating sheet.

**Second Tiebreaker:** Total points of the *Format, text, and graphics are consistent, well-balance and with no overlapping items that reduce readability* section on the rating sheet.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

Each state will submit two winners who will be recognized by the national center on the FBLA-PBL web site, and individuals will receive a medal of outstanding achievement.

## Web Page Creation – Middle Level

### Presentation Rating Sheet

| Evaluation Item   | Not Demonstrated | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations | Points Earned |
|---|------------------|----------------------------|--------------------|----------------------|---------------|
| <b>Overall Appeal</b>   |                  |                            |                    |                      |               |
| Grabs audience attention.   | 0                | 1-3                        | 4-7                | 8-10                 |               |
| Content of Web page(s) effectively cover topic with all vital information included (who, what when, where, why, how.)   | 0                | 1-3                        | 4-7                | 8-10                 |               |
| Appeals to audience   | 0                | 1-2                        | 3-4                | 5                    |               |
| <b>Layout</b>   |                  |                            |                    |                      |               |
| Creative and original.  | 0                | 1-2                        | 3-4                | 5                    |               |
| Format, text, and graphics are consistent, well-balanced and with no overlapping items that reduce readability.   | 0                | 1-3                        | 4-7                | 8-10                 |               |
| Graphics are appropriate to subject and are effectively utilized.   | 0                | 1-2                        | 3-4                | 5                    |               |
| Font selection (type, size, style, kerning, leading, etc.) is appropriate and appealing.  | 0                | 1-2                        | 3-4                | 5                    |               |
| Use of color is appealing   | 0                | 1-2                        | 3-4                | 5                    |               |
| <b>Technical Features</b>   |                  |                            |                    |                      |               |
| Site uses innovating technology tools and enhancements effectively (i.e., streaming video or audio, flash type program.)  | 0                | 1-3                        | 4-7                | 8-10                 |               |
| Web pages are viewable on standard browsers.  | 0                | 1-2                        | 3-4                | 5                    |               |
| Copyright laws have been adhered to and any photos, text, trademarks, or names used on the site are supported by proper documentation and approvals are indicated on the Web page(s). | 0                | 1-3                        | 4-7                | 8-10                 |               |
| <b>Navigation</b>   |                  |                            |                    |                      |               |
| Links are appropriate and support topic.  | 0                | 1-2                        | 3-4                | 5                    |               |
| All links are functional and allow viewer path back to home page.   | 0                | 1-3                        | 4-7                | 8-10                 |               |
| Navigational scheme is logical and effective.   | 0                | 1-2                        | 3-4                | 5                    |               |
| <b>Total Points</b>   | /100 max         |                            |                    |                      |               |
| <b>Submission Penalty:</b> Deduct five (5) points for failing to submit entry form with presentation.   |                  |                            |                    |                      |               |
| <b>Penalty Points:</b> Deduct 1 point for a typographical, spelling, punctuation, or grammar error.   |                  |                            |                    |                      |               |
| <b>Final Score</b>  | /100 max         |                            |                    |                      |               |

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ City: \_\_\_\_\_

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

Judge's Comments:

## Standards of Mailability

Materials submitted in these events are graded against the standard of zero errors and business-like format. The Format Guide must be followed for proper formatting of any type of word processing documents in Word Processing I & II and Computer Applications. See the Format Guide.

In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points per error.

1. Omission of a nonessential part of a document (e.g., reference initials, enclosure notation)
2. Minor errors in vertical placement
3. Minor errors in horizontal placement
4. Minor spacing errors
5. Inserted or omitted words that do not change the meaning of the sentence
6. Transposed words that do not change the meaning of the sentence

The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.

1. Failure to follow specific directions
2. Keying or spelling errors
3. Inserted or omitted words that change the meaning of the sentence
4. Omission of essential parts of a document (e.g., date, inside address)
5. Format Guide not followed



Cover Sheet for  
**American Enterprise Project  
Community Service Project  
Local Chapter Activity Report  
Go Green Project**

School: \_\_\_\_\_ State: \_\_\_\_\_

Chapter Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal's Name: \_\_\_\_\_

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



**WEB PAGE CREATION**  
**Entry Form**  
**This form must be completed and mailed.**

|   |  |                           |  |
|---|--|---------------------------|--|
| School:   |  | City:                     |  |
| Adviser:  |  | Adviser<br>Email:         |  |
| <b>Team Members (must have one, two, or three members who are registered for the conference):</b>   |  |                           |  |
| 1.  |  | 2.                        |  |
|   |  | 3.                        |  |
| <b>Website URL Address:<br/>(if applicable)</b>   |  |                           |  |
| <b>2011-2012 Topic:</b>   |  |                           |  |
| <i>Create a web page highlighting MAP (Middle Level Achievement Program).</i>   |  |                           |  |
| <p>If you submit your entry via URL:<br/>         You are prohibited from making any modifications to your website after the deadline for submission is established by your region adviser. Your website must be viewable from the date of submission to the region adviser through January 31, 2011. If your web server is down during one of the judging days, the judges will make every attempt to return to your site on another day for judging. However, this cannot be guaranteed. You may also submit a CD to judge from rather than submitting a URL. If you submit your entry on CD, you must following these guidelines:</p> <p>If you submit your entry via CD or DVD:<br/>         This form must be completed and attached to the CD-R (not CD-RW), or DVD-ROM supporting this entry. Submissions on diskette, videotape or ZIP disk will not be accepted. <b>YOU MUST SUBMIT TWO (2) COPIES OF YOUR WEBSITE. Two copies of this form with the accompanying CD MUST be submitted. Points will be deducted for not submitting this form with the production CD. CD must be labeled with competitors' names, school, region and name of event.</b></p> |  |                           |  |
| We, the undersigned, attest that the design, creation, and implementation of this website are the original work of our chapter members, signed below. We agree that this website may be linked, promoted, and used in any way by Pennsylvania FBLA for purposes of promoting the association.   |  |                           |  |
| Chapter Adviser's Signature   |  | Team Member 1's Signature |  |
|   |  |                           |  |
| Team Member 2's Signature   |  | Team Member 3's Signature |  |
|   |  |                           |  |

## **STATE CHAPTER RECOGNITION INFORMATION**

### **LARGEST LOCAL MARKET SHARE**

- 1) Local Chapters must submit the required documentation for this event postmarked by February 4, 2012. The LOCAL MARKET SHARE EVENT ENTRY FORM is located on the next page of this Competitive Events Policy Handbook.
- 2) Send the completed entry to:

Mr. Luke Skerpon  
PA FBLA Staff Assistant/Middle Level Coordinator  
287 Hamilton Hall  
University Park, PA 16802  
[lskerpon@pafbla.us](mailto:lskerpon@pafbla.us)

### **LARGEST LOCAL CHAPTER MEMBERSHIP**

This award will be determined by the state office.

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

This award will be determined by the state office.

### **LARGEST CHAPTER PARTICIPATION IN MIDDLE LEVEL INDIVIDUAL ACHIEVEMENT AWARDS**

This award will be determined by the state office.

**LOCAL CHAPTER MARKET SHARE  
EVENT ENTRY FORM**

CHAPTER NAME \_\_\_\_\_ CHAPTER # \_\_\_\_\_

ADVISER NAME \_\_\_\_\_

ADVISER EMAIL ADDRESS \_\_\_\_\_

TOTAL NUMBER OF MEMBERSHIP: \_\_\_\_\_  
(2011-2012 SCHOOL YEAR)

TOTAL SCHOOL DISTRICT POPULATION: \_\_\_\_\_

MARKET SHARE: \_\_\_\_\_ %  
(MEMBERSHIP / TOTAL POPULATION)

THIS FORM IS TO BE SUBMITTED TO:

Mr. Luke Skerpon  
PA FBLA Staff Assistant/Middle Level Coordinator  
287 Hamilton Hall  
University Park, PA 16802  
[lskerpon@pafbla.us](mailto:lskerpon@pafbla.us)

**Postmark deadline** is February 4, 2012

## **NATIONAL CHAPTER & INDIVIDUAL RECOGNITION INFORMATION**

### **INDIVIDUAL ACHIEVEMENT AWARDS**

The individual achievement awards are the Middle Level version of the High School Business Achievement Awards.

There are three (3) levels of this award:

- Entrepreneur Level
- Business Level
- Enterprise Level

The criteria and event entry forms for these awards are in the National Middle Level Chapter Management Handbook, and are available on the national FBLA website at [www.fbla-pbl.org](http://www.fbla-pbl.org)

These must be submitted to the National Office, by March 1.

### **MEMBERSHIP MADNESS/MANIA AWARDS**

These awards recognize members for their recruitment efforts.

The criteria and event entry forms for these awards are in the National Middle Level Chapter Management Handbook, and are available on the national FBLA website at [www.fbla-pbl.org](http://www.fbla-pbl.org)

These must be submitted to the National Office, by April 1.

### **MIDDLE LEVEL CHAPTER EXCELLENCE AWARD**

The criteria and event entry forms for this award is in the National Middle Level Chapter Management Handbook, and is available on the national FBLA website at [www.fbla-pbl.org](http://www.fbla-pbl.org)

This must be submitted to the National Office, by April 1.

### **100% CLASS PARTICIPATION AWARD**

The criteria and event entry forms for is award is in the National Middle Level Chapter Management Handbook, and is available on the national FBLA website at [www.fbla-pbl.org](http://www.fbla-pbl.org)

This must be submitted to the National Office, by April 1.

### **MEMBERSHIP ACHIEVEMENT FORM**

The criteria and event entry form for this award is in the National Middle Level Chapter Management Handbook, and is available on the national FBLA website at [www.fbla-pbl.org](http://www.fbla-pbl.org)

This must be submitted to the National Office, by April 1.

### **LOCAL RECRUITMENT OF CHAPTERS FORM**

The criteria and event entry form for this award is in the National Middle Level Chapter Management Handbook, and is available on the national FBLA website at [www.fbla-pbl.org](http://www.fbla-pbl.org)

This must be submitted to the **STATE** office by April 1.

Submit event entry form to:

Mr. Luke Skerpon  
PA FBLA Staff Assistant/Middle Level Coordinator  
287 Hamilton Hall  
University Park, PA 16802  
[lskerpon@pafbpa.us](mailto:lskerpon@pafbpa.us)

The state office will forward submissions to the National Office.

### **FBLA-PBL ADVISER WALL OF FAME**

The criteria and event entry forms for this awards is in the National Middle Level Chapter Management Handbook, and is available on the national FBLA website at [www.fbla-pbl.org](http://www.fbla-pbl.org)

This must be submitted to the National Office by May 1.

### **FBLA MIDDLE LEVEL GO-GREEN PROJECT**

The criteria and event entry forms for this award is in the National Middle Level Chapter Management Handbook, and is available on the national FBLA website at [www.fbla-pbl.org](http://www.fbla-pbl.org)

This must be submitted to the National Office by May 15.

## PDE EQUAL OPPORTUNITY STATEMENT

The Pennsylvania Department of Education (PDE) does not discriminate in its educational programs, activities, or employment practices, based on race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other legally protected category. Announcement of this policy is in accordance with State law including the Pennsylvania Human Relations Act and with Federal law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

If you have any questions about this publication, or for additional copies, contact:

FBLA Facilitator, Bureau of Career and Technical Education, Pennsylvania Department of Education, 717.346.9723, **OR** Bruce E. Boncal, PA FBLA Executive Director/State Chairman, 570.398.4652, [bboncal@pafbla.us](mailto:bboncal@pafbla.us) **OR** Luke Skerpon, PA FBLA Staff Assistant/Middle Level Coordinator, 570.885.3554, [lskerpon@pafbla.us](mailto:lskerpon@pafbla.us)

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

**Complaints regarding discrimination in schools:**

Human Relations Representative  
Intake Division  
Pennsylvania Human Relations Commission  
[www.phrc.state.pa.us](http://www.phrc.state.pa.us)  
Harrisburg Regional Office: Voice (717) 787-9784, Text (717) 787-7279  
Pittsburgh Regional Office: Voice (412) 565-5395, Text (412) 565-5711  
Philadelphia Regional Office: Voice (215) 560-2496, Text (215) 560-3599

**Complaints against a Pennsylvania Department of Education employee:**

Pennsylvania Department of Education  
Equal Employment Opportunity Representative  
Bureau of Human Resources  
11<sup>th</sup> Floor, 333 Market Street  
Harrisburg, PA 17126-0333  
Voice Telephone: (717) 787-4417  
Fax: (717) 783-9348  
Text Telephone TTY: (717) 783-8445

**Information on accommodations within the Department of Education for persons with disabilities:**

Pennsylvania Department of Education  
Americans with Disabilities Act Coordinator  
Bureau of Human Resources  
11<sup>th</sup> Floor, 333 Market Street  
Harrisburg, PA 17126-0333  
Voice Telephone: (717) 787-4417  
Fax: (717) 783-9348  
Text Telephone TTY: (717) 783-8445

**Title IX and general questions regarding educational law or issues:**

Pennsylvania Department of Education  
School Services Unit  
Director  
5<sup>th</sup> Floor, 333 Market Street  
Harrisburg, PA 17126-0333  
Voice Telephone: (717) 783-3750  
Fax: (717) 783-6802  
Text Telephone TTY: (717) 783-8445