

FUTURE BUSINESS LEADERS OF AMERICA

Pennsylvania State Chapter
www.pafbla.org



MIDDLE LEVEL COMPETITIVE EVENTS POLICY HANDBOOK

November 2017 Edition

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Pennsylvania FBLA
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FBLA-PBL's mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs

Pennsylvania FBLA's vision is to use innovative leadership opportunities incorporating traditional meetings and emerging technologies to inspire students to achieve their full potential and to help them prepare for tomorrow's business world.

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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.

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.

This handbook is to be used in conjunction with the National Chapter Management Handbook. Advisers should appoint certain members to be responsible for the content of the National Chapter Management Handbook.

The material in this Pennsylvania FBLA Middle Level Competitive Events Handbook, approved by the Pennsylvania FBLA Board of Directors, is considered Board policy.

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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Revised September 2011
Revised October 2012
Revised October 2013
Revised November 2014
Revised November 2015
Revised September 2016
Revised November 2017

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.

2017-2018 Pennsylvania FBLA – Middle Level Competitive Events Quick Reference Guide

Event	Grade	Type*	Members**	State***	National****	Legend
Agribusiness Concepts	5-8	Objective	5 per chapter	Rec (3)		Rec = Recognition * 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. **Number in parentheses denotes the number of individuals/teams per chapter per event that you may enter. *** Number in parentheses denotes a number of competitors/teams receiving recognition from the state office **** Number in parentheses denotes number of competitors/ teams receiving recognition from the national office
American Enterprise Project		Chapter	1 per chapter	Rec (3)		
Business Concepts	5-8	Objective	5 per chapter	Rec (3)		
Business Math & Financial Literacy	5-8	Objective	5 per chapter	Rec (3)	Rec (2)	
Business Spelling	5-8	Objective	5 per chapter	Rec (3)		
Career Exploration	5-8	Objective	5 per chapter	Rec (3)	Rec (2)	
Community Service Project		Chapter	1 per chapter	Rec (3)	Rec (2)	
Computer Concepts	5-8	Objective	5 per chapter	Rec (3)		
Computer Slide Show Presentation	5-8	State Only (1-3)	5 teams per chapter	Rec (3)		
Current Events	5-8	Objective	5 per chapter	Rec (3)		
Desktop Publishing Application	5-8	School Site (1-3)	5 teams per chapter	Rec (3)	Rec (2)	
Elevator Speech	5-8	State Only (1)	5 per chapter	Rec (3)	Rec (2)	
Employability Skills	5-8	Objective	5 per chapter	Rec (3)		
FBLA Creed/Code of Ethics/Pledge	5-8	Objective	5 per chapter	Rec (3)		
FBLA Programs & Concepts	5-8	Objective	5 per chapter	Rec (3)		
Google Concepts	5-8	Objective	5 per chapter	Rec (3)		
Internet Concepts	5-8	Objective	5 per chapter	Rec (3)		
Introduction to Business Communication	5-8	Objective	5 per chapter	Rec (3)		
Introduction to Computer Science & Coding	5-8	Objective	5 per chapter	Rec (3)	Rec (2)	
Keyboarding Applications I	5-8	School Site (1)	5 per chapter	Rec (3)		
Keyboarding Applications II	5-8	School Site (1)	5 per chapter	Rec (3)		
Leadership Concepts	5-8	Objective	5 per chapter	Rec (3)		
Local Chapter Activities Report		Chapter	1 per chapter	Rec (3)		
Marketing Concepts	5-8	Objective	5 per chapter	Rec (3)		
Multimedia & Website Development	5-8	State Only & Objective	5 per chapter	Rec (3)	Rec (2)	
Outstanding Middle Level Adviser		Chapter	1 per chapter	Rec (1)		
Outstanding Middle Level Chapter		Chapter	1 per chapter	Rec (10)		
Outstanding Middle Level Member	5-8	Chapter	1 per chapter	Rec (1)		
Outstanding Middle Level Supporter		Chapter	1 per chapter	Rec (1)		
Parliamentary Procedure Concepts	5-8	Objective	5 per chapter	Rec (3)		
Partnership with Business		Chapter	1 per chapter	Rec (3)		
Personal Financial Concepts	5-8	Objective	5 per chapter	Rec (3)		
Public Service Announcement	5-8	State Only (1-3)	5 teams per chapter	Rec (3)		
Social Media Concepts	5-8	Objective	5 per chapter	Rec (3)		
Sports & Entertainment Management Concepts	5-8	Objective	5 per chapter	Rec (3)		
Spreadsheet	5-8	School Site (1)	5 per chapter	Rec (3)		
Technology Concepts	5-8	Objective	5 per chapter	Rec (3)		

Events Requiring Pre-submission of Items:

- **American Enterprise Project:** Upload to online Event Entry Form by established due date
- **Community Service Project:** Upload to online Event Entry Form by established due date
- **Computer Slide Show Presentation:** Upload to online Event Entry Form by established due date
- **Desktop Publishing Application:** Completed school site production test; upload to online Event Entry Form by established date
- **Elevator Speech:** Upload to online Event Entry Form by established due date
- **Keyboarding Applications I:** Completed school site production test – upload to online Event Entry Form by established due date
- **Keyboarding Applications II:** Completed school site production test – upload to online Event Entry Form by established due date
- **Local Chapter Activities Report:** Upload to online Event Entry Form by established due date
- **Multimedia & Website Development:** Upload to online Event Entry Form by established due date, also take objective test
- **Outstanding Chapter Criteria:** Must submit online forms via given instructions on PA FBLA website by established deadline
- **Outstanding Middle Level Adviser/Member/Supporter:** Must submit entry form, letter of recommendation, biographical sketch/resume – upload to online Event Entry Form – may also include 3 additional letters of recommendation
- **Partnership with Business:** Upload to online Event Entry Form by established due date
- **Public Service Announcement:** Upload to online Event Entry Form by established due date
- **Spreadsheet:** Completed school site production test – upload to online Event Entry Form by established due date

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.
- The length of ladies' dresses, skirts, etc., shall be no shorter than 1 inch above the top of the ladies' knees.

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, tightmail-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

At the State Leadership Workshop, part of the business attire requirement may be waived on Monday to allow for an “official” shirt to be worn from the waist up. Compliance with the dress code is a requirement for all other elements of dress even if wearing an “official” shirt.

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.

Delegates shall wear their conference name tags **at all times** while at the conference site.

*Revised/approved by the PA FBLA Board of Directors, May 19, 2012.

EVENT REGISTRATION FORM
(for local chapter planning purposes only)

School _____

Please complete the following form listing the names and grades (5-8) of students entering the event specified and use it as the source document for students competing in the Middle Level Competitive Events Program. All advisers are required to register members for competitive events through the PA FBLA website.

		Name	Grade
Agribusiness Concepts	(5 per chapter)	_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____
Business Concepts	(5 per chapter)	_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____
Business Math & Financial Literacy	(5 per chapter)	_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____

		Name	Grade
Business Spelling	(5 per chapter)	_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____
Career Exploration	(5 per chapter)	_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____
Computer Concepts	(5 per chapter)	_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____
Computer Slide Show Presentation	(5 teams of 2-3)	1. _____	_____
		_____	_____
		_____	_____
		2. _____	_____
		_____	_____
		_____	_____

Computer Slide Show Presentation (con't)	(5 per chapter)	3. _____	_____
		_____	_____
		_____	_____
		4. _____	_____
		_____	_____
		_____	_____
		5. _____	_____
		_____	_____
		_____	_____
Current Events	(5 per chapter)	_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____
Desktop Application Programming	(up to 5 teams of 2-3)	1. _____	_____
		_____	_____
		_____	_____
		2. _____	_____
		_____	_____
		_____	_____
		3 _____	_____
		_____	_____
		_____	_____

Desktop Application Programming (con't)	(up to 5 teams of 2-3)	4.	_____	_____
			_____	_____
			_____	_____
		5.	_____	_____
			_____	_____
			_____	_____
Elevator Speech	(5 per chapter)		_____	_____
			_____	_____
			_____	_____
			_____	_____
			_____	_____
Employability Skills	(5 per chapter)		_____	_____
			_____	_____
			_____	_____
			_____	_____
			_____	_____
FBLA Creed/Code of Ethics/ Pledge	(5 per chapter)		_____	_____
			_____	_____
			_____	_____
			_____	_____
			_____	_____

FBLA Programs & Concepts (5 per chapter)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Google Concepts (5 per chapter)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Internet Concepts (5 per chapter)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Introduction to (5 per chapter)
Business Communications

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Introduction to (5 per chapter)
Computer Science & Coding

_____	_____
_____	_____
_____	_____
_____	_____

Keyboarding Apps I (5 per chapter)

Keyboarding Apps II (5 per chapter)

Leadership Concepts (5 per chapter)

Marketing Concepts (5 per chapter)

Multimedia & Website Development	(5 per chapter)		
Parliamentary Procedure Concepts	(5 per chapter)		
Personal Finance Concepts	(5 per chapter)		
Public Service Announcement	(up to 5 teams of 2-3)	1.	
		2.	
		3	

		4		
		5.		
Social Media Concepts	(5 per chapter)			
Sports & Ent. Mgmt Concepts	(5 per chapter)			
Spreadsheet	(5 per chapter)			

Technology Concepts (5 per chapter)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Agribusiness Concepts – Middle Level **(Pennsylvania Only Event)**

This event recognizes FBLA members who demonstrate an understanding of the basic skills in business agribusiness concepts and procedures.

Competencies

Objective Test Competencies

- Economics
- Finance and accounting
- Health, safety, and environmental management
- Management analysis and decision making
- Marketing
- Terminology and trends

Business Education Curriculum Standards:

Accounting; Economics & Personal Finance; Entrepreneurship; Management; Marketing

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. A 45 minute objective test will be administered based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at www.pafbld.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.
1. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
4. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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

American Enterprise Project – Middle Level **(Pennsylvania Only Event)**

This event recognizes FBLA Middle Level chapters that develop projects within the school and/or community that increase understanding of and support for the American enterprise system by developing an information/education program.

Competencies

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

- Arrange report logically and in proper business style
- Demonstrate good written communication skills
- Describe project development and implementation

Business Education Curriculum Standards:

Communication; Economics and Personal Finance; Entrepreneurship; Management

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.

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. Reports must be keyed in the order of the questions listed below in the Report Format section.
2. The report 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. Each side of the paper providing information is counted as a page.

Procedure

1. The participant(s) must submit the following items:
 - a. An event entry form, which is posted on the PA FBLA website, certified by the local chapter.
 - b. **The materials must be received by the PA FBLA Middle Level Coordinator by the deadline date published at www.pafbla.org/importantdates.php which is posted on the PA FBLA website. Failure to submit these documents by the received by date will result in the participants being disqualified.**
 - c. A PDF of the report must be uploaded by the chapter adviser and received by the deadline posted on the www.pafbla.org website.

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 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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



AMERICAN ENTERPRISE PROJECT

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	
Report Format					
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	
Subtotal					/100 m
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> over five (5) pages <input type="checkbox"/> no page numbers <input type="checkbox"/> report format does not follow rating sheet <input type="checkbox"/> entry labeled incorrectly on the upload					
Total Points					/100 m

School: _____ Region: _____

Name(s) _____

Judge's Signature: _____

_____ Date: _____

Judge's Comments:

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.

Competencies

Objective Test Competencies

- Characteristics and organization of business
- Consumerism
- Money management and banking
- Career awareness
- Rights and responsibilities of managers, employees, owners and government

Business Education Curriculum Standards:

Career Development; Communication; Computation; Economics & Personal Finance; Information Technology

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

5. A 45 minute objective test will be administered based on the previously listed competencies.
6. The participant must comply with the PA FBLA Dress Code which can be found at 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.
7. Participants must furnish their own No. 2 pencils and erasers.
2. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
8. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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

Business Math & Financial Literacy – Middle Level

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.

Competencies

Objective Test Competencies

- Basic math concepts
- Decimals
- Fractions
- Percentages
- discounts

Business Education Curriculum Standards:

Computation

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

9. A 45 minute objective test will be administered based on the previously listed competencies.
10. The participant must comply with the PA FBLA Dress Code which can be found at 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.
11. Participants must furnish their own No. 2 pencils and erasers.
3. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
12. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd 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.

Business Spelling – Middle Level ***(Pennsylvania Only Event)***

Learning to spell is 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.

Competencies

Objective Test Competencies

- Spelling words commonly used in a business environment

Business Education Curriculum Standards:

Communication

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

13. A 45 minute objective test will be administered based on the previously listed competencies.
14. The participant must comply with the PA FBLA Dress Code which can be found at www.pafbala.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.
15. Participants must furnish their own No. 2 pencils and erasers.
4. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
16. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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

Career Exploration – Middle Level

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

Competencies

- Skills
- Career Plans
- Career Goals
- Job Searches
- Job Applications
- Cover Letters
- Resumes
- Interviews
- *Occupational Outlook Handbook*
- Basic Career Education

Business Education Curriculum Standards:

Career Development; Communication

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

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 based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at 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.
5. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
4. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd 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 their community.

Competencies

Reports must describe one chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation rather than individual participation. Local chapters are encouraged to perform a wide range of service activities but to focus on one project in detail for this report.

- Arrange report logically and in proper business style
- Demonstrate good written communication skills
- Describe project development and implementation

Business Education Curriculum Standards:

Communication; Management; 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.

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. Reports must be keyed in the order of the questions listed below in the Report Format section.
2. The report must describe a community service 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.

Procedure

1. The participant(s) must submit the following items:
 - a. An event entry form, which is posted on the PA FBLA website, certified by the local chapter.
 - b. **The materials must be received by the PA FBLA Middle Level Coordinator by the deadline date published at www.pafbla.org/importantdates.php which is posted on the PA FBLA website. Failure to submit these documents by the received by date will result in the participants being disqualified.**
 - c. A PDF of the report must be uploaded by the chapter adviser and received by the deadline posted on the www.pafbla.org website.

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.

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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 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 1st, 2nd and 3rd 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

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	
Report Format					
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	
Subtotal					/100 m
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> over five (5) pages <input type="checkbox"/> no page numbers <input type="checkbox"/> report format does not follow rating sheet <input type="checkbox"/> entry labeled incorrectly on the upload					
Total Points					/100 m

School: _____ Region: _____

Name(s) _____

Judge's Signature: _____

_____ Date: _____

Judge's Comments:

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.

Competencies

Objective Test Competencies

- Basic computer principles
- Terminology
- Computer application concepts
- Programming concepts and procedures
- Computer equipment

Business Education Curriculum Standards:

Information Technology

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. A 45 minute objective test will be administered based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at 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.
6. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
4. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing

the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd 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 ***(Pennsylvania Only Event)***

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

Competencies

Objective Test Competencies

- Multimedia Presentation Software
- Basic presentation function
- Topic-specific knowledge

Business Education Curriculum Standards:

Communication; Information Technology

2018 Topic:

The topic for this slide show for the 2017-2018 school year is:

Create a computer slideshow presentation on the FBLA-PBL Dress Code.

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.

It is the responsibility of:

Local chapter adviser

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

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. The participant(s) must submit the following items:
 - a. An event entry form, which is posted on the PA FBLA website, certified by the local chapter.
 - b. **The materials must be received by the PA FBLA Middle Level Coordinator by the deadline date published at www.pafbla.org/importantdates.php which is posted on the PA FBLA website. Failure to submit these documents by the received by date will result in the participants being disqualified.**
3. Presentations should be at least one (1) minute and no more than three (3) minutes in length.

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4. 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.
 5. **PowerPoints must be uploaded by the chapter adviser and received by the deadline posted on the PA FBLA website. After chapter advisers register students, specific instructions regarding the upload will be sent directly to the chapter adviser.**

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 1st, 2nd and 3rd 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

Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
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Content

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.

Competencies

Objective Test Competencies

- Current news events

Business Education Curriculum Standards:

Communication

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. A 45 minute objective test will be administered based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at www.pafbala.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.
7. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
4. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd 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 ***(Pennsylvania Only Event)***

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

Competencies

Production Test Competencies

- Create, design and produce usable copy on a computer
- Using desktop publishing software
- Create documents such as a flyer, brochure, etc.
- Use of graphics, text, layout creativity and appropriate fonts and type sizes

Business Education Curriculum Standards:

Communications, Information Technology

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.

It is the responsibility of:

Local chapter adviser

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

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. All production tests will occur during the established middle level testing window as noted on the PA FBLA website. 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.
2. **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. The FBLA Format Guide may be used as reference materials. No other materials are permitted to be used.
5. Participants may bring clip art or use the Internet to access graphics.

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6. The finished product will be submitted in black and white on plain paper.
 7. Participants must recognize the necessity for accurate proofreading.
 9. Completed school-site skills tests will be submitted to the PA FBLA Staff Assistant/ML Coordinator via given directions to the School Site Administrator. The adviser may NOT assist in the submission of materials.
 10. Participants must furnish their own No. 2 pencils, erasers, and non-graphing, cordless calculators.
 11. 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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

Standards of Mailability

Materials submitted in this event 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 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(s) of a document (Examples: reference initials, enclosure notation, etc.)
2. Minor error in vertical placement.
3. Minor error 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 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 (Examples: date, inside address, etc.).
5. Format Guide not followed.



Desktop Publishing Application – Middle Level

Production Test Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
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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:

Elevator Speech – Middle Level

This event recognizes FBLA Middle-Level members who are beginning to develop qualities of business leadership by developing effective speaking skills. All participants will submit a recorded, memorized speech for judging at the state level.

Competencies

- Public speaking skills
- Topic-specific knowledge
- Research
- Presentation

Business Education Curriculum Standards:

Communication

2018 Topic

The topic for this event for the 2017-2018 school year is:

Present an elevator speech to a State Senator about how FBLA Middle Level helps students develop leadership skills and why it is to have this organization in middle schools.

State Eligibility

Each middle level chapter may enter up to five individual entries 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. The participant must comply with the PA FBLA Dress Code which can be found at www.pafbld.org/dresscode.php when completing the recording of the prepared speech.
2. The speech should be no longer than 30 seconds in length and follow the given prompt.
3. Students must also prepare at least one visual aid (flyer, brochure, etc.) about FBLA Middle in addition to creating their own business card. Both of these will be uploaded with the speech submission.
3. Each participant's speech must be the result of his or her own efforts. Facts and working data may be secured from any source. The speech must be prepared by the student member, not advisers. Local advisers should serve as consultants to ensure that the speech is well organized, contains substantiated statements and is written in a business style.

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4. When delivering and recording the speech, the participant may use notes prepared before the event. Camera should show full body length of speaker, and not be moved during speech. Individual delivering speech may move, as appropriate in their speech, but the camera should remain in one location. Speech may NOT be edited and must be video in one take without digital editing.
 5. Candidate should introduce themselves – including name and school – prior to beginning speech.
 6. No visual aids may be used.
 7. Podiums and lecterns may not be used during the recording of this event.
 8. **Videos must be uploaded to YouTube by the chapter adviser and received by the deadline posted on the PA FBLA website. YouTube upload guidelines are posted under ‘Competitive Events’ on the Middle Level section of the PA FBLA website. The Event Entry Form must be submitted by the deadline.**

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 1st, 2nd and 3rd 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.



ELEVATOR SPEECH

Performance Rating Sheet

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Obvious incorporation of provided topic	0	1-3	4-7	8-10	
Incorporated FBLA Goals and Related Topic to Audience	0	1-3	3-4	5	
Business Card	0	1-3	3-4	5	
Visual Aid (Brochure, Flyer, etc.)	0	1-3	3-4	5	
Organization					
Immediate introduction of topic	0	1-5	6-10	11-15	
Strong support (body) for topic	0	1-5	6-10	11-15	
Effective and memorable conclusion	0	1-5	6-10	11-15	
Delivery					
Extemporaneous delivery; i.e., not merely read from a script or notes	0	1-3	4-7	8-10	
Professional tone, appropriate language	0	1-3	4-7	8-10	
Effective posture, body language, eye contact, gestures	0	1-2	3-4	5	
Presentation is sincere, engaging, interesting, original, creative, and convincing	0	1-2	3-4	5	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation under 0:25 or over 0:35 seconds. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name: _____

School: _____ Region: _____

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.

Competencies

Objective Test Competencies

- Basic knowledge of employment process
- Career goals
- Other employability skills

Business Education Curriculum Standards:

Career Development; Communication

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. A 45 minute objective test will be administered based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at 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.
8. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
4. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing

the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd 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.

Competencies

Objective Test Competencies

- FBLA Creed
- FBLA Code of Ethics
- FBLA Pledge

Business Education Curriculum Standards:

N/A

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. A 45 minute objective test will be administered based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at 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. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
5. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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

FBLA Programs & Concepts – Middle Level

(Pennsylvania Only Event)

Members in FBLA should be knowledgeable about the Association and the information found in official publications. This event provides recognition for FBLA members who are interested in learning about the background and current information of FBLA-PBL.

Competencies

Objective Test Competencies

- FBLA organization, bylaws, and handbook
- FBLA middle level competitive event guidelines
- FBLA national publications
- FBLA creed and national goals

Business Education Curriculum Standards:

N/A

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. A 45 minute objective test will be administered based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at 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. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
5. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing

the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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

Google Concepts – Middle Level **(Pennsylvania Only Event)**

Knowledge of online platforms that offer a collaborative environment is crucial in the world of educational information technology. This event process recognition for FBLA Middle Level members who can show essential basic knowledge of the Google Apps program and related concepts.

Competencies

Objective Test Competencies

- Google Apps Products
- Basic functions of online platform
- Live collaborative documents
- Educational use of platform and applications

Business Education Curriculum Standards:

Information Technology

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. A 45 minute objective test will be administered based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at 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. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
5. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing

the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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

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.

Competencies

Objective Test Competencies

- General information about the internet
- World wide web
- Browsers
- Email
- Computer security
- Ethics and privacy

Business Education Curriculum Standards:

Information Technology

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. A 45 minute objective test will be administered based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at 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. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
5. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be

ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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

Introduction to Business Communication – Middle Level ***(Pennsylvania Only Event)***

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.

Competencies

- Proofreading
- Grammar
- Punctuation
- Word division
- Expression of numbers
- Capitalization
- Business spelling

Business Education Curriculum Standards:
Communication

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

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 based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at 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. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
5. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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

Introduction to Computer Science & Coding – Middle Level

The ability to use computer coding and have knowledge of information technology is a valuable business tool. This event is designed to provide recognition for FBLA Middle Level members who have learned basic computer science and coding methods.

Competencies

- Computational Thinking and Problem Solving
- Algorithms and Programs
- Logical Reasoning
- Basic Coding
- Manipulating and Analyzing Data Using Digital Tools
- Robotics

Business Education Curriculum Standards:

Communication; Information Technology

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

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

6. A 45 minute objective test will be administered based on the previously listed competencies.
7. The participant must comply with the PA FBLA Dress Code which can be found at 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.
8. Participants must furnish their own No. 2 pencils and erasers.
9. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
10. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd place winners in this event.

National Recognition

Each state will submit the top two winners for recognition by the National Office.

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.

Competencies

Production Test Competencies

- Standards of Mailability
- Personal letter
- One-page report
- One- or two-column table
- Centering
- Basic word processing functions

Business Education Curriculum Standards:

Communications, Information Technology

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

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. All production tests will occur during the established middle level testing window as noted on the PA FBLA website. 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.
2. **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. The FBLA Format Guide may be used as reference materials. No other materials are permitted to be used.
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.

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7. Participants must recognize the necessity for accurate proofreading.
 9. Completed school-site skills tests will be submitted to the PA FBLA Staff Assistant/ML Coordinator via given directions to the School Site Administrator. The adviser may NOT assist in the submission of materials.
 10. Participants must furnish their own No. 2 pencils, erasers, and non-graphing, cordless calculators.
 11. 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: Participant who progressed farthest through the entire test without making an error will be rated higher.

Second Tiebreaker: Largest amount of points received on last job of test.

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 1st, 2nd and 3rd place winners in this event.

National Recognition

This is a state only event.

Standards of Mailability

Materials submitted in this event 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 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(s) of a document (Examples: reference initials, enclosure notation, etc.)
2. Minor error in vertical placement.
3. Minor error 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 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 (Examples: date, inside address, etc.).
5. Format Guide not followed.

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.

Competencies

Production Test Competencies

- Standards of Mailability
- Business letter
- One-page report with title page
- Reference page and citations
- Two- or three-column table
- Centering
- Basic word processing functions

Business Education Curriculum Standards:

Communications, Information Technology

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

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. All production tests will occur during the established middle level testing window as noted on the PA FBLA website. 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.
2. **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. The FBLA Format Guide may be used as reference materials. No other materials are permitted to be used.
5. Participants may bring clip art or use the Internet to access graphics.

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6. The finished product will be submitted in black and white on plain paper.
 7. Participants must recognize the necessity for accurate proofreading.
 9. Completed school-site skills tests will be submitted to the PA FBLA Staff Assistant/ML Coordinator via given directions to the School Site Administrator. The adviser may NOT assist in the submission of materials.
 10. Participants must furnish their own No. 2 pencils, erasers, and non-graphing, cordless calculators.
 11. 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: Participant who progressed farthest through the entire test without making an error will be rated higher.

Second Tiebreaker: Largest amount of points received on last job of test.

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 1st, 2nd and 3rd place winners in this event.

National Recognition

This is a state only event.

Standards of Mailability

Materials submitted in this event 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 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(s) of a document (Examples: reference initials, enclosure notation, etc.)
2. Minor error in vertical placement.
3. Minor error 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 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 (Examples: date, inside address, etc.).
5. Format Guide not followed.

Leadership Concepts – Middle Level ***(Pennsylvania Only Event)***

In this event, students will be tested on their knowledge of leadership and management skills and related concepts.

Competencies

Objective Test Competencies

- Leadership and management skills in a business setting
- Organizational structure
- Proper meeting protocols and procedures
- Leadership in an organization/club
- Human resources

Business Education Curriculum Standards:

Career Development; Communication;

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. A 45 minute objective test will be administered based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at www.pafbld.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. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
5. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing

the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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

Local Chapter Activities Report – Middle Level

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

Competencies

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. Projects used for other FBLA reports may be included. The report should include the chapter's profile, productivity, recognition and business procedures.

- Arrange report in proper business style and logically arranged
- Correct spelling and grammar
- Describe report development
- Explain the local chapter organization and characteristics of the chapter
- Document productivity and recognition of chapter

Business Education Curriculum Standards:

Communication; Information Technology; Management; 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.

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. Reports must be keyed in the order of the Report Format section below.
2. Reports must not exceed a total of five pages, including cover sheet and other documentation.
3. Pages must be on standard 8 ½" x 11" paper.
4. Each side of the paper providing information is counted as a page.
5. Reports must describe activities of the chapter that were conducted during the current school year.

Procedure

1. The participant(s) must submit the following items:
 - a. An event entry form, which is posted on the PA FBLA website, certified by the local chapter.
 - b. **The materials must be received by the PA FBLA Middle Level Coordinator by the deadline date published at www.pafbla.org/importantdates.php which is posted on the PA FBLA website. Failure to submit these documents by the received by date will result in the participants being disqualified.**
 - c. A PDF of the report must be uploaded by the chapter adviser and received by the deadline posted on the www.pafbla.org website.

Report Format

The report should follow the order of the Rating Sheet.

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 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 1st, 2nd and 3rd 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
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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:

Marketing Concepts – Middle Level **(Pennsylvania Only Event)**

Marketing involves the distribution of products and services to the consumer. This event provides recognition for FBLA Middle Level members who possess knowledge of the basic concepts of marketing.

Competencies

Objective Test Competencies

- Basic marketing fundamentals (price, product, place, and promotion)
- Economics
- Selling and merchandising
- Channels of distribution
- Marketing, information research and planning
- Promotion and advertising media
- Legal, ethical, and social aspects of marketing
- E-commerce

Business Education Curriculum Standards:

Entrepreneurship; Marketing

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. A 45 minute objective test will be administered based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at 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. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
5. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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

Multimedia & Website Development – Middle Level

This event provides recognition for FBLA Middle Level members who demonstrate an ability to develop a multimedia tools and a webpage to deliver a message.

Competencies

- Career Awareness Related to Multimedia and Website Industry
- Technology Operation and Concepts
- Visual Design Concepts
- Animation Techniques
- Gaming
- Digital Audio
- Web Technologies
- Graphic Design

Business Education Curriculum Standards:

Communication; Information Technology; Marketing

2018 Topic

The topic for this event for the 2017-2018 school year is:

Design, build and launch a website that features the competitor's ability to incorporate the elements of website design, graphic layout, and proper coding techniques.

TOPIC: Promote the FBLA LEAD Program (www.fbla-pbl.org/middle-level/recognition-awards/lead)

The website must include a 1-3 minute multimedia presentation that encourages members to participate in the LEAD program.

The website must include sound, photo and image editing and graphics.

The website must include at least one activity with user interaction (i.e. survey game, etc.)

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.

It is the responsibility of:

Local chapter adviser

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

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 submission must include all components listed in the guidelines/topic above.

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2. The Web page must address the topic in the Description section. Entries will be judged according to the rating sheet.
 3. The local chapter adviser must certify and submit an event entry form which is posted on the PA FBLA website by the deadline listed. The form must include the information on the form INCLUDING the URL of the website.
1. This is not a chapter website.
 2. The web site must be available for viewing on the Internet at the time of judging. No changes can be made to the web site after the entry date.
 3. Student members, not advisers, must prepare web sites. Advisers should serve as consultants to ensure that the web sites are well organized, contain substantiated statements, and are presented in a professional manner.
 4. The use of templates must be identified at the bottom of the page.
 5. Any photographs, text, trademarks, or names that are used on the site must be supported by proper documentation and approvals indicated on the site.
 6. Web sites should be designed to allow for viewing by as many different platforms as possible.
 7. All copyright laws must be followed. Copyright guidelines are included in the format guide. Web sites will be disqualified for not following copyright guidelines.

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 1st, 2nd and 3rd 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.

Multimedia & Website Development – Middle Level

Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Overall Appeal					
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	
Layout					
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	1-2	3-4	5	
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	
Technical Features					
Site uses effective technology tools and enhancements effectively (streaming video or audio, flash type program, etc.)	0	1-3	4-7	8-10	
Multimedia Media Presentation Included on Website (1-3 minutes, includes sounds, photo and image editing, and graphics)	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	1-2	3-4	5	
Navigation					
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 and includes at least ONE activity with user interaction	0	1-2	3-4	5	
Total Points					/100 max
Submission Penalty: Deduct five (5) points for failing to submit entry form with presentation.					
Penalty Points: Deduct 1 point for a typographical, spelling, punctuation, or grammar error.					
Final Score					/100 max

Name(s): _____

School: _____ City: _____

Judge's Signature: _____ Date: _____

Judge's Comment

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 PA FBLA Middle Level Coordinator 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 PA FBLA Middle Level Coordinator 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 is required for submission:

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. Upload a PDF copy of this form to the online submission form.
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. Upload a PDF copy of this form to the online submission form.
3. The nominee must submit a biographical sketch of no more than two pages and include the bullets listed above in the procedures section. Upload a PDF copy of this form to the online submission form.
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. Upload a PDF copy of this form to the online submission form.

All materials must be submitted via uploading in PDF format to the online submission form provided on the PA FBLA website by the established deadline.

Outstanding Middle Level Chapter (ML OCC)

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

Description

The Middle Level Outstanding Chapter Criteria is meant to represent all possibilities, programs and membership offerings that a chapter can conduct and is broken down by area (i.e. membership recruitment, public relations, leadership development, finance, etc.). The ML OCC can be used as a guide for chapter plans of work for the FBLA year.

Eligibility

Each chapter may submit one (1) entry in each category of the online posted criteria.

Procedure

Criteria for submission of the Middle Level Outstanding Chapter Criteria (ML OCC) is as follows:

1. The chapter must complete the Middle Level Outstanding Chapter Criteria (ML OCC) which is posted on the PA FBLA web site.
2. The local chapter adviser must oversee the submission of the ML OCC information via the PA FBLA website, but may designate chapter officers/members certain criteria to submit.
3. Entries may be submitted throughout the open submission period from time of posting until the established deadline date. You may submit entries as often as you would like for verification and tallying.
4. The state office will keep track of the entries as they are submitted and will do a final tally of all points after the established deadline.
5. ALL SUBMISSIONS FOR ML OCC MUST BE ONLINE THROUGH THE ESTABLISHED ONLINE FORMS.

State Judging

1. Winners will be selected based on the information submitted on the ML OCC
2. Final ranking is determined by totaling the points on the ML OCC.

All materials must be submitted via uploading in PDF format to the online submission form provided on the PA FBLA website by the established deadline.

State Recognition

After comparing the results of all participating members in the state, recognition will be given to the top five (5) chapters in the state.

National Recognition

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

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 PA FBLA Middle Level Coordinator 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 PA FBLA Middle Level Coordinator 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 is required for submission:

1. The event entry form. Event entry form can be found in the National Middle Level Chapter Management Handbook. Upload a PDF copy of this form to the online submission form.
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. Upload a PDF copy of this form to the online submission form.
3. The nominee must submit a biographical sketch of no more than two pages and include the bullets listed above in the procedures section. Upload a PDF copy of this form to the online submission form.
4. National FBLA Middle Level Achievement Program (MAP) entry form (and supporting documentation) with evidence of achieving at least the ***Business Level***. Upload a PDF copy of this form to the online submission form.
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. Upload a PDF copy of this form to the online submission form.

All materials must be submitted via uploading in PDF format to the online submission form provided on the PA FBLA website by the established deadline.

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 PA FBLA Middle Level Coordinator 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 PA FBLA Middle Level Coordinator 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 is required for submission:

8. The event entry form. Event entry form can be found in the National Middle Level Chapter Management Handbook. Upload a PDF copy of this form to the online submission form.
9. 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. Upload a PDF copy of this form to the online submission form.
10. The nominee must submit a biographical sketch of no more than two pages and include the bullets listed above in the procedures section. Upload a PDF copy of this form to the online submission form.

All materials must be submitted via uploading in PDF format to the online submission form provided on the PA FBLA website by the established deadline.

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.

Competencies

Objective Test Competencies

- Parliamentary Procedure principles
- Parliamentary Procedure concepts
- Parliamentary Procedure terminology

Business Education Curriculum Standards:

Communication

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. A 45 minute objective test will be administered based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at www.pafbld.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. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
5. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be

ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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

Partnership with Business – Middle Level

(Pennsylvania Only Event)

This event recognizes FBLA chapters that develop and implement the most innovative, creative, and effective partnership plan. The purpose of this project is to learn about a business through communication and interaction with the business community.

Competencies

This report describes activities designed to bring business leaders and FBLA members together in a positive working relationship through innovative programs. The report should describe the planning and implementation of activities that build a partnership between business leaders and chapter members for the purpose of learning about successful businesses. The event should not be a chapter fundraising project.

- Arrange report logically and in proper business style
- Demonstrate good written communication skills
- Describe project development and implementation

Business Education Curriculum Standards:

Career Development; Communication; Entrepreneurship; Information Technology; Management

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.

National Eligibility

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

State Regulations

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 service 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.

Procedure

1. The participant(s) must submit the following items:
 - a. An event entry form, which is posted on the PA FBLA website, certified by the local chapter.
 - b. **The materials must be received by the PA FBLA Middle Level Coordinator by the deadline date published at www.pafbla.org/importantdates.php which is posted on the PA FBLA website. Failure to submit these documents by the received by date will result in the participants being disqualified.**
 - c. A PDF of the report must be uploaded by the chapter adviser and received by the deadline posted on the www.pafbla.org website.

Report Format

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

1. Description of the partnership goals
 2. Description of the planning activities used to build a partnership
 3. Roles of business leaders and chapter members in developing partnership
 4. Description of the activities implemented to learn concepts of business operations
 5. Roles of business leaders and chapter members in implementing the project
 6. Results, concepts learned and impact of the project provided
-
-

-
-
7. Degree of involvement
 8. Examples of publicity and recognition received as a result of the partnership
 9. You may incorporate pictures into the report.

State Judging

Ties will be broken as follows:

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

Second Tiebreaker: Total points of the *Report Format* 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 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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



PARTNERSHIP WITH BUSINESS PROJECT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Report Content					
Development	0	1–2	3–4	5	
Description of the partnership goals					
Description of the planning activities used to build a partnership	0	1–3	4–7	8–10	
Roles of business leaders and chapter members in developing the partnership	0	1–2	3–4	5	
Implementation	0	1–5	6–10	11–15	
Description of the activities implemented to learn concepts of business operations					
Roles of business leaders and chapter members in implementing the project	0	1–3	4–7	8–10	
Results, concepts learned, and impact of the project provided	0	1–5	6–10	11–15	
Degree of involvement (e.g., hours spent, personal contact, and executives and department heads contacted)	0	1–3	4–7	8–10	
Examples of publicity and recognition received as a result of the partnership	0	1–2	3–4	5	
Report Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Professional report design appropriate to audience	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
Subtotal					/100 max.
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> over fives (5) pages <input type="checkbox"/> no page numbers <input type="checkbox"/> report format does not follow rating sheet <input type="checkbox"/> entry labeled incorrectly on the upload _____					
Total Points					/100 max.

School: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

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

Financial literacy is essential in meeting the financial challenges of the 21st 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.

Competencies

Objective Test Competencies

- 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
- Consumer math

Business Education Curriculum Standards:

Economics & Personal Finance

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. A 45 minute objective test will be administered based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at 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. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
5. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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

Public Service Announcement – Middle Level

Public service ads (PSA) or public service announcements are basic messages to the public that raise awareness on a specific social issue. This event recognizes FBLA Middle Level members who demonstrate the ability to research a topic (issue) and create an original and informative thirty (30) second PSA video, raising awareness and/or evoking a changed attitude toward the issue.

Competencies

- Document addresses topic and appropriate for the audience
- Graphics, text treatment, and special effects show creativity and cohesiveness of design
- Overall layout and design is creative and appealing
- Final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- Identify the basic functions and resources for editing an audio/video production
- Required information is effectively communicated
- Copyright laws followed

Business Education Curriculum Standards:

Communication; Information Technology; Management

2018 Topic

The topic for this event for the 2017-2018 school year is:

Create a public service announcement on the responsible methods of recycling.

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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. The program must address the topic given.
2. Participants must research and form an objective on the given topic (social issue).
3. The public service announcement should be 30 seconds in length and a script is required.
4. Each participant's entry must be the result of his or her own efforts. Facts and working data may be secured from any source. The speech must be prepared by the student member, not advisers. Local advisers should

serve as consultants to ensure that the event is well organized, contains substantiated statements and is in line with copyright laws.

5. The script must be uploaded as well with the participant's name(s), state, school, and event title.
6. **Videos must be uploaded to YouTube by the chapter adviser and received by the deadline posted on the PA FBLA website. YouTube upload guidelines are posted under 'Competitive Events' on the Middle Level section of the PA FBLA website. The Event Entry Form must be submitted by the deadline.**

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 1st, 2nd and 3rd place winners in this event.

National Recognition

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



PUBLIC SERVICE ANNOUNCEMENT

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Video Presentation					
Topic (social issue) fully and properly researched and demonstrated in video	0	1–3	4–7	8–10	
Video is clear and concise (does not exceed 30 seconds)	0	1–3	4–7	8–10	
Elements included in PSA video are suitable, appropriate, and directed towards a specific audience	0	1–3	4–7	8–10	
Audio and visual elements coordinated and complimentary	0	1–5	6–10	11–15	
Video is effective at informing and/or evoking a changed attitude towards the issue	0	1–3	4–7	8–10	
Presentation shows creativity and originality	0	1–3	4–7	8–10	
Presentation includes an effective opening, body, and conclusion	0	1–5	6–10	11–15	
Transitions are effective and appealing	0	1–3	4–7	8–10	
Audio Editing <ul style="list-style-type: none"> • Good quality • Appropriate volume 	0	1–5	6–10	11–15	
Proper Use of Video Technology <ul style="list-style-type: none"> • Video uses multiple camera angles • Video is smooth and steady • Video is in focus 	0	1–5	6–10	11–15	
Titles and graphics enhance overall quality of presentation	0	1–3	4–7	8–10	
Time Penalty Deduct five (5) points for presentations over five (5) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Total Points					/150 max.

Name(s): _____

School: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Social Media Concepts – Middle Level

(Pennsylvania Only Event)

Social media is changing the way businesses communicate with customers and prospects and how they promote products and services. Effectively using social media as a marketing channel is a crucial component of any strategic marketing plan. This event recognizes FBLA Middle Level members who demonstrate an understanding of basic social media concepts.

Competencies

Objective Test Competencies

- Basics of social media
- Marketing purposes of social media
- Social media platforms
- Communication via social media
- Pros and cons of social media platforms and capabilities

Business Education Curriculum Standards:

Communication; Information Technology

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. A 45 minute objective test will be administered based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at www.pafbld.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. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
5. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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

Sports & Entertainment Management Concepts – ML

(Pennsylvania Only Event)

The sports industry is rapidly growing in this country and the world. For an individual to be successful and effective in this type of work, a core understanding of business and comprehensive awareness of sports is necessary to succeed in sports management. This event provides recognition for FBLA members who understand the basic concepts of sports management.

Competencies

Objective Test Competencies

- Management basics
- Events management
- Management functions
- Decision making
- Management strategies
- Strategic planning tools
- Networking and delegating
- Careers in entertainment industry
- Leadership
- Ethics
- Promotion, advertising and sponsorship
- Sales
- Entrepreneurship
- Human resource management

Business Education Curriculum Standards:

Management; Marketing

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. A 45 minute objective test will be administered based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at www.pafbala.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.

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4. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
 5. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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

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.

Competencies

Production Test Competencies

- Spreadsheet functions
- Formulas
- Sorting, editing, creating and applying formulas and charts
- Standards of mailability
- Format view printout

Business Education Curriculum Standards:

Communications; Computation; Information Technology

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

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. All production tests will occur during the established middle level testing window as noted on the PA FBLA website. 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.
2. **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. The FBLA Format Guide may be used as reference materials. No other materials are permitted to be used.
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.

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7. Participants must recognize the necessity for accurate proofreading.
 9. Completed school-site skills tests will be submitted to the PA FBLA Staff Assistant/ML Coordinator via given directions to the School Site Administrator. The adviser may NOT assist in the submission of materials.
 10. Participants must furnish their own No. 2 pencils, erasers, and non-graphing, cordless calculators.
 11. 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: Participant who progressed farthest through the entire test without making an error will be rated higher.

Second Tiebreaker: Largest amount of points received on last job of test.

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 1st, 2nd and 3rd 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.

Standards of Mailability

Materials submitted in this event 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 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(s) of a document (Examples: reference initials, enclosure notation, etc.)
2. Minor error in vertical placement.
3. Minor error 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 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 (Examples: date, inside address, etc.).
5. Format Guide not followed.

Technology Concepts – Middle Level

(Pennsylvania Only Event)

Successful business leaders must understand the impact of technology and how to effectively harness it to drive business. This event recognizes FBLA Middle-Level members who demonstrate acquired technology skills aligned with the Internet and Computing Core Certification (IC³) objectives.

Competencies

Objective Test Competencies

- Computer hardware and software
- Operating systems
- Common program functions
- Word processing
- Spreadsheets
- Presentation software
- Networking concepts
- Email and electronic communication

Business Education Curriculum Standards:

Information Technology

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

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

National Eligibility

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

Procedure

1. A 45 minute objective test will be administered based on the previously listed competencies.
2. The participant must comply with the PA FBLA Dress Code which can be found at 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. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
5. Testing will occur during the PA FBLA Middle Level Testing Window, as established by the PA FBLA Middle Level Coordinator.

State Judging

All objective tests will be graded through the online testing service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked 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 1st, 2nd and 3rd place winners in this event.

National Recognition

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

STATE CHAPTER RECOGNITION INFORMATION

LARGEST LOCAL MARKET SHARE

Local Chapters must submit the required documentation by the established deadline on the PA FBLA website. The LOCAL MARKET SHARE EVENT ENTRY FORM is an online submission from the PA FBLA web site.

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.

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

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

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

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

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

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

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
183 Pheasant Run
Louisville, CO 80027
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

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

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

FBLA-PBL FORMAT GUIDE



OVERVIEW

Today's successful businesses require a consistent message throughout the organization. A foundation of this strategy is the use of a format guide so that a corporation maintains a uniform image through all its communications. As the

premier student business organization, it is our responsibility to guide our students according to today's business practices. With this in mind, we have crafted a Format Guide by which our students and advisers can prepare for the Computer Applications and Word Processing skill events. Please review the Format Guide carefully in preparing for these events.



GENERAL GUIDELINES

Font Size:	11 or 12
Font Style:	Times New Roman or Arial
Spacing:	1 or 2 spaces after punctuation ending a sentence (stay consistent within the document) 1 space after a semicolon 1 space after a comma 1 or 2 spaces after a colon (stay consistent within the document) 1 space between state abbreviation and zip code
Letters:	Block Style with Open Punctuation Top Margin: 2 inches Side and Bottom Margins: 1 inch
Bulleted Lists: (enumerated items)	Single space individual items; double space between items
Memorandums:	Standard Style Top Margin: 2 inches Side and Bottom Margins: 1 inch
Unbound Report:	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side and Bottom Margins: 1 inch Page number is placed 0.5 inches at right margin starting on page 2
Leftbound Report:	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side Margins: Left 1½ inches – Right 1 inch Bottom Margin: 1 inch Page number is placed 0.5 inches at right margin starting on page 2
Miscellaneous Documents:	Top Margin: 2 inches (Agenda, Itinerary, Minutes, News Release, Outline, Table of Contents) Side and Bottom Margins: 1 inch
Miscellaneous Notes:	Left justification of documents is to be used unless otherwise indicated. Main and subheadings should be keyed in boldface.
References:	All references must be placed in alphabetical order.
Note: Documents in this style manual may not show the correct top margins because of the instruction box at the top of the page.	



ADVANCED LETTER FEATURES

Mailing Notation:	A mailing notation is keyed a double space below the date in ALL CAPS followed by a double space before the inside address.
Attention Line:	An attention line is keyed as the first line of the inside address. When an attention line is used, the salutation is "Ladies and Gentlemen."
Subject Line:	A subject line should be keyed a double space below the salutation in ALL CAPS. The subject line begins at the left margin. The word "subject" or "re" are not used when keying the subject line.
Second Page Heading:	If a letter contains more than one page, key a heading at the top of each subsequent page. Key the first line of the inside address, page number, and date at the left margin beginning one inch from the top of the paper. Double space below the date before continuing the body of the letter. Ms. Terra Green Page 2 Current Date
Company Name:	Key the company name a double space below the complimentary close in ALL CAPS. Quadruple space to the writer's name.
Enclosure Notation:	Place an enclosure (or attachment) notation a double space below the reference initials. If multiple enclosures are referred to in the letter, follow the word "Enclosures" with a colon and list each enclosure.
Copy Notation:	Use a lowercase (c) by the name of the person(s) to receive a copy. Place the copy notation a double space below the last line of the enclosure notation or the reference line if there is no enclosure.
Postscript:	A postscript should be keyed as the last line in the letter. It should be preceded by a double space and begin at the left margin. The initials "P.S." should not be used.



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 Computer Applications (FBLA & PBL), Word Processing I & II (FBLA) and Word Processing (PBL).

Errors that will make copy mailable with slight corrections will result in a penalty of two (2) points.

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

- Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Formatting error
- Failure to follow direction



FAIR USE GUIDELINES FOR EDUCATIONAL USE

Text for Use in Multimedia Projects	What You Can Do	According to	Fine Print
Same rights as "Printed Material" above	Students may incorporate text in multimedia projects up to 10% or 100 words, whichever is less. Teachers may incorporate into multimedia for teaching courses.	<i>Fair Use Guidelines for Educational Multimedia</i>	Teachers may use for two years, after that permission is required. Students may keep in portfolio for life.
Video ("Motion Media") for Use in Multimedia Projects			
Videotapes DVD Laser Discs QuickTime Movies Encyclopedias (CD ROM)	Students "may use portions of lawfully acquired copyrighted works in their academic multimedia", defined as 10% or three minutes (whichever is less) of "motion media".	<i>Fair Use Guidelines for Educational Multimedia</i>	"Proper attribution and credit must be noted for all copyrighted works included in multimedia, including those prepared under fair use." <i>Tina Ivany, UC San Diego 12/08/95.</i>
Video for Integration into Video Projects			
Videotapes DVD Laser Discs QuickTime Movies Encyclopedias (CD ROM)	Students "may use portions of lawfully acquired copyrighted working in their academic multimedia".	<i>Fair Use Guidelines for Educational Multimedia</i>	The material must be legitimately acquired (a legal copy, not bootleg or home recording).
Illustrations and Photographs			
Photograph Illustration Collections of photographs Collections of illustrations	Single works may be used in their entirety but not more than 5 images by an artist or photographer. From a collection, not more than 15 images or 10%, whichever is less.	<i>Fair Use Guidelines for Educational Multimedia</i>	Older illustrations may be in the public domain, but the collection may be copyrighted.
Music for Integration into Multimedia / Video Projects			
Music	Up to 10% or no more than 30 seconds of a copyrighted musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or student for educational purposes.	<i>Fair Use Guidelines for Educational Multimedia</i>	Some authorities site a maximum length of 30 seconds. (www.indiana.edu), some do not mention a maximum (<i>Tina Ivany, UCSD, 12/08/95</i>).
Internet			
Internet connections World Wide Web	Images may be downloaded for student projects. Sound files may be downloaded for use in projects (<i>see portion restrictions above</i>).	<i>Fair Use Guidelines for Educational Multimedia & DMCA</i>	Images may not be reposted onto the Internet without permission. Sound or music files may not be copied and posted on the Internet without permission.



AGENDA SAMPLE

Top Margin: 2"
Side Margins: 1"
Second Page Top: 1"

FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA (DS)

Board of Directors Agenda (DS)

Tuesday, March 20, 20—
(DS)

1. Call to Order—Jean Buckley, Chief Executive Officer
(DS)
2. Roll Call—Mary Anvil, Secretary
3. Reading of the Minutes—Mary Anvil, Secretary
4. Treasurer's Report—Harvey Weinberg, Treasurer
5. Other Officer Reports
6. Committee Reports
 Accounting—Mildred Wright
 Social—Betty Einstein
 Fund-raising—Bret Rushmore (SS)
7. Unfinished Business
8. New Business
9. Date of Next Meeting
10. Adjournment

Note:

Numbers may be left or right aligned.



ITINERARY SAMPLE

Top Margin: 2"
Side Margins: 1"
Second Page Top: 1"

ITINERARY
(DS)
M. J. Lawson
(DS)
October 10-13, 20—
(DS)

Sunday, October 10
(DS)

9:30 a.m. Depart Memphis Municipal Airport, United Airlines, Flight 433,
nonstop, lunch served
(DS)
1:02 p.m. Arrive San Francisco International Airport
(DS)
5:30 p.m. Depart hotel for Chinatown visit

Monday, October 11

9:00 a.m. Conference at Mark Hopkins Hotel
Reminder: Call Pat Martin to confirm dinner arrangements for tomorrow

Tuesday, October 12

9:00 a.m. Conference at Mark Hopkins Hotel
7:00 p.m. Dinner with Pat Martin

Wednesday, October 13

9:30 a.m. Depart hotel for airport
12:20 p.m. Depart San Francisco International Airport, United Airlines,
Flight 700, one stop, lunch served
7:15 p.m. Arrive Memphis Municipal Airport



LABEL/ENVELOPE FORMAT SAMPLE

MS JUNE R. TJERINA
CLAIMS DEPARTMENT
GOLDEN INSURANCE COMPANY
1846 MARKET STREET
SAN FRANCISCO CA 94102-1234

The Optical Character Recognition (OCR) style, including all recommended abbreviations, is to be used by the company for all labels and envelopes.



BUSINESS LETTER SAMPLE

Top Margin: 2"
Side Margins: 1"

Current Date

(QS)

Ms. Terra Green
1923 Deserama Circle
Cottonwood, AZ 86326

(DS)

Dear Ms. Green

(DS)

This letter is keyed in block style with open punctuation. All lines, including the date, inside address, salutation, and closing begin at the left margin. A double space is left between all letter parts except before the inside address and the writer's name, where a quadruple space (4 returns) will be found.

(DS)

This letter style is to be used for FBLA-PBL competition.

(DS)

Sincerely

(QS)

Barbara Small
Director of Education

(DS)

xx



PERSONAL LETTER SAMPLE

Top Margin: 2"
Side Margins: 1"

1912 Association Drive
Reston, VA 20191-1591
Current Date

(QS)

Ms. Terra Green
1923 Deserama Circle
Cottonwood, AZ 86326

(DS)

Dear Ms. Green

(DS)

This letter represents an acceptable format for a personal business letter. As you can see, the format is identical to a business letter keyed in block style with open punctuation. Additionally, reference initials are not included.

(DS)

Sincerely

(QS)

Barbara Small



LETTER WITH ADVANCED FEATURES SAMPLE

Top Margin: 2"
Side Margins: 1"

Current Date

(DS)

CONFIDENTIAL (If no mailing notation, QS after date.)

(DS)

Attention FBLA-PBL Competitors

FBLA-PBL, Inc.

1912 Association Drive

Reston, VA 20191-1591

(DS)

Ladies and Gentlemen

(DS)

LETTER FORMAT WITH ADVANCED FEATURES

(If no subject line, DS after salutation.)

(DS)

This letter illustrates the placement of all advanced letter parts as described on the enclosed sheet. It also illustrates the block style letter with open punctuation.

(DS)

Please refer to this letter when keying such a document to avoid making formatting errors.

(DS)

Sincerely

(DS)

FBLA-PBL, INC.

(QS)

Barbara Small

Director of Education

(DS)

xx

(DS)

Enclosure

(DS)

c Ms. Jean Buckley, President/CEO

(DS)

Best of luck in your competition!



LETTER & MEMO SECOND PAGE

Top Margin: 1"
Spacing of Materials: SS
Spacing after Date to Body: DS

Name of Addressee or Company

Page 2 (SS)

Date

(DS)



E-MAIL SAMPLE

To: communications@fbia.org
From: education@fbia.org (since this field is automatically generated it may only show in the recipient's e-mail heading)
Cc: marketing@fbia.org
Bcc: ceo@fbia.org
Date: Wed, April 10, 2013 at 8:47 PM (since this field is automatically generated it may only show in the recipient's e-mail heading)

Subject line: Netiquette Rules

Ms. Young

When sending a business e-mail use proper grammar, spelling, capitalization, and sentence structure. Use abbreviations and acronyms sparingly, and avoid using emoticons. Answer e-mail promptly, even if there's only time for a quick, one line response. Answering e-mail is a professional courtesy that tells the sender he or she is not being ignored.

An e-mail heading includes the To, From, Cc, Bcc, Date, and Subject fields. In this e-mail, the marketing director is copied and the executive director is blind copied. The director will receive this e-mail without the receiver (in this case, the communications manager) knowing it.

The subject line is used to summarize the e-mail's content and should be precise and brief. The body of the e-mail provides information and details regarding the subject. Word documents, PDFs, images, and other documents can be attached to an e-mail and sent electronically.

Remember, an e-mail is a written document that can easily be viewed by someone other than the intended recipient(s). Be careful what you type; do not include libelous, slanderous or defamatory remarks. If you're e-mailing information confidentially, you should include a confidential tag line below the signature.

Barbara Small
Education Director
FBLA-PBL
1912 Association Drive
Reston, VA 20191
800-325-2946
www.fbla-pbl.org



MEMORANDUM

Top Margin: 2"
Side Margins: 1"

TO: FBLA-PBL Competitors
(DS)
FROM: Judging Committee
(DS)
DATE: Current
(DS)
SUBJECT: Formatting a Standard Memorandum
(DS)

When formatting a standard memorandum, use a 2-inch top margin. Next, key the heading lines with a double space between each. Note that each heading is typed in ALL CAPS and informational lines are aligned on the left. The subject line should be keyed with initial caps and followed by a double space.

Paragraphs are aligned at the left margin and are single spaced with a double between each. The competitor should key his/her initials at the left margin a double space below the body of the last paragraph in lowercase letters. If an attachment or enclosure is included, the word "Attachment" or "Enclosure" should be keyed at the left margin a double space below the competitor's initials.

xx
(DS)
Enclosure



NEWS RELEASE

Top Margin: 2"
Side Margins: 1"
Body: DS

NEWS RELEASE

(DS)

Contact: Patricia Wells, Adviser

XYZ Club

1801 E. National Avenue

Phoenix, AZ 85007-0032

602-555-1234

(DS)

Release May 1, 20—

(DS)

STUDENTS EARN TRIP TO FBLA NATIONAL CONFERENCE

(DS)

Fifteen XYZ Club members have been selected to represent Arizona at the National Leadership Conference.

These students have the opportunity to attend this conference with over 8,000 delegates representing each state.

To raise funds to attend this conference, members will hold a yard sale and silent auction May 23–24 from 8 a.m. to 2 p.m. at the school.

Any community members wishing to make a donation for the yard sale/silent auction may contact Patricia Wells at the above number.

(DS)

###



MINUTES

Top Margin: 2"
Side Margins: 1"

XYZ CLUB

(DS)

Minutes of September 1, 20—

(DS)

Call to Order

(DS)

The regular meeting of the XYZ Club was called to order on Monday, September 1, 20— at 3:30 p.m. President Steve Dockray called the meeting to order with Secretary Dale Williams recording minutes.

(DS)

Attendance

All members were in attendance.

Minutes

The minutes of the August 1, 20— meeting were read. Justin Vaughn moved to approve the minutes as read. They were seconded and approved.

Treasurer's Report

Treasurer Kelly Osborne reported a chapter balance as of September 1, 20— of \$347.16. The report was filed.

Unfinished Business

The date for the Winter Dance was announced. It will be held November 27 in the main gym. The price per person will be \$5 each or \$8 per couple.

New Business

None.

Announcements

Reminder for all members to begin collecting pledges for the March of Dimes March for Babies.

Adjournment

There being no further business, the meeting was adjourned at 4:10 p.m.

(QS)

Terra Green, Secretary



OUTLINE

Top Margin: 2"
Side Margins: 1"
Spacing in Body: SS

FORMATTING OUTLINES

(DS)

I. VERTICAL SPACING

(DS)

- A. Title of Outline
 - 1. Two-inch top margin
 - 2. Followed by a double space
- B. Major Headings
 - 1. All headings preceded by a double space
 - a. Organized thoughts
 - b. Easy to read
 - c. Professional appearance
 - (1) Extra credit
 - (2) Five points
 - 2. All major headings following by a double space
 - 3. All subheadings single spaced

(DS)

II. HORIZONTAL SPACING

(DS)

- A. Title of Outline Centered Over Line of Writing
- B. Major Headings and Subheadings
 - 1. Identifying lowercase roman numerals aligned at left margin or aligned on periods
 - 2. Identifying letters and numbers for each subsequent level of subheading aligned below the first word of the preceding heading

(DS)

III. CAPITALIZATION

(DS)

- A. Title of Outline Keyed in ALL CAPS
- B. Major Headings Keyed in ALL CAPS
- C. First-order Subheadings Keyed with All Major Words Beginning with Initial Caps
- D. Second-order Subheadings Keyed with First Word Only Using Initial Cap



REPORT

Top Margin:	2"
Side Margins:	1"
Spacing in Body:	DS

REPORT FORMATTING (DS)

(DS)

Standard Margins

With the exception of the left margin, all margin settings are the same for the unbound and leftbound reports. The right margin is one inch. A top margin of two inches and a bottom margin of one inch are used on the first page of reports. All remaining pages are keyed with one inch top and bottom margins.

Page Numbering

The first page of a report is not numbered. On the second and subsequent pages, place the page number in the upper right side of the page header. Reference pages should also be numbered.

Long Quotes

Quoted material of four or more lines should be single spaced, indented 0.5 inches from both the left and right margins, and double space above and below the quoted materials.

Enumerated or Bulleted Items

Indent enumerated or bulleted items 0.5 inches from the left margin; block the lines at the beginning of the first word of the item. The right margin for enumerated and bulleted items remains at one inch. Single space individual items; double space between items as well as above and below a series of items.

Headings and Subheadings

Main heading. Center the main heading in ALL CAPS and bold over the body.

Side headings. Begin side headings at the left margin. Capitalize the first letter of the first word and all other main words in each heading. Bold side headings. Paragraph headings. Indent paragraph headings 0.5 inches from the left margin. Capitalize first letter of the first word only. Underline the heading and follow it with a period.¹

Citations

A parenthetical citation places relevant source information in parenthesis after a quote or paraphrase. A citation includes the last name of the author and a page number where the information can be found (Mays 4).



REPORT CONTINUED

Top Margin: 1"
Side Margins: 1"
Spacing in Body: DS

2

Endnotes

Endnotes are placed at the end of the report, and the endnote is cited by a superscript number. The endnotes page has the same top and side margins as the first page of the report and is numbered. Each endnote is single spaced with a double space between endnotes. The first line of each endnote is indented 0.5 inches from the left margin; all other lines begin at the left margin.²

References/Works Cited

All references cited will be listed alphabetically under the heading REFERENCES or WORKS CITED. The page has the same top and side margins as the first page of the report and is numbered. Each reference is single spaced with a double space between references. The first line of each reference begins at the left margin; all other lines are indented 0.5 inches from the left margin.³

The *MLA Style Manual* will be used for References/Works Cited.



ENDNOTE PAGE

Top Margin: 2"
Side Margins: 1"
Spacing in Body: SS

ENDNOTES (DS)

¹D. F. Dansereau, "Learning Strategy Research," *Thinking and Learning Skills*, Vol. 1, Hillsdale, NJ: Lawrence Erlbaum, 1999, p. 111.

(DS)

²Rose Huber, "Teaching Students How to Study," *Eastside Weekend*, September 1-7, 1998, p. 18.

(DS)

³Theodore Silver, *Study Smart*, New York: Villard Books, 2000, p. 99.



CITATIONS

In-text Citation Within the Report

CITATIONS (DS)

Paraphrasing:

He was ready to move forward with the plan and encouraged his friends to work quickly (Woodsworth 283).

Quotation:

Woodsworth stated, "It's time to get the ball rolling" (Woodsworth 283).

Work with multiple authors:

Woodsworth received a Nobel Prize for the work on this project (Jones, Smith, and Moore 79).

"What a success!" Stewart shouted (Jones et al. 99). *use this format repeatedly once the citation that includes all author last names has been used

Print sources with no author:

The average surface temperature of earth has increased more than one degree Fahrenheit since 1900 ("Impact of Global Warming" 7).

Internet:

A gradual increase in the average temperature of earth's atmosphere is termed global warming (Allen, News on Global Warming, www.globalwarming.abc).



REFERENCE PAGE

Top Margin: 2"
Side Margins: 1"
Spacing in Body: SS

REFERENCES MLA Style Manual (DS)

Sample Book Reference:

Bohlman, Herbert M., and Mary Jane Dundas. *The Legal, Ethical and International Environment of Business*. 5th ed. Cincinnati, OH: Penguin, 1987. Print.

Sample Book Reference without Author:

The Economist, Princeton Press: Princeton, 1997. Print.

Sample Magazine Reference:

Cohen, Stephen S., and J. Bradford DeLong. "Shaken and Stirred." *Atlantic Monthly* Jan.-Feb. 2005: 112. Print.

Sample Magazine Reference without Author:

"Coca-Cola Paid CEO \$32 Million U.S. in 2007." *Toronto Star* 4 Mar. 2008: B2.

Sample Internet Reference:

Thomason, Larisa. *HTML Tip: Why Valid Code Matters*. Webmaster Tips Newsletter. Dec. 2003. NetMechanic. 6 Jan. 2008 <http://www.netmechanic.com/news/vol6/html_no20.htm>.

Sample Encyclopedia:

Nazi Party. *New Encyclopedia Britannica*. New York: Somerset, 1997 ed.

Sample Interview Reference:

Chirac, Jacques. Interview by John Smith. *Time* 16 Feb. 2003. 10 Oct. 2005. <http://www.time.com/time/europe/magazine/2003/0224/cover/interview.html>>.

Sample Booklet/Pamphlet Reference:

Diabetes Care: Blood Glucose Monitoring. Burnaby, BC: LifeScan Canada, 1997.

Sample DVD Reference:

Encarta 2004 Reference Library. CD-ROM. Microsoft, 2003.

Sample Radio/Television Reference:

"New York Museum Celebrates Life of Einstein." By Martha Graybow. Reuters, New York. WBFO, Buffalo. 13 Nov. 2002.

Sample Government Pubs Reference:

United States. National Council on Disability. *Carrying on the Good Fight Summary Paper from Think Tank 2000- Advancing the Civil and Human Rights of People with Disabilities from Diverse Cultures*. Washington: GPO, 2000.



TABLES

Special Instructions

- Bold titles and column headings.
- Column headings may be centered over column or blocked at left of column.
- Tables using both one- and two-line column headings should be aligned at the bottom of the cell.
- For two-line column headings in tables without gridlines, underline the bottom word of the heading.
- Gridlines are optional unless otherwise stated.
- If gridlines are not used, underline column headings and DS after heading.
- Do not include \$ with dollar amounts in columns. Dollar signs may be placed in Total Row.
- All columns containing numbers should be right or decimal aligned.
- All columns containing text should be left aligned.
- The body of the table may be single or double spaced.
- Tables within another document should be centered horizontally unless otherwise indicated.
- DS before and after the table.
- Gridlines should not be used in titles.

Center Vertically
Center Horizontally

Example Table with Gridlines

SALARY CHART TABLES
(DS)
Administrative Support Department
(QS)

Position	Current Salary	Percent Increase	Amount Increase	New Salary
Accountant	26,000.00	6.5	1,690.00	27,290.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Specialist	19,000.00	5.0	950.00	19,950.00
Total	\$109,500.00		\$6,272.50	\$115,372.50

Example Table without Gridlines

SALARY CHART
(DS)
Administrative Support Department
(QS)

<u>Position</u>	<u>Current Salary</u>	<u>Percent Increase</u>	<u>Amount Increase</u>	<u>New Salary</u>
Accountant	26,000.00	6.5	1,690.00	27,290.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Specialist	19,000.00	5.0	950.00	19,950.00
Total	\$109,500.00		\$6,272.50	\$115,372.50



ELECTRONIC RESUME SAMPLE

Top Margin: 1"
Side Margins: 1"

JENNIFER SMITH
1234 Jupiter Lane- Jupiter, Florida 33458
777-888-9999 jupitergirl@gmail.com

CAREER OBJECTIVE

Marketing Manager with the ability to promote sales growth and exceed profit goals while utilizing exceptional organizational, time management, and interpersonal relationship skills

MARKETING SKILLS

Research and assess potential market size for new products, identify problems and the need for changes in product design, develop detailed marketing plans based on team input, create catchy slogans and jingles to attract new customers

TECHNICAL SKILLS

Proficient in Microsoft Word, Excel, Access, and PowerPoint, knowledgeable in HTML code, extensive Internet search capabilities utilizing key words and phrases, ability to type 75 words per minute with accuracy

EDUCATION (Note if education is recent include it here; if work experience is more recent, move education down after employment experience)

XYZ High School, Reston, VA, pending graduation 2014 or graduated 2014 (FBLA)

Bachelor of Science in Marketing with minor in Business Administration, 2013, Old Dominion University, Norfolk, Virginia, GPA: 3.97/4.0 (include GPA if greater than 3.0) (PBL)

EMPLOYMENT EXPERIENCE

Sales Associate for Dip and Dots, Jupiter, Florida, May 2007 October 2007

Engaged customers and promoted ice cream; answered customer questions, and provided additional information as needed; processed cash, check and credit card transactions; cleaned store on a daily basis, and opened and closed store as needed

Jupiter Marketing Office, Jupiter, Florida, January 2013-June 2013 (internship)

Analyzed marketing objectives and developed a training manual for new employees; generated over 300 new customer leads; wrote, designed, and created annual fundraising brochures; collaborated with office staff and produced quality work; and completed 400+ internship hours

REFERENCES

Available Upon Request



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Top Margin: 2"
Side Margins: 1"

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Note:

Page numbers should be right aligned with leader lines.

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 **OR** Luke Skerpon, PA FBLA Staff Assistant/Middle Level Coordinator, 570.885.3554, 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

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

11th 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

11th 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

5th Floor, 333 Market Street

Harrisburg, PA 17126-0333

Voice Telephone: (717) 783-3750

Fax: (717) 783-6802

Text Telephone TTY: (717) 783-8445