# **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.