



# Middle Level Achievement Program

## **COMPETITIVE RECOGNITION**

American Enterprise Project (C)  
Career Exploration (I)  
Community Service Project (C)  
Computer Slide Show Presentation (I) (T)  
Desktop Publishing Application (I) (T)  
Keyboarding Applications I (I)  
Keyboarding Applications II (I)  
Local Chapter Activities Report (C)  
Outstanding Middle Level Adviser  
Outstanding Middle Level Member  
Outstanding Middle Level Supporter  
Introduction to Business Communication (I)  
Spreadsheet (I)  
Web Page Creation (I) (T)  
Standards of Mailability  
Project Cover Sheet

## **INDIVIDUAL ACHIEVEMENT**

Program Overview  
Cover Sheet (Individual and/or Chapter)  
Entrepreneur Level Entry Form  
    Parliamentary Procedures Crossword Puzzle  
    and Answer Key  
    Mission Statement  
    Family Member Interview Questions  
Business Level Entry Form  
    Spelling List and Test  
    FBLA-PBL Creed Worksheet

## **Enterprise Level Entry Form**

Business Plan Project Instructions  
Business Math Test and Answer Key  
FBLA-Middle Level Project Planning Form

## **Recruitment Events**

Night of the Body Snatchers I Form  
Night of the Body Snatchers II Form

## **CHAPTER ACHIEVEMENT**

Outstanding Chapter Award of Merit  
Chapter Excellence Award Program  
Overview

Chapter Excellence Entry Form  
Minutes Worksheet  
Leadership/Chapter Checklist  
The M&M® Guide to Meeting New People

## **Middle Level Membership Recognition Awards Overview**

100 Percent Class Participation Form  
Membership Achievement Form  
Local Recruitment of Chapters Form  
FBLA-PBL Adviser Wall of Fame

## **LESSON PLAN**

FBLA-Middle Level Member Scavenger  
Hunt

## **GO GREEN PROJECT**

Tic Tac Toe Game Card

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# Middle Level Achievement Program (MAP)

Welcome to FBLA-Middle Level's exciting Middle Level Achievement Program (MAP)! In this section, you will find a complete program designed exclusively for your middle school/junior high chapters consisting of the following areas:

Competitive Recognition	Individual Achievement	Chapter Achievement
<p><b>Chapter Events</b></p> <ul style="list-style-type: none"> <li>● American Enterprise Project</li> <li>● Community Service Project</li> <li>● Local Chapter Activities Report</li> </ul> <p><b>Individual and Team</b></p> <ul style="list-style-type: none"> <li>● Career Exploration</li> <li>● Computer Slide Show Presentation</li> <li>● Desktop Publishing Application</li> <li>● Keyboarding Applications I</li> <li>● Keyboarding Applications II</li> <li>● Proofreading and Editing</li> <li>● Spreadsheet</li> <li>● Web Page Creation</li> </ul> <p><b>Individual Recognition</b></p> <ul style="list-style-type: none"> <li>● Outstanding Middle Level Adviser</li> <li>● Outstanding Middle Level Member</li> <li>● Outstanding Middle Level Supporter</li> </ul>	<p><b>Three Levels</b></p> <ul style="list-style-type: none"> <li>● Entrepreneur</li> <li>● Business</li> <li>● Enterprise</li> </ul> <p><b>Recruitment Events</b></p> <ul style="list-style-type: none"> <li>● Body Snatchers I</li> <li>● Body Snatchers II</li> </ul>	<p><b>Outstanding Chapter Award of Merit</b></p> <p><b>Excellence Award</b></p> <p><b>Membership Recognition—Local Awards</b></p> <ul style="list-style-type: none"> <li>● Largest Local Chapter</li> <li>● 100 Percent Class Participation</li> <li>● Membership Achievement</li> </ul> <p><b>Membership Recognition—State Awards</b></p> <ul style="list-style-type: none"> <li>● Largest State Chapter</li> <li>● Largest Increase in State Chapter Membership</li> </ul> <p><b>Membership Recognition—Local Awards</b></p> <ul style="list-style-type: none"> <li>● Go Green</li> </ul>

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# Middle Level Achievement Program (MAP) – Competitive Recognition

## AMERICAN ENTERPRISE PROJECT

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

### Eligibility & National Recognition

Each state may submit the top two (2) winning reports from its active local FBLA Middle Level chapters who are on record in the FBLA-PBL National Center as having paid dues by March 1 of the current school year. Chapters will be recognized by the national center on the FBLA-PBL Web site.

### Overview

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

### Report Guidelines

1. Report must be keyed in the order of the questions listed in the following 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 and be on standard 8 1/2" x 11" paper.
4. Each side of the paper providing information is counted as a page.

5. Copies should be sent rather than important original documents. Scrapbooks and loose or bulky exhibits are not acceptable.
6. Pages may not be laminated or bound in sheet protectors.
7. Reports should be stapled in the upper left-hand corner with the cover sheet.

### Report Format

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

1. Describe the chapter's American Enterprise Project.
2. State the purpose and goals of the project. The purpose and 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.

**NBEA Standards:** Communication; Entrepreneurship



**American Enterprise Project**  
**Rating Sheet**  
**FBLA – Middle Level**

<b>Evaluation Item</b>	<b>Not Demonstrated</b>	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Points Earned</b>
<b>Content</b>					
Description of project	0	1 – 7	8 – 140	15 – 20	
Statement of project goals	0	1 – 3	4 – 7	8 – 10	
Description of project choice	0	1 – 3	4 – 7	8 – 10	
Description of project planning and development	0	1 – 3	4 – 7	8 – 10	
Description of implementation	0	1 – 3	4 – 7	8 – 10	
Uniqueness of project	0	1 – 2	3 – 4	5	
Service to the community	0	1 – 2	3 – 4	5	
Evidence of publicity	0	1 – 2	3 – 4	5	
<b>Format</b>					
Followed project criteria	0	1 – 3	4 – 7	8 – 10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error)	0	1 – 5	6 – 10	11 – 15	
<b>Total Points</b>					<b>/100 max.</b>

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

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

Judge's Comments:

## CAREER EXPLORATION

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

### Eligibility & National Recognition

Each state may submit the top two (2) participants (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

The winners will be recognized by the national center on the FBLA-PBL Web site.

### Overview

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

### Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. A 45-minute objective test will be administered based on the competencies listed in the description.
3. Participants must furnish their own number two (2) pencils and erasers.

**NBEA Standard:** Career Development

## COMMUNITY SERVICE PROJECT

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

### Eligibility & National Recognition

Each state may submit the top two (2) winning reports from its active local FBLA Middle Level chapters who are on record in the FBLA-PBL National Center as having paid dues by March 1 of the current school year. Chapters will be recognized by the national center on the FBLA-PBL Web site.

### Overview

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

### Report Guidelines

1. Report 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 and be on standard 8 1/2" x 11" paper.
4. Each side of the paper providing information is counted as a page.
5. Copies should be sent rather than important original documents. Scrapbooks and loose or bulky exhibits are not acceptable.
6. Pages may not be laminated or bound in sheet protectors.
7. Reports should be stapled in the upper left-hand corner with the cover sheet.

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

**NBEA Standards:** Communication; Marketing



# Community Service Project

## Rating Sheet FBLA – Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Description of project	0	1 – 7	8 – 140	15 – 20	
Statement of project goals	0	1 – 3	4 – 7	8 – 10	
Description of project choice	0	1 – 3	4 – 7	8 – 10	
Description of project planning and development	0	1 – 3	4 – 7	8 – 10	
Description of implementation	0	1 – 3	4 – 7	8 – 10	
Uniqueness of project	0	1 – 2	3 – 4	5	
Service to the community	0	1 – 2	3 – 4	5	
Evidence of publicity	0	1 – 2	3 – 4	5	
<b>Format</b>					
Followed project criteria	0	1 – 3	4 – 7	8 – 10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error)	0	1 – 5	6 – 10	11 – 15	
<b>Total Points</b>					<b>/100 max.</b>

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

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

Judge's Comments:



## COMPUTER SLIDE SHOW PRESENTATION

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

### Eligibility & National Recognition

Each state may submit the top two (2) entries. Entries may be created by an individual member or by a team, not to exceed three (3) members (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

The winners will be recognized by the national center on the FBLA-PBL Web site.

### Overview

The topic to be developed for this slide show and submitted for competition is:

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

### Guidelines

1. The slide show must address the topic in the description section. Entries will be judged according to the rating sheet.
2. Presentations should be at least one (1) minute and no more than three (3) minutes in length.
3. Presentations may be submitted on a CD or DVD. Instructions should be included with the entry, describing the procedures necessary to run the presentation, including the software used. All software and the required elements should be included (i.e., pack-and-go) so the judges can view the presentation on any system.
4. Presentations should be clearly labeled with the name of the event, name of participant(s), school name, and state.

**NBEA Standards:** Business, Management & Administration; Information Technology

## DESKTOP PUBLISHING APPLICATION

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

### Eligibility & National Recognition

Each state may submit the top two (2) entries. Entries may be created by an individual member or by a team, not to exceed three (3) members (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

The winners will be recognized by the national center on the FBLA-PBL Web site.

### Overview

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

### Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
3. Students may use only one computer for the event.
4. Participants may bring clip art or use the Internet to access graphics.
5. The finished product will be submitted in black and white or color on plain paper.
6. Word-division manuals and dictionaries may be used as reference materials.

**NBEA Standards:** Communication; Information Technology



# Computer Slide Show Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Presentation content clearly relates to assigned topic	0	1 – 3	4 – 7	8 – 10	
Copyright laws have been followed and are cited	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	
<b>Presentation</b>					
Presentation includes identifiable opening, body, and conclusion	0	1 – 3	4 – 7	8 – 10	
Audio and visual elements are coordinated and complementary	0	1 – 3	4 – 7	8 – 10	
Transitions are effective and appealing	0	1 – 3	4 – 7	8 – 10	
Graphics enhance overall quality of presentation	0	1 – 3	4 – 7	8 – 10	
Presentation is effective at motivating audience to action	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	
<b>Total Points</b>					<b>/100 max.</b>
<b>Penalty Points:</b> Deduct five (5) points if presentation is under 1 minute or over 3 minutes. Time:					
<b>Final Score</b>					<b>/100 max.</b>

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

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

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

Judge's Comments:



# Desktop Publishing Application

## Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Overall Appeal</b>					
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	
<b>Layout</b>					
Layout is creative and original	0	1 – 3	4 – 7	8 – 10	
Text and graphics are well-balanced with no overlapping items that reduce readability	0	1 – 3	4 – 7	8 – 10	
Graphics are appropriate to subject and are effectively utilized	0	1 – 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	
<b>Technical</b>					
Effective application of a special effect(s) may include but are 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	
<b>Total Points</b>					<b>/100 max.</b>

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

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

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

Judge's Comments:

## KEYBOARDING APPLICATIONS I

*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.*

### Eligibility & National Recognition

Each state may submit the top two (2) participants (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

The winners will be recognized by the national center on the FBLA-PBL Web site.

### Overview

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

### Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. Results will be based on mailable copy based on the Standards of Mailability.
3. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
4. Word-division manuals and dictionaries may be used as reference materials.
5. Participants must recognize the necessity for accurate proofreading.

**NBEA Standard:** Information Technology

## KEYBOARDING APPLICATIONS II

*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 advanced keyboarding applications skills.*

### Eligibility & National Recognition

Each state may submit the top two (2) participants (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

The winners will be recognized by the national center on the FBLA-PBL Web site.

### Overview

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

### Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. Results will be based on mailable copy based on the Standards of Mailability.
3. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
4. Word-division manuals and dictionaries may be used as reference materials.
5. Participants must recognize the necessity for accurate proofreading.

**NBEA Standard:** Information Technology

## LOCAL CHAPTER ACTIVITIES REPORT

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

### Eligibility & National Recognition

Each state may submit the top two (2) winning reports from its active local FBLA-Middle Level chapters who are on record in the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

Chapters will be recognized by the national center on the FBLA-PBL Web site and receive a medal for outstanding achievement.

### Overview

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

### Guidelines

The report should follow the Rating Sheet.

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

**NBEA Standard:** Communication

## OUTSTANDING MIDDLE LEVEL ADVISER

*This award honors FBLA-Middle Level advisers who have contributed to the success of FBLA-Middle Level on the local, district/regional, state, and national levels.*

### Eligibility & National Recognition

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

### Overview

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

### Guidelines

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.



# Local Chapter Activities Report

## Rating Sheet

### FBLA – Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Format</b>					
Clear and concise presentation with logical arrangements of information	0	1 – 3	4 – 7	8 – 10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error)	0	1 – 5	6 – 10	11 – 15	
<b>Total Points</b>					<b>/100 max.</b>

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

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

Judge's Comments:

## OUTSTANDING MIDDLE LEVEL MEMBER

*This award honors FBLA-Middle Level members who have contributed to the success of FBLA-Middle Level on the local, district/ regional, state, and national levels.*

### Eligibility & National Recognition

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

### Overview

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

### Guidelines

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.

## OUTSTANDING MIDDLE LEVEL SUPPORTER

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

### Eligibility & National Recognition

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

### Overview

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

### Guidelines

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.



## Outstanding Middle Level Recognition

**Check one and submit biographical sketch with this nomination form:**

- Outstanding Middle Level Adviser
- Outstanding Middle Level Member
- Outstanding Middle Level Supporter

Nominee's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company/School: \_\_\_\_\_

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

\_\_\_\_\_

**City**

**State**

**Zip**

E-mail: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

**City**

**State**

**Zip**

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

Name of the person submitting nomination who may be contacted for more information.

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

E-mail: \_\_\_\_\_ Phone No.: \_\_\_\_\_



## INTRODUCTION TO BUSINESS COMMUNICATION

### (Formerly: Proofreading & Editing)

*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.*

### Eligibility & National Recognition

Each state may submit the top two (2) participants (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

The winners will be recognized by the national center on the FBLA-PBL Web site.

### Overview

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

### Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. A 45-minute objective test will be administered based on the competencies listed in the description.
3. Participants must furnish their own number two (2) pencils and erasers.

**NBEA Standard:** Communication

## SPREADSHEET

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

### Eligibility & National Recognition

Each state may submit the top two (2) participants (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

The winners will be recognized by the national center on the FBLA-PBL Web site.

### Overview

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

### Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
3. Calculators are not allowed.
4. Participants must recognize the necessity for accurate proofreading.

**NBEA Standards:** Computation; Information Technology

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## WEB PAGE CREATION

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

### Eligibility & National Recognition

Each state may submit the top two (2) entries. Entries may be created by an individual member or by a team, not to exceed three (3) members (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

The winners will be recognized by the national center on the FBLA-PBL Web site.

### Overview

The topic to be developed for this Web page and submitted for competition is:

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

### Guidelines

1. The Web page may be one or two pages with at least one link.
2. The Web page must address the topic in the overview section. Entries will be judged according to the rating sheet.
3. Web pages must be submitted on a CD or DVD and must be viewable with a variety of browsers (Netscape, Microsoft Internet Explorer, Safari, and more).
4. Presentations should be clearly labeled with the name of the event, name of participant(s), school name, and state.

**NBEA Standards:** Information Technology

## STANDARDS OF MAILABILITY

Materials submitted in these events are graded against the standard of zero errors and business-like format. The Format Guide must be followed for proper formatting of any type of word processing documents in Word Processing I & II and Computer Applications. See the Format Guide at the end of this section on page V-App. 1.

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

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

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

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



## Web Page Creation Presentation Rating Sheet

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

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

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

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

Judge's Comments:



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

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

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

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

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

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

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

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

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# Middle Level Achievement Program (MAP)—Individual Achievement

## INDIVIDUAL MEMBERSHIP RECOGNITION PROGRAM OVERVIEW

This individual member program is designed to reward those FBLA-Middle Level members who excel in their participation in a variety of activities in the areas of service, education, and leadership. Members simply copy and fill out the cover sheet, attach the entry form and any supporting documentation, and submit the package by March 1 or entries can be submitted online through the Adviser Area.

**LEVEL 1: ENTREPRENEUR LEVEL**—This award focuses on basic business skills, introduction to community service, and FBLA-Middle Level involvement at the local level; entries are certified by the local chapter adviser. Entries must be submitted to the national center. Pins will be sent to the local chapter adviser so that they can be awarded at a local awards ceremony or local FBLA-Middle Level event. An entry form and supporting documentation are required for this award.

**LEVEL 2: BUSINESS LEVEL**—Certified by the local chapter adviser. This award focuses on chapter activities, intermediate business skills, and leadership in the community. Entries must be submitted to the national center. Pins will be sent to the local chapter adviser for presentation at a local awards ceremony or local FBLA-Middle Level event. An entry form and supporting documentation are required for this award.

**LEVEL 3: ENTERPRISE LEVEL**—Certified by the local chapter adviser. This award focuses on chapter and leadership activities, advanced business skills, and community and school leadership. All documentation must be submitted to the national center. Names of qualifying students and pins will be sent to the state chairman/adviser so that awards can be presented at the district or the state leadership conference, if desired.

All entries become the property of FBLA-PBL, Inc., and will not be returned. FBLA-PBL, Inc. reserves the right to use submitted materials for its national publications.

**Due Date: Must be postmarked by March 1.**

**Mail to: Middle Level Achievement Program, 1912 Association Drive, Reston, VA 20191-1591 or submit online through the Adviser Area.**

**NOTE:** *Members may complete more than one level in a year. Levels do not build on each other. Activities should be conducted using word processing, spreadsheet, database, and presentation software functions where appropriate.*



## COVER SHEET



- Individual Program (check the appropriate level)**
  - Entrepreneur Level**
  - Business Level**
  - Enterprise Level**
- Chapter Program**
  - Excellence Award**

(Please type or print clearly.)

Member's Name: _____	Chapter Number: _____
Lead Adviser's Name: _____	Salutation (circle one): Dr. Mr. Mrs. Ms.
School Name: _____	Lead Adviser's Phone: _____
School Address: _____	Lead Adviser's E-mail: _____
City, State, Zip: _____	
Signature of Lead Adviser: _____	
<i>(National use only)</i>	
Date Received: _____	Date Processed: _____



## Middle Level Achievement Program (MAP)

### LEVEL 1: ENTREPRENEUR LEVEL

#### Entry Form

**Note:** Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete eight (8) activities from four (4) sections. Entrepreneur Level recipients receive a lapel pin at a local chapter meeting or awards banquet.

School/Community Service Complete two (2) activities.	Education Complete two (2) activities. The first one (1) is required.	Leadership Complete two (2) activities. The first one (1) is required.	Career Exploration Complete two (2) activities. The first one (1) is required.
<input type="checkbox"/> 1. Donate at least five (5) hours of service to one of your teachers. Hours: _____ Teacher: _____ Adviser's initials: _____	<input type="checkbox"/> 1. <b>Required.</b> Complete the Parliamentary Procedures crossword puzzle. ( <i>Attach completed puzzle.</i> )	<input type="checkbox"/> 1. <b>Required.</b> Attend two (2) chapter meetings. Dates of Meetings: _____ Adviser's Initials: _____	<input type="checkbox"/> 1. <b>Required.</b> Interview a family member about his/her career. ( <i>Attach completed Family Member Interview Question form on page V-25.</i> )
<input type="checkbox"/> 2. Help your chapter adviser with activities to promote American Enterprise Day or FBLA-PBL Week. ( <i>Attach a 50-word summary of the project.</i> ) Adviser's initials: _____	<input type="checkbox"/> 2. Key the FBLA-PBL Mission Statement (page V-25), insert clip art, and center it on a sheet of paper. ( <i>Attach a copy.</i> )	<input type="checkbox"/> 2. Participate in an individual FBLA-Middle Level competitive recognition event. Event: _____ Adviser's Initials: _____	<input type="checkbox"/> 2. List five (5) positive characteristics about yourself. ( <i>Attach characteristics.</i> )
<input type="checkbox"/> 3. Participate in your chapter's community service project committee. ( <i>Attach a 50-word summary of the project.</i> )	<input type="checkbox"/> 3. Read an article or story from <i>Tomorrow's Business Leader</i> . ( <i>Attach a 100-word summary of the article or story.</i> )	<input type="checkbox"/> 3. Bring a friend to a meeting. Name: _____	<input type="checkbox"/> 3. Explain the importance of a dress code in the workplace. ( <i>Attach a 50-word summary.</i> )
<input type="checkbox"/> 4. Create a promotional piece such as a flyer, poster, or bulletin board encouraging students to join the local chapter. ( <i>Attach a sample of the flyer, poster, or a picture of the bulletin board.</i> )	<input type="checkbox"/> 4. Identify five characteristics of an effective leader. ( <i>Attach characteristics and explain how FBLA-Middle Level can help you achieve them.</i> )	<input type="checkbox"/> 4. Sign up for a local chapter committee. Committee Name: _____	<input type="checkbox"/> 4. List five personal goals. ( <i>Attach goals.</i> )

\_\_\_\_\_  
Student's Signature

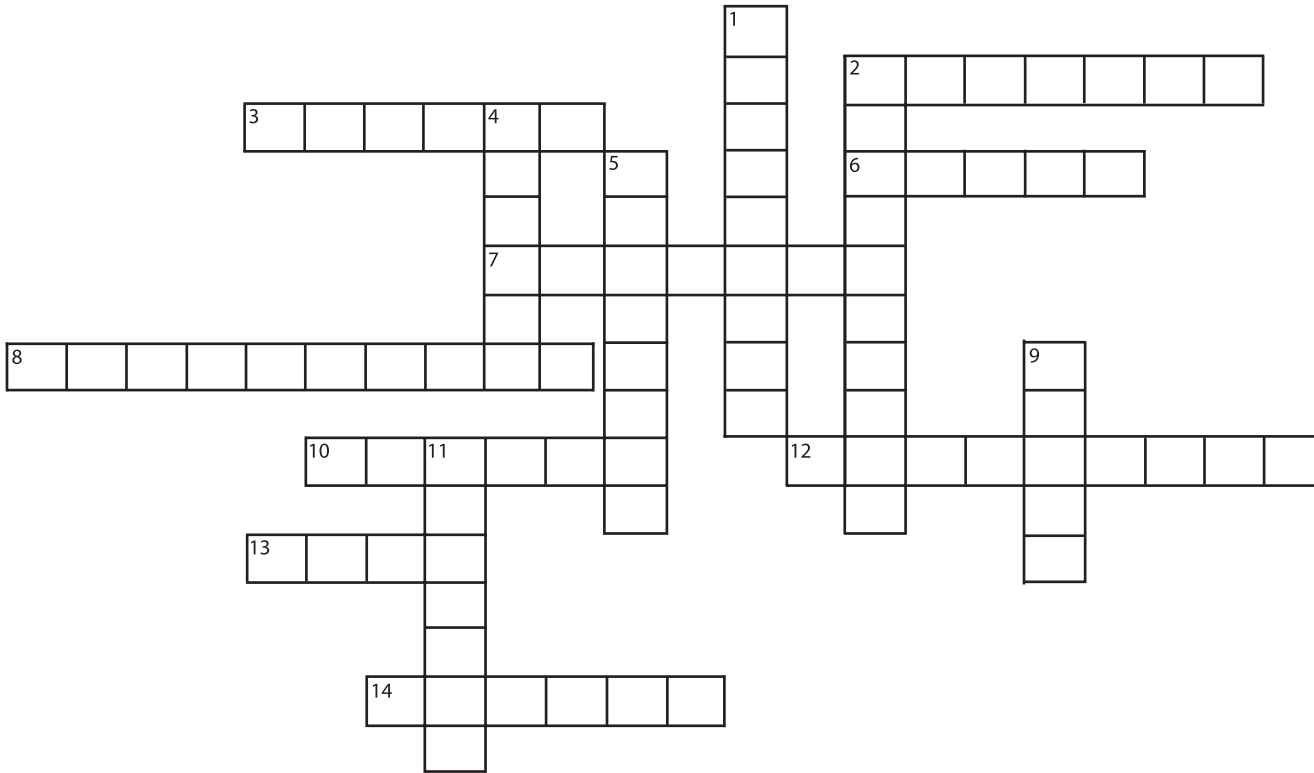
\_\_\_\_\_  
Lead Adviser's Signature

\_\_\_\_\_  
Date



# Parliamentary Procedures Crossword Puzzle and Answer Key

## Entrepreneur Level



ACROSS

2. To cancel a previous action.
3. A framework for discussion.
6. The person presiding.
7. To close the meeting.
8. Motions that concern matters of immediate importance.
10. To send a pending question to a small group.
12. Prepares and reads the minutes of the meeting.
13. Motions whose introductions bring business before the assembly.
14. A short intermission that does not close the meeting.

DOWN

1. Receives and acts as custodian of chapter funds.
2. To bring back a motion that has already been voted on.
4. Discussion of the merits of a motion.
5. Over half the members present and voting.
9. A motion to modify the wording of a motion.
11. Record of the proceedings of a meeting.

**KEY:** Across – (2) rescind (3) agenda (6) chair (7) adjourn (8) privileged (10) commit (12) secretary (13) main (14) recess and Down (1) treasurer (2) reconsider (4) debate (5) majority (9) amend (11) minutes





## Mission Statement

### Entrepreneur Level

### FBLA-PBL Mission

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



## Family Member Interview Questions

### Entrepreneur Level

- What is the family member's name and job title?
- What company does he/she work for?
- What are the duties of the job?
- What special training or education does this job require?
- What personal qualifications are helpful for this job?
- What are the advantages and disadvantages of this job?
- What is the salary range of a worker who has this job?
- What forms of technology are used in this job?
- What is the best part of this job?
- Other:



## Middle Level Achievement Program (MAP) LEVEL 2: BUSINESS LEVEL Entry Form

**Note:** Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete nine (9) activities from four (4) sections. Business Level recipients receive a lapel pin at a local chapter meeting or awards banquet.

School/Community Service Complete two (2) activities.	Education Complete two (2) activities. The first one (1) is required.	Leadership Complete three (3) activities. Two (2) are required.	Career Exploration Complete two (2) activities.
<input type="checkbox"/> 1. Design a FBLA-Middle Level chapter exhibit to be displayed at a chapter or school event. <i>(Attach a scanned photo of the exhibit.)</i>	<input type="checkbox"/> 1. <b>Required.</b> Complete the FBLA-Middle Level Spelling Test with a score of 90 percent or better. <i>(Attach completed test.)</i> Date Completed: _____ Score: _____ Adviser's Initials: _____	<input type="checkbox"/> 1. <b>Required.</b> Participate in the Night of the Body Snatchers I membership recruitment program. See page V-33. <i>(Attach completed form.)</i>	<input type="checkbox"/> 1. Design a bumper sticker with quotes that reflect positive values that may include responsibility, respect, and ethics. <i>(Attach design.)</i>
<input type="checkbox"/> 2. Participate in a literacy project; i.e., a tutoring program for elementary students, a book drive, or reading to elementary students. <i>(Attach a 50-word summary.)</i> Adviser's initials: _____	<input type="checkbox"/> 2. Help present the FBLA-PBL history presentation skit <i>(See the National Organization section of the Chapter Management Handbook on page VII-14)</i> at a local chapter meeting. Meeting Date: _____ Adviser's Initials: _____	<input type="checkbox"/> 2. <b>Required.</b> Complete the FBLA-PBL Creed worksheet on page V-28. <i>(Attach completed worksheet.)</i>	<input type="checkbox"/> 2. Research a career in business. <i>(Attach a one-page report.)</i>
<input type="checkbox"/> 3. Create a poster or a flyer about the March of Dimes to hand out at a local chapter meeting to create support and awareness. <i>(Attach a copy of the flyer or poster.)</i>	<input type="checkbox"/> 3. In 50 words or less, describe why a free enterprise system is important. <i>(Attach paragraph.)</i>	<input type="checkbox"/> 3. Make a presentation about the "Benefits of Joining FBLA-Middle Level" to one of your classes. <i>(Attach outline of presentation.)</i> Adviser's Initials: _____	<input type="checkbox"/> 3. Identify one (1) personal strength and one (1) personal weakness. Describe what you can do to overcome this weakness. <i>(Attach strength, weakness, and description.)</i>
<input type="checkbox"/> 4. Serve on a community service committee that is planning a project to either promote or raise money for the March of Dimes or for a state service project. <i>(Attach a 50-word description of this project.)</i>	<input type="checkbox"/> 4. Obtain at least two (2) business cards from businesspeople in your community. <i>(Copy business cards and attach them.)</i>	<input type="checkbox"/> 4. Submit an article about a chapter activity to your school or local newspaper or <i>Tomorrow's Business Leader</i> . <i>(Attach a copy of the article.)</i>	<input type="checkbox"/> 4. List 10 questions that you may be asked in a job interview. <i>(Attach questions.)</i>

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Lead Adviser's Signature

\_\_\_\_\_  
Date



## Spelling List and Test

### Business Level Award

#### SPELLING LIST

Study the following words for the spelling test. The test will consist of 20 of these words.

- |                  |   |
|------------------|---|
| 1. accordance    | The two agreements, although stated differently, are in <b>accordance</b> . |
| 2. adjacent      | Her office is <b>adjacent</b> to mine.                                      |
| 3. aggravate     | His hasty, unwise decision tended to <b>aggravate</b> the situation.        |
| 4. altogether    | That statement was <b>altogether</b> confusing and misleading.              |
| 5. approximately | <b>Approximately</b> 100 people attended the meeting.                       |
| 6. argue         | No one could <b>argue</b> with the action she took.                         |
| 7. attendance    | <b>Attendance</b> at the seminar was twice that expected.                   |
| 8. auxiliary     | During holidays, many stores hire part-time <b>auxiliary</b> employees.     |
| 9. beginning     | <b>Beginning</b> employees receive entry-level wages.                       |
| 10. categories   | Suggestions were made for each of the <b>categories</b> .                   |
| 11. changeable   | The computer market is highly <b>changeable</b> .                           |
| 12. choose       | Employees <b>choose</b> the benefit plan that best suits their needs.       |
| 13. claimant     | The <b>claimant</b> received a refund.                                      |
| 14. collateral   | She pledged her house as <b>collateral</b> for the business loan.           |
| 15. compliance   | All procedures were in <b>compliance</b> with the rules.                    |
| 16. consistent   | Their actions were <b>consistent</b> with their words.                      |
| 17. corporation  | The <b>corporation</b> issued its annual report.                            |
| 18. council      | The city official attended a <b>council</b> meeting.                        |
| 19. deductible   | The tax laws resulted in many expenses no longer being <b>deductible</b> .  |
| 20. desirable    | Handling supplies that way is neither economical nor <b>desirable</b> .     |
| 21. device       | This new machine has an additional safety <b>device</b> .                   |
| 22. effort       | The extra <b>effort</b> paid off.   |
| 23. principal    | Our <b>principal</b> business is printing sales catalogs.                   |
| 24. privilege    | It is a <b>privilege</b> to serve you fine food at reasonable prices.       |
| 25. referred     | His problem was <b>referred</b> to an expert.                               |
| 26. stationery   | Be sure to visit our recently expanded <b>stationery</b> department.        |
| 27. supersede    | The new labor contract will <b>supersede</b> the one signed in 2003.        |
| 28. twelfth      | This is the <b>twelfth</b> modem that has been installed today.             |
| 29. ventilation  | A heat pump will control the <b>ventilation</b> in winter and in summer.    |
| 30. wrench       | The plumber used a <b>wrench</b> to tighten a bolt on the pipe.             |

#### SPELLING TEST

- |                 |  |
|-----------------|--|
| 1. aggravate    | His hasty, unwise decision tended to <b>aggravate</b> the situation.       |
| 2. altogether   | That statement was <b>altogether</b> confusing and misleading.             |
| 3. attendance   | <b>Attendance</b> at the seminar was twice that expected.                  |
| 4. auxiliary    | During holidays many stores hire part-time <b>auxiliary</b> employees.     |
| 5. categories   | Suggestions were made for each of the <b>categories</b> .                  |
| 6. changeable   | The computer market is highly <b>changeable</b> .                          |
| 7. claimant     | The <b>claimant</b> received a refund.                                     |
| 8. collateral   | She pledged her house as <b>collateral</b> for the business loan.          |
| 9. compliance   | All procedures were in <b>compliance</b> with the rules.                   |
| 10. consistent  | Their actions were <b>consistent</b> with their words.                     |
| 11. council     | The city official attended a <b>council</b> meeting.                       |
| 12. deductible  | The tax laws resulted in many expenses no longer being <b>deductible</b> . |
| 13. desirable   | Handling supplies that way is neither economical nor <b>desirable</b> .    |
| 14. principal   | Our <b>principal</b> business is printing sales catalogs.                  |
| 15. privilege   | It is a <b>privilege</b> to serve you fine food at reasonable prices.      |
| 16. referred    | His problem was <b>referred</b> to an expert.                              |
| 17. stationery  | Be sure to visit our recently expanded <b>stationery</b> department.       |
| 18. supersede   | The new labor contract will <b>supersede</b> the one signed in 2001.       |
| 19. twelfth     | This is the <b>twelfth</b> modem that has been installed today.            |
| 20. ventilation | A heat pump will control the <b>ventilation</b> in winter and in summer.   |



## FBLA-PBL Creed Worksheet

Fill in the blanks of the Creed. You may find the FBLA-PBL Creed in the National Organization section of the *Chapter Management Handbook*, page VII-3 or on the Web site at [www.fbla-pbl.org](http://www.fbla-pbl.org).

I believe \_\_\_\_\_ is the \_\_\_\_\_ of every person.

I believe the \_\_\_\_\_ depends on mutual \_\_\_\_\_ and \_\_\_\_\_ among business, industry, \_\_\_\_\_, religious, family, and educational institutions as well as \_\_\_\_\_ around the world. I \_\_\_\_\_ to do my utmost to bring about \_\_\_\_\_ and \_\_\_\_\_ among all of these groups.

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

I believe every \_\_\_\_\_ should actively \_\_\_\_\_ toward improving \_\_\_\_\_, \_\_\_\_\_, community, and \_\_\_\_\_ life.

I believe every \_\_\_\_\_ has the right to \_\_\_\_\_ a living at a useful \_\_\_\_\_.

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

I believe I have the \_\_\_\_\_ to work efficiently and to \_\_\_\_\_ clearly. I \_\_\_\_\_ to use my \_\_\_\_\_ to make the world a better place for everyone.



## LEVEL 3: ENTERPRISE LEVEL

### Entry Form

**Note:** Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete 10 activities from four (4) sections. Enterprise Level recipients receive lapel pins at the district/regional or state level. The national center staff will remit the names of winners and pins to state advisers/chairs.

School/Community Service Complete two (2) activities.	Education All four (4) activities are required.	Leadership Complete two (2) activities. The first one (1) is required.	Career Exploration Complete two (2) activities.
<input type="checkbox"/> 1. Volunteer to participate in a project to benefit senior citizens; i.e., yard work, spend time with nursing home residents, decorate pumpkins for a nursing home, organize an Internet class for senior citizens. <i>(Attach a 100-word summary describing how you benefited from the project.)</i>	<input type="checkbox"/> 1. <b>Required.</b> Complete the Business Plan Project by yourself or with a partner. See the instruction sheet following this section on page V-30. <i>(Attach completed project.)</i>	<input type="checkbox"/> 1. <b>Required.</b> Participate in the Night of the Body Snatchers II membership recruitment program. See page V-34. <i>(Attach completed form.)</i>	<input type="checkbox"/> 1. Write down one personal achievement from each age period. 2–5 years: _____ _____ 6–9 years: _____ _____ 10–13 years: _____ <i>(In 100 words reflect on the significance of each.)</i>
<input type="checkbox"/> 2. Mentor a new FBLA-Middle Level member or shadow a high school FBLA member. <i>(Attach a 100-word summary describing the experience.)</i>	<input type="checkbox"/> 2. <b>Required.</b> List the different steps in the decision-making process. Discuss (in 100 words or less) how you could apply this to solving problems in your daily life and in FBLA-Middle Level.	<input type="checkbox"/> 2. Serve as a local officer or chairman of a local chapter committee. Position: _____	<input type="checkbox"/> 2. Shadow a businessperson in a career that interests you. Person Shadowed: _____ _____ Business: _____ Date: _____ Adviser's Initials: _____
<input type="checkbox"/> 3. Design a card to distribute to your local adviser during Adviser Appreciation Day. <i>(Attach the card.)</i>	<input type="checkbox"/> 3. <b>Required.</b> Complete the FBLA-Middle Level Business Math test with a score of 90 percent or better. <i>(Attach completed test.)</i> Date Completed: _____ Score: _____	<input type="checkbox"/> 3. With your local adviser, plan a social activity for the chapter. <i>(Attach completed Project Planning Form on page V-32.)</i> Activity: _____ Date: _____	<input type="checkbox"/> 3. Write a letter to an area business requesting information about desirable employee characteristics. <i>(Attach copy of the letter.)</i>
<input type="checkbox"/> 4. List ten (10) fun activities or icebreakers that your local chapter adviser could use at local chapter meetings. <i>(Attach fun activities/icebreakers.)</i>	<input type="checkbox"/> 4. <b>Required.</b> Research a person from history that you admire for his/her leadership skills. Give an oral presentation in one of your classes or at a chapter meeting. Person: _____ Date Presented: _____ Adviser's Initials: _____	<input type="checkbox"/> 4. Write a letter inviting a businessperson to speak at a chapter meeting or activity. <i>(Attach letter.)</i>	<input type="checkbox"/> 4. Explore a business career and use the Internet to research what this career is like in three different countries. <i>(Attach written report.)</i>

Student's Signature \_\_\_\_\_

Lead Adviser's Signature \_\_\_\_\_

Date \_\_\_\_\_



## Business Plan Project Instructions Enterprise Level

*Through this activity, FBLA-Middle Level members will team up with a partner or they may complete this as an individual project. Members will learn to identify a market and reach that market through different promotional activities. Each team has received the funding necessary to start a new business. All activities need to be turned in to the FBLA-Middle Level adviser in a report format once everything has been completed.*

**Report** (all reports must be bound)  
Include the following sections in developing the report for the Business Plan. The report must be word processed and the body of the report must be at least three pages in length. Pages may be single or double spaced.

**Business Overview.** This introduction to the student's report should describe the business concept and explain the rationale behind the slogan and logos of the business. It should also discuss how students plan to create interest in their business.

**Company Description.** This also should include the business mission statement. It should also include a vision for the business and the strategies that the student is going to use to achieve this. Goals or objectives of the business should be listed in this section of the report.

**Industry Analysis.** Students are to prepare a description of the relevant industry for their business. Make sure size, growth rates, nature of competition, history, and trends and opportunities within the industry are included in the plan.

**Marketing Plan.** Students need to identify their target market in this section of the report. They should determine the needs of consumers and the components of marketing for their business (product, place, price, promotion, and people); design their business so that it will meet the customer's needs; and identify the different promotional efforts in this section including the different types of advertising that will be used (i.e., slogans, logos, billboards, brochures, print ads, and commercials).

**Human Resources.** Students should identify key employees needed for the business and indicate how the employees will be recruited.

**Summary.** Where do you see the business in three, five, and ten years? Include an evaluation of the business's potential for success or failure and identify priorities for directing future business activities. Students should reflect on any long-term business goals and any risks that they may face within the industry they have chosen.

### Appendices

Include the following documents in the appendix.

**Business Name/Goals.** FBLA-Middle Level members must come up with a name for their new business. They need to develop a vision for this business, develop strategies for reaching this vision, and establish goals or objectives for the business. This information will be used in the final phase of the project, when students prepare a written report with the appendices below.

**Logo.** FBLA-Middle Level members must design a logo and a slogan for their business to be used on correspondence, letterhead, and promotional pieces. This logo will represent the image of the business in the industry.

**Business Cards.** Students are to design business cards for themselves that include their name, title, business address, phone number, and e-mail address.

**Letterhead.** FBLA-Middle Level members are to create letterhead that will be used for all correspondence. The letterhead must include the name of the company, student's name and title, company address, company phone number, and company e-mail address.

**Brochure.** Students are to create a brochure advertising their business. This brochure must include the business logo and a list of the business merchandise or services offered. Include appropriate clip art and pictures.

**Grand Opening Flyer.** Students are to create a flyer for the grand opening of their business. The flyer should be carefully designed, look professional, and provide a brief description of the products or services that the company provides.

**Door Sign with Hours.** Students are to create a sign designating the hours the company is open for business. Include the company logo.

**Welcome Letter.** Students are to prepare a welcome letter in proper business format that could be mailed to prospective customers. This letter should be on the business letterhead and should include a description of the business and an invitation for them to attend the grand opening. Students should include a coupon at the bottom of the page that customers can use on their first visit. The letter should be addressed to "Dear Prospective Customer:" and include the business location, hours, and any other relevant information.

### Report Guidelines

1. Include a cover page on card stock paper with graphics, student's name, class, and name of business.
2. Page number the report.
3. Include a Table of Contents.
4. The following appendices should follow the report:
  - a. Appendix A—Logo and Business Slogan
  - b. Appendix B—Business Card
  - c. Appendix C—Letterhead
  - d. Appendix D—Brochure
  - e. Appendix E—Grand Opening Flyer
  - f. Appendix F—Door Sign with Hours
  - g. Appendix G—Welcome Letter



# Business Math Test and Answer Key

## Enterprise Level

(Calculators may be used.)

Divide and write the remainders as fractions, reduce to lowest terms.

- \_\_\_\_\_ 1.  $\frac{9}{10} \div \frac{3}{4}$   
 \_\_\_\_\_ 2.  $2\frac{1}{4} \div 1\frac{3}{4}$   
 \_\_\_\_\_ 3.  $36\frac{2}{3} \div 9$  (Fraction formats should match.)

Multiply.

- \_\_\_\_\_ 4.  $12\frac{7}{8} \times 6\frac{3}{4}$   
 \_\_\_\_\_ 5.  $33 \times 7\frac{1}{3}$   
 \_\_\_\_\_ 6. 18 radios @ \$37.50 each  
 \_\_\_\_\_ 7.  $62 \times 28 \times 74$

Change the percentages to fractions, reduce to lowest terms.

- \_\_\_\_\_ 8. 37.5 percent  
 \_\_\_\_\_ 9.  $16\frac{2}{3}$  percent

Change the fractions to decimals.

- \_\_\_\_\_ 10.  $\frac{5}{7}$   
 \_\_\_\_\_ 11.  $2\frac{3}{4}$   
 \_\_\_\_\_ 12.  $\frac{15}{16}$

Change the following to percentages.

- \_\_\_\_\_ 13.  $\frac{3}{5}$   
 \_\_\_\_\_ 14. 0.2187  
 \_\_\_\_\_ 15. 20.6  
 \_\_\_\_\_ 16. Ginger earned \$29.54 on Monday, \$72.85 on Tuesday, and \$54.15 on Wednesday, took Thursday off, and earned \$72.96 on Friday. Find the total earnings for the week.  
 \_\_\_\_\_ 17. A fast-food franchise with a monthly advertising budget of \$3,200 decides to set up a media budget. They plan to spend 20 percent for television, 30 percent for newspapers, 15 percent for outdoor signs, 30 percent for radio, and the remainder for bumper stickers. What percent of the total budget do they plan to spend on bumper stickers?  
 \_\_\_\_\_ 18. Ms. Morris spent \$134 on supplies and \$150.62 on visual aids for her accounting class. She then found that 25 percent of her budget remained. What amount remained?  
 \_\_\_\_\_ 19. A college with 12,000 students has 4,800 students who are majoring in business. What is the ratio of the business students to the total?  
 \_\_\_\_\_ 20. Five crates of parts are to be shipped by Federal Express. The crates weigh 56.7 kilograms, 46.3 kilograms, 74.8 kilograms, 68.5 kilograms, and 60.8 kilograms, respectively. What is the total weight of the crates to be shipped?

Business Math Test Answer Key

16. \$229.50  
 11. 2.75  
 6. \$675  
 1.  $1\frac{1}{5}$   
 17. \$160 or 5 percent  
 12. .9375  
 7. 128,464  
 2.  $1\frac{2}{7}$   
 18. \$94.87  
 13. 60 percent  
 8.  $\frac{3}{8}$   
 3.  $4\frac{2}{27}$   
 19. 2:5  
 14.  $21\frac{87}{100}$  percent  
 9.  $\frac{1}{6}$   
 4.  $86\frac{29}{32}$   
 20. 307.1 kg  
 15. 2060 percent  
 10. 7143  
 5. 242



# FBLA-Middle Level Project Planning Form

## Enterprise Level and Chapter Excellence Award

Name of Project: \_\_\_\_\_

Proposed Date and Time: \_\_\_\_\_

Why are we doing this project? \_\_\_\_\_

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Who will benefit from this project? \_\_\_\_\_

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Names of people assisting: \_\_\_\_\_

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Funding Required: \$\_\_\_\_\_ Received approval:  Yes  No

Description of the project (what will be accomplished, what impact will it have, etc.): \_\_\_\_\_

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Description of publicity planned: \_\_\_\_\_

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Other: \_\_\_\_\_

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## Night of the Body Snatchers I

**Goal** – To ignite recruiting efforts at the local level by offering incentives to individual members who “snatch” two (2) new FBLA-Middle Level members. This membership recruitment program is tied directly into Middle Level Achievement Awards Program (MAP) and coincides with the Business Level.

### Night of the Body Snatchers

FBLA-Middle Level Members who recruit two NEW members and submit the accompanying *Body Snatchers I* form by March 1 will receive recognition on the national Web site. This program fulfills one of the requirements of the Business Level of the Middle Level Achievement Awards—Individual Membership Recognition.

Clip off and send the form below.

---

Member's Name: \_\_\_\_\_ Chapter No: \_\_\_\_\_

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

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

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

Lead Adviser: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_ School Phone: \_\_\_\_\_

Recruited two new members: (List names of new members in the blanks below.)

1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Must be received by April 1 to:

FBLA-Middle Level Membership Awards  
1912 Association Drive  
Reston, Virginia 20191-1591  
Fax: 866.500.5610

**Forms will be accepted throughout the year. Final postmark deadline is April 1.**



## Night of the Body Snatchers II

**Goal** – To double recruiting efforts at the local level by offering incentives to individual members who double their recruiting efforts and “snatch” four (4) new FBLA-Middle Level members. This membership recruitment program is tied directly into Middle Level Achievement Awards Program (MAP) and coincides with the Enterprise Award.

### Night of the Body Snatchers II

In this sequel award, FBLA-Middle Level Members who recruit four NEW members, doubling their recruitment efforts, and submit the accompanying *Body Snatchers II* form by March 1 will receive recognition on the national Web site. This program fulfills one of the requirements of the Enterprise Level of the Middle Level Achievement Awards—Individual Membership Recognition.

Clip off and send the form below.

---

Member’s Name: \_\_\_\_\_ Chapter No: \_\_\_\_\_

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

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

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

Lead Adviser: \_\_\_\_\_

Lead Adviser’s E-mail: \_\_\_\_\_ School Phone: \_\_\_\_\_

Recruited four new members: (List names of new members in the blanks below.)

1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

3. Name: \_\_\_\_\_

4. Name: \_\_\_\_\_

Member’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Must be received by April 1 to:

FBLA-Middle Level Membership Awards  
1912 Association Drive  
Reston, Virginia 20191-1591  
Fax: 866.500.5610

**Forms will be accepted throughout the year. Final postmark deadline is April 1.**



# Outstanding Chapter Award of Merit Chapter Excellence Award Program

## OUTSTANDING CHAPTER AWARD OF MERIT

### Program Overview

*The Outstanding Chapter Award of Merit recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA-PBL, Inc.*

### Eligibility

Active local FBLA-Middle Level chapters must be nominated by the state chairman/adviser and be on record as having paid national dues by March 1 of the current school year.

### Regulations

1. The state chairman or designee must complete the Outstanding Chapter Award of Merit FBLA-Middle Level entry form and certify that the chapters listed have met their state's criteria.
2. Each state may select two (2) chapters or up to 15 percent of the total active chapters (based on March 1 membership numbers), whichever is greater. (If the percentage results in a fractional number, it is rounded up to the next highest number.)
3. Prior to the nomination, each local chapter must submit a copy of the Local Chapter Activities Report to the state chairman/adviser.
4. If no state chapter exists, nominations may be made directly to the national center.

### Procedure

The suggested criteria for the FBLA-Middle Level Outstanding Chapter Award of Merit should serve as a guide for the state chapter in the evaluation process. Criteria may include:

- Paid state and national dues by October 20.
- Conducted activities identified with the FBLA-PBL goals.
- Participated in the Middle Level Achievement Program (MAP).
- Participated in school and community service activities.

- Promoted FBLA-Middle Level to the school and community.
- Invited business and professional men and women to become involved in chapter activities.
- Conducted a public relations program in the school and community and documented the activities with newspaper clippings.

### National Recognition

Chapters receiving this award will receive certificates of achievement.

## CHAPTER EXCELLENCE AWARD

This chapter membership recognition program recognizes a FBLA-Middle Level chapter's participation in a variety of projects and activities from the areas of service, education, and leadership. This program encourages local chapters to plan projects and participate in activities in these areas to enrich the experiences of chapter members, which in turn help to increase local chapter membership. Chapters that go above and beyond in their FBLA-Middle Level participation are awarded with national recognition.

All FBLA-Middle Level chapters are eligible to compete for the Chapter Excellence Award each year: 10 activities must be completed. Chapters completing the necessary requirements receive:

- Certificate of Recognition.
- Inclusion on the Outstanding Chapter Honor Roll, which appears in national publications and on the national Web site.

Simply copy and fill out the cover sheet, attach the entry form and any supporting documentation, and submit the package by April 1. Accompanying forms may be found immediately following this section.

All entries become the property of FBLA-PBL, Inc. and will not be returned. FBLA-PBL, Inc. reserves the right to use submitted materials for its national publications.

**Due Date: Must be postmarked by April 1.**

**Mail to: FBLA-Middle Level Achievement Program—Chapter, 1912 Association Drive, Reston, VA 20191-1591.**



## CHAPTER EXCELLENCE AWARD Entry Form


**Note:** Attach the cover sheet, entry form, and all documentation, postmarked by April 1. Chapters must complete ten (10) activities from the three (3) sections. The Chapter Excellence Award is presented at the local level with a certificate.

<b>School/Community Service</b> Complete three (3) activities.	<b>Education</b> Complete three (3) activities. The first two (2) are required.	<b>Leadership</b> Complete four (4) activities.
<input type="checkbox"/> 1. Plan a service project for your school or community (i.e., computer classes for children or senior citizens, babysitting services for Parent/Teacher Conferences, typing services for faculty, bowl-a-thon to raise money for a charity, read stories to kindergarten students). <i>(Attach the completed Project Planning Form on page V-32.)</i>	<input type="checkbox"/> 1. <b>Required.</b> Submit at least one member's name who has completed the Business Level or higher of the Individual Membership Recognition Program. Member Name: _____ Program Level: _____ Date Submitted: _____	<input type="checkbox"/> 1. <b>Required.</b> Complete the Leadership/Chapter Checklist. <i>(Attach completed form on page V-38.)</i>
<input type="checkbox"/> 2. Donate at least one (1) of your member's services to a local business or a faculty member. <i>(Have a member attach a 100-word summary describing what he/she learned from this experience.)</i>	<input type="checkbox"/> 2. <b>Required.</b> Have one of your officers prepare minutes from a local chapter meeting. <i>(Attach completed minutes worksheet on page V-37.)</i>	<input type="checkbox"/> 2a. <b>Required.</b> Increase or maintain your chapter membership. <i>(Attach membership roster.)</i> _____ 2010–11 members    _____ 2011–12 members OR <input type="checkbox"/> 2b. <b>Required.</b> Sign up all students in a business class. <i>(Attach 100 percent Class Participation form on page V-41 and a copy of the class roster.)</i>
<input type="checkbox"/> 3. Write a press release about the March of Dimes or about FBLA-Middle Level to promote your chapter during FBLA-PBL Week. <i>(Attach a copy of this press release—see the Public Relations section of the CMH for ideas on how to write press releases.)</i>	<input type="checkbox"/> 3. Prepare a local chapter Treasurer's Report for one of your chapter meetings.	<input type="checkbox"/> 3. <b>Required.</b> Conduct the M&M® icebreaker at one of your chapter meetings. See page V-39 for the activity. <i>(Have one of the members attach a 50-word summary describing this activity and the effect that it had on the local chapter meeting.)</i>
<input type="checkbox"/> 4. Volunteer your chapter's services to benefit someone with special needs in the community (i.e., volunteer at a homeless shelter, rake or mow yards for the elderly in the community, volunteer to help the Salvation Army, participate in a community Walk America for the March of Dimes, participate in Join Hands Day). <i>(Attach a 100-word description of this activity.)</i>	<input type="checkbox"/> 4. Sponsor a CEO Day where members dress in professional business attire. <i>(Attach a news release describing this project.)</i> See the Public Relations section of the <i>Chapter Management Handbook</i> for samples of a news release.	<input type="checkbox"/> 4. <b>Required.</b> Invite your school principal to attend a local chapter meeting or a local event. <i>(Attach letter.)</i>

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Lead Adviser's Signature

\_\_\_\_\_  
Date



# Minutes Worksheet

## Chapter Excellence Award

Meeting of the \_\_\_\_\_ Chapter of Future Business Leaders of America.

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Presiding Officer \_\_\_\_\_

Number of Members Present \_\_\_\_\_ Absent \_\_\_\_\_

Minutes of Previous Meeting \_\_\_\_\_  
(State if accepted, corrected, etc.)

Treasurer's Report \_\_\_\_\_  
(Amount of balance on hand reported.)

### Committee Reports

Report of \_\_\_\_\_ Committee. \_\_\_\_\_

### Unfinished Business

Item \_\_\_\_\_ Presented by \_\_\_\_\_

How handled? \_\_\_\_\_

### New Business

Item \_\_\_\_\_ Presented by \_\_\_\_\_

How handled? \_\_\_\_\_

Announcements \_\_\_\_\_

Summary of Program \_\_\_\_\_

Guests Present \_\_\_\_\_

Time of Adjournment and How \_\_\_\_\_

Chapter Secretary \_\_\_\_\_

Date \_\_\_\_\_



# Leadership/Chapter Checklist

## Chapter Excellence Award

Okay	Needs Improvement	Items
		1. Do we hold regular chapter meetings?
		2. Do we have a written agenda for our meetings?
		3. Are minutes recorded and read at our chapter meetings?
		4. Do we publicize our meetings?
		5. Do we make assignments at our meetings?
		6. Do we follow through with our assignments?
		7. Do all participants at our meetings have equal opportunity?
		8. Do we encourage new members of our chapter to participate?
		9. Do we teach and demonstrate leadership principles?
		10. Do we conduct progress reviews to check our accomplishments?
		11. Do we recognize and compliment others for their efforts?
		12. Do we set worthwhile goals?
		13. Do we communicate our goals and our accomplishments?
		14. Do we plan our activities?
		15. Do our officers and our members understand our mission?

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Adviser's Signature

\_\_\_\_\_  
Date



## The M&M<sup>®</sup> Guide to Meeting New People

### Chapter Excellence Award

**Instructions:** Everyone in the meeting gets three note cards and a small bag of M&Ms. Ask FBLA-Middle Level chapter members to pick three M&Ms—each a different color. On the index cards students:

- Write their name.
- Write their e-mail address (if applicable).
- Write the years that they have been in FBLA-Middle Level.
- Write the answer to the questions that match the color of M&Ms that they chose.

FBLA-Middle Level chapter members then go around the room and introduce themselves to three different people and tell them their name, their e-mail address, and the years they have been in FBLA-Middle Level. Switch all three cards with three different people—when students are done they will have names, e-mail addresses, and information about three new friends.

**Orange** – What is your favorite color?

**Red** – What is your favorite food?

**Blue** – Why are you interested in FBLA-Middle Level?

**Yellow** – What is your favorite television show?

**Green** – What is your favorite activity?

**Brown** – Who is your favorite music artist?



## MEMBERSHIP RECOGNITION AWARDS OVERVIEW

### Membership Recognition Chapter Awards

Membership Recognition Awards are based on a fall deadline of October 20 and a spring deadline of March 1 for all the awards below except the Professional Division, for which the cutoff date is April 15. One award is presented in each category. Below is a chart of the different chapter and state membership recognition awards.

Local Chapter Awards	Fall	Spring	State Chapter Awards	Fall	Spring
Largest Local Chapter	X	X	Largest State Chapter	X	X
			Largest Increase in State Membership	X	X

#### 100 Percent Class Participation Award

- Must have 100 percent FBLA-Middle Level chapter membership in a single class
- Class roster must be submitted with the chapter's membership list
- Deadline:** must be postmarked by April 1
- Recognition on the national Web site
- Meets one of the criteria for the Chapter Excellence Award
- Complete the form found on page V-41 to be eligible for this membership award

#### Membership Achievement Award

- Maintain or increase local chapter membership from previous school year to current school year
- Complete the form found on page V-41 to be eligible for this membership award
- Deadline:** must be postmarked by April 1
- Recognition on the national Web site
- Meets one of the criteria for the Chapter Excellence Award





## 100 Percent Class Participation

(Please type or print clearly.)

School Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Check one:  FBLA  PBL  FBLA–Middle Level Lead Adviser's E-mail: \_\_\_\_\_

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

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

Lead Adviser: \_\_\_\_\_ Chapter President: \_\_\_\_\_ Chapter No.: \_\_\_\_\_

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Awarded to chapters that have achieved 100 percent sign-up of all registered students in a business or business-related class. Attach a class roster and copy of your chapter's Membership Reporting Form.

Class Title: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Send to: FBLA-PBL Membership Awards Postmarked by: April 1  
1912 Association Drive  
Reston, VA 20191-1591

or Fax: 1.866.500.5610

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## Membership Achievement Award

(Please type or print clearly.)

School Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Check one:  FBLA  PBL  FBLA–Middle Level Lead Adviser's E-mail: \_\_\_\_\_

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

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

Lead Adviser: \_\_\_\_\_ Chapter President: \_\_\_\_\_ Chapter No.: \_\_\_\_\_

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Awarded to chapters that maintained or increased their membership over prior year levels.

Number of current year members: \_\_\_\_\_

Number of prior year members: \_\_\_\_\_

Send to: FBLA-PBL Membership Awards Postmarked by: April 1  
1912 Association Drive  
Reston, VA 20191-1591

or Fax: 1.866.500.5610

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# Local Recruitment of Chapters

Please check one of the following:  FBLA     PBL     FBLA–Middle Level

This event is designed to honor those local chapters that charter or reactivate chapters of FBLA, FBLA-Middle Level, and/or PBL.

Complete all of the information requested below. A local chapter *must recruit a minimum of two (2) new/reactivating chapters* to qualify.

Mail this entry to your state chairperson for approval. The state chairperson must forward the entry to the national center **to be received by the second Friday in May.**

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

Lead Adviser's Name: \_\_\_\_\_ Chapter No: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

List chapters (minimum of two) chartered and/or reactivated, giving chapter number, name of school, city, state, and zip code.

Chapter Number	Name of School Chartered or Reactivated	City	State	Zip	Date Chapter Installed or Reactivated	Activities Completed to Charter or Reactivate

Number of chapters chartered this year by your chapter: \_\_\_\_\_

Number of chapters reactivated this year by your chapter: \_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Chapter President or Adviser

State Chair or State Adviser



## FBLA-PBL ADVISER WALL OF FAME NOMINATION

At the FBLA-PBL National Center, the Adviser Wall of Fame recognizes advisers and state chairs with 20 or more years of service to FBLA-PBL.

Date: \_\_\_\_\_  FBLA Adviser  PBL Adviser  FBLA-Middle Level Adviser

**Postmarked Deadline: May 1**

### Nominee

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

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

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Chapters, approximate dates served: \_\_\_\_\_

### Qualifications

I. Total Years Served: \_\_\_\_\_ (minimum of 20 years required)

II. State Affiliation: \_\_\_\_\_

III. Indicate a minimum of five of the following criteria met by the nominee:

Attended a combined total of at least 10 National Leadership Conferences and/or National Fall Leadership Conferences

Indicate years: \_\_\_\_\_

Had at least one state or national officer from his/her chapter or has served as adviser to at least one state or national officer

Indicate name(s), office, and year(s): \_\_\_\_\_

Had a national competitive event winner placing in the top ten

Indicate winner(s) and year(s): \_\_\_\_\_

Served on the national board of directors

Indicate term: \_\_\_\_\_

Served on the National Awards Program Committee

Indicate term: \_\_\_\_\_

Administered a competitive event at a state or national conference

Indicate year(s) and level: \_\_\_\_\_

Led a workshop at a state, regional, or national conference

Indicate workshop title(s): \_\_\_\_\_

Received the outstanding local adviser award

Indicate state and year: \_\_\_\_\_

### Nominator

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

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

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

State Chair Name (print): \_\_\_\_\_

State Chair Signature: \_\_\_\_\_

**State Chair—Please inform advisers of this recognition. Form should be verified and signed by the state chair.**

**Form should be e-mailed to [fblapbl@fbla.org](mailto:fblapbl@fbla.org) or mailed to FBLA-PBL, Inc., Adviser Wall of Fame, 1912 Association Drive, Reston, VA, 20191-1591, so that they are postmarked by May 1.**

## MIDDLE LEVEL CHAPTER/ MEMBER RECOGNITION LESSON PLAN

### NBEA Standards/Lesson Objectives

- **Communications**
  - Participate in group discussions for problem resolution.
- **Critical Thinking Skills**
  - Demonstrate critical, creative, and analytical thinking to solve both individual and group problems.

### Introduction to the Lesson:

(Time: 5 minutes)

Pass out the FBLA-Middle Level Member Scavenger Hunt. Tell members that they cannot start until you say “Go.” Members are to get as many signatures as they can in five minutes. They cannot have someone sign a line more than twice. Call time after five minutes. Award a prize to the student who has the most signatures.

#### Notes:

- This is a great activity for members to get to know one another.
- It is important that all members have the opportunity to have “fun” at meetings.
- FBLA-Middle Level also has a recognition program called the Middle Level Achievement Program (MAP). FBLA-Middle Level members have the opportunity to earn pin awards for achieving different levels of this program. Not only will you find educational and FBLA activities, you will also find “fun” activities in this program that promote teamwork.
- Leadership, teambuilding, and communications are all key elements that lead to success.
- Before we discuss this awards program, let’s participate in an icebreaker activity that is similar to some of the activities that you may participate in as part of the individual or chapter activities in the MAP.

### Reinforcement Activity: (Time: 10 minutes)

**Human Knot.** The group starts out in one or two tight circles depending on the size. Everyone in the group reaches across the circle with their right hand to grab a different member’s left hand. The object is to untangle the group without letting go of hands until a circle is formed. If the group is having extreme difficulty, you can administer and break one set of tangled hands (with group consensus), otherwise the members may not let go at any time. You may have to decide as a group that the knot is not solvable, after a prolonged attempt.

#### Notes:

- What steps did you use to try and solve the problem? (At this point the teacher/adviser may wish to discuss the different steps in the problem solving process.)
- Have students list the different steps as you discuss them.
- Question them on how this can apply to solving problems in your daily life.
- Tell students if they look at the MAP, this activity helps them complete one of the activities of the Enterprise Level under the education section of the MAP.
- At this point, go ahead and begin showing the MAP PowerPoint®.

### Instructional Activity: (Time: 30 minutes)

Download the Middle Level Achievement Program Information PowerPoint® from the Advisers Area and present this to the students.

### Reinforcement activity: (1 class period)

Instruct students that they are going to begin working on the Entrepreneur Level of the Middle Level Achievement Program. (Forms can be found in the *Chapter Management Handbook*, page V-23.) Work on two activities from the education section as a class. Once the students complete this section in class, they will have one entire portion of the Entrepreneur Level completed.



## FBLA-Middle Level Member Scavenger Hunt

**Instructions:** Find someone who fits the description below and have that person sign his/her name on the line.

Find someone who . . .

Has a pet **F**ish \_\_\_\_\_

\_\_\_\_\_ Is **U**ncertain about what they are going to do this weekend

Has parents who drive a **T**ruck \_\_\_\_\_

Has an **U**mbrella \_\_\_\_\_

Owens a **R**ed bike \_\_\_\_\_

Knows what an **E**ntrepreneur is \_\_\_\_\_

Plays **B**asketball \_\_\_\_\_

Owens **U**V protection sunglasses \_\_\_\_\_

Has **S**old something \_\_\_\_\_

Is an only child \_\_\_\_\_

Was born in **N**ovember \_\_\_\_\_

\_\_\_\_\_ **E**njoys country music

**S**ings in the shower \_\_\_\_\_

\_\_\_\_\_ **W**atches Saturday morning cartoons

\_\_\_\_\_ Is **L**eft handed

\_\_\_\_\_ **E**ats pizza

\_\_\_\_\_ Is **A** cat lover

\_\_\_\_\_ has a **D**ime in their pocket

\_\_\_\_\_ **E**xpects to go to a movie this weekend

Has black hai**R** \_\_\_\_\_

Has brown shoe**S** \_\_\_\_\_



## FBLA-ML “Go Green” Project

“Go Green” FBLA-Middle Level’s national project is a great way for our members to help preserve the environment while simultaneously discovering the tremendous influence energy and conservation can have on the business world. Chapters choose three activities ranging from visiting a zoo or botanical garden to helping teachers clear the clutter and clean up their classrooms to celebrate Earth Day.

Using a Tic Tac Toe game board, chapters select three activities to complete (horizontally, vertically, or diagonally). The middle square—celebrating Earth Day on April 22 by sponsoring a different activity for each day of the week—is required. Chapters then choose two other activities such as having members create posters encouraging students and teachers to save energy, having members wear green and brown to promote environmental awareness, or inviting environmental guest speakers to a chapter meeting. Once the game board has been completed, chapters will create a scrapbook. Chapters should include documentation of the completed activities such as photos, promotional materials, posters, press releases, and letters in the scrapbook.

Several activities to tie into the classroom to celebrate Earth Day include:

- **Plant a tree.** FBLA-ML members should plant a tree at their school. Each year the chapter could add another tree.
- **Have students create their own rainforest.** Get glass jars for each FBLA-ML member or student in the class or two to three small fish tanks and break students into groups. Students fill their jar with a few inches of sand and a thin layer of dirt over the sand. Have them plant tropical plants such as ferns and African violets in the dirt and place in a sunny area. Students should display their work at school, the public library, or at a bank and include information on why it is important to save the rainforest.
- **FBLA-ML members become a pen pal with a student in a rainforest country.** Members can learn how their pen pals live, what they eat, what games they play, and a lot more.
- **Go for a Hike.** For a social event, chapter members can go on a hike and enjoy nature.

- **Sponsor a coloring contest for elementary students.** Have FBLA-ML member design a coloring page that represents the environment (such as a drawing of a tree and the words—Plant a Tree) and add it to his/her scrapbook. Members then go to an elementary school and talk to students about the importance of going green and sponsor a coloring contest, awarding ribbons to the winners.

Need an idea for a chapter meeting to get students talking about “Going Green”? Break students up into three different groups and give them the topics below. Elect a reporter and a leader and then have each group report out.

1. Your chapter is conducting a “Save the Rainforest” campaign in your school and community. Come up with ideas for this campaign.
2. Your chapter is planning a big celebration/project for Earth Day on April 22. List the ideas you have to celebrate this day.
3. Your chapter is planning a “Recycling Campaign” in the school and the community. List some projects that will be planned as part of this campaign.

One chapter will receive national recognition. The deadline for this project is May 15, and all entries are to be submitted to the National Center.

For The tic Tac Toe game board, please go to page V-47. Include the cover sheet from page V-20.

### Mail completed project entries to:

FBLA-PBL, Inc.  
Go Green Project  
1912 Association Drive  
Reston, VA 20191

## FBLA-ML Chapter Go Green Tic Tac Toe

**Instructions:** Complete three (3) activities across, down, or diagonal. Put Xs through the squares as you go. The middle square is required. Create a scrapbook that documents your activities and to accompany this form. This completed form will be the first page of the scrapbook. Include photos, promotional materials, posters, etc., in the scrapbook. One chapter in the nation will receive a National award.

<p>Have members create posters to display in the school encouraging students and teachers to save energy.</p>	<p>Plant a tree.</p>	<p>Have chapter members volunteer to help teachers "clear the clutter" and clean up their classrooms.</p>
<p>Invite an environmental guest speaker to an FBLA-ML meeting.</p>	<p><b>Required.</b> Celebrate Earth Day on April 22 by sponsoring a different activity for each day of the week in which Earth Day falls.</p>	<p>Have members wear green and brown (environmental colors) during a school day to promote environmental awareness.</p>
<p>Have members find recycled objects such as movie stubs, food wrappers, clothing, etc., and recycle these into artwork.</p>	<p>Have chapter officers research the history of Earth Day and present it to members, along with sample activities, during a chapter meeting.</p>	<p>Visit a zoo or botanical garden.</p>

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