

NEVADA



FUTURE BUSINESS LEADERS OF AMERICA

PHI BETA LAMBDA

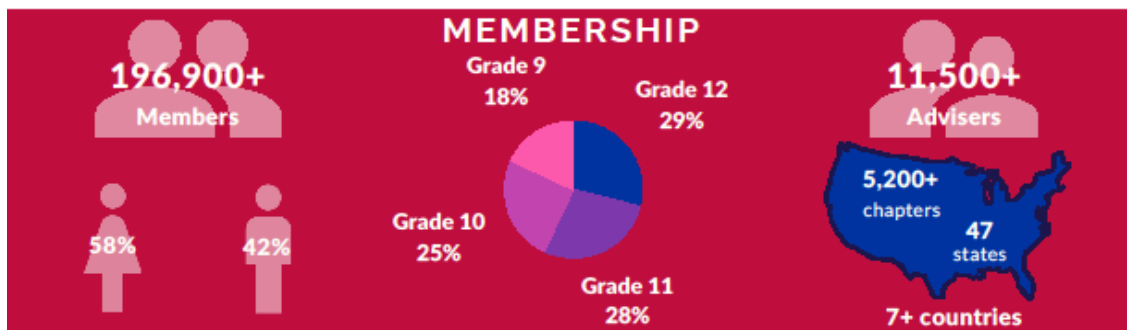
**2020-2021
CHAPTER
SUCCESS GUIDE**

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FBLA Factsheet

FUTURE BUSINESS LEADERS OF AMERICA The High School Division of FBLA-PBL



PROGRAMS

COMPETITIVE EVENTS

70+ competitions spanning 10 career clusters

LEADERSHIP DEVELOPMENT & RECOGNITION

Business Achievement Awards (BAA) *Community Service Awards (CSA)*

CONFERENCES

National Fall Leadership Conference (NFLC)
5,000+ attendees, 3 locations

National Leadership Conference (NLC)
9,200+ attendees, includes
Institute for Leaders (600 attendees)

WHY SHOULD STUDENTS JOIN?

College Preparation Academic Competitions Career Exploration Networking
 Scholarships Travel Discounts

ABOUT FBLA-PBL

Future Business Leaders of America-Phi Beta Lambda, Inc. is the largest career student business organization in the world.

Each year, FBLA-PBL helps over 230,000 members in 4 divisions prepare for careers in business.

FBLA-Middle Level  FBLA  PBL  Professional Division


 fbla-pbl.org



Meet the Nevada FBLA-PBL Team

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Executive Leadership Program

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Nevada FBLA-PBL Board of Trustees:

Bobbie Barnes | CHAIR

Director of Career & Student Affairs
University of Nevada, Las Vegas

Danielle Gaccione | VICE CHAIR

Director of innovation
Caesars Entertainment

Jeremy Tiedt | SECRETARY/TREASURER

Director of Advising, Recruitment & Retention
College of Business
University of Nevada, Reno

Jared Rapier | TRUSTEE

Vice President of Marketing
SLS Las Vegas

Mike Oechsner, MBA, CAE, CMP | EX-OFFICIO MEMBER

Executive Director
Nevada FBLA

Melissa Scott | TRUSTEE

Education Program Professional
Nevada Department of Education

Joann Yi | STUDENT REPRESENTATIVE

Edward W. Clark High School





National FBLA

NATIONAL FBLA HEADQUARTERS

FBLA-PBL National Center

1912 Association Drive

Reston, VA 20191-1591

Phone: 800.325.2946 | FAX: 866.500.5610

www.facebook.com/FutureBusinessLeaders/

@FutureBusinessLeaders

www.fbلا-pbl.org

NATIONAL FBLA STAFF

Alex Graham, CEO

Lisa Smothers, Membership Director

Kelly Scholl, Education Director

Robert Smothers, Conference Manager

Gabrielle Gallagher, Director of Communications & Marketing

Lauren McMahan, Digital Marketing Coordinator

MARKETPLACE

Supplies all chapter materials, member emblematic supplies, and official FBLA wear.

866.325.2725 | www.fblamarketplace.com

Let's Celebrate!

2020 National Leadership Experience Winners

Event	Place	Student	School
Business Plan	3 rd	Siddarth Nanduri	Edward W. Clark High School
Business Plan	3 rd	Aryaman Bisen	Edward W. Clark High School
Business Plan	3 rd	Suvrajyoti Rout	Edward W. Clark High School
Introduction to Business Communication	7 th	Emmett Seto	Edward W. Clark High School

Membership Options

FBLA is a global student business *organization*. FBLA is a *professional association* of students with interests in pursuing careers in business or developing business leadership skills to aid them in their ultimate career choice. Schools *affiliate* with FBLA and are known as chapters under the charter granted by FBLA-PBL, Inc. to the Nevada Department of Education who has delegated management and authority to the Nevada FBLA-PBL Foundation, Inc. to administer policies and programs to grow dynamic future business leaders.

Nevada Future Business Leaders of America (FBLA) is pleased to present business, marketing and information technology programs across the state the opportunity to obtain a curriculum site license. The purchase of this license will allow all enrolled students to participate fully in the intra-curricular curriculum and programs offered by both the state and national levels of the organization.

FBLA's competitions, Business Achievement Awards Program, Community Service Awards, Officer Leadership Program, Scholarships, Business Leadership Conferences, partner programs and more are all part of the intra-curricular instructional tools, curriculum and career leadership opportunities available for students and can be used to enhance present business, marketing and information technology programs program as orchestrated by the educators and department chairs. These are part of both the traditional and affiliation plan. Programs that choose the Curriculum Site License Affiliation will have adviser access to a platform with additional curriculum resources.

Nevada FBLA offers two methods for membership:

- Classic student membership of \$12 per student
- Curriculum Site License Affiliation

The curriculum fee structure, based on your total enrollment, is as follows:

Program Enrollment	License Fee:
1-10	\$150
11-20	\$300
21-35	\$525
36 to 50	\$650
51 to 75	\$950
76 to 100	\$1,250
101 to 125	\$1,550
126 to 150	\$1,850
151 to 175	\$2,150
176 to 200	\$2,450
201 to 225	\$2,750
226 to 250	\$3,050
251 to 275	\$3,350
276 to 300	\$3,650
301 to 325	\$3,950
326 to 350	\$4,250
Over 350	Contact Executive Director

NOTE: A school must choose one option. There is not an option to switch methods during a membership year after one option has been chosen. If choosing the curriculum affiliation model, copies of class rosters from each program course/teacher must accompany the membership spreadsheet.

FBLA membership will remain available for students who have taken or are currently enrolled in a business or business-related course.

Chapters are welcome to purchase a site license for the number of students in their program and then add to their package memberships for students who are not currently enrolled in their courses (e.g. they previously took a business or business-related class, were FBLA members last year, want to stay active, but their school schedule does not allow for a class this semester/year).

NOTE: Any program wishing to utilize the curriculum site license model of membership must not register any membership in the national center. These schools must notify the state office and will be sent a spreadsheet template to complete. **NOTE: *This membership type will be billed from Nevada FBLA instead of paying national FBLA directly.***

Membership

Pricing

Nevada FBLA Regional, State, and National Membership dues are \$12 per student.

- Dues in FBLA are unified. This means you must join the state and national organization to be an officially recognized member.
- National Dues are \$6 and have not increased since 1989.
- State dues are \$6. Of the \$6 state dues, \$1 is restricted as a contribution to the Nevada FBLA Erin Hackman Scholarship Fund. The remaining \$5 is used to fund Nevada FBLA Operations.

Online Membership System

Accessing the Online Membership System:

1. Log on to the national website (www.fbla-pbl.org)
2. On the right hand side, there is a drop-down menu for logging in – choose Membership Registration.
3. Key in your login credentials. Your username is your charter number and your password is service.

Processing Members via the Online System:

1. Review the school information. Make any necessary edits for the current year.
2. Review the Adviser and Administrator contact information. Make any necessary edits or updates for the current year.
3. Select returning members to add.
4. Add new members.
5. Complete your membership registration and print your invoice for payment.
6. Submit your invoice to your business office for payment.

Questions related to online membership should be directed to the FBLA-PBL National Center at 800.325.2946 or membershipdir@fbla.org.

Champion Chapters Overview

Nevada FBLA will utilize a Champion Chapters program to determine our most outstanding chapters in the state. Included on our Web site is a grid with scoring to recognize chapters as Honor Roll Chapters, Bronze Chapters, Silver Chapters, or Gold Chapters.

Participation deadline for Outstanding Local Chapter consideration is March 1.

Guidelines to Success for Advisers

Summer:

- Plan for upcoming FBLA Year
- Meet with chapter officers
- Develop chapter Program of Work
- Hold team building activities
- Develop paperwork for students, parents, and supporters about FBLA dues

September:

- Register for the FBLA Adviser Conference
- Hold first chapter meeting
- Hold recruiting event (like pizza night, bowling, etc.)
- Distribute information about FBLA Region Fall Leadership Conference
- Have students visit and review FBLA State and National Websites
- Start students in Business Achievement Awards
- Plan all competitive events with students (and start working on projects)

October:

- Attend the FBLA Adviser Conference
- Recruit members to attend your Region Fall Leadership Conference
- Register for your Fall Leadership Conference
- Upload your initial membership roster for program-based affiliation by October 20 to be recognized as an official chapter

November:

- Attend your Fall Leadership Conference
- Celebrate American Enterprise Day

December:

- Submit updates to membership roster for program based affiliation by December 15 to receive winter publications
- Hold chapter holiday celebration

December/January:

- Receive and review SBLC Registration materials from Nevada FBLA

January:

- Verify that your final chapter membership roster is loaded for program based affiliation—recommend that all program/curriculum fees be paid by January 31
- March of Dimes Mission LIFT Grant Applications due to National FBLA

February:

- Plan and hold events for FBLA Week
- Finalize State Conference Projects

March:

- Final national dues deadline (March 1)
- Turn in all state projects by deadline
- Take online tests for State Business Leadership Conference

April:

- Attend the State Business Leadership Conference
- Complete National Leadership Conference Intent to Compete Form
- Re-work projects for National Competition and submit to Nevada FBLA by the deadline

May:

- Submit NLC Registration Materials to Nevada FBLA
- Ensure that NLC payment has been made
- Check competitors in national system

June/July:

- Attend National Leadership Conference
- Report success to local media outlets

2020-2021 Calendar of Events

Due to the current world situation with Covid-19, some dates have been excluded from this calendar and will be added throughout the year on our online calendar. Please visit our website at <https://nevadafbla.org/resource-library> for an updated list of state dates.

- August 1** **National Membership Registration Opens**

- August 1** **NATIONAL PROGRAM**
Super Sweeps Begins

- September 9** **NATIONAL PROGRAM**
Welcome Back Webinar (check National website for link)

- September 14** **NATIONAL PROGRAM**
Fall Stock Market Game Begins

- October 16** **[New Adviser Training](#)**

- October 16** **NATIONAL PROGRAM**
Fall Stock Market Game Registration Deadline

- October 17** **[Adviser Training \(New/Experienced Advisers Welcome\)](#)**

- October 20** **NATIONAL PROGRAM**
Super Sweeps Ends
Fall LifeSmarts Competition Begins
Fall Virtual Business Personal Finance Challenge Begins
Fall Virtual Business Management Challenge Begins

- October 20** **NATIONAL DEADLINE**
Initial Membership Reporting Deadline

- October 20** **NATIONAL PROGRAM**
Super Sweeps Ends

- November 1-30** **NATIONAL PROGRAM**
Prematurity Awareness Month

- November 1** **NATIONAL PROGRAM**
Non-Stop November Begins

November 8	<u>NATIONAL PROGRAM</u> LifeSmarts Fall Competition Ends
November 9	Fall Leadership Conference 30-day access to 100xed.tv begins
November 15	<u>NATIONAL PROGRAM</u> American Enterprise Day
November 16	Fall Leadership Conference “The Main Event”
November 17	<u>NATIONAL PROGRAM</u> March of Dimes World Prematurity Day
December 4	<u>NATIONAL PROGRAM</u> Fall Stock Market Game Ends
December 7	Fall Leadership Conference “Celebration Session”
December 10	<u>NATIONAL PROGRAM</u> Non-Stop November Ends
December 15	NATIONAL DEADLINE Dues Deadline to receive winter publications.
January 1	<u>NATIONAL PROGRAM</u> Action Awareness Begins
January 1	<u>NATIONAL PROGRAM</u> Action Awareness Begins
January 15	NATIONAL DEADLINE March of Dimes Grant Application Postmark Deadline
February 1-28	National Career & Technical Education Month
February 1	<u>NATIONAL PROGRAM</u> Spring Stock Market Game Begins Spring LifeSmarts Competition Begins Spring Virtual Business Finance Challenge Begins Spring Virtual Business Management Challenge Begins
February 12	Lead4Change Challenge Deadline

February 14-20	FBLA Week
February 14	Share Your FBLA-PBL Story Day
February 15	Webinar: National Presidents' Forum
February 16	Each One Reach One Day
February 17	Adviser Appreciation/Professional Attire Day
February 18	Career Awareness Day
February 19	FBLA-PBL Spirit Day
February 20	Community Service Day
February 26	<u>NATIONAL PROGRAM</u> Spring LifeSmarts Competition Ends Spring Virtual Business Finance Challenge Ends Spring Virtual Business Management Challenge Ends
March 1	<u>NATIONAL PROGRAM</u> Action Awareness Ends FBLA BAA Submission Deadline (Future, Business, Leader) FBLA CSA Submission Deadline (Community, Service) National Awards Program Committee Application Receipt
March 1	NATIONAL DEADLINE Membership Payment due to be eligible for State and National Competitions.
March 5	<u>NATIONAL PROGRAM</u> Spring Stock Market Game Registration Deadline
April 1	NATIONAL DEADLINE Deadline for: <ul style="list-style-type: none"> • Membership Madness and Membership Mania • Membership Achievement Award • 100% Class Participation • Outstanding Chapter • Distinguished Business Leader Scholarship • Chapter/State Membership Recognition Awards • Big 10 Awards Membership Deadline • National Bylaw Amendment Proposal
April 18-20	State Business Leadership Conference
April 23	<u>NATIONAL PROGRAM</u> Spring Stock Market Game Ends

April 25	<u>NATIONAL PROGRAM</u> BAA America Level Submission Deadline CSA Achievement Level Submission Deadline
June 1	<u>NATIONAL PROGRAM</u> March of Dimes Fundraising Report Receipt Deadline
June 28-29	Institute for Leaders (IFL) Anaheim, CA
June 29- July 2	FBLA National Leadership Conference Anaheim, CA

Key Events and Dates

Members looking to improve leadership skills, network with members across the state, and learn new ideas mark their calendars for Nevada FBLA-PBL conferences throughout the year. Conferences are the highlight of the membership experience and access to the conferences is exclusive to FBLA-PBL members. You can learn more about our conferences on our website at <http://www.nevadafbla.org>.

Region Success Series (Region Online Testing)

Region Online Testing is the way that all members can engage in any event in FBLA that has an online, objective test component. Each student may compete in 5 events for the low cost of \$10. Registration deadline is December 2.

December 5-18, 2020 – Online Testing Window

State Business Leadership Conference

This three-day conference is where the best and brightest students across Nevada compete in business and leadership events, network with students, and participate in workshops to prepare for their future career.

April 18-20, 2021 – Las Vegas

IFL

Institute for Leaders (IFL) is the foremost business and leadership development program offered by National FBLA-PBL, Inc. The Institute for Leaders training program is offered prior to the start of NLC to enhance leadership growth. For many members attending NLC, it is by far the best opportunity that FBLA offers.

Visit www.fblapblifl.org for more information and great leadership resources.

NLC

June 29-July 2, 2021 | Anaheim, CA

The National Leadership Conference (NLC) is the culmination of the year for our members. If members can succeed at the Regional Conference, then place in the top four at the State Business Leadership Conference, a member is then eligible to represent Nevada at the National Leadership Conference. This conference is where over 12,000 students gather from around the United States, Germany, Canada, and the Virgin Islands to compete and gain leadership skills. For details on this year's National Leadership Conference visit www.fbla-pbl.org.

FBLA Competitive Events

Changes/Modifications for 2020-2021

1. NEW EVENTS

- **SUPPLY CHAIN MANAGEMENT**
Objective Test, Individual Event
Rationale: proposal from the field, and this has been a popular open event.
- **INTRODUCTION TO EVENT PLANNING**
9th/10th Grade Event, Individual/Team Event, Preliminary Round Objective Test, Final Round Role-Play for Top 15 in Objective Test
Rationale: add more performance-style events for 9th and 10th graders.
- **SOCIAL MEDIA STRATEGIES**
Individual/Team Event, Topic Posted On Website, Preliminary Round Presentation For All Competitors At NLC
Rationale: Social Media Campaign has been a popular event since its inception, and NAP wants to make it available in an advanced form to all members.

2. MODIFICATIONS:

- Change Hospitality Management to **HOSPITALITY AND EVENT MANAGEMENT** Individual/Team Event, Preliminary Round Objective Test, Final Round Role-Play for Top 15 in Objective Test
Rationale: to align with new Introduction to Event Planning event.
- Change Social Media Campaign to **INTRODUCTION TO SOCIAL MEDIA STRATEGY**
9th/10th Grade Event, Individual/Team Event, Topic Posted on Website, Preliminary Round Presentation For All Competitors At NLC
Rationale: add more performance-style events for 9th and 10th graders.
- **DIGITAL VIDEO PRODUCTION** and **PUBLIC SERVICE ANNOUNCEMENT**
these videos must be original content; competitors may not use previously published video clips in the videos they submit for competition
Rationale: The events were originally designed to be original content, but state and local advisers have pointed out that competitors are

pulling video clips from YouTube and incorporating them into their video submissions, at time without permission.

- Change name of Global Business to **INTERNATIONAL BUSINESS**
Rationale: to better align with National Business Education Standards.
- Change name of Networking Concepts to **NETWORKING INFRASTRUCTURES**
Rationale: to better align with National Business Education Standards.
- **SALES PRESENTATION**
Individual/Team Event
Rationale: This was suggested by an adviser, and NAP felt it would make the event available to more members.

3. RETIRE EVENT:

- **EMERGING BUSINESS ISSUES**
Rationale: since this event is similar to Business Ethics in regard to subject matter, NAP feels folding the two events into one event is appropriate.

2020-2021 High School Topics

The following are the 2020-21 National Topics that will be used for Nevada Competitive Events:

3-D ANIMATION

Category: *Prejudged Projects & Presentation*

Type: *Individual or Team*

Often, members' lives have been changed because of their involvement in FBLA. Create a 3-D animation video that describes how FBLA has impacted them for the future. Cite at least two testimonials or quotes from current or past FBLA members.

BROADCAST JOURNALISM

Category: *Presentation with Equipment*

Type: *Individual or Team*

You and/or your team are a part of your school's broadcast team. Deliver a **LIVE** broadcast event that includes the following:

- Teacher spotlight
- Local community event
- A unique story about your school; include history and/or statistics about your school

BUSINESS ETHICS

Category: *Presentation without Equipment*

Type: *Individual or Team*

Social media companies often utilize personal information and collect data from their users. Anti-trust laws are designed to protect consumers and encourage free enterprise. Have these companies become too intrusive, and do they now fall under anti-trust law considerations?

BUSINESS FINANCIAL PLAN

Category: *Prejudged Reports & Presentation*

Type: *Individual or Team*

Create a Business Financial Plan for a new school store/school-based enterprise. You need to identify a specific objective for the store (i.e. to fund/promote a specific club, organization, program, event, or cause). The new store should be specifically targeted for your school and demographics. The Business Financial Plan should include but is not limited to equipment, inventory, facilities, and operations management.

CODING AND PROGRAMMING

Category: *Demonstration*

Type: *Individual*

Develop an original computer program to randomly generate a five-question FBLA quiz from a database. The program must complete a minimum of the following tasks:

- Have at least 50 questions in the database with the ability to see correct answers
- Include at least 4 types of questions (i.e. multiple choice, T/F, fill-in-the-blank, matching, and dropdown, etc.).
- Inform the user which questions were correctly answered
- Calculate the total correct on the five-question quiz
- Generate a printable report on quiz results
- Data must be stored persistently. Storage may be in a relational database, a document-oriented NoSQL database, flat text files, flat JSON, or XML files.
- All data entry must be validated with appropriate user notifications and error messages including the use of required fields.

COMPUTER GAME & SIMULATION PROGRAMMING

Category: *Demonstration*

Type: *Individual or Team*

Create an original game designed around a puzzle concept.

- The game should be a standalone and executable game
- The game should contain a scoreboard
- The game should contain a leaderboard and celebratory messages
- The game should have a minimum of three levels
- The game should have lives
- The game should have an instructional display

DIGITAL VIDEO PRODUCTION

(See Modification Above)

Category: *Prejudged Projects & Presentation*

Type: *Individual or Team*

Create a video promoting your school to the community. The video should include co-curricular, extra-curricular organizations, and points of pride. All video content must be original.

E-BUSINESS

Category: *Demonstration*

Type: *Individual or Team*

Create an E-Business website for a new school store/school-based enterprise at your school that will also do business online. The new store should specifically address your school and demographics. The site should include:

- Store name and logo
- Items for sale, including pictures and descriptions
- Purchasing and delivery/pick up information
- A shopping cart
- Social media links

GRAPHIC DESIGN

Category: *Presentation with Equipment*

Type: *Individual or Team*

You have been hired by your chamber of commerce to present a new sports team proposal to the city council. The informational presentation should include a name, slogan, logo, and colors. Three unique branded promotional items should be developed for the presentation.

INTRODUCTION TO BUSINESS PRESENTATION

Category: *Presentation with Equipment*

Type: *Individual or Team*

Prepare a presentation discussing how social media posts will affect career opportunities, the opportunity to be accepted into a higher education institution, or how it affects one's future in general.

INTRODUCTION TO SOCIAL MEDIA STRATEGY

(Modification of Social Media Campaign)

Category: *Presentation with Equipment*

Type: *Individual or Team*

Develop a social media strategy or campaign to increase engagement and presence for career and technical education (CTE), a school district, or a local government entity. *No new social media account(s) should be created for the campaign without written consent from the entity.

MOBILE APPLICATION DEVELOPMENT

Category: *Demonstration*

Type: *Individual or Team*

Create the next NEW professional social media app (i.e. LinkedIn, Tallo, etc.). The app must be rated for all ages.

PUBLIC SERVICE ANNOUNCEMENT

(See Modification Above)

Category: Presentation with Equipment

Type: Individual or Team

Create a public service announcement for your school and community on the health risks of vaping. All video content must be original.

PUBLICATION DESIGN

Category: Presentation with Equipment

Type: Individual or Team

Create publications for a monthly subscription service (Apple Music, Netflix, Dollar Shave Club, Hello Fresh, etc.). The service must be an original idea that is not currently on the market. Include different types of printable, online, or direct mailing promotional materials. Create three unique publications or promotional materials.

SOCIAL MEDIA STRATEGIES

(New Event)

Category: Presentation with Equipment

Type: Individual or Team

Develop long-term branding strategies to increase awareness and membership engagement for your local or state FBLA chapter using multiple social media platforms. *No new social media account(s) should be created for the campaign without written consent from the entity.

WEBSITE DESIGN

Category: Demonstration

Type: Individual or Team

Create a website for a new photographer. The website must include:

- Photographer name, photo, and bio
- Portfolio (previous work)
- Ability to book and schedule an appointment
- Ability to view package options and pricing
- Social media links

FBLA Middle Level

2020-2021 Middle Level Topics

The following are the 2020-21 National Topics that will be used for Nevada Competitive Events. (Please note: There are no new or modified ML events for 2020-21.)

Elevator Speech

Category: *Speech*

Type: *Individual*

You and the other FBLA-Middle Level members at your school are visiting city hall to learn about local government during FBLA-PBL Week. You are introduced to the Mayor, and she asks you to give her an example of a leadership skills you've acquired since joining FBLA-Middle Level. In a 30-second elevator speech, share with the mayor an example of a leadership skill you've acquired since joining FBLA-Middle Level.

Multimedia & Website Development

Category: *Prejudged Project & Objective Test*

Type: *Individual*

Design, build, and launch a website that features your FBLA-Middle Level chapter's community service project for the 2020-21 school year. The website must include, but is not limited to the following:

- An animated theme and logo that includes music.
- A form for chapter members to complete that will allow them to sign up for activities that will take place related to the community service project.
- A video from the chairperson of your chapter's Community Service Project Committee that explains what this year's project is, and why it was chosen.

FBLA Middle Level Lead Program

Much like the BAA program for high school, the Middle Level Lead Program offers middle school students the opportunity to earn a variety of digital badges throughout this unique leadership development program, in addition to a badge at the completion of each level that may be uploaded to their online leadership profile. Digital badges are earned through leadership, education, and service activities.

Students must be members of the FBLA-Middle Level division and may complete more than one level per year. Members must log their progress and report to the Adviser, who will verify and submit the member's work for recognition. Students join Tallo and earn digital badges through this program. Students receive recognition when they complete each level.

Students have the flexibility to save and document their work using any of the following methods:

- Google Docs
- Dropbox
- Flash Drive
- Share drive on your server
- Journaling/blogging platform
- Social media platforms

LEAD Level	Award	Due Date
BRONZE	Chapter Level Certificate	April 30
SILVER	Chapter Level Certificate	April 30
GOLD	Chapter Level Certificate	April 30

Check out the official information at

<https://www.fbla-pbl.org/middle-level/recognition-awards/lead/>

FBLA-Middle Level Young Leader Award

The Young Leader Award recognizes members with extraordinary commitment to leadership and community service. Members must have achieved at least the LEAD Silver level to be eligible for this award. Each state may nominate one member to represent them at the NLC for this award.

Recognition:

- Ribbon
- Digital Badge
- Website

Business Achievement Awards

The Business Achievement Awards (BAA) is a high school leadership development program that is easy to integrate into your classroom. The cocurricular activities are aligned to the career clusters, NBEA standards, and FBLA goals.

Students enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school, community, and FBLA programs.

Chapter advisers direct students through each level, while students work at their own pace to independently complete projects. There are four levels of the BAA, with each level increasingly challenging your high school students to expand their leadership skills and showcase their talents:

Each level builds upon previous work, and your students receive recognition when they complete each level. Students must be members of the FBLA division.

BAA Level	Award	Deadline
FUTURE	Chapter Level Award Pin	March 1
BUSINESS	Chapter Level Award Pin	March 1
LEADER	State Level Award Pin	March
AMERICA	National Level Award Pin	March 1 State Recognition April 25 National Deadline

Each level of the BAA covers these core activities and concepts:

- **Service**—Uncover the link between a community and the success of a business. Your members focus on activities that improve the member’s school, area businesses, community, and state.
- **Education**—Understand business and the world of work. Your members focus on activities and curriculum that prepare them for corporate America, develop an appreciation of entrepreneurship, and understand the benefits of continuing education. With input from business educators, industry professionals, and college educators, your members will be more prepared for their futures at college and at work.
- **Progress**—Explore the local, state, and national levels of FBLA-PBL and how they complement one another. Your members focus on activities that promote FBLA-PBL at the local, regional/district, state and national levels.

Check out the official information at

<http://www.fbla-pbl.org/fbla/programs/education/baa/>

Community Service Awards

The FBLA Community Service Awards (CSA) recognizes FBLA members for their extraordinary commitment to community service.

CSA has three levels of recognition, based on the cumulative number of hours a member contributes to community service activities. CSA hours are cumulative and build throughout an FBLA member's career.

CSA Level	Hours Required	Deadline
COMMUNITY	50 Hours	March 1
SERVICE	200 Hours	March 1
ACHIEVEMENT	500 Hours	March 1 State Recognition April 25 National Deadline

Recognition for the FBLA CSA

The Community and Service award winners receive a certificate of recognition, which the local chapter adviser prints when a CSA is submitted. The CSA Achievement awards are presented at the National Leadership Conference (NLC).

Deadlines for the FBLA CSA

Community and Service awards must be submitted by **March 1**. Achievement awards must be submitted by **April 25**. Students may continue logging hours after the submission deadline. However, after the deadlines members cannot submit new community service hours until August 1 of the next school year.

Check out the official information at
<https://www.fbla-pbl.org/fbla/programs/recognition-awards/csa/>

March of Dimes Partnership

Founded by President Franklin D. Roosevelt, the March of Dimes is a non-profit organization that has saved millions of premature babies over the course of the last 75 years through funding medical research and providing support for families in need.

Through the 40 years of partnership with the March of Dimes, FBLA-PBL has consistently ranked as the top organizations fund-raising partner, raising over \$15 million dollars. March of Dimes has connected with hundreds of thousands of FBLA members across the nation with its inspiring mission, vision, and values.

Through our unique partnership with the March of Dimes, chapters have an opportunity to apply for the March of Dimes grant. The grant recognizes chapters with innovative ideas and projects that enhance the growth, recognition, and support of FBLA-PBL and the March of Dimes partnership. Local chapters may receive grants up to \$1000. Applications are due January 15, 2021.

Nevada FBLA-PBL has been a proud partner of the March of Dimes and continues to bring innovative ideas to their fundraising efforts. In the past Nevada FBLA-PBL has raised over \$6,000 for the March of Dimes. There are many opportunities for members to participate with the March of Dimes, such as the March for Babies event.

State Officer Team Program of Work Overview

The Nevada FBLA State Officer Team has an exciting year ahead of them. They are focused on the following six items:

Grow Enthusiasm

- Host 4 game nights to reward NV FBLA members
- Create 2 newsletters
- Social Media State Officer Takeovers each month

Grow Engagement

- Increase attendance to FBLA events
- Post 1 time a week on Facebook, Instagram, and Twitter
- Hold 4 Regional Vice President Meetings

Grow Membership

- Increase membership in Mid-level by 15%
- Create an Introduction to FBLA video
- Start a new chapter either in the Mid-Level or High School Level

Grow Recognition

- Create shoutouts for this year's SBLC
- Increase BAA and CSA participation
- Recognize Nevada FBLA

Grow Leadership

- Create workshops for SBLC about leadership
- Promote the 5 Voices Assessment
- Provide Community Service Opportunities

The state officers would love to discuss their goals and initiatives further and share how they plan to accomplish each of these. Ask for a chapter visit on our Web site!

National Business Honor Roll

The National Business Honor Roll is designed to recognize those members of FBLA who truly excel in academic preparation for college and an eventual career in the business world. Nevada FBLA recognizes that in order to succeed as a true business leader, our members need to be well prepared in terms of their academics, career skills, and leadership development.

FBLA chapters in Nevada are encouraged to nominate members to be recognized in the National Business Honor Roll who meet the following criteria:

- High School: Overall cumulative GPA of at least 3.5 on a 4.0 scale
- Demonstrated leadership potential through service as a chapter officer, committee leader, or other participation in chapter activities
- Clearly defined career objectives



Members accepted in the National Business Honor Roll will be recognized during the State Business Leadership Conference. In order to nominate members, complete the online form for each nominee at <http://www.nevadafbla.org>.

Online form information will include:

- Name
- Chapter
- Home Address
- Home Phone Number
- Student Email
- Adviser Email
- School Mailing Address
- Current Year in School
- GPA
- Years in FBLA
- Upload Documents to include:
 - Enclose a copy of your most recent report card/transcript or other official report showing cumulative GPA.
 - Enclose a brief resume of FBLA involvement, offices held, etc., as well as other activities.
 - Enclose a one-page statement outlining your career objectives, your plans for achieving these goals, and how membership in FBLA contributes to these plans.

Nevada FBLA Student/Adviser Participation Forms Instructions

The Adviser Conduct & Student Permission/Medical Release Forms contained in this packet apply to all Nevada FBLA sponsored events for the School Year.

During the year, Advisers are required to indicate their possession of the combined Student Permission/Medical Release Form by completing the Statement of Assurance form in this packet and sending a copy of it in prior to each state-sponsored event.

The following guidelines govern this process:

1. Each FBLA member is to complete and submit to their adviser the Permission/Medical Release Form contained in this packet which encompasses the Conduct Code Endorsement, Permissions to Attend Nevada FBLA Sponsored Activities, authorization to use pictures or student name in publications, Release of Claim for Damages and Emergency Medical Treatment Authorization.
2. Advisers do not have to submit the Student Permission/Medical Release Forms to Nevada FBLA, but must keep them in their possession and bring them with them to each in-state Nevada FBLA sponsored activity. Once a student has completed this form the same form can be used for the duration of the school year in which it is submitted. A new form must be collected at the start of the school year for returning students (i.e. the previous year's form cannot be used).
3. Each Adviser must submit the Adviser Conduct form before participating in their first Nevada FBLA sponsored event of the year. Once this form is submitted it is valid for the duration of the school year in which it is submitted. A new form must be submitted at the start of the next school year. **Submit through Nevada FBLA-PBL's online submission form.**
4. Each Adviser must submit a *separate* Statement of Assurance Form at the designated deadline prior to each in-state Nevada FBLA sponsored event of the school year. This Statement indicates that the adviser has the Permission/Medical Release Form for each and every student who will be participating in that event and will bring those forms with them to the event. **Submit through Nevada FBLA-PBL's online submission form.**

Instructions for Advisers:

As leaders and teachers of young professionals, it is important that we prepare our students for the events to come. The intent of these forms is to protect your students and yourself as well as Nevada FBLA.

Onsite Chaperoning During Nevada FBLA Sponsored Events

Having your students check in with you at least three times per day is vital when participating in FBLA-sponsored activities. As their adviser, you can help to eliminate frustrations on the part of your students. It also makes things run more smoothly for your chapter. If needed, check with experienced advisers for help – no one is perfect and knows everything, and it is important that you ask your students how things are going and about any challenges or frustrations they are experiencing. Again, be positive and supportive. Most challenges can be solved with patience, and by working through the situation. Asking your officers to help with chapter management can be a great support.

Let your students know of your whereabouts. Be sure that they are aware of your event assignments so that they can quickly locate you if a challenge arises. Have your students work together to help each other in case of conflicts and to remind each other of the times and locations for their activities. When you are assisting with an activity, have your students mark their programs as to where you will be located.

Ask them if they are having a good time. If possible, help them to have a better time. Remember, there is nothing like positive feedback by your group upon returning home.

Remind students to thank those who conduct their events. All event staff and judges are volunteers. If you plan to use parent chaperones, let your officers plan a special way to thank them at the conference.

Publicity

Your chapter and Nevada FBLA need all of the publicity we can get. Use participation in Nevada FBLA sponsored activities to generate some positive publicity. A news release for your chapter distributed to local and school press outlets is always a good idea.

Special Needs Students

Our office makes every attempt to accommodate special needs students at state events. If you contact us prior to any scheduled event, we can make the conference and competition as barrier free as possible.

Standards of Behavior

A concern at any student conference is the standard of conduct. FBLA is no exception. The state staff has worked hard to let the conference staff know how important their role is in making our conference a success, so the image students and advisers make during FBLA events is vital. Our members exhibiting a business-like image to the conference staff, guests, and judges, are extremely important.

Visibility

Drop in and check on your students. Performing a "head count" from time to time is important, but be sure to physically see every student during the event. Ask questions about events and have a conversation with them so you can see how they are doing. With all of this, you will know that your students have been accounted for which helps prevent challenges.

Student Conduct

It is the responsibility of the local adviser to oversee the conduct of their students throughout the event. Advisers are responsible for ensuring that their students stay engaged, fully participate, and abide by the Student Code of Conduct for every event. For overnight trips, advisers are responsible for conducting curfew checks and ensuring that their students know of the requirement that they remain in their rooms throughout the night.

Meet challenges head-on in a positive manner! Do not let things get out of hand – do your part, tactfully. Ask other advisers for ideas if you are not sure how to handle minor situations.

Discipline Policies

The following are general consequences that the state staff and student's chapter adviser/chaperone may choose to follow:

1. Use or Possession of Drugs/Alcohol

Adviser: a) Student sent home. A student who is present when drugs/alcohol are being used is subject to the same consequence.

State Staff: a) Parent and school notified.
b) Student sent home and disqualified from event and possibly future events.

2. Stealing/Shoplifting

Adviser: a) Student sent home.

State Staff: a) Student sent home and disqualified from event and possibly future events.

3. Vandalism (including pulling fire alarms)

Adviser: a) Student who intentionally vandalizes is sent home.

State Staff: a) Student sent home and disqualified from event and possibly future events.

4. Cheating

Adviser: a) If an adviser has direct awareness of cheating by student(s), the information is made known to the management team immediately.

State Staff: a) Student sent home and disqualified from event and possibly future events.

5. Leaving Conference Area

Adviser: a) Advisers should be aware of where students are and their form of transportation.

b) An adviser who leaves the conference should check out at headquarters.

State Staff: a) Students leaving conference area, without approval from their adviser, will be sent home and disqualified from event and possibly future events.

Adviser Code of Conduct

FBLA's programs offer training to those students who have career objectives in the fields of business, management, entrepreneurship, and technology. Individual conduct and appearance is a portion of this training. Attendance at any Nevada FBLA sponsored conference or activity is a privilege. Setting a good example is a goal of teaching and students participating in Nevada FBLA conferences and activities are impressionable; therefore, a code of conduct is set for advisers. By signing this agreement, the adviser also agrees to the tenants of the Participant Code of Conduct and the Dress Code. Violations of these practices and procedures, as established, will be referred to the Executive Director, the Nevada FBLA Board and the adviser's school administrator.

1. Advisers will be held accountable for communicating the responsible behavior, conduct, and attire of all students, chaperones, and guests from their chapter. The codes govern the behavior of advisers as well as students.
2. As stated in the Participant Code of Conduct, item seven, advisers will serve as role models and ensure that all of their participants attend and actively engage in all sessions at conferences in which they attend.
3. Advisers are held responsible for their students' actions. An adviser must take the appropriate disciplinary steps as defined in the Participant Code of Conduct and/or as directed by the Board of Trustees or the Conference Conduct Committee.
4. When advisers are assigned job duties during activities, it is the responsibility of that adviser to promptly carry out those duties.
5. Advisers are responsible for being available to their students and other advisers 24 hours per day. This responsibility begins from the time parents/guardians leave students with the adviser until the time they pick them up after the activity.
6. Advisers are responsible for knowing the whereabouts of all of their students at all times. Each adviser must have with them at all activities and conferences:
 - Each participant's signed Participant Code of Conduct;
 - Each participant's signed Emergency Medical Treatment Authorization Form; and
 - A list of each student's names, parent/guardians' names, and phone number.
7. Each adviser and supervising adult must attend designated adviser meetings at conferences.
8. Advisers must report any conduct violations to a current member of the Nevada FBLA State Staff.
9. All judges' decisions are final. Concerns about event management and/or judging may be communicated through writing to the State Staff no later than one month from the last date of the event.
10. Advisers **MUST** abide by the policy of the Executive Director and State Director before conducting out-of-state travel for the National Leadership Conference (NLC).

By signing the Nevada FBLA Adviser Code of Conduct, the adviser agrees to abide by the rules set forth in this document. Additionally, the adviser agrees to abide by the judgment set down by the Nevada FBLA State Staff in any disciplinary action. Advisers may appeal a ruling with a letter to the State Staff giving an explanation of circumstance that may have been outside of the advisers control, within one month after the ruling. In addition to the consequences stated in the Participant Code of Conduct, any violation of these codes will also result in the adviser to student ratio being reduced for a period of time to be designated. This signed form is required in order to attend all recognized Nevada FBLA activities.

(Typing/writing your name in the box below serves as your signature and confirmation of understanding):

Adviser Signature:	
Chapter Name:	
Date:	

Code of Conduct Form

THIS DOCUMENT CONTAINS FIVE (5) TOTAL PAGES
ALL NEVADA FBLA SPONSORED ACTIVITIES 2020-2021
- Revised August 2016 -

Student Code of Conduct

Attendance at any Nevada FBLA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisers, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending a NEVADA FBLA activity and submitted to the chapter adviser prior to the respective registration deadline. The chapter adviser must have a completed copy of the permission/medical release form for each student attending in their possession for the duration of the event, including travel to and from the event. Forms must be kept on file in the local school district after conference.

Delegates shall abide by the rules and practices of *NEVADA FBLA and school district policies* at all times to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the NEVADA FBLA organization. The standards outlined in this document constitute the Nevada FBLA Code of Conduct.

The following shall be regarded as severe violations of the NEVADA FBLA Code of Conduct:

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

1. **Alcohol, Drugs and Tobacco:** a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the adviser. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. **Curfew:** Committing serious violations of curfew regulations as outlined in item 9 below.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. **Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. **Serious Violations** of the student conduct code of the school district or school that the student represents.
6. **Private Transportation:** Driving or riding in a private automobile during a conference, unless accompanied by an authorized adviser. (Delegates are to be housed at the conference site) Occasionally a chapter adviser, under special circumstances, may allow a student to drive or ride in a private automobile

to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter adviser prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.

- 7. Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

The following shall be other violations of the NEVADA FBLA Code of Conduct:

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees or local Adviser.

- 8. Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of FBLA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
- 9. Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
- 10. Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
- 11. Personal Conduct:** Failing to report accidents, injuries or illnesses immediately to the local FBLA Adviser; failing to keep adult advisers informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open); having a delegate or adviser of the opposite sex in a room without a third person present and the door visibly open.
- 12. Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

Individual School District Policies may supersede the code of conduct.

Dress Code

Delegates Attending Nevada FBLA-PBL Sponsored Activities

The following guidelines have been developed to clarify the dress code used at all FBLA conferences (regardless of locations).

ACCEPTABLE CASUAL ATTIRE

(Travel to/from conferences, dances, and non-conference activities such as shopping, sightseeing, or going out for meals, denim in good taste is allowed at FBLA conferences)

Males: Slacks, cords, knee length walking shorts, sports shirts, and FBLA t-shirts and sweatshirts. NO gang related clothing or accessories allowed. All clothing must be in good repair and proper size. Undergarments may not show outside of over garments.

Females: Slacks, cords, skirts, blouses, sports shirts, knee-length walking shorts, and FBLA T-shirts and sweatshirts. No gang related clothing or accessories allowed. All clothing must be in good repair and proper size Undergarments may not show outside of over garments.

ACCEPTABLE BUSINESS ATTIRE

(Opening/ Closing Sessions, event competition, scholarship interviews, state/national officer interviews, workshops)

Males: Dress slacks, dress shirt, tie, dress shoes and socks, (no tennis shoes or flip-flop sandals), sweater and/or sport coats. A dress suit or FBLA blazer is always appropriate. Shirts are to be tucked in. Belted pants.

Females: Dress (professional business), dress slacks, skirt (not to exceed 3 inches above knees), blazer, dress blouse or collared shirt, coordinated shirt/ blouse, city shorts, dress shoes, (professional business) (no tennis shoes or flip-flop sandals). A dress suit or a FBLA blazer is always appropriate. Nylons are recommended with all professional dress.

Activities such as swimming, sunbathing, jogging, or tennis warrant appropriate recreational attire for that activity.

At any time during the conference while on-site (including hotels), you must be in casual or business attire.



NEVADA FBLA DELEGATE PERMISSION/MEDICAL RELEASE
(Students and Alumni are collectively referred to as “Delegates” in this document)

Conduct Code Endorsement, Permissions to Attend Nevada FBLA Sponsored Activities, and Authorization to use pictures or student name in publications.

Release of Claim for Damages, Emergency Medical Treatment Authorization:

Name of Delegate: _____ Date: _____
Home Address: _____
Phone: _____ Date of Birth: _____
Name of High School: _____ Phone: _____
Adviser (s) in Charge: _____

This is to certify that *the above-named delegate* has my permission to attend all Nevada FBLA sponsored activities for the 2020-2021 School Year. I also do hereby, on the behalf of *the above named delegate* absolve and release Nevada FBLA, the school officials, the FBLA chapter advisers, conference staff, and Nevada FBLA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the FBLA sponsored activity.

I authorize the above-named adviser or the Nevada FBLA staff to secure the services of a doctor or hospital for *the above named delegate*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to Nevada FBLA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate’s name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Nevada FBLA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter adviser determines the criteria at the local site, for individual students and alumni to attend and participate at all FBLA activities.

We have read and agree to abide by the supplied Nevada FBLA Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family’s expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature _____ Date _____
Parent / Guardian Signature _____ Date _____
Chapter Adviser Signature _____ Date _____
School /ROP Official Signature _____ Date _____

MEDICAL INFORMATION

Name of Delegate: _____ Date: _____

Known allergies (drug or natural) _____

Special medication being taken _____

Date of last tetanus shot _____

History of heart condition, diabetes, asthma, epilepsy or rheumatic fever _____

Any physical restrictions _____

Other conditions _____

Family doctor _____ Phone _____

INSURANCE INFORMATION

Company Name _____ Policy Number _____