

# 2024-25 Competitive Events Guidelines

## Future Business Leader



Future Business Leader is the premier competitive event where outstanding FBLA members who have demonstrated leadership qualities, participation in FBLA, and evidence of knowledge and skills essential for successful careers in business are recognized. This competitive event consists of pre-judged materials, objective test and presentation (interview) components.

### Event Overview

**Division:** High School

**Event Type:** Individual

**Event Category:** Presentation

**Event Elements:** Pre-judged Materials, Objective Test & Presentation (Interview)

**Pre-judged Component:** Resume and Cover Letter uploaded by RLC/SLC due date; May 13, 2025 for NLC

**Objective Test:** 50 minutes, 100 questions

**Presentation Time:** 10-minute interview

**NACE Connections:** Career & Self-Development, Critical Thinking, Communication, Leadership, Professionalism

### Objective Test Competencies

There is no test composition available for this objective test. Visit [www.fbla.org](http://www.fbla.org) for access to information about FBLA.

- FBLA Organization
- FBLA Bylaws & Handbook
- FBLA National Competitive Event Guidelines
- FBLA National Publications
- FBLA Mission, Pledge and Goals
- General Business Knowledge (including, but not limited to, accounting, banking, law, entrepreneurship, marketing, international business, management, organizational leadership)

### Region

Each chapter may submit two (2) candidates for this award.

### State

Each region may submit three entries for the state competition. Resumes and letters of application are due uploaded to Blue Panda by the annual SLC due date. All competitors must take the state objective test; top ten (10) scoring students will interview at the State Leadership Conference (remember to bring copies of the resume and cover letter). Finalists will be announced the week of the conference if the event is on Friday; if the event is on Saturday, finalists will be announced at the opening session.

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### National

#### Required Competition Items

	Items Competitor Must Provide	Items FBLA Provides
<b>Objective Test</b>	<ul style="list-style-type: none"> <li>Sharpened pencil</li> <li>Fully powered <a href="#">device for online testing</a></li> <li>Conference-provided nametag</li> <li><a href="#">Photo identification</a></li> <li>Attire that meets the <a href="#">FBLA Dress Code</a></li> </ul>	<ul style="list-style-type: none"> <li>One piece of scratch paper per competitor</li> <li>Internet access</li> <li>Test login information (link &amp; password)</li> </ul>
<b>Interview</b>	<ul style="list-style-type: none"> <li>Conference-provided nametag</li> <li><a href="#">Photo identification</a></li> <li>Attire that meets the <a href="#">FBLA Dress Code</a></li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

#### Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

#### Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year or by their regional conference, whichever date is earlier.
- Members may compete in an event at NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.
- Members must be registered for the RLC/SLC/NLC and pay the conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each chapter may submit two entries; each region may submit three entries; each state may submit four entries.
- Each competitor can only compete in one individual/team event and one chapter event (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, Partnership with Business Project) at the national level. RLC/SLC competitors may compete in one objective test/one performance event/ and one chapter event.
- Only competitors are allowed to plan, research, prepare their pre-judged component.
- Each competitor must compete in all parts of an event for award eligibility.
- Picture identification (physical or digital: driver's license, passport, state-issued identification, or school-issued identification) matching the conference nametag is required when checking in for competitive events.
- If competitors are late for their assigned objective test and/or presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.

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- Some competitive events start before the Opening Session of SLC/NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

### *Recognition*

- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10/NLC; 5/SLC; 3/RLC.

### *Event Administration*

- This event has three parts: pre-judged materials, objective test, interview
- Pre-judged Materials
  - **Submission Deadline:** A PDF of the cover letter and resume must be uploaded in the conference registration system by the RLC/SLC due date and May 13, 2025, NLC.
  - Cover Letter
    - Not to exceed one page.
    - Letter should state reasons for deserving the honor of this award.
    - Address letter to: President and CEO, Future Business Leaders of America, 12100 Sunset Hills Drive, Suite 200, Reston, VA 20190
  - Resume Specifics
    - Not to exceed two pages.
    - Should list the competitor's education, activities, awards/honors, FBLA activities/involvement, and work/volunteer experience.
    - Photographs are not allowed.
  - Competitors must prepare resume & cover letter. Advisers and others are not permitted to write the resumes & cover letters. Resumes and cover letters must be original, current, and not submitted for a previous NLC.
  - Restricted Items: QR codes cannot be included in the cover letter or resume.
  - Pages must be formatted to fit on 8 ½" x 11" paper.
  - The pre-judge materials are judged before the NLC.
  - Pre-judged materials will not be returned.
- Objective Test
  - **Test Time:** 50 minutes, 100 questions
  - This objective test is administered online at the RLC/SLC/NLC.
  - No reference or study materials may be brought to the testing site.
  - No calculators may be brought into the testing site; online calculators will be provided through the testing software.
  - Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.
  - Note: There is no objective test composition/question breakdown available for this competition.
- Presentation – The Interview
  - **Interview Time:** 10 minutes (one-minute warning)
  - **Internet Access:** Not provided

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- The presentation (interview) is judged at the RLC/SLC/NLC. Interviews are not open to conference attendees.
- No materials can be brought to the interview.

### *Scoring*

- The presentation score will determine the winners.
- Judges must break ties.
- The decision of the judges is considered final. All announced results are final upon the conclusion of the RLC/SLC/NLC.

### *Americans with Disabilities Act (ADA)*

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

### *Recording of Presentations*

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

### *Penalty Points*

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the assigned testing or presentation/interview time.

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### Future Business Leader Pre-Judged Materials Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Cover Letter: States award applying for	No award stated	Award stated does not match qualification	States award and shows match of award to qualifications	States award and shows match of award to qualifications with demonstrated experience	
	0 points	1 point	2-3 points	4 points	
Cover Letter: Promotes self in letter – lists skills, achievements, volunteerism, experience, etc.	No self-promotion included	Describes skills and academic achievements, but no volunteerism or experience included	Describes skills, academic achievements, and volunteerism or experience	Describes skills, academic achievements, and multiple volunteerism or experiences	
	0 points	1-3 points	4-6 points	7-8 points	
Cover Letter: States that the resume is included with the letter and asks for interview	No resume statement nor interview requested	States resume included but does not ask for interview	States resume is included and asks for interview	States resume is included, asks for interview, provides opportunity to request more information	
	0 points	1 point	2-3 points	4 points	
Resume: Targets award on cover letter	No award targeted	Targeted award does not match cover letter	Targeted award matches cover letter	Resume supports targeted award on cover letter	
	0 points	1 point	2-3 points	4 points	
Resume: Reader friendly – categories can be found easily, white space utilized, professional fonts and font sizes	Resume is unreadable	Resume design is distracting	Resume is reader friendly	Resume is professional in design for targeted award	
	0 points	1-3 points	4-6 points	7-8 points	
Resume: Includes education, activities, awards/honors, FBLA experience and volunteerism/work experience information	No education, activities, volunteerism, experience information listed	One-two sections included	Three-four sections included	Five or more sections support targeted award	
	0 points	1-3 points	4-6 points	7-8 points	
Resume: Brief, concise information	Resume not included	Information provided, but in paragraph form	Sections are clearly identified with organized information	Clearly identified and organized information in each section supports targeted award	
	0 points	1 point	2-3 points	4 points	
Spelling & Grammar: Documents are free of spelling, punctuation, and grammatical errors	Three or more errors	Two errors	No spelling errors, and not more than 1 punctuation or grammatical error	No spelling or grammatical errors, and not more than 1 punctuation error	
	0 points	1-2 points	3-4 points	5 points	
All directions followed	Cover letter longer than one page, not addressed correctly; Resume longer than two pages, photograph or QR code included		Cover letter no more than one page, addressed correctly; Resume no more than two pages, no photograph or QR code included		
	0 points		5 points		
<b>Pre-judge Total (50 points)</b>					

Name(s):	
School:	
Judge Signature:	Date:
Comments:	

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### Future Business Leader Presentation Interview Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Illustrates participation and leadership experiences in FBLA	<i>Has not been involved in FBLA other than to pay membership dues and attend one state/national conference</i>	<i>Has limited participation in FBLA activities OR has had limited FBLA leadership opportunities</i>	<i>Can communicate participation in FBLA throughout high school and discuss leadership experiences in FBLA</i>	<i>Can explain how participation and leadership experiences in FBLA have transferred to other areas of life</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Explains participation in other school and/or community organizations	<i>No evidence of participation in other school and/or community organizations</i>	<i>Participates in only one additional school and/or community organization other than FBLA</i>	<i>Explains participation in other school and/or community organizations</i>	<i>Explains how participation in FBLA has complemented or enhanced other school and/or community organizations</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Explains and shows areas of outstanding achievement	<i>No other achievements outside of FBLA</i>	<i>Has limited areas of outstanding achievement other than FBLA</i>	<i>Can explain and show areas of outstanding achievement</i>	<i>Can explain how participation in FBLA has complemented or enhanced other areas of outstanding achievement</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Indicates understanding of career knowledge and career plans	<i>No career plans at this time</i>	<i>May have an idea for a career but has developed no solid plans OR obtained any career knowledge</i>	<i>Knows career plans and shows some evidence that the career knowledge has been obtained</i>	<i>Can discuss how the career plans were decided and how the plans will be achieved. Can also discuss how the career knowledge was acquired and how it will be used</i>	
	0 points	1-8 points	9-12 points	13-15 points	
<b>Presentation Delivery</b>					
Demonstrates proper greeting, introduction, and closing	<i>Competitor does not use proper greeting, introduction OR closing</i>	<i>Competitor greeting, introduction, OR closing was weak</i>	<i>Competitor has strong greeting, introduction AND closing</i>	<i>Competitor is creative in their introduction of themselves and asks for or provides follow-up action in the conclusion</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm	<i>Competitor did not demonstrate self-confidence, assertiveness, OR enthusiasm</i>	<i>Competitor demonstrated minimal self-confidence, assertiveness, AND enthusiasm</i>	<i>Competitor used strong eye contact, appropriate assertiveness, AND enthusiasm</i>	<i>Competitor led the interview process and effectively used interview time</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Demonstrates proper verbal and nonverbal communication skills	<i>Verbal AND nonverbal communication skills are inappropriate</i>	<i>Verbal and/or nonverbal communication skills are weak or distracting</i>	<i>All questions were clearly answered using good grammar and appropriate body language</i>	<i>Verbal communication skills are excellent; nonverbal communication is natural</i>	
	0 points	1-6 points	7-8 points	9-10 points	
<b>Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)</b>					
<b>Presentation Total (100 points)</b>					

Name(s):	
School:	
Judge Signature:	Date:
Comments:	

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