

UNLOCK YOUR



2024-25 NJ FBLA MIDDLE SCHOOL

ADVISER HANDBOOK

Last Updated:

October 1, 2024

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GENERAL INFORMATION

New Jersey FBLA, as part of FBLA, Inc., is an equal opportunity career and technical student organization that welcomes all races, creeds, and cultural backgrounds into its membership.

STATE OFFICERS

From the Division Presidents

Welcome to New Jersey Future Business Leaders of America for the 2024-2025 membership year! We are thrilled to embark on this journey with you, where potential meets opportunity and dreams are transformed into reality. In our vibrant FBLA community, we are united across three divisions with a shared commitment to empowering our members, offering career exploration opportunities, and engaging in meaningful community service. Our state officer teams are eager to see your chapters shine at both state and national conferences this year. As we step into this exciting year, we invite you to unlock your potential. Please reach out to us or the NJ FBLA State Office with any questions or concerns. We are dedicated to supporting you and providing the resources your chapters need to thrive. We also encourage you to consider having us attend your chapter meetings and events, as we believe that by unifying our divisions and working together, we can achieve great things. Here's to a fantastic year ahead! The state officer teams are excited to lead and support New Jersey FBLA as we make the most of this amazing year.

New Jersey FBLA, it's time to unlock your potential!

Sincerely,
Andrew Stone and Khushi Shah
NJ FBLA High School State President and Collegiate State President

All NJ FBLA State Officers

HS State President: Andrew Stone from Newton High School
HS Northern Region VP: Angela Liu from Whippany Park High School
HS North Central Region VP: Joanna Liu from Livingston High School
HS Central Region VP: Dhvani Binu from Monroe Township High School
HS Southern Region VP: Thyrasree Andey from Bordentown Regional High School
HS Membership VP: Ashwika Bansal from South Brunswick High School
HS Community Service VP: Pari Malla from Somerset County Vocational & Technical Schools
HS State Secretary: Mahanth Komuravelli from Edison Academy Magnet School
HS State Historian: Sophia Huang from Union County Vocational & Technical Schools
HS State Parliamentarian: Kevin Zhang from Livingston High School
HS State Webmaster: Krish Jana from Montville Township High School
National HS President: Andrew Stone from Newton High School
Collegiate State President: Khushi Shah from Stockton University
Collegiate State Vice President: Ashley De La Rosa from Kean University Ocean
Collegiate State Secretary: Stephanie Ruales from New Jersey Institute of Technology
Collegiate State Membership Director: Jiselle D'Souza from Rutgers University

IMPORTANT CONTACTS

New Jersey FBLA State Office

Address:

New Jersey FBLA
Kean University
Townsend Hall 209-A
1000 Morris Avenue
Union, New Jersey 07083
Main Phone: (908) 737-0236
Website: www.njfblla.org

Kimberly Clark

New Jersey FBLA State Adviser
Email: kclark@njfblla.org
Phone: (908) 737-0233

Dr. Jeffrey Victor

New Jersey FBLA State Chair
Email: jvictor@njfblla.org
Phone: (908) 737-0232

Fatima Rivera

New Jersey FBLA Programs Assistant
Email: frivera@njfblla.org
Phone: (908) 737-0234

National Office

Phone: (703) 860-3334
Remit to Address:
Future Business Leaders of America, Inc.
P.O. Box 79063
Baltimore, Maryland 21279
Website: FBLA.org

MEMBERSHIP THEMES

2024-25 NJ FBLA State Theme

Unlock Your Potential

2024-25 National Theme

Dare to Dream, Dare to Lead

MEMBERSHIP DUES AND REGISTRATION

FBLA Middle School Dues

\$14 per student member (\$10 national and \$4 state)

Membership Registration

Note: It is important to NOT create a new account for a returning member, including those who were transferred to your chapter from another MS chapter.

Step 1: Logon to FBLA Connect at www.connect.fbla.org and select your chapter.

Step 2: To manage your members, click the Manage Membership button.

Step 3: Your list of unpaid students includes any student who has been involved with your chapter – you are not charged for anyone on this list. This list is alphabetized by last name. *Please move all students who graduated from your school to alumni status by checking the box next to the name of each graduated student and then clicking “transition to alumni”.*

Step 4: To add an unpaid student who is not on the list, click the button that says Add Unpaid Students. There are four ways to add unpaid students:

Option 1 – Add an Existing Member (for a student who is transferring to your school, or a student graduating from a different school than yours)

Option 2 – Manual Entry (for new members)

Option 3 – File Upload (for larger chapters – **new members only**)

Option 4 – Registration Link (Send to all students who you would like to register – or on your FBLA website. You will need to approve each account before they can log in)

Step 5: Check the box for all of the members who you would like to create a quote or invoice for and click on the Transition to Member button.

Step 6: If you need to prepare a purchase order, select View the Quote to convert to an invoice later. (NOTE: If this option is selected, your members will NOT become active members and therefore won't be eligible to register for conferences or access any other membership benefits until you return and add the payment method)

Step 7: If you want an invoice to pay by check or credit card, click on Generate the Invoice, skipping the quote step.

Step 8: If you are paying by check, please print and include a copy of the check.

Step 9: It is important that all checks and purchase orders are addressed to FBLA, Inc. and sent to the national center, *not NJ FBLA*, at P.O. Box 79063, Baltimore, MD 21279-0063

More resources including a step-by-step guide with screenshots and video walkthroughs can be found here: <https://connect.fbla.org/files?folderId=576>

Dues Receipt Deadlines

Dues must be received in the national office by the following dates to participate in the following conferences:

State Leadership Conference: February 28, 2025

National Leadership Conference: March 1, 2025

*Please note that the above deadlines are RECEIPT deadlines. Therefore, mail your dues one week prior to the deadlines to ensure that they are received in time. *

Membership Eligibility

There are no course requirements for Middle School members.

FBLA MISSION & VALUES

FBLA Mission Statement

FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

FBLA Creed

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

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

I believe every person should work toward improving social, political, community & family life.

I believe every person has the right to earn a living at a useful occupation.

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

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

FBLA Pledge

I solemnly promise to support the mission of Future Business Leaders of America, abide by its Code of Ethics and Code of Conduct, and develop the qualities necessary to become a community-minded business leader.

FBLA Code of Ethics

I COMMIT TO:

Collaborating with a commitment to inclusivity, diversity, equity, care, and respect for the dignity and worth of every individual.

Undertaking each task with a clear understanding of my responsibilities, aiming to execute all work to the highest standard.

Performing all of my actions and duties ethically with the utmost honesty, accountability, and transparency.

Establishing and nurturing relationships based on trust.

Being receptive to constructive feedback and seeking opportunities for personal and professional growth.

Complying with both the specific guidelines and the overarching principles of my school's policies and FBLA's standards.

Promoting a culture of respect through my dress, behavior, and communication, positively representing myself, school, and future profession.

Contributing to the betterment of my local and global community by engaging in projects and initiatives that brings the greatest good to the greatest number.

NJ FBLA POLICIES AND PROCEDURES

Note: By registering for a conference, a chapter acknowledges that it is subject to the below policies.

ROLE OF THE LOCAL CHAPTER ADVISER(S)

The leader of the chapter is the chapter adviser. The adviser has a profound influence on chapter development, as well as gaining the support of school administration and the community for the CTSO and its activities. The adviser should meet periodically with other teachers in the CTE program area to share information and resources and gain their support for the FBLA chapter.

Advisers should share state and national materials with student members, stimulate student participation in the planning process for the chapter, and involve as many student members as possible. While we do want students involved in the leadership of the organization, student-run chapters are not possible. An adviser should be the overall person in charge of your organization.

The local adviser's responsibilities include, but are not limited to the following:

1. Serving as the lead adult responsible for the chapter and supervising all student-led efforts;
 2. Establishing rules that are consistent with school policies and the state and national organization's bylaws;
 3. Serving as a liaison to the state and national chapter, and the sole communications conduit to and from the students;
 4. Directing, chaperoning, and coordinating the supervision of student members at FBLA activities conducted during, before, or after the regular school day;
 5. Assisting in the maintenance of necessary chapter records: financial, membership, state and national dues reporting, annual reports of activities, financial development projects, etc.;
 6. Ensuring all payments are made by their respective due dates and if any issues arise, notifying the personnel of said payment immediately.
 7. Overseeing financial development projects - collecting, counting, depositing, monitoring and distributing ordered or produced merchandise;
 8. Knowing the guidelines for regional, state, and national competitive events and coordinating participation at all levels;
 9. Facilitating the competitive event program in the chapter, including registering members for competition, assisting in preparation, and serving as an event facilitator during the event;
- NOTE: Each participating chapter is required to provide at least one adviser or responsible adult to complete adviser work shifts at the state and national leadership conferences.
10. Securing the proper number of chaperones for the chapter for all trips, and ensuring administration is aware of attendance at all conferences, events, etc., even if it is held outside of the normal school year;
 11. Ensuring that chaperones are prepared to be posted at designated areas, as necessary;
 12. Knowing the history, principles, bylaws, ceremonies, typical activities, procedures and other essentials for the active operation of a local chapter;
 13. Ensuring that the school, administration, faculty, students and the public are informed of chapter activities and outstanding student achievements;
 14. Organizing the selection process for chapter officers and providing for their training so that they can fulfill the responsibilities of their offices;
 15. Conducting regular chapter meetings in a businesslike manner using parliamentary procedure;
 16. Assisting the student members in developing an annual program of work/program of leadership, which includes a budget, calendar and committee assignments;

17. Encouraging civic responsibility through professional conferences, chapter activities, school improvement projects, and support of community activities;
18. Planning, collecting, and arranging materials to promote the chapter and its events;
19. Recruiting and coordinating the preparation of student members for participation in local, state and national activities and competitive events;
20. Supervising the receipt, recording, depositing and expenditure of chapter funds;

Advisers may delegate tasks to students, but may not delegate the following:

1. Finalizing chapter registrations for any/all conference(s) including hotel (room) arrangements;
2. Payment and deposit of dues and fees to the state office and/or national office;
3. Proctoring duties and event assignments during conferences and or other FBLA activities;
4. Chaperoning or supervision of students;
5. Communication with the state and national office.

Lack of adherence to these guidelines may result in the termination of a chapter as a member of New Jersey FBLA.

ROLE OF THE SCHOOL ADMINISTRATION

New Jersey FBLA also wishes to clarify the role of school administration to provide a fair and equitable experience for all students. The school administration responsible for the FBLA local chapter must meet the below requirements.

The administration's responsibilities include, but are not limited to the following:

1. Providing unwavering support to the local chapter adviser(s) and student members in preparation for conferences, fundraising activities, chapter activities, community activities, and payment processing;
2. Providing the required number of adult chaperones for all New Jersey FBLA and National FBLA events (one board-approved, insured adult per ten students for in-state travel and one board-approved, insured adult per eight students out of state);
3. Ensuring that all chaperones are acting on behalf of the school, sanctioned by the school to act on their behalf, authorized to act in loco parentis for the students in their charge, authorized to treat students in cases of a medical or other emergency, aware of and agree to follow school and NJ FBLA and National FBLA policies, have the authority to discipline students and send students home if needed, have the proper contacts for the school administration, and proper process to follow in case of any issues, and understand the legal authority that they have given the chaperone to act;
4. Ensure completion of all necessary paperwork for any conference the adviser and student members attend, prior to the date of the conference;
5. Acknowledge, understand, and reiterate to the advisers the duties in which they assigned and agreed to as a result of submitting membership;
6. Continuously check in with the adviser(s) throughout the year to ensure that they have your support, as well as noting if the adviser needs help in any way.

Lack of adherence to these guidelines may result in the termination of a chapter as a member of New Jersey FBLA

FBLA DRESS CODE



DRESS CODE

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for conference attendees—students, advisers, and guests. Professional business attire is required at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated in conference materials.

Conference name badges are considered part of the dress code and must be worn at all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The dress code is gender neutral.

ACCEPTABLE ITEMS



BUSINESS PROFESSIONAL

Business Suit

- Suit pants and jacket
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Blazer

- Dress pants, including khakis, (or) dress (or) skirt
- Blazer
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Dress

- A business dress
- Dress shoes (or) dress boots

Other Professional

- Dress pants, including khakis, (or) skirt
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

BUSINESS CASUAL

- Dress pants, skirt, (or) khakis/chino-style pants
- Blouse, collared dress shirt, (or) polo shirt
- Dress shoes (or) dress boots

NOTE: Business Casual is only permitted during sessions specifically noted in conference materials.

UNACCEPTABLE ITEMS



The following items are prohibited in all conference areas, including competitive events.

- ❖ Denim or flannel clothing
- ❖ Shorts
- ❖ Athletic clothing
- ❖ Leggings or graphically designed hosiery/tights
- ❖ Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- ❖ Swimwear
- ❖ Flip flops or casual sandals
- ❖ Athletic shoes
- ❖ Industrial work shoes
- ❖ Hiking boots
- ❖ Hats
- ❖ Graphically printed clothing

No dress code can cover all contingencies, so FBLA members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local adviser, state leader, or conference staff.

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the special accommodation portion of the registration form. Requests made after registration closes must be made in writing.

June 2023

NJ FBLA PAYMENT POLICY

Payments or Purchase Orders guaranteeing payment are due by listed payment deadlines. If payment or purchase orders are not received by the deadline, students will be allowed to compete, but scores will be disqualified, and the school will be placed on a credit hold and be unable to register for future conferences until the balance is satisfied.

Purchase orders will NOT be accepted after payment deadlines. Payments on purchase orders are due 30 days after the close of each conference.

Step 1: Thirty (30) Days Past Due:

If a chapter is thirty (30) days past due, an invoice will be sent to the school to the attention of the adviser and principal.

The invoice will address the balance due.

The invoice will inform the adviser of, and include, a 1% late fee on the total amount past due, with a minimum late fee of \$25 per month.

If the school disputes the invoice, it should be sent in writing to the state office.

Step 2: Sixty (60) Days Past Due:

If a chapter is sixty (60) days past due, an invoice will be sent to the school to the attention of the adviser and principal.

The invoice will address the balance due and the added late fees.

Advisers will be informed that unless payment is received within thirty (30) days, a copy of the invoice, along with a collection notice, will be sent to the adviser and the principal, as well as the district central office.

If a conference is scheduled within the next 30 days, the school's registration will be held until all past due balances, including late fees, are paid.

Step 3: Ninety (90) Days Past Due:

Nonpayment is deemed to be a violation of fiduciary responsibilities. If an account is over 90 days past due, a certified letter will be sent stating the account must be paid in full within 20 days to the adviser, principal, superintendent, and district business administrator. Partial payments will not be accepted. If the balance remains unpaid, the chapter will be suspended until payment is made and no registration of members or for conferences will be permitted.

Note: By registering for a conference, a chapter acknowledges that it is subject to the above policies.

Mail all payments to:

New Jersey FBLA
Kean University
Townsend Hall, 209-A
1000 Morris Avenue
Union, New Jersey 07083

NJ FBLA CONFERENCE POLICIES

No refunds will be issued for registration fees after the deadline date for conference registration. This includes students who are disqualified from competition or attendance. Chapters must pay for all students registered to attend a conference, no matter how many students drop during the time between the deadline date and the conference.

All chapter advisers are expected to assist at the SLC and NLC. New Jersey FBLA cannot function without this assistance. All chapters must provide the required assistance. If the adviser assigned cannot assist, it is the adviser's responsibility to designate a trained replacement; otherwise, students from that chapter will not be eligible to receive awards or compete at the next level of competition.

Athletics and other school extra-curricular activities are not considered extenuating circumstances for FBLA competitive events or officer elections and students will not be offered special dispensation due to conflict with either athletics or other activities. The State Chair is the final arbiter of extenuating circumstances.

New Jersey FBLA **does not** mail any items not picked up at conferences; this includes shirts, prizes, or awards. If a chapter is unable to pick up any aforementioned items, they should ask a nearby school to pick up the materials.

Advisers cannot serve as proctors for objective/performance tests.

NJ FBLA CHAPERONE POLICY

- Students **MUST** be chaperoned for all events. ALL FBLA events are considered a school trip, even if the event occurs outside of the school calendar
- All attendance/travel to events must be approved by the school. Each district must retain responsibility for its student delegation at CTSO events, regardless of when the event is held, even at times when school is not in session.
- There must be 1 school approved chaperone for every 10 students for each in state event (11 students would require 2 chaperones)
- There must be 1 school approved chaperone for every 8 students for each out of state event (9 students would require 2 chaperones)
- Chaperones **MUST** be school approved and have the following authority bestowed upon them by the school administration:
 - They are officially approved by the district to serve as chaperones.
 - They are sanctioned by the school to act on its behalf.
 - They are authorized to act in loco parentis for the students in their charge and have the corresponding permission slips and insurance paperwork in their possession at all times.
 - They are authorized to treat students in case of a medical or other emergency.
 - They are aware of and agree to follow the school's policies in regard to the administration of medications.
 - They are aware of and agree to follow school, NJ FBLA and National FBLA policies regarding conduct, honor code, substance use, etc.
 - They have authority to discipline students and send students home if needed.
 - They have the proper contacts for the school administration and parents, and will follow the school's policies and process in case of any issue (injury, alcohol, drugs, etc).
- Furthermore, the district agrees that it:
 - Understands the legal authority that they have given the chaperone to act.
 - Takes legal responsibility for the actions of the chaperones in the performance of their duties.

- Ensures that chaperones are covered under the school's insurance policies in case of any action, incident, accident, or other element that results in legal actions, injury, or death.

NJ FBLA ANTI-BULLYING POLICY

New Jersey FBLA prohibits acts of harassment, intimidation or bullying of a student. New Jersey FBLA has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation, or bullying.

New Jersey FBLA establishes that "harassment, intimidation or bullying" means any gesture, any written, verbal, or physical act, or any electronic communication***, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents, that is:

- reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
- and that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- or d. has the effect of insulting or demeaning any student or group of students; or e. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

*** "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

New Jersey FBLA expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment, consistent with the code of student conduct. New Jersey FBLA believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers, and students of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members. Students are expected to behave in a way that creates a supportive learning environment. New Jersey FBLA believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline. New Jersey FBLA expects that students will act in accordance with the student behavioral expectations outlined in the Student Code of Conduct and those in place in the individual student's home school and district.

New Jersey Law requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. New Jersey FBLA will adhere to all policies and procedures of

the student's home district, wherein appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct and N.J.A.C. 6A:16- 7. New Jersey FBLA policy requires the administration at each school to be responsible for receiving all complaints alleging violations of this policy. All New Jersey FBLA staff, volunteers, and contracted service providers who have contact with students, are required to verbally report alleged violations of this policy to the State Adviser or State Chair on the same day when the individual witnessed or received reliable information regarding any such incident. The State Adviser will report such incidents to the individual school's administration.

NJ FBLA REPORTING POLICY

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as 1-877 NJ ABUSE (1-877-652-2873). A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

What information will I be asked to provide to the hotline screener?

SCR screeners are trained caseworkers who know how to respond you reports of child abuse/neglect. Whenever possible, a caller should provide all of the following information:

Who: The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.

What: Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.

When: When the alleged abuse/neglect occurred and when you learned of it.

Where: Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.

How: How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

Do callers have immunity from civil or criminal liability? Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.

Is it against the laws of New Jersey to fail to report suspected abuse/neglect? Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.

What happens after I make the call? When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

ABUSE PREVENTION POLICY FOR THE PROTECTION OF YOUTHS AND VULNERABLE PERSONS

INTRODUCTION

It shall be the policy and covenant of Kean University & New Jersey FBLA to do everything in our power to prevent physical, emotional or sexual abuse against children, youth and adults with developmental disabilities who interact with Kean University & New Jersey FBLA or activities sponsored by Kean University & New Jersey FBLA. We are covenanted to be aware of our legal responsibilities and to comply with those responsibilities and go beyond those responsibilities when necessary to act justly in the best interest of those who have been abused or those who are most vulnerable to abuse.

Kean University & New Jersey FBLA will implement orientations and training seminars for persons in management and employment who have direct or indirect contact with children, youth and adults with developmental disabilities, as required by the organization's employment and training practices. Kean University & New Jersey FBLA will screen persons in management and employment who have direct or indirect contact with children, youth and adults with developmental disabilities and will report all instances of abuse. Management and employees will receive ongoing training as designated in Kean University & New Jersey FBLA's employment and training practices.

SCOPE

This policy and its provisions shall apply to all management and employees who have any direct or indirect contact with children and/or youth and/or adults with developmental disabilities who interact with Kean University & New Jersey FBLA or activities sponsored by Kean University & New Jersey FBLA. Effective September 1, no person under the age of 18 will be certified by the Administration to work or volunteer, directly with children, youth and adults with developmental disabilities.

ETHICS POLICY

Statement of Policy

All management and employees of Kean University & New Jersey FBLA shall not engage in sexual abuse, sexual harassment, sexual misconduct, and physical abuse, physical neglect, lack of supervision, emotional maltreatment, educational maltreatment, and/or moral-legal maltreatment of children, youth, and adult /children with developmental disabilities.

Persons who interact, with children, youth and adults with developmental in any way- shall include all paid management and employees, who have a direct or indirect contact with same who patron Kean University & New Jersey FBLA or activities sponsored by Kean University & New Jersey FBLA.

DEFINITIONS

Sexual Abuse: Sexual abuse means unwanted physical conduct of a sexual nature, sexual contact or sexualized behavior and may include, by example, touching, fondling, other physical contact and sexual relations. Child/youth/adult with developmental disabilities sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. It includes but is not limited to: (1) incest, (2) rape, (3) prostitution, (4) any sexual intercourse, or deviant sexual conduct with, or fondling of a child, or youth, or adult with developmental disabilities who patron Kean University & New Jersey FBLA or activities sponsored by Kean University & New Jersey FBLA.

Sexual Harassment: Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender.

Sexual Misconduct: Sexual misconduct means a chargeable offense.

Physical Abuse - Any act of omission or an act that endangers a person's physical or mental health. This definition includes any non-accidental physical injury. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual's age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to the physical health of a child, youth or adult with developmental disabilities.

Physical Neglect - individual in charge does not take adequate precautions (given a child's, youth or vulnerable person's particular emotional developmental needs) to ensure his or her safety in and out of the residence.

Lack of Supervision- individual in charge does not take adequate precautions (given a child's, youth or vulnerable person's particular emotional developmental needs) to ensure his or her safety in and out of the residence.

Emotional Maltreatment- Persistent or extreme thwarting of a child's, youth or vulnerable person's basic emotional needs (such as the need to feel safe and accepted)

Educational Maltreatment- individual in charge fails to ensure that a child, youth or vulnerable person receives adequate education

Moral-Legal Maltreatment- individual in charge exposes or involves a child, youth or vulnerable person in illegal or other activities that may foster delinquency or antisocial behavior.

Implementation: Professionals, employees, and volunteers shall be provided a copy of this policy and shall receive training information to assist in the understanding and implementation of this policy.

Making a Complaint: Persons who have knowledge of possible violations of this policy by a management and employees should report to appropriate supervisors and administrators. The Administration will take action in investigation, reporting, due process, and take action to seek justice.

SCREENING FOR VOLUNTEERS OR STAFF

Careful screening is one way to prevent the abuse of children, youth and adults with developmental disabilities. Screening calls for a careful gathering and review of information in search of persons who can provide safe contact in a safe environment.

Prior to employment or acceptance as management or paid staff person, human resources or management shall direct each prospective employee to complete an Application, Authorization to Release Information Form and other forms related to gathering employee data. By signing the form, the applicant will give Kean University & New Jersey FBLA authorization to contact references, authorization for those references to release information to Kean University & New Jersey FBLA and to allow Kean University & New Jersey FBLA to perform the necessary investigation to complete the review of the application and all references attached.

Kean University & New Jersey FBLA shall facilitate a screening check.

Kean University & New Jersey FBLA and its human resource department/management shall request and verify all references.

Kean University & New Jersey FBLA and its human resource department/management shall receive the completed forms and reports and review them. If any of the reports and/or references raise questions about the fitness of an applicant, the Kean University & New Jersey FBLA should disapprove the application and notify the applicant. Kean University & New Jersey FBLA reserves the right to turn away any persons for employment.

If the applicant is found to have been involved in any activity in which the applicant abused or exploited children, youth and adults with developmental disabilities, the applicant will not be hired/approved. Any conviction of a crime against children, youth or adults with developmental disabilities shall disqualify any applicant.

Results of screens shall be kept confidential.

TRAINING

The Kean University & New Jersey FBLA shall develop and implement training procedures for all management and employees who have direct or indirect contact with children, youth and adults with developmental disabilities as part of their duties, activities and events.

SUPERVISION

Supervision and enforcement of policy and procedures regarding all management and employees who have direct or indirect contact with children, youth and adults with developmental disabilities should be clearly communicated within Kean University & New Jersey FBLA's policies and procedures. At each facility, management and employees should be clear on written policy and procedures regarding staff working directly or indirectly with children, youth, and adult/children with developmental disabilities. (Definitions of abuse, selection and screening, no one-on-one isolated situations should apply with children, youth, and adult /children with developmental disabilities, reporting incidents of abuse with children, youth, and adult /children with developmental disabilities and media response. ALL reporting activities set forth by government, State and Federal regulations, should be followed). Whenever possible, a team approach should be used when interacting. If the necessity for one-on-one interactions, the interaction should occur in an unenclosed area and with the knowledge of another adult. Staff is to be encouraged to warn each other when questionable behavior is displayed.

REPORTING OF INCIDENTS

All incidents should be immediately reported to management and an incident report should be filed. Management should retain all incident reports for reference. When the necessity of reporting occurs, the protection of children, youth and adults with developmental disabilities must be paramount.

Sample Procedures for Reporting, Investigating, and Resolving Violations of Certification Policy Report immediately upon receipt of an allegation of violation of policy management on duty. The Facility Manager, Regional Manager, Executive Director and Crisis Management Team shall be notified additionally. The Executive Director or Crisis Team Management will facilitate reporting to law enforcement agencies as appropriate according to State and Federal reporting guidelines and shall also notify the Board of Directors.

The person against whom an allegation has been made ("Respondent") will immediately be suspended

If a minor is involved, that person's parent(s)/guardian(s) shall be notified of the alleged violation of policy by a person designated by the Crisis Management Team.

The Crisis Management Team shall assist the investigation of the complaint and the process to use to work through the complaint. This may include assistance with legal and public relations issues as well as interviews necessary for the investigation of the complaint. Decisions of resolution shall ultimately rest with the Board of Directors.

The person or persons who first report the alleged violation of policy will be asked to document their knowledge of this incident(s) and provide that documentation to the Crisis Management Team. The Crisis Management Team will determine who needs to be interviewed to determine the nature of the alleged

violation and its impact. All conversations shall be documented including such things as (but not exclusive of) date, time, place, and names of persons involved. In addition, the substance of the conversation shall be documented, with the person interviewed asked to review notes for accuracy and to sign such notes. In addition, all contacts made, and actions taken by the Crisis Management Team are to be documented.

If a formal complaint is made, the Crisis Management Team shall provide the respondent with of copy of the complaint.

Those making the allegations ("Plaintiff"), the parent(s)/guardian(s) of any minor involved, the Respondent, and any persons who supervise such persons shall be notified of any result of the investigation and final decision of the Kean University & New Jersey FBLA documentation shall be retained in a confidential, personal file.

The Crisis Management Team will determine when and with whom information needs to be shared. If investigations or allegations of abuse should come to the attention of the media, a response shall come from a spokesperson.

It shall be the goals of Kean University & New Jersey FBLA to provide supportive care to both the Plaintiff and the Respondent, and to restore such persons to wholeness. Supportive care can include the procedures of the criminal justice system and appropriate counseling referrals.

If the Plaintiff should desire to appeal the decision of the Kean University & New Jersey FBLA, and The Crisis Management Team, or Board of Directors' legal council will be consulted.

Guidelines for Establishing Written Abuse Prevention Policies

Establish an organization wide commitment to zero tolerance for abuse.

Define grooming behaviors and characteristics of abusers and clearly prohibit grooming. Grooming is the process used by an abuser to select a child, win the child's trust and the trust of their parent or guardian to manipulate the child into sexual activity and keep the child from disclosing the abuse. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to a supervisor or other pre-determined member of the organization.

Understand and communicate mandatory reporting laws and requirements. Report ALL suspicions or allegations or abuse, regardless of the state law requirements. Organization should establish the

chain of reporting internally, with appointed staff members who will report to the appropriate agencies. This may include local police, Child Protective Services, or another appropriate agency. Define allowable/appropriate interactions and what is not allowed. This may include no one on interactions, no private conversations (in-person or online), define what if any physical contact is allowed.

Establish protocol for response to victims. In addition to notifying the appropriate authorities, what services will be made available to victims and other members, staff or volunteers who might be impacted?

Determine consequences of engaging in prohibited behaviors or not enforcing policies. Consequences must be clear and consistent (violations, disciplinary action, reassignment, termination, etc).

Employees, volunteers and other adults representing the organization must participate in Abuse Prevention Training. This applies to any adult working with minors on a regular basis or staff members responsible for hiring, firing or otherwise part of the reporting process or policy enforcement. This may be directly through the organization or through another entity, if provided with proof of completion within three years.

Employees, volunteers and other adults representing the organization must go through a background screening process. This applies to any adult working with minors on a regular basis or staff members responsible for hiring, firing or otherwise part of the reporting process or policy enforcement. This may be directly through the organization or through another entity, if provided with proof of completion within three years.

Statement of Acknowledgement and Agreement. Once communicated, employees/volunteers signature indicating they have reviewed the policy and understood the material and agree to comply with the policy requirements.

DISPUTE PROCESS

The local chapter adviser should initially report disputes to the state office in writing. All information must be available before a decision can be made.

Competitive event disputes, per National FBLA policy ultimately lie with the judge's decisions. FBLA has a competitive event inquiry procedure which will allow us to make event improvements, but ultimately, it is the judge's decisions regarding scoring that will govern any disputes.

Other disputes are presented to the state advisory committee, which will review the information and make a recommendation to the state adviser regarding appropriate and/or necessary action, which the state office may adhere to or override, depending on the facts, information, input from legal counsel, nonprofit best practices, FBLA best practices and procedures, and/or insurance recommendations. However, with all situations, the state office will make the final determination. In emergent situations, the state adviser may make the decision without input from the advisory committee.

If a local chapter wishes to pursue a dispute beyond the executive board and/or the state adviser, it should correspond in writing to the appropriate representative of the grant-funded institution. In addition, a copy must be provided to the director of the Office of Career Readiness, New Jersey Department of Education, PO Box 500, Trenton, NJ, 08625.

NJ FBLA CHAPTERS LIST

Note: If your chapter is not listed in this section, please contact the State Office. Only chapters that were active in the 2023-2024 membership year will be listed on this page. **The chapter number listed in this section will be needed for SLC registration.**

Chapter Name | Chapter Number

Bunker Hill Middle School | 2741849
Carl Sandburg Middle School | 3514175
Halsted Middle School | 3621869
Henry H. Davis Family School | 3622658
Heritage Middle School | 1796611
Iselin Middle School | 3386742
Oak Knoll Middle School | 3622234
Ogdensburg Public School | 2971724
Sayreville Middle School | 3508431
South River Middle School | 3246896
Woodrow Wilson Middle School | 3241094

NJ FBLA MIDDLE SCHOOL CALENDAR

TUESDAY SEPTEMBER 3, 2024

Fall Stock Market Game Registration Opens

Price: \$10.95 per team (1-5 members per team)

More Information: <https://www.fbla-pbl.org/portfolio-items/stock-market-game/>

WEDNESDAY SEPTEMBER 18, 2024

September Middle School and High School NJ FBLA Adviser Meeting

Time: 4:00-5:00pm

Location: Zoom

Local Chapter Officer Training Registration Deadline

Deadline: 5:00pm

Price: FREE

LCOT is a four-hour virtual training session for local chapter officers. LCOT will be held over 2 days. The first session will be held from 6:00-8:00pm on September 24. The second session will be held from 6:00-8:00pm on September 25. Registrants should plan to attend both sessions. During Local Chapter Officer Training, local chapter officers will explore the duties and possibilities of their respective positions, learn how to develop and publicize engaging meetings and events, understand how your chapter can become more involved with state and national programs, and network with officers from around the state! Chapters are encouraged to register all local chapter officers. Late registrations will not be accepted.

New Adviser Training Registration Deadline

Deadline: 5:00pm

Price: FREE

Adviser Training will be held from 9:00am to 3:00pm on October 9 at Kean University. Advisers who have served for 3 years or less are encouraged to attend this event. Attendees will receive six hours of professional development. During New Adviser Training, advisers will learn to navigate the FBLA Connect database, learn to use the New Jersey FBLA conference registration system, dive into state & national programs, and hear from veteran advisers!

THURSDAY SEPTEMBER 19, 2024

September National FBLA Adviser Webinar

Time: 7:00-8:00pm

Location: Zoom (Links will be sent out to advisers via the National Adviser Alert emails)

TUESDAY SEPTEMBER 24, 2024

Local Chapter Officer Training Day 1

Time: 6:00-8:00pm

Location: Zoom

Price: FREE

Registrants should plan to attend both LCOT sessions. During Local Chapter Officer Training, local chapter officers will explore the duties and possibilities of their respective positions, learn how to develop and publicize engaging meetings and events, understand how your chapter can become more involved with state and national programs, and network with officers from around the state!
Registration closes on September 18.

WEDNESDAY SEPTEMBER 25, 2024

Local Chapter Officer Training Day 2

Time: 6:00-8:00pm

Location: Zoom

Price: FREE

Registrants should plan to attend both LCOT sessions. During Local Chapter Officer Training, local chapter officers will explore the duties and possibilities of their respective positions, learn how to develop and publicize engaging meetings and events, understand how your chapter can become more involved with state and national programs, and network with officers from around the state!
Registration closes on September 18.

MONDAY OCTOBER 7, 2024

Fall Stock Market Game Begins

Price: \$10.95 per team (1-5 members per team)

More Information: <https://www.fbla-pbl.org/portfolio-items/stock-market-game/>

WEDNESDAY OCTOBER 9, 2024

New Adviser Training

Time: 9:00am-3:00pm

Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA

Price: FREE

Advisers who have served for 3 years or less are encouraged to attend this event. Attendees will receive six hours of professional development. During New Adviser Training, advisers will learn to navigate the FBLA Connect database, learn to use the New Jersey FBLA conference registration system, dive into state & national programs, and hear from veteran advisers! *Registration closes on September 18.*

FRIDAY OCTOBER 11, 2024

State Fall Leadership Conference Registration Deadline

Deadline: 5:00pm

Price: \$35 per attendee

SFLC will be held from 9:00am-2:00pm on October 23 at Kean University. The SFLC is open to all members of NJ FBLA. Our FBLA State Officer Teams will be presenting engaging workshops including topics such as competitive event preparation, leadership development, community service, BAAs, networking, social media, transitioning to college, and MUCH more! *Note: SFLC attendance is capped at 400 total attendees total and 10 attendees per chapter.*

TUESDAY OCTOBER 15, 2024

Dressed to Impress Scholarship Deadline

More Information: <https://form.jotform.com/241985476909172>

National Fall Leadership Conference Registration Deadline

Deadline: 12:00pm

Price: \$115 per attendee (hotel is an additional fee)

More Information: <https://www.fbla-pbl.org/nflc/>

October Bridge Webinar/Regional Meeting

Time: 7:00-8:00pm

Location: Zoom

The combined Bridge Webinar and Regional Meeting series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey and connects members with other members in their region!

WEDNESDAY OCTOBER 16, 2024

October Middle School and High School NJ FBLA Adviser Meeting

Time: 4:00-5:00pm

Location: Zoom

THURSDAY OCTOBER 17, 2024

October National FBLA Adviser Webinar

Time: 7:00-8:00pm

Location: Zoom (Links will be sent out to advisers via the National Adviser Alert emails)

WEDNESDAY OCTOBER 23, 2024

State Fall Leadership Conference

Time: 9:00am-2:00pm

Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA

Price: \$35 per attendee

The SFLC is open to all members of NJ FBLA. Our FBLA State Officer Teams will be presenting engaging workshops including topics such as competitive event preparation, leadership development, community service, BAAs, networking, social media, transitioning to college, and MUCH more! *Note: SFLC attendance is capped at 400 total attendees. Registration closes on October 11.*

State Fall Leadership Conference Payment Deadline

Price: \$35 per attendee

Calendar: MS, HS

WEDNESDAY NOVEMBER 6, 2024

November Middle School NJ FBLA Adviser Meeting

Time: 4:00-5:00pm

Location: Zoom

FRIDAY NOVEMBER 8 – SATURDAY NOVEMBER 9, 2024

National Fall Leadership Conference – Columbus, Ohio

Friday November 8, 2024– Saturday November 9, 2024

Price: \$115 per attendee (hotel is an additional fee)

More Information: <https://www.fbla-pbl.org/nflc/> *Registration closes on October 18.*

FRIDAY NOVEMBER 8, 2024

Fall Stock Market Game Registration Deadline

Price: \$10.95 per team (1-5 members per team)

More Information: <https://www.fbla-pbl.org/portfolio-items/stock-market-game/>

TUESDAY NOVEMBER 12, 2024

November Bridge Webinar/Regional Meeting

Time: 7:00-8:00pm

Location: Zoom

The combined Bridge Webinar and Regional Meeting series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey and connects members with other members in their region!

FRIDAY NOVEMBER 15, 2024

American Enterprise Day

THURSDAY NOVEMBER 21, 2024

November National FBLA Adviser Webinar

Time: 7:00-8:00pm

Location: Zoom (Links will be sent out to advisers via the National Adviser Alert emails)

TUESDAY DECEMBER 10, 2024

December Bridge Webinar/Regional Meeting

Time: 7:00-8:00pm

Location: Zoom

The combined Bridge Webinar and Regional Meeting series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey and connects members with other members in their region!

WEDNESDAY DECEMBER 11, 2024

December Middle School and High School NJ FBLA Adviser Meeting

Time: 4:00-5:00pm

Location: Zoom

FRIDAY DECEMBER 13, 2024

Fall Stock Market Game Ends

THURSDAY JANUARY 2, 2025

Spring Stock Market Game Registration Opens

Price: \$10.95 per team (1-5 members per team)

More Information: <https://www.fbla-pbl.org/portfolio-items/stock-market-game/>

THURSDAY JANUARY 16, 2025

January National FBLA Adviser Webinar

Time: 7:00-8:00pm

Location: Zoom (Links will be sent out to advisers via the National Adviser Alert emails)

THURSDAY JANUARY 23, 2025

January Middle School NJ FBLA Adviser Meeting

Time: 4:00-5:00pm

Location: Zoom

SATURDAY FEBRUARY 1 – FRIDAY FEBRUARY 28, 2025

Career and Technical Education Month

SUNDAY FEBRUARY 9-SATURDAY FEBRUARY 15

FBLA Week!

MONDAY FEBRUARY 10, 2025

Spring Stock Market Game Begins

Price: \$10.95 per team (1-5 members per team)

More Information: <https://www.fbla-pbl.org/portfolio-items/stock-market-game/>

TUESDAY FEBRUARY 11, 2025

February Bridge Webinar/Regional Meeting

Time: 7:00-8:00pm

Location: Zoom

The combined Bridge Webinar and Regional Meeting series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey and connects members with other members in their region!

WEDNESDAY FEBRUARY 19, 2025

February Middle School NJ FBLA Adviser Meeting

Time: 4:00-5:00pm

Location: Zoom

THURSDAY FEBRUARY 20, 2025

February National FBLA Adviser Webinar

Time: 7:00-8:00pm

Location: Zoom (Links will be sent out to advisers via the National Adviser Alert emails)

FRIDAY FEBRUARY 28, 2025

Dues Payment Deadline for MS SLC Competitors

Deadline: 5:00pm (this must be completed BEFORE a student can be registered for SLC)

Price: \$14 per student

All NJ FBLA MS students who attend the State Leadership Conference MUST be paid members BEFORE they are registered for SLC.

MS SLC Registration Deadline

Deadline: 5:00pm

Price: \$55 per student attendee; \$0 per adviser/chaperone

The MS SLC will occur on March 27 from 9am-5pm at Kean University and will feature presentation competitive events, workshops, lunch, and an awards ceremony. Objective testing will occur online March 17-19, 2025.

MS SLC Recognition Events Deadline

Deadline: 5:00pm

SATURDAY MARCH 1, 2025

National Dues Payment Deadline

Middle School Price: \$14 per member

FRIDAY MARCH 7, 2025

Spring Stock Market Game Registration Deadline

Price: \$10.95 per team (1-5 members per team)

More Information: <https://www.fbla-pbl.org/portfolio-items/stock-market-game/>

MONDAY MARCH 17 – WEDNESDAY MARCH 19, 2025

MS SLC Online Testing

Monday March 17, 2025 - Wednesday March 19, 2025

Testing Times: 7:00am-6:00pm

WEDNESDAY MARCH 19, 2025

MS Pre-SLC Adviser Meeting

Time: 4:00-5:00pm

Location: Zoom

THURSDAY MARCH 20, 2025

March National FBLA Adviser Webinar

Time: 7:00-8:00pm

Location: Zoom (Links will be sent out to advisers via the National Adviser Alert emails)

THURSDAY MARCH 27, 2025

MS State Leadership Conference

Time: 9:00am-5:00pm

Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA

Price: \$55 per student attendee; \$0 per adviser/chaperone

The MS SLC will occur on March 27 from 9am-5pm at Kean University and will feature presentation competitive events, workshops, lunch, and an awards ceremony. Objective testing will occur online March 17-19, 2025. *Registration closes on February 28.*

MS State Leadership Conference Payment Due

Price: \$55 per student attendee

TUESDAY APRIL 1, 2025

April Bridge Webinar/Regional Meeting

Time: 7:00-8:00pm

Location: Zoom

The combined Bridge Webinar and Regional Meeting series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey and connects members with other members in their region!

FRIDAY APRIL 4, 2025

MS NLC Qualifier Drop Deadline

Deadline: 5:00pm

Any State Leadership Conference winners who do not plan to attend the NLC must be reported by this time. This allows NJ FBLA to offer the opportunity to participate to the next highest scoring students in the event.

WEDNESDAY APRIL 9, 2025

April Middle School and High School NJ FBLA Adviser Meeting

Time: 4:00-5:00pm

Location: Zoom

THURSDAY APRIL 10, 2025

April National FBLA Adviser Webinar

Time: 7:00-8:00pm

Location: Zoom (Links will be sent out to advisers via the National Adviser Alert emails)

FRIDAY APRIL 11, 2025

MS NLC Move Up Deadline

Deadline: 5:00pm

Any move ups not accepted by this time will be considered as declined and the opportunity to participate will be offered to the next highest scoring students in the event.

TUESDAY APRIL 15, 2025

National MS Scholarship Deadline

NLC Scholarship

THURSDAY APRIL 17, 2025

NJ MS NLC Registration Deadline

Deadline: 5:00pm

Price: TBA

The MS and HS NLC will be held in Anaheim, California on June 29-July 2, 2025.

FRIDAY APRIL 18, 2025

Spring Stock Market Game Ends

WEDNESDAY MAY 7, 2025

May Middle School and High School NJ FBLA Adviser Meeting

Time: 4:00-5:00pm

Location: Zoom

THURSDAY MAY 15, 2025

Middle School Champion Chapter Submission Deadline

More Information: <https://www.fbla.org/divisions/fbla-middle-level/member-benefits/>

May National FBLA Adviser Webinar

Time: 7:00-8:00pm

Location: Zoom (Links will be sent out to advisers via the National Adviser Alert emails)

TUESDAY MAY 20, 2025

May Bridge Webinar/Regional Meeting

Time: 7:00-8:00pm

Location: Zoom

The combined Bridge Webinar and Regional Meeting series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey and connects members with other members in their region!

TO BE SCHEDULED FOR JUNE

June Middle School and High School NJ FBLA Adviser Meeting

SUNDAY JUNE 1, 2025

LEAD Awards Submission Deadline for NLC Recognition

More Information: <https://www.fbla-pbl.org/divisions/fbla-middle-level/education-programs/>

Lead for Change Deadline

More Information: <https://www.fbla-pbl.org/lead4change/>

TUESDAY JUNE 10, 2025

June Bridge Webinar/Regional Meeting

Time: 7:00-8:00pm

Location: Zoom

The combined Bridge Webinar and Regional Meeting series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey and connects members with other members in their region!

SUNDAY JUNE 29 – WEDNESDAY JULY 2, 2025

HS and MS National Leadership Conference

Sunday June 29, 2025 – Wednesday July 2, 2025

Price: TBA

Location: Anaheim, CA

NJ FBLA RECOGNITION EVENTS

Due February 28, 2025

MEMBERSHIP CHALLENGE

No submission necessary, as the membership numbers will be verified by the state office on February 28.

EQUALIZE

Veteran Chapter Goal: Equalize Your Chapter's 2023-24 Membership Numbers

New Chapter Goal: 5 Members

Reward: Chapter recognition on social media & at SLC

EXPAND

Veteran Chapter Goal: +10 Members

New Chapter Goal: 10 members

Reward 1: Chapter recognition on social media & at SLC

Reward 2: A Membership Challenge ribbon at SLC for all attendees from the chapter

Reward 3: A NJ FBLA branded item for the chapter adviser

ENHANCE

Veteran Chapter Goal: +20 Members

New Chapter Goal: 20 members

Reward 1: Chapter recognition on social media & at SLC

Reward 2: A Membership Challenge ribbon at SLC for all attendees from the chapter

Reward 3: A NJ FBLA branded item for the chapter adviser

Reward 4: A Membership Challenge certificate and recognition on stage at SLC

Reward 5: An official FBLA lapel pin and rocker for the chapter adviser *(to be provided at the state meeting at NLC)*

EXCEL

Veteran Chapter Goal: +30 Members

New Chapter Goal: 30 members

Reward 1: Chapter recognition on social media & at SLC

Reward 2: A Membership Challenge ribbon at SLC for all attendees from the chapter

Reward 3: A NJ FBLA branded item for the chapter adviser

Reward 4: A Membership Challenge certificate and recognition on stage at SLC

Reward 5: An official FBLA lapel pin and rocker for the chapter adviser *(to be provided at the state meeting at NLC)*

Reward 6: A nametag for the chapter adviser *(to be provided at the state meeting at NLC)*

MEMBER RECOGNITION

Gold Member Award

This award honors local members who have made outstanding contributions to the association. Each active local chapter may enter one (1) member in this event. Submissions must include a resume (1-page). Nominees may only receive this award once during their FBLA Middle School career. A member may not receive both this award & the Gold Officer Award at the same SLC. Recipients will be presented with a certificate of recognition at the SLC. The submission form can be found by local chapter advisers at: <https://connect.fbla.org/login.php?action=viewform&id=232>

Gold Officer Award

This award honors local officers who have made outstanding contributions to the association. Each active local chapter may enter one (1) member who is serving or has served as a local officer for the current or previous school year in this event. Submissions must include a resume (1-page). Nominees may only receive this award once during their FBLA Middle School career. A member may not receive both this award & the Gold Member Award at the same SLC. Recipients will be presented with a certificate of recognition at the SLC. The submission form & more information can be found by local chapter advisers at: <https://connect.fbla.org/login.php?action=viewform&id=233>

LEAD Awards

The LEAD Awards are an individual achievement award program for active, paid middle school student members in FBLA. Participating students have the opportunity to enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school and communities. There are two levels of the LEAD Awards, Explore and Aspire. Students who complete any level will be recognized at the NJ FBLA SLC. More information can be found [here](#). To access the LEAD Awards, paid members should login to their FBLA Connect account and select the "More" tab and then select "Courses".

Young Leader Award

This award honors members who have made outstanding contributions to the association at the local, state, and national levels. Each local chapter may enter one (1) member in this event. Submissions must include a resume not to exceed two (2) pages & a one (1) page letter of recommendation from an adviser or administrator. Applicants must serve on the NJ FBLA Middle School Committee to be eligible for this award. The winner will receive a trophy at SLC and will represent New Jersey at NLC. The submission form and the rating sheet can be found here by local chapter advisers: <https://connect.fbla.org/login.php?action=viewform&id=234>

CHAPTER RECOGNITION

Champion Chapter

The Middle School Champion Chapter Award is a membership engagement-focused challenge that chapters may complete for national recognition. Chapters work toward building a basic program of work through a calendar of activities to complete throughout the year. Recognition will be given at the Middle School and High School National Leadership Conference to the top 10 states and top 10 local chapters based on the number of points accumulated and quality of entries. The deadline to complete this program is June 1, 2025. Click here for more information: <https://www.fbla.org/divisions/fbla-middle-level/member-benefits/> Chapters who submit the Champion Chapter Award by February 28 will receive recognition at SLC.

Chapter Website Award of Merit

This event recognizes chapters who have worked to create and maintain local chapter websites. Recipients will be presented with a certificate of recognition at the State Leadership Conference. The submission form & more information can be found by local chapter advisers here:

<https://connect.fbla.org/login.php?action=viewform&id=235>

Gold Seal Chapter Award of Merit

The Hollis and Kitty Guy Award recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA. Up to fifteen (15) percent of the total number of active local chapters may be selected for this award. All New Jersey recipients will also receive this award at the NLC. All chapters who earn at least 5,000 points in the Passport of Progress event will automatically earn this award. No additional submission is required.

Largest Local Chapter Membership

This award recognizes the largest chapter in the state. Recipients will be presented with a certificate of recognition at the SLC. No submission form is required, as the winners will be determined by the number of paid members on record at the NJ FBLA state office on February 28.

Local Recruitment of Chapters

This event honors local chapters that charter or reactivate a minimum of one FBLA chapter from any division (Middle School, High School, and Collegiate). New/reactivated chapters must not have been recognized as active during the previous membership year. A maximum of two (2) local chapters can receive credit for chartering/reactivating the same chapter. Recipients will be presented with a certificate of recognition at the SLC. The submission form can be found here by local chapter advisers: <https://connect.fbla.org/login.php?action=viewform&id=236>

Passport of Progress

This program is designed to increase local member and chapter involvement in membership recruitment, retention, and state/national programs. The various activities within the passport fall under three categories: Service, Education, and Progress. Participating chapters will receive ribbons, and the chapters with the most points will be recognized at the SLC. Chapters must provide photos AND descriptions when instructed in order to receive points. Failure to fulfill requirements will result in no points for that particular challenge. All participating chapters earning 5,000 or more points will also receive the Gold Seal Award of Merit. The submission form can be found here by local chapter advisers: <https://connect.fbla.org/login.php?action=viewform&id=242> The rating sheet can be found [here](#). *Note: Many of the items mentioned in Passport of Progress are State Officer initiatives and information regarding those items will be coming soon via adviser update.*

ADVISER & VOLUNTEER RECOGNITION

Adviser Years of Service Recognition

This event honors local advisers who have served FBLA for a significant number of years. An adviser is recognized at the completion of his/her year of service for 5, 10, 15, 20, 25, etc. years.

Recognition will not be given for years of service between the 5-year increments. Recipients will be presented with a certificate of recognition at the SLC. The submission form can be found here by local chapter advisers: <https://connect.fbla.org/login.php?action=viewform&id=239>

SERVICE EVENTS

Statewide Community Service Project

This year, New Jersey FBLA's State Community Service Project will be **Whiskers and Wishes**, a state-wide drive to support animal shelters. The goal of this project is to unify NJ FBLA members in a large-scale community impact initiative. Local chapters are encouraged to host these drives and donate individually to a shelter or bring their items to their regional summit in January. A list of donation items [can be found here](#). [Click here for more information](#). The submission form can be found here by local advisers: <https://connect.fbla.org/login.php?action=viewform&id=495>. Top chapters will be recognized at SLC.

Community Service Challenge

This event recognizes the top 5 chapters that complete the most community service hours. Include service hours completed between the close of the previous year's SLC and the submission deadline. Only include hours completed as part of FBLA chapter projects. Do not include any hours acquired by students as part of outside organizations or on their own time. The top chapters will be recognized at SLC and will be based upon cumulative hours completed. The excel report form can be found [here](#) and should be submitted by local chapter advisers to: <https://connect.fbla.org/login.php?action=viewform&id=240>

Alzheimer's Association

This year, the National Service Partner is the Alzheimer's Association. In an effort to support the Alzheimer's Association's mission to eradicate Alzheimer's and other forms of dementia, this service project seeks to bring together all FBLA members. This mission includes advancing global research, promoting early detection and risk reduction, and enhancing care and support. Chapters are encouraged to host fundraisers and activities that raise awareness and money for the Alzheimer's Association. All chapters that donate will receive a certificate of recognition at SLC. The submission form to provide proof of donation to NJ FBLA can be found here by local chapter advisers: <https://connect.fbla.org/login.php?action=viewform&id=241>

COMPETITIVE EVENTS

CHANGES FOR THE 2024-25 YEAR

General Changes

Note: All below general and event specific changes were made by and shared with NJ FBLA by the National Center and will be upheld by NJ FBLA.

*Updates to the number of devices that can be used during a preliminary and finals round. Competitors can present with up to two devices.

*External speakers are not allowed for preliminary presentation rounds.

*Links and QR codes are restricted items in pre-judge reports; links and QR codes during presentations are for display purposes only.

*Production events will happen on-site during the National Leadership Conference.

*All events at the NJ SLC will require competitors to show a physical or digital photo identification that matches their name badge in order to compete. This is in line with National FBLA's policy for the NLC.

Exploring Business Ethics

Objective test has increased to 50 questions

Formerly named Business Ethics

Event not eligible for those who placed in the top 10 in Business Ethics at a previous NLC

Exploring Computer Applications

New Event

Individual Event, Production

Exploring Leadership

Formerly named Leadership

Event not eligible for those who placed in the top 10 in Leadership at a previous NLC

Exploring Parliamentary Procedure

Formerly named Running an Effective Meeting

Event not eligible for those who placed in the top 10 in Running an Effective Meeting at a previous NLC

Exploring Public Speaking

Formerly named Elevator Speech

Event not eligible for those who placed in the top 10 in Elevator Speech at a previous NLC

Exploring Website Design

Formerly named Multimedia & Website Development

Event not eligible for those who placed in the top 10 in Multimedia & Website Development at a previous NLC

GENERAL GUIDELINES

All New Jersey FBLA chapters who participate in online testing are subject to a random testing audit by NJ FBLA State Staff.

To participate in the State Leadership Conference, students must dues paid members by February 28, 2025. To participate in the National Leadership Conference, students must be dues paid members by March 1, 2025.

All State Leadership Conference competitors MUST physically attend SLC.

Competitors cannot be refunded, replaced, or substituted after the registration deadline. All registrations are final after the registration deadline. All SLC competitive event registrations MUST be received by the state office by February 28, 2025. ALL NLC competitive event registrations and prejudged materials MUST be received by the state office by April 11, 2025.

Objective testing will occur at your school March 17-19, 2025. Presentation events will take place at the SLC on March 27, 2025.

Each competitor may only compete in one (1) testing only event and (1) performance event. A chapter event is considered a performance event. Students participating in Business Ethics may not compete in an additional event, as Business Ethics includes a test and a presentation. Students participating in Exploring Computer Applications may not compete in an additional event, as Exploring Computer Applications includes an objective test that will be taken in advance of SLC and a two-hour production test that will be completed on-site at SLC.

Each competitor must complete all parts of an event for award eligibility.

A team shall consist of one to three members. NOTE: If a member of a team that registers or qualifies for SLC or NLC cannot attend, the team CANNOT substitute another member to fill that slot.

All members of a team must be members of the same chapter.

New Jersey FBLA will accommodate all reasonable special needs requests if sent to the State Adviser by the registration deadline.

Competitive Event Types

Chapter Events: A chapter project that a team of students presents

Objective Tests: An online objective test focusing on business knowledge

Presentation: The presentation of a project, speech, or interview in front of judges. Competitors may be allowed to use technology, equipment and/or visual aids as a part of the presentation. Check specific guidelines to determine what is allowed.

Role Play: An extemporaneous response to a prompt. Judges will interact with competitors. The prompt is provided on-site.

Production: Two parts: A hands-on part focusing on technical skills and an online objective test focusing on technical and business knowledge.

Repeat Competitors

Members may compete in an event at SLC 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.

Modified Events: A competitor may compete in the same event when the event is modified, regardless of placement at a National Leadership Conference. Note, if the only modification is a name change, competitors may not compete in the renamed event if they have previously placed in the top ten at the National Leadership Conference.

Chapter Events: Competitors may compete in a chapter event as many times as they wish, regardless of placement at a previous National Leadership Conference (Annual Chapter Activities Presentation and Community Service Presentation).

Pilot Event: Competition in a pilot event does not disqualify a competitor from competing in the same event if it becomes an official competitive event. The participant may compete in another event as well as a pilot event.

Breaking Ties:

Objective Tests: Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Production Events: The production test scores will be used to break a tie based on the tie breaking criteria of objective tests.

Chapter Events/Role Plays/Performance Events: Judges must break ties. All judges' decisions are final.

Performance Event Guidelines:

No unauthorized audio or video recording devices will be allowed in any competitive event. Participants in all performance events should be aware the state and national association reserves the right to record any performance for use in study or training materials.

There will be no audience allowed for any performance events at the NJ FBLA SLC.

An equal number of competitors from each preliminary round will advance to the final round.

In the case of team events, all team members are expected to actively participate in the performance/role play.

If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed.

All competitors must comply with the FBLA dress code.

No animals (except authorized service animals) will be allowed for use in any competitive events.

Technology Guidelines:

Not all presentation events allow equipment. Check the specific event guidelines to determine if a specific event allows the use of equipment.

Competitors present directly from a laptop/device. Screens and projectors are not allowed for use during SLC competition, and competitors are not allowed to bring their own. Power will not be available.

Competitors can present with one or two devices which includes a laptop, tablet, mobile phone, or external monitor (approximately the size of a laptop screen). If presenting with two devices, one device must be facing the judges and one device must face the competitors.

Wireless slide advancers (such as a presentation clicker or mouse) are allowed and encouraged.

Internet access will be provided for: Exploring Website Design and Video Game Challenge.

Internet access may not be Wi-Fi, so competitors should plan appropriately when selecting laptops/devices on which to present.

Please note that Internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case Internet connections go down.

Penalty Points Deducted by NJ FBLA Staff:

Competitors may be disqualified if they violate competitive event guidelines.

Five points may be deducted if competitors do not follow the dress code.

Five points may be deducted for each instance of not following guidelines.

Objective Test Guidelines:

No materials may be used during testing.

No calculators may be used during testing. Calculators will be provided on the testing site.

Electronic devices must be turned off and out of sight.

Scratch paper and a pencil/pen may be used. All scratch paper must be collected.

Local chapter advisers may not proctor objective tests. Tests must be proctored by another school employee.

Team tests must be taken individually with no collaboration or talking between team members. Scores will be averaged.

EVENT RESOURCES

Students are encouraged to view the Choose Your Competitive Event PowerPoint at:

<https://storage.googleapis.com/articulate-courses/LEAD%20Explore/Choose%20Your%20Event%20Final%20-%20Storyline%20output/story.html>

Practice for competitive events here:

<https://connect.fbla.org/login.php?action=viewFolder&folder=Middle%20School%20CE%20Prep%20Resources/&folderid=804>

Guidelines, rating sheets, the format guide, topics, and more can be found at:

<https://www.fbla.org/divisions/fbla-middle-level/competitive-events/>

GUIDELINES BY EVENT

When preparing for an event with a rating sheet, it is imperative to use the rating sheet as a guide. The top performing competitors are those who understand and execute the expectations of the rating sheets.

Competitors must complete all parts for award eligibility. If the first component is not completed, competitors will not be permitted to complete subsequent components of the event.

Team/chapter events may have 1-3 members unless otherwise specified.

The top ten (10) winning individuals/teams in each event at SLC will receive a medal. All members of a winning team will receive a medal.

The top four (4) winning individuals/teams in each event at SLC will qualify for the NLC.

Below, you will find the list of events and their requirements. More information for each event including rating sheets can be found here:

<https://connect.fbla.org/headquarters/files/Middle%20School%20Competitive%20Events%20Resources/24-25-Middle-School-Guidelines-All-in-One.pdf>

Note: The above document was created by the National Center and therefore the deadlines and on-site procedures refer to NLC and may differ from what you have read in the NJ handbook (this document). Please always defer to the NJ policies, if different.

Annual Chapter Activities Presentation – Presentation, Chapter Event, 1 Entry Per Chapter

Annual Chapter Activities Presentation provides members with the opportunity to present their chapter's program of work for the year. This competitive event consists of a presentation component where the activities are presented to the judges.

SLC Procedure: 7-minute presentation

Business Etiquette – Objective Test, Individual, Unlimited Entries Per Chapter

Business Etiquette provides members with the opportunity to demonstrate knowledge around competencies in business etiquette. This competitive event consists of an objective test. It aims to inspire members to learn about the expectations of social and business behavior, practices, and conduct.

SLC Procedure: 30-minute 50-question test

Career Exploration – Objective Test, Individual, Unlimited Entries Per Chapter

Career Exploration provides members with the opportunity to demonstrate knowledge around competencies in many career areas. This competitive event consists of an objective test. It aims to inspire members to learn about yourself, your options, and to create a plan to reach your career goals.

SLC Procedure: 30-minute 50-question test

Career Research – Presentation, Individual, Unlimited Entries Per Chapter

Career Research provides members with the opportunity to present their research on a career that appeals to them. This competitive event consists of a presentation component.

SLC Procedure: 7-minute presentation

Community Service Presentation – Presentation, Chapter Event, 1 Entry Per Chapter

Community Service Presentation provides chapter members with the opportunity to showcase their community service projects within their school and/or community. The project must be in the interest of the community and designed for chapter participation. This competitive event consists of a presentation component.

SLC Procedure: 7-minute presentation

Critical Thinking – Role Play, Individual/Team, Unlimited Entries Per Chapter

Critical Thinking provides members with the opportunity to think on their feet and present a solution to a problem presented. This competitive event consists of a role play scenario.

SLC Procedure: 15-minute preparation time, 7-minute presentation

Digital Citizenship – Objective Test, Individual, Unlimited Entries Per Chapter

Digital Citizenship provides members with the opportunity to demonstrate knowledge around competencies in digital environments. This competitive event consists of an objective test. It aims to inspire members to learn how to navigate the digital world in a safe and responsible way.

SLC Procedure: 30-minute 50-question test

Exploring Business Ethics – Objective Test, Presentation, Individual/Team, Unlimited Entries Per Chapter

Exploring Business Ethics provides members with the opportunity to demonstrate knowledge around competencies in business ethics. This competitive event consists of an individual objective test and presentation. It aims to inspire members to learn about the standards for morally right and wrong conduct in business.

Note: Competitors in Exploring Business Ethics may not compete in any other event, as Business Ethics contains both an objective test and a presentation component.

Topic: Honesty and Integrity in School and Business—Why It Matters. [Click here](#) for the entire 2-page topic.

SLC Procedure: 30-minute, 50-question test AND a 7-minute presentation

Exploring Business Issues – Presentation, Individual/Team, Unlimited Entries Per Chapter

Exploring Business Issues provides members with the opportunity to research a business topic and present their findings and solutions. This competitive event consists of a presentation component.

Topic: Artificial Intelligence (AI) is quickly changing jobs. Professionals are wondering how this new technology will affect their careers.

Include answers to the following questions during your presentation:

- Which industries are likely to see the biggest changes?
- What should business leaders be doing to welcome the benefits of AI tools for their workers?
- What actions can be taken to prevent the potential harms of AI in the workplace?

SLC Procedure: 7-minute presentation

Exploring Computer Applications – Objective Test, Production Test, Individual, Unlimited Entries Per Chapter

Exploring Computer Applications provides members with the opportunity to demonstrate knowledge around competencies in different applications in computing. This competitive event consists of an objective test and production test.

Note: Students participating in Exploring Computer Applications may not compete in an additional event, as Exploring Computer Applications includes an objective test that will be taken in advance of SLC and a two-hour production test that will be completed on-site at SLC.

SLC Procedure: 30-minute, 50-question test AND a 2-hour production test

Exploring Computer Science – Objective Test, Individual, Unlimited Entries Per Chapter

Exploring Computer Science provides competitors with the opportunity to demonstrate knowledge around introductory competencies in computer science. This competitive event consists of an objective test. It aims to inspire members to learn about computers and computational systems.

SLC Procedure: 30-minute 50-question test

Exploring Economics – Objective Test, Individual, Unlimited Entries Per Chapter

Exploring Economics provides members with the opportunity to demonstrate knowledge around introductory competencies in economics. This competitive event consists of an objective test. It aims to inspire members to learn about the various areas of economics.

SLC Procedure: 30-minute 50-question test

Exploring Leadership – Objective Test, Individual, Unlimited Entries Per Chapter

Exploring Leadership provides members with the opportunity to demonstrate knowledge around competencies in the area of leadership. This competitive event consists of an objective test. It aims to inspire members to learn how a set of behaviors is used to help people align and execute their collective direction.

SLC Procedure: 30-minute 50-question test

Exploring Parliamentary Procedure – Objective Test, Individual, Unlimited Entries/Chapter

Exploring Parliamentary Procedure provides members with the opportunity to demonstrate knowledge around competencies in meeting procedures. This competitive event consists of an objective test. It aims to inspire members to learn about the structure, the order, and the ground rules of how to conduct a meeting.

SLC Procedure: 30-minute 50-question test

Exploring Public Speaking – Presentation, Individual, Unlimited Entries Per Chapter

Exploring Public Speaking provides members with the opportunity to develop and present a speech on a topic. This competitive event consists of a presentation component.

Topic: Choose skills that are developed when participating in community service or volunteer experiences and explain why these skills matter.

NOTE: NO materials/visuals may be used during the speech

SLC Procedure: 3-minute speech

Exploring Technology – Objective Test, Individual, Unlimited Entries Per Chapter

Exploring Technology provides members with the opportunity to demonstrate knowledge around introductory competencies in technology. This competitive event consists of an objective test. It aims to inspire members to learn about the various areas of technology.

SLC Procedure: 30-minute 50-question test

Exploring Website Design – Presentation, Individual/Team, Unlimited Entries Per Chapter

Exploring Website Design provides members with the opportunity to create a website over a topic. This competitive event consists of a presentation component.

Topic: Develop a website to showcase various clubs and organizations at your school, including their activities, achievements, and membership information. The website should include the following:

- Home page & navigation menu
- Club/Organization Directory: A page listing all school clubs and organizations. Each club/organization should be presented as a "product card" that includes an image, club/organization name, and a brief description
- Event Highlights: A section showcasing past and upcoming club/organization events
- Join us: A page with information on how to join each club/organization

Feel free to include any other elements to enhance the website.

Note: Website does not have to be live. If working directly with your school, permission must be received from the school to make the website public.

SLC Procedure: 7-minute presentation

FBLA Concepts – Objective Test, Individual, Unlimited Entries Per Chapter

FBLA Concepts provides members with the opportunity to demonstrate knowledge about the various areas of the Future Business Leaders of America organization. This competitive event consists of an objective test.

SLC Procedure: 30-minute 50-question test

FBLA Mission & Pledge – Presentation, Individual, Unlimited Entries Per Chapter

FBLA Mission & Pledge provides members with the opportunity to present the FBLA mission and pledge from memory and share their personal reflection and meaning with the judges. This competitive event consists of a presentation component.

NOTE: NO materials/visuals may be used during the speech

SLC Procedure: 3-minute speech

Financial Literacy – Objective Test, Individual, Unlimited Entries Per Chapter

Financial Literacy provides members with the opportunity to demonstrate knowledge around competencies in various financial skills. This competitive event consists of an objective test. It aims to inspire members to learn about how to manage personal finances.

SLC Procedure: 30-minute 50-question test

Interpersonal Communication – Objective Test, Individual, Unlimited Entries Per Chapter

Interpersonal Communication provides members with the opportunity to demonstrate knowledge around competencies in interpersonal communication. This competitive event consists of an objective test. It aims to inspire members to learn about how communication, between two or more people, happens by exchanging messages, ideas, and information.

SLC Procedure: 30-minute 50-question test

Learning Strategies – Objective Test, Individual, Unlimited Entries Per Chapter

Learning Strategies provides members with the opportunity to demonstrate knowledge around competencies in learning strategies. This competitive event consists of an objective test. It aims to inspire members to learn about an individual's way of organizing and using skills to learn.

SLC Procedure: 30-minute 50-question test

Marketing Mix Challenge – Presentation, Individual/Team, Unlimited Entries Per Chapter

Marketing Mix Challenge provides members with the opportunity to present the marketing strategy of a new, realistic product or service. This competitive event consists of a presentation component.

SLC Procedure: 7-minute presentation

Video Game Challenge – Presentation, Individual/Team, Unlimited Entries Per Chapter

Video Game Challenge provides members with the opportunity to develop and present a video game they've created. This competitive event consists of a presentation component where the game is presented to the judges.

Topic: Develop a game that introduces players to business etiquette in different cultures. The game must:

- Be playable on PC, Mac, or tablet
- Incorporate accurate facts about business etiquette in different cultures
- Use keyboard, mouse, or touch input
- Include scoring, win/lose conditions, and at least two levels

SLC Procedure: 7-minute presentation

CONFERENCES

*Note: No substitutions or refunds will be granted for any reason after the registration deadline for a conference. *

NEW ADVISER TRAINING

October 9, 2024

Time: 9:00am-3:00pm

Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA

Price: FREE

Registration Deadline: September 18, 2024

Adviser Training will be held from 9:00am to 3:00pm on October 9 at Kean University. Advisers who have served for 3 years or less are encouraged to attend this event. Attendees will receive six hours of professional development. During New Adviser Training, advisers will learn to navigate the FBLA Connect database, learn to use the New Jersey FBLA conference registration system, dive into state & national programs, and hear from veteran advisers!

LOCAL CHAPTER OFFICER TRAINING

September 24 & 25, 2024

Time: 6:00-8:00pm

Location: Zoom

Price: FREE

Registration Deadline: September 18, 2024

Registrants should plan to attend both LCOT sessions. During Local Chapter Officer Training, local chapter officers will explore the duties and possibilities of their respective positions, learn how to develop and publicize engaging meetings and events, understand how your chapter can become more involved with state and national programs, and network with officers from around the state!

STATE FALL LEADERSHIP CONFERENCE

October 23, 2024

Time: 9:00am-2:00pm

Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA

Price: \$35 per attendee

Registration Deadline: October 11, 2024

Payment Deadline: October 23, 2024

The SFLC is open to all members of NJ FBLA. Our FBLA State Officer Teams will be presenting engaging workshops including topics such as competitive event preparation, leadership development, community service, BAAs, networking, social media, transitioning to college, and MUCH more! *Note: SFLC attendance is capped at 400 total attendees and 10 attendees per chapter.*

STATE LEADERSHIP CONFERENCE

March 27, 2025

Location: Kean University

Registration Deadline: February 28, 2025

Payment Deadline: March 27, 2025

Recognition Events Deadline: February 28, 2025

SLC Objective Testing Window: March 17-19, 2025

Cost: Price: \$55 per student attendee; \$0 per adviser/chaperone

The MS SLC will occur on March 27 from 9am-5pm at Kean University and will feature presentation competitive events, workshops, lunch, and an awards ceremony. Objective testing will occur online March 17-19, 2025. Registration closes on February 28.

NATIONAL LEADERSHIP CONFERENCE

June 29-July 2, 2025

Location: Anaheim, California

Price: TBD

Registration Deadline: April 17, 2025

Members who qualify during SLC or who receive a move up will be eligible to compete at the NLC.

All qualifiers must be registered by April 17, 2025. Members who do not register for their competitive event with the state office by this deadline will be ineligible to compete at NLC. Only members who qualify during SLC or receive a move up are eligible to compete at NLC. Members may also attend NLC to attend workshops. More information regarding NLC will be shared when released by the National Center.