

UNLOCK YOUR



2024-25 NJ FBLA COLLEGIATE

ADVISER HANDBOOK

Last Updated:

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TABLE OF CONTENTS

General Information	4
State Officers	4
Important Contacts	4
Membership Themes	5
Membership Dues and Registration	5
FBLA MISSION & VALUES	6
NJ FBLA Policies and Procedures	7
FBLA Dress Code	7
NJ FBLA Payment Policy	8
NJ FBLA Conference Policies	8
NJ FBLA Chaperone Policy	9
NJ FBLA Anti-Bullying Policy	9
NJ FBLA Reporting Policy	10
Abuse Prevention Policy for The Protection of Youths and Vulnerable Persons	10
Dispute Process	14
NJ FBLA Collegiate CHAPTERS LIST	14
NJ FBLA Collegiate Calendar	15
NJ FBLA RECOGNITION EVENTS	19
Membership Challenge	19
Equalize	19
Expand	19
Enhance	19
Excel	19
MEMBER RECOGNITION	20
CHAPTER RECOGNITION	20
Adviser Recognition	20
Service Events	20
Competitive Events Guidelines	21
Changes for the 2024-25 Year	21

General Guidelines for All Events	21
Conferences	34
State Leadership Conference	34
National Leadership Conference	34
State Officer Candidate Information	35
GENERAL INFORMATION	35
CAMPAIGN GUIDELINES	36
OFFICER ROLES & RESPONSIBILITIES	36
EXPENSES & STIPENDS	37
NATIONAL CANDIDATES	37

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 Collegiate State Officers

- **Collegiate State President:** Khushi Shah from Stockton University
- **Collegiate State Vice President:** Ashley De la Rosa from Kean University
- **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.njfbla.org

Kimberly Clark

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

Dr. Jeffrey Victor

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

Fatima Rivera

- New Jersey FBLA Program Assistant
- **Email:** frivera@njfbla.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 Collegiate Dues

- \$16 per student member (\$10 national and \$6 state)

Membership Registration

- Note: It is important to NOT create a new account for a returning member who was previously a member of your chapter OR a FBLA High School member.
- **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.
- **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 and National Leadership Conferences: **February 28, 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 Collegiate 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 actively work toward improving social, political, community and 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.

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.
- 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/production tests.

NJ FBLA CHAPERONE POLICY

- New Jersey FBLA does not have a chaperone requirement for FBLA Collegiate. However, if your chapter has any students under the age of 18, they must be chaperoned by their own parent or a chaperone that is approved by your college/university.

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:
 - a. 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;
 - b. 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
 - c. 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 COLLEGIATE CHAPTERS LIST

- Note: If your chapter is not listed in this section, please contact the State Office. Only chapters that were active in the 2023-24 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
- Kean University | 3087286
- Mercer County Community College | 10478
- Monmouth University | 3248804
- Ocean County College | 7797
- Rider University | 6194
- Rutgers University – New Brunswick | 11550
- Rutgers University Newark Campus | 13374
- Seton Hall University | 11929
- St. John's University | 14990
- St. Joseph's University | 3622434
- Stevens Institute of Technology | 944673
- Stockton University | 3621880

NJ FBLA COLLEGIATE 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/>

FRIDAY SEPTEMBER 6, 2024

Collegiate Local Chapter Officer Training Registration Deadline

- **Deadline:** 5:00pm
- **Price:** Free
- LCOT an in-person training session held at Kean University for FBLA Collegiate local chapter officers on September 14, 2024. 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, and create a program of work! Late registrations will not be accepted.

SATURDAY SEPTEMBER 14, 2024

Collegiate Local Chapter Officer Training

- **Time:** 10:00am-3:00pm
- **Price:** Free
- LCOT an in-person training session held at Kean University for FBLA Collegiate local chapter officers on September 14, 2024. 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, and create a program of work! Late registrations will not be accepted. *Registration closes September 6.*

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)

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/>

TUESDAY OCTOBER 8, 2024

Career Connections Conference Registration Deadline

- **Deadline:** 12:00pm
- **Price:** \$115 per attendee (hotel is an additional fee)
- **More Information:** <https://www.fbla-pbl.org/ccc/>

TUESDAY OCTOBER 15, 2024

Dressed to Impress Scholarship Deadline

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

THURSDAY OCTOBER 17 – SATURDAY OCTOBER 19, 2024

Career Connections Conference – Atlanta, Georgia

- Thursday October 17, 2024 – Saturday October 19, 2024
- Price: \$115 per attendee (hotel is an additional fee)
- More Information: <https://www.fbla-pbl.org/ccc/> Registration closes on October 18.

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)

THURSDAY OCTOBER 24 – SATURDAY OCTOBER 26, 2024

Career Connections Conference – Des Moines, Iowa

- Thursday October 24, 2024 – Saturday October 26, 2024
- Price: \$115 per attendee (hotel is an additional fee)
- More Information: <https://www.fbla-pbl.org/ccc/> 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/>

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)

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)

SATURDAY FEBRUARY 1 – FRIDAY FEBRUARY 28, 2025

Career and Technical Education Month

SUNDAY FEBRUARY 9-SATURDAY FEBRUARY 15

FBLA Week!

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 Collegiate SLC Competitors

- **Deadline:** 5:00pm (this must be completed BEFORE a student can be registered for SLC)
- **Price:** \$16 per student
- All NJ FBLA Collegiate students who attend the State Leadership Conference MUST be paid members BEFORE they are registered for SLC.

Collegiate SLC Registration Deadline

- **Deadline:** 5:00pm
- **Price:** \$65 per attendee
- The Collegiate SLC will occur on March 22 from 9am-5pm at Kean University and will feature competitive events, workshops, lunch, and an awards ceremony.

Collegiate SLC Recognition Events Deadline

- **Deadline:** 5:00pm

Collegiate State Officer and National Candidate Application Deadline

- **Deadline:** 5:00pm

SATURDAY MARCH 1, 2025

National Dues Payment Deadline

- **Collegiate Price:** \$16 per member

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)

National Collegiate Scholarship Deadline

- NLC Scholarship, Distinguished Business Leader Scholarship, National Technical Honor Society Scholarship

SATURDAY MARCH 22, 2025

Collegiate State Leadership Conference

- **Time:** 9:00am-5:00pm
- **Location:** Kean University, 1000 Morris Ave, Union, NJ 07083, USA
- **Price:** \$65 per attendee
- The Collegiate SLC will occur on March 22 from 9am-5pm at Kean University and will feature competitive events, workshops, lunch, and an awards ceremony. *Registration closes on February 28.*

Collegiate State Leadership Conference Payment Due

- **Price:** \$65 per attendee

FRIDAY APRIL 4, 2025

Collegiate 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.
- **Calendar:** C

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

NJ Collegiate NLC Registration Deadline

- **Deadline:** 5:00pm
- **Price:** TBA
- The Collegiate NLC will be held in Dallas, Texas on May 31 – June 2, 2025.

WEDNESDAY MAY 1, 2025

Outstanding Chapter Award Submission Deadline

- **More Information:** <https://www.fbla.org/divisions/collegiate/pbl-membership/>

Excellence Award Submission Deadline

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

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)

SATURDAY MAY 31 – MONDAY JUNE 2, 2025

Collegiate National Leadership Conference

- **Saturday May 31, 2025 – Monday June 2, 2025**
- **Price:** TBA
- **Location:** Dallas, TX

NJ FBLA RECOGNITION EVENTS

Due February 28, 2025

MEMBERSHIP CHALLENGE

No submission necessary. 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 and chapter president

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 and chapter president
- **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 and chapter president (*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 and chapter president
- **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 and chapter president (*to be provided at the state meeting at NLC*)
- **Reward 6:** Nametag for the chapter adviser & chapter president (*to be provided at the state meeting at NLC*)

MEMBER RECOGNITION

Excellence Award

- The Excellence Award is the individual achievement award program for FBLA Collegiate. It provides members with the opportunity to develop critical skills needed to succeed in the workforce through a variety of programs including but not limited to in-person conferences, on-demand educational programming, and interactive networking opportunities. The award program is credit-based and each program is worth a specific number of credits.
- The Excellence Award is being reimaged by the National Center. Instructions for the 2024-25 award are coming soon. **More Information:** <https://www.fbla.org/divisions/collegiate/pbl-education-programs/>

Who's Who in FBLA

- This award honors members who have made outstanding contributions to the association at the local, state, and national levels. Current/former State Presidents and National Officers are not eligible for this award. The winner of this award is selected by the NJ FBLA State Office. The winner will be named at SLC and will represent NJ FBLA on stage at NLC. There is no submission form for this event.

CHAPTER RECOGNITION

Outstanding Chapter

- The Outstanding Chapter program is a series of membership engagement-focused challenges that chapters may complete for recognition. By completing 10 tasks from areas of recruitment, national programs, professional development, and chapter management, chapters will receive national recognition while developing a solid project plan.
- 2024-25 Outstanding Chapter Tracker Coming Soon. **More Information:** <https://www.fbla.org/divisions/collegiate/pbl-membership/>

Fundraising Competition

- We know that fundraising can be a challenge! NJ FBLA Collegiate's fundraising competition is designed to encourage chapters to max out their fundraising potential! We have selected three fundraisers (two through Applebee's and one through Chipotle!) that have helped other NJ FBLA Collegiate chapters send more members to SLC, NLC, and do more in general. The top 2 chapters that raise the most money using the two selected fundraisers by **February 28, 2025 at 5pm** will receive special recognition at SLC! [Click here for more information!](#) Chapters must complete this form (<https://connect.fbla.org/login.php?action=viewform&id=279>) by 5pm on February 28.

ADVISER RECOGNITION

Outstanding Local Chapter Adviser

- This award honors local advisers who have made outstanding contributions to FBLA on the local, state, and national levels. Each local chapter may nominate one (1) local adviser. Submissions must include a one (1) page statement of impact from a current chapter member. All nominees will receive a certificate of recognition at SLC. The winning adviser will represent NJ at NLC. Advisers cannot receive this award more than one time in a 10-year period. The nomination must be emailed to kclark@njfbla.org by the chapter president by 5pm on February 28.

SERVICE EVENTS

Statewide Community Service Project

- Each year, all divisions of NJ FBLA choose a community service project that all chapters are encouraged to participate in to better the community around them. This year, NJ FBLA Collegiate will be hosting a canned food drive competition! Each chapter is encouraged to collect canned goods and donate them to their on-campus food pantry. A photo of the collected cans and short write up to include the number of cans and the name of the food-pantry is due to this form (<https://connect.fbla.org/login.php?action=viewform&id=461>) by 5pm on February 28, 2025. The 2 chapters that collect and donate the most cans by February 28 will be recognized at the SLC! For more information click here (<https://connect.fbla.org/newjersey-collegiate/files/Soup-er-Bowl-Tool-Kit.pdf>)

COMPETITIVE EVENTS GUIDELINES

CHANGES FOR THE 2024-25 YEAR

General Changes

- 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. Check the guidelines for external speaker options for final presentation rounds.
- Links and QR codes are restricted items in pre-judge reports; links and QR codes during presentations are for display purposes only.
- Case competition presentation time frames have been updated.
- Production events will happen on-site during the National Leadership Conference.

Cybersecurity

- New Event
- Objective Test

Future Business Facilitator

- Event renamed from Future Business Educator
- This event is intended for competitors who intend to pursue careers in professional development training including corporate and classroom environments

International Business

- New Event
- Objective Test

Public Speaking

- This event has a topic for competitors to follow

Supply Chain Management

- New Event
- Objective Test

GENERAL GUIDELINES FOR ALL EVENTS

- All competitors will need to show a physical or digital photo ID before competing.
- Note: All guidelines in this document are for NJ FBLA Collegiate. Some guidelines and procedures may differ at the National Leadership Conference. If you qualify for NLC, please review the National guidelines here: <https://connect.fbla.org/headquarters/files/Collegiate%20Competitive%20Events%20Resources/24-25-Collegiate-Guidelines-All-in-One.pdf>

Eligibility

- There is no rule prohibiting competitors from competing in an event that they have competed in previously.
- FBLA membership dues must be paid by 5pm on February 28, 2025.
- Members must be registered for the SLC and pay the \$65 registration fee in order to participate in competitive events.
- Each local chapter may submit 5 entries in each individual/team event and 1 entry in each chapter event.
- Each member may compete in one objective/production test event, one presentation/case study event, and one chapter event (Community Service Project or State of Chapter Presentation). There will be NO exceptions to this rule.
- Each competitor must compete in all parts of an event for award eligibility.
- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.
- The top 4 individuals/teams in each event will advance to the National Leadership Conference.
- Each competitor must complete all parts of an event for award eligibility.

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 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 is only provided for certain events and may not be Wi-Fi, so competitors should plan appropriately when selecting laptops/devices on which to present. Check each individual event's guidelines to confirm if Internet is allowed.
- 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.

Performance/Case Study Event Administration

- If competitors are late for a presentation time, they will be allowed to compete until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event. Competitive event schedules cannot be changed.
- **Recognition**
- An equal number of competitors/teams from each section in a preliminary round will advance to the final round.
- Finals will only occur if there are more competitors than can reasonably be seen by one set of judges in a given time frame.
- Presentations are NOT open for viewing by conference attendees.
- Projectors will NOT be provided and competitors may NOT bring their own.
- For events that allow technology or other visual aids, competitors can present with and bring any of the following technology into the presentation as long as it fits on the judges' table or is held by the competitors: Laptop, tablet, mobile phone, & external monitor that is approximately the size of a laptop monitor.
- For events that allow materials, visual aids, and samples related to the project to be used during the presentation, no items may be left with the judges or audience.
- When the equipment set-up time has elapsed, the timer will automatically start the presentation time.
- If performing as a team, all team members are expected to actively participate in the presentation.
- No animals (except authorized service animals) will be allowed for use in any competitive event.
- Judges must break ties. All judges' decisions are final.
- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.
- Facts and working data must be cited and be secured from quality sources (peer review documents, legal documents, experts in the field, etc.).
- There will be no audience allowed for any performance events at the NJ FBLA SLC.

Objective/Production Test Event Administration

- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; basic calculators will be provided.
- All electronic devices such as cell phones and smart watches must be turned off before competition begins.

Scoring

- Case Studies and Presentation Events: The presentation score will determine the finalists. The final presentation score will determine winners.
- Objective and Production Tests: The test score will determine winners.

Tie Breakers

- Case Studies: Ties are broken by the judges.
- 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.
- Presentations: Ties are broken by the judges.
- Production Tests: Ties are broken by the judges.

Americans with Disabilities Act (ADA)

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

EVENT SPECIFIC GUIDELINES

Accounting Case Competition

- The Accounting Case Competition provides members with the opportunity to review a case study and present their findings to a panel of judges. The case study will incorporate many aspects of accounting.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Team of 1, 2, 3 or 4 members
- **Event Category:** Case Competition
- **Event Elements:** Presentation
- **Presentation Time:** 3-minute set-up time, 10-minute presentation time, 5-minute question & answer time
- **Equipment Provided by Competitors:** Technology and presentation items
- This event is based on a case study that will be released to the competitors in the spring semester.
- **Internet Access:** Not provided

Business Communication

- Business Communication provides members with the opportunity to demonstrate knowledge around competencies in communication. This competitive event consists of a production test.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Production
- **Event Elements:** Production Test
- **Production Test Time:** 1 hour
- **Equipment Competitor Must Provide:** Computer for Production Test, Format Guide
- **Equipment FBLA Provides:** Production Test Tasks
- This event has one part: Production Test
- The production test is administered and proctored onsite at SLC
- The production test is a set of tasks based on the competencies for the competitor to complete.
- The Format Guide can be used during the test. The competitor must print it and bring it with them. It can be found here: <https://www.fbla.org/media/2022/10/FBLA-PBL-Format-Guide.pdf>
- **Production Test Competencies:**
- Mechanics of Appropriate Business English
- Format and Appropriateness of Business Messages
- Format and Style Differences with International Communications
- Listening, Oral, and Nonverbal Concepts
- Communication Techniques

Business Ethics

- Business Ethics recognizes members who demonstrate the ability to present solutions to ethical situations encountered in the business world and the workplace. This competitive event consists of a presentation component.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Team of 1, 2 or 3 members
- **Event Category:** Presentation
- **Event Elements:** Presentation (with a Topic)
- **Presentation Time:** 3-minute set-up, 7-minute presentation, 3-minute Question & Answer
- **Equipment Provided by Competitors:** Technology and presentation items
- **Topic:**
 - *Is the use of MDMs (mobile device management) ethical when a mobile phone is a personal device being used for company/organization purposes but not owned by the company/organization?
 - *For example, at a state university, Information Technology Services Department is requesting that each employee place the university MDM app on personal phones. The university is implementing a new policy that every employee adds the MDM app, then if the university Information Technology Services Department notices any questionable hacking, penetration, etc., they can then wipe the employees personally owned mobile device, regardless of if they use the personal device for any company/organization purpose.
- **Internet Access:** Not provided

Business Presentation

- Business Presentation provides members with the opportunity to showcase their skills in using a presentation software program as an aid in delivering a business presentation. This competitive event consists of a presentation component.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Team of 1, 2 or 3 members
- **Event Category:** Presentation
- **Event Elements:** Presentation with a Topic
- **Presentation Time:** 3-minute set-up, 7-minute presentation time, 3-minute question & answer time
- **Equipment Provided by Competitors:** Technology and presentation items for preliminary and final round presentation
- **Topic:**
 - *Navigating the Gig Economy: Opportunities and Challenges for College Students as They Enter Their Career Field
 - *Presentation could include but is not limited to:
 - *Defining and explaining the gig economy and a gig worker
 - *Advantages and disadvantages of gig workers for companies
 - *Contrasting the difference between a part time job and a gig economy.
- **Internet Access:** Not Provided

Community Service Project

- Community Service Project 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.
- **Number of Entries Per Chapter:** 1
- **Event Type:** Team of 1, 2 or 3 members present the chapter project
- **Event Category:** Chapter Event
- **Event Elements:** Presentation
- **Presentation Time:** 3-minute set-up, 7-minute presentation time, 3-minute question & answer time
- **Equipment Provided by Competitors:** Technology and presentation items
- **Note:** For competitors who advance to NLC, there is a 17-page prejudged report requirement. Reports will not be judged as part of the NJ SLC.
- Presentations must describe chapter activities conducted from the end of the 2024 State Leadership Conference to the end of the 2025 State Leadership Conference.
- Presentations must describe one chapter project that serves the community. The project must be in the interest of the community and designed for chapter participation. Include:
 - *Description of the project
 - *Chapter member involvement
 - *Degree of impact on the community
 - *Evidence of publicity received
 - *Project evaluation
- **Internet Access:** Not provided

Computer Applications

- 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. It aims to inspire members to learn about the effective application of the computer to facilitate handling of business information.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Elements:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil for Objective Test
- **Equipment FBLA Provides:** One piece of scratch paper per competitor for Objective Test
- **Note:** For competitors who advance to NLC, there is a production test component. The production test will not be administered as part of SLC.
- This event is an objective test administered via scantron at the SLC.

Cybersecurity

- Cybersecurity provides members with the opportunity to demonstrate knowledge about defending and attacking viruses, spam, and spyware. This competitive event consists of an objective test. This event aims to inspire members to learn about cybersecurity
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- This event is an objective test administered via scantron at the SLC

Emerging Business Issues

- Emerging Business Issues recognizes members who demonstrate the ability to present both affirmative and negative arguments to a topic and present recommendations. This competitive event consists of a presentation component.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Team of 1, 2 or 3 members Event Category: Presentation
- **Event Elements:** Presentation (with a Topic)
- **Presentation Time:** 3-minute set-up, 7-minute presentation, 3-minute Question & Answer
- **Equipment Provided by Competitors:** Technology and presentation items
- **Topic:**
- *People will continue to relocate or change employers due to social, economic, or voluntary reasons in search of a more fulfilling lifestyle. Discuss how businesses can implement flexibility within the workplace to attract and retain the most qualified employee.
- **Internet Access:** Not provided

Entrepreneurship Pitch Competition

- Entrepreneurship Pitch Competition recognizes members who demonstrate the ability to present the case for an innovative product or service. This competitive event consists of a presentation component.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Team of 1, 2, or 3 members Event Category: Presentation
- **Event Elements:** Presentation (Pitch)
- **Presentation Time:** 3-minute set-up time, 10-minute presentation time, 5-minute question & answer time
- **Equipment Provided by Competitors:** Technology and presentation items
- This event is based on a case study that will be released to the competitors in the spring semester.
- **Internet Access:** Not provided

Finance Case Competition

- The Finance Case Competition provides members with the opportunity to review a case study and present their findings to a panel of judges. The case study will incorporate many aspects of finance such as financial management, financial institutions, financial services, investments, etc.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Team of 1, 2, 3 or 4 members Event Category: Case Competition Event Elements: Presentation
- **Presentation Time:** 3-minute set-up time, 10-minute presentation time, 5-minute question & answer time
- **Equipment Provided by Competitors:** Technology and presentation items
- This event is based on a case study that will be released to the competitors in the spring semester.
- **Internet Access:** Not provided

Foundations of Accounting

- Foundations of Accounting provides members with the opportunity to demonstrate knowledge around introductory competencies in accounting. This competitive event consists of an objective test. It aims to inspire members to learn about accounting.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- Only for members who have had no more than six credit hours on a semester schedule, or the equivalent of quarter hours, of accounting instruction at the collegiate level by May 1 of the current year.
- This event is an objective test administered via scantron at the SLC

Foundations of Communication

- Foundations of Communication provides members with the opportunity to demonstrate knowledge around introductory competencies in business communication. This competitive event consists of an objective test.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- Only for members who have had no more than six credit hours on a semester schedule, or the equivalent of quarter hours, of communication instruction at the collegiate level by May 1 of the current year.
- This event is an objective test administered via scantron at the SLC

Foundations of Computer Science

- Foundations of Computer Science provides members with the opportunity to demonstrate knowledge around introductory competencies in computer science and programming. This competitive event consists of an objective test.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- Only for members who have had no more than six credit hours on a semester schedule, or the equivalent of quarter hours, of computer science instruction at the collegiate level by May 1 of the current year.
- This event is an objective test administered via scantron at the SLC

Foundations of Economics

- Foundations of Economics provides members with the opportunity to demonstrate knowledge around competencies in economics. This competitive event consists of an objective test
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- Only for members who have had no more than six credit hours on a semester schedule, or the equivalent of quarter hours, of economics instruction at the collegiate level by May 1 of the current year.
- This event is an objective test administered via scantron at the SLC

Foundations of Entrepreneurship

- Foundations of Entrepreneurship provides members with the opportunity to demonstrate knowledge around competencies in entrepreneurship. This competitive event consists of an objective test.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- Only for members who have had no more than six credit hours on a semester schedule, or the equivalent of quarter hours, of entrepreneurship instruction at the collegiate level by May 1 of the current year.
- This event is an objective test administered via scantron at the SLC

Foundations of Finance

- Foundations of Finance provides members with the opportunity to demonstrate knowledge around competencies in finance. This competitive event consists of an objective test.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- Only for members who have had no more than six credit hours on a semester schedule, or the equivalent of quarter hours, of finance instruction at the collegiate level by May 1 of the current year.
- This event is an objective test administered via scantron at the SLC

Foundations of Hospitality Management

- Foundations of Hospitality Management provides members with the opportunity to demonstrate knowledge around competencies in hospitality and tourism. This competitive event consists of an objective test.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- Only for members who have had no more than six credit hours on a semester schedule, or the equivalent of quarter hours, of hospitality instruction at the collegiate level by May 1 of the current year.
- This event is an objective test administered via scantron at the SLC

Foundations of Management

- Foundations of Management provides members with the opportunity to demonstrate knowledge around competencies in management. This competitive event consists of an objective test.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- Only for members who have had no more than six credit hours on a semester schedule, or the equivalent of quarter hours, of management instruction at the collegiate level by May 1 of the current year.
- This event is an objective test administered via scantron at the SLC

Foundations of Marketing

- Foundations of Marketing provides members with the opportunity to demonstrate knowledge around competencies in marketing. This competitive event consists of an objective test.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- Only for members who have had no more than six credit hours on a semester schedule, or the equivalent of quarter hours, of marketing instruction at the collegiate level by May 1 of the current year.
- This event is an objective test administered via scantron at the SLC

Foundations of Selling

- Foundations of Selling provides members with the opportunity to demonstrate knowledge around competencies in sales. This competitive event consists of an objective test.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- Only for members who have had no more than six credit hours on a semester schedule, or the equivalent of quarter hours, of sales instruction at the collegiate level by May 1 of the current year.
- This event is an objective test administered via scantron at the SLC

Foundations of Technology

- Foundations of Technology provides members with the opportunity to demonstrate knowledge around competencies in technology. This competitive event consists of an objective test.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- Only for members who have had no more than six credit hours on a semester schedule, or the equivalent of quarter hours, of technology instruction at the collegiate level by May 1 of the current year.
- This event is an objective test administered via scantron at the SLC

Future Business Executive

- Future Business Executive is the premier competitive event where outstanding FBLA members who have demonstrated leadership qualities, participation in FBLA, and evidence of knowledge and skills essential for successful careers in business are recognized. This competitive event consists of an interview.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Presentation
- **Event Elements:** Presentation (Interview)
- **Presentation Time:** 10-minute interview
- **Equipment Provided by Competitors:** N/A
- **Equipment Provided by FBLA:** N/A
- **Note:** For competitors who advance to NLC, there is additionally a pre-judged resume and cover letter and an onsite objective test component. These elements will not be administered as part of the NJ SLC.
- **Internet Access:** Not provided

Future Business Facilitator

- Future Business Facilitator provides competitors with the opportunity to demonstrate their skills in the training world, either through training in the business world or a more traditional business education field. This competitive event consists of a presentation.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Presentation
- **Event Elements:** Presentation
- **Presentation Time:** 3-minute set-up time, 15-minute professional development training or lesson plan presentation, 10-minute interview
- **Equipment Provided by Competitors:** Technology, presentation items
- **Topic:**
 - *Develop a lesson or professional development training on leadership styles and how each can facilitate change in an organization.
 - *Judges will play the role of students/professional development attendees. Competitors will select one part of their lesson plan/professional development training plan to teach to the judges during the presentation time.
- **Note:** For competitors who advance to NLC, there is a prejudged lesson plan, resume, and cover letter requirement. These items will not be judged as part of the NJ SLC.
- **Internet Access:** Not provided
- Judges will play the role of students. Competitors will select one part of their lesson plan to teach to the judges during the 15-minute presentation time.
- After the presentation, judges will conduct an interview, lasting no longer than 10 minutes.

Hospitality Management Case Competition

- The Hospitality Management Case Competition provides members with the opportunity to review a case study and present their findings to a panel of judges. The case study will incorporate many aspects of hospitality management such as financial management, operations, human resources, customer expectations, legal, environmental issues, etc.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Team of 1, 2, 3 or 4 members
- **Event Category:** Case Competition
- **Event Elements:** Presentation
- **Presentation Time:** 3-minute set-up time, 10-minute presentation time, 5-minute question & answer time
- **Equipment Provided by Competitors:** Technology and presentation items
- This event is based on a case study that will be released to the competitors in the spring semester.
- **Internet Access:** Not provided

Impromptu Speaking

- Impromptu Speaking provides members with the opportunity to demonstrate their skills around preparing and delivering a speech extemporaneously. This competitive event consists of a speech, with the topic being given on site.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Presentation
- **Event Elements:** Speech with a topic on site
- **Presentation Time:** 10-minute preparation time, 5-minute presentation time
- **Equipment Competitor Must Provide:** N/A
- **Equipment FBLA Provides:** Two notecards and pencils for each competitor for preliminary and final rounds
- The speech topic may be related to FBLA or business-related topics.
- Two notecards will be provided to each competitor and may be used during event preparation and role-play presentation. Information may be written on both sides of the notecards. Notecards will be collected following the role play.
- No additional reference materials or props or visuals are allowed.
- Competition ethics demand that competitors do not discuss or reveal the role play until the event has ended.

International Business

- The global economy is a complex; continually flowing and constantly changing network of information, goods, services, and culture. International Business offers members a chance to dive into these concepts. This competitive event consists of an objective test.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- This event is an objective test administered via scantron at the SLC

Job Interview

- Job Interview is a competitive event demonstrating a member's creation of job materials and interviewing techniques. This competitive event consists of an interview.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Presentation
- **Event Elements:** Presentation (Interview)
- **Presentation Time:** 10-minute interview
- **Equipment Provided by Competitors:** N/A
- **Equipment Provided by FBLA:** N/A
- **Note:** For competitors who advance to NLC, there is additionally a pre-judged resume and cover letter component. These elements will not be administered as part of the NJ SLC.
- The selected job must be one for which the competitor is now qualified or will be qualified for at the completion of the current school year. It may be a part-time, internship, or full-time job. Competitors will apply for a position at a company of their choice.
- **Internet Access:** Not provided
- No materials can be brought to the interview.

Management Case Competition

- The Management Case Competition provides members with the opportunity to review a case study and present their findings to a panel of judges. The case study will incorporate many aspects of management such as financial management, decision making, business law, sustainability, human resource management, organizational behavior, business development and planning, etc.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Team of 1, 2, 3 or 4 members
- **Event Category:** Case Competition
- **Event Elements:** Presentation
- **Presentation Time:** 3-minute set-up time, 10-minute presentation time, 5-minute question & answer time
- **Equipment Provided by Competitors:** Technology and presentation items
- This event is based on a case study that will be released to the competitors in the spring semester.
- **Internet Access:** Not provided

Marketing, Sales & Communication Case Competition

- The Marketing, Sales & Communication Case Competition provides members with the opportunity to review a case study and present their findings to a panel of judges. The case study will incorporate many aspects of marketing, sales and communication such as customer service, social media, marketing campaigns, marketing analysis, selling techniques, etc.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Team of 1, 2, 3 or 4 members
- **Event Category:** Case Competition
- **Event Elements:** Presentation
- **Presentation Time:** 3-minute set-up time, 10-minute presentation time, 5-minute question & answer time
- **Equipment Provided by Competitors:** Technology and presentation items
- This event is based on a case study that will be released to the competitors in the spring semester.
- **Internet Access:** Not provided

Organizational Behavior & Leadership

- Organizational Behavior & Leadership provides members with the opportunity to demonstrate knowledge around competencies in organizational strategy, corporate culture, problem solving skills and leadership traits and characteristics. This competitive event consists of an objective test.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- This event is an objective test administered via scantron at the SLC

Parliamentary Procedure

- Parliamentary Procedure provides collegiate members with the opportunity to demonstrate knowledge around competencies in parliamentary procedure. This competitive event consists of an objective test.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- This event is an objective test administered via scantron at the SLC

Project Management

- Project Management provides members with the opportunity to demonstrate knowledge around competencies in project management. This competitive event consists of an objective test.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- This event is an objective test administered via scantron at the SLC

Public Speaking

- Public Speaking provides members with the opportunity to develop and present a speech on a topic. This competitive event consists of a presentation component.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Presentation
- **Event Elements:** Speech
- **Presentation Time:** 5-minute presentation time
- **Equipment Provided by Competitors:** None
- **Equipment Provided by FBLA:** None
- The speech must be of a business nature and must be developed from the provided topic.
- When delivering the speech, competitors may use notes prepared before the event.
- No other reference materials such as visual aids, props, handouts or electronic devices may be brought to or used during the event.
- **Topic:**
- The Power of Personal Branding: Crafting Your Identity for Success

Retail Management

- Retail Management provides members with the opportunity to demonstrate knowledge around competencies in retail management. This competitive event consists of an objective test.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- This event is an objective test administered via scantron at the SLC

Sports Management & Marketing

- Sports Management & Marketing provides members with the opportunity to demonstrate knowledge around competencies in sports management and marketing. This competitive event consists of an objective test.
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- This event is an objective test administered via scantron at the SLC

State of Chapter Presentation

- State of Chapter Presentation provides chapter members with the opportunity to share their chapter's Program of Work and activities for the year. This competitive event consists of a presentation component.
- **Number of Entries Per Chapter:** 1
- **Event Type:** Team of 1, 2 or 3 members present the chapter project
- **Event Category:** Chapter Event
- **Event Elements:** Presentation
- **Presentation Time:** 3-minute set-up, 7-minute presentation time, 3-minute question & answer time
- **Equipment Provided by Competitors:** Technology and presentation items
- **Internet Access:** Not provided

Supply Chain Management

- Supply Chain Management provides members with the opportunity to demonstrate knowledge around competencies supply chain management. This competitive event consists of an objective test. It aims to inspire members to learn about the management of the flow of goods, data, and finances related to a product or service.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Individual
- **Event Category:** Objective Test, 100-multiple choice questions
- **Objective Test Time:** 50 minutes
- **Equipment Competitor Must Provide:** Pencil
- **Equipment FBLA Provides:** One piece of scratch paper per competitor
- This event is an objective test administered via scantron at the SLC

Technology & Computer Science Case Competition

- The Technology & Computer Science Case Competition provides members with the opportunity to review a case study and present their findings to a panel of judges. The case study will incorporate many aspects of technology and computer science such as cyber security, help desk, information management, networking and programming concepts, network design, website design, etc.
- **Number of Entries Per Chapter:** 5
- **Event Type:** Team – 1, 2, 3 or 4 members to a team
- **Event Category:** Case Competition
- **Event Elements:** Presentation
- **Presentation Time:** 3-minute set-up time, 10-minute presentation time, 5-minute question & answer time
- **Equipment Provided by Competitors:** Technology and presentation items
- This event has a preliminary and final presentation round. If there are less than 15 competitors/teams registered, the presentation component will proceed directly to the final presentation round.
- **Internet Access:** Provided

CONFERENCES

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

STATE LEADERSHIP CONFERENCE

March 22, 2025

- **Location:** Kean University
- **Registration Deadline:** February 28, 2025
- **Payment Deadline:** March 22, 2025
- **Cost:** \$65 per attendee
- The Collegiate SLC will occur on March 22 from 9am-5pm at Kean University and will feature competitive events, workshops, lunch, and an awards ceremony.

NATIONAL LEADERSHIP CONFERENCE

May 31-June 2, 2025

- **Location:** Dallas, Texas
- **Price:** TBA
- **Registration Deadline:** April 11, 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 11, 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.

STATE OFFICER CANDIDATE INFORMATION

GENERAL INFORMATION

- FBLA Collegiate state officers serve as representatives for members across New Jersey. They are responsible for designing the year's goals. In doing so, they determine the direction of the upcoming year. Officers work together to develop state programming – including workshops, conferences, guides, etc. – and plan state events. In addition, state officers serve as liaisons between the local and state levels of FBLA Collegiate
- FBLA State Officer Positions: President, Executive Vice President, Membership Vice President, Secretary
- As part of the State Officer Candidate Application, students must submit adviser approval, the state officer candidate agreement, the state officer code of professional conduct, and the state officer infraction policies and procedures agreement.
- Each chapter can only have 2 state officers serving at the same time. Chapters MAY NOT have more than 2 students apply for State Office each year.
- The state officer application and required forms will be released in the coming months via chapter leader update.

Time Commitment:

- **FBLA Collegiate State Officers are required to attend:**
- *Officer Transition Meeting (May 19, 2025)
- *National Leadership Conference (May 31–July 2, 2025) (this is not required, but strongly recommended)
- *Officer Training (July or August, 2025) NOTE: NJ FBLA cannot confirm training dates until June 2025. Therefore, all elected/appointed officers MUST keep the entirety of the months of July and August free. If an officer has a conflict with the training date, once confirmed in June 2025, and cannot attend, they will be resigned from the position and will not be eligible to serve on the State or National levels for the remainder of their time in FBLA Collegiate.
- *Local Chapter Officer Training (September/October 2025)
- *HS/MS State Fall Leadership Conference (October 2025)
- *At least one HS Regional Summit (January 2026)
- *HS State Leadership Conference (March 2026; 3 days; must arrive one day early)
- *MS State Leadership Conference (March/April 2026)
- *Collegiate State Leadership Conference (March/April 2026)
- *One official meeting per month
- *Various other commitments
- In addition to the required commitments, State Officers are also required to visit local chapters and work on projects related to their program of work throughout the year. State officers should expect to spend several hours a week attending meetings, fulfilling their duties, and completing assignments.
- NOTE: State Officers may NOT have more than 1 unexcused or 2 excused absences at required events for the duration of their term. Missing a 1-day event counts as 1 absence, missing a 2-day event counts as 2 absences, etc. The determination of what counts as an excused vs unexcused absence is at the discretion of the State Adviser. State Officers who incur more than the allowed number of absences will be resigned from their position and will not be eligible to serve on the State or National levels for the remainder of their time in FBLA Collegiate.

Requirements:

- * State Officer candidates must have at least one year of study remaining, as they must be actively enrolled in courses at the college/university that they are a member of during their term. Students completing a 2-year course and accepted into a 4-year university may also apply as long as the school they have been accepted to does not also have 2 students running for office.
- *All candidates must have at least a 2.5 out of 4.0 cumulative unweighted GPA and maintain this average for the duration of their term.

CAMPAIGN GUIDELINES

- **Application Deadline:** February 28, 2025
- **SLC:** March 22, 2025

CAMPAIGN PROCESS FOR ELECTED OFFICES:

- **How are State Officers selected?:** State Officers will be elected at the SLC. Each chapter will receive 2 votes. Chapters will receive 2 voting delegate ribbons in their packet at SLC. Chapters should decide ahead of time who the 2 voting delegates will be. The 2 delegates will then cast their votes at the designated time.
- **What is the campaigning process like?:** All candidates who apply by February 28 and have their local chapter adviser's support will give a 2-minute speech and participate in a question and answer session at SLC. Each position will have 15-minutes for the Q & A session.
- There will be no campaigning and candidates may not purchase campaign materials, pass out flyers, or speak about their campaign with any members outside of their speech and Q&A session. Any candidates who violate these procedures will be disqualified.
- Candidates CANNOT use social media campaigning or any form of online campaigning at ANY TIME. Anyone found to have posted anything remotely related to their campaign or found to have sent emails or DMs mentioning their campaign to members outside of their chapter, will be immediately disqualified. This rule also extends to a candidate's chapter members. If a member of a candidate's campaign team/chapter is found to be using social media/email/text/etc. to campaign on the candidate's behalf, the candidate will be disqualified.

OFFICER ROLES & RESPONSIBILITIES

PRESIDENT:

- *Preside over and conduct executive board meetings according to accepted parliamentary procedure
- *Collaborate and coordinate state officer efforts to ensure officers are meeting expectations
- *Lead the New Jersey state officer team and local chapter members
- *Serve as a role model and inspiration for New Jersey FBLA High School

EXECUTIVE VICE PRESIDENT:

- *Assist the President in the fulfillment of his/her duties
- *Preside over the executive board in the absence of the President
- *Plan and execute one state-wide sponsored activity to raise funds for the national service partner
- *Plan and execute one state-wide community service project
- *Act as a liaison between local chapters and state charities

MEMBERSHIP VICE PRESIDENT:

- *Contact at least five (5) inactive chapters each semester
- *Assist in the promotion of existing state membership recruitment and development programs
- *Present membership workshops
- *Strive to increase member engagement, as well as the number of members

SECRETARY:

- *Prepare accurate minutes of all executive board meetings, and distribute to Executive Board members and advisers within one week following the adjournment of the meeting
- *Count and record votes when taken at meetings
- *Develop agenda with the President and send out meeting notices to the executive board
- *Monitor all New Jersey FBLA Collegiate social media posts to ensure accuracy
- *Manage the State Officer Google Drive
- *Keep track of current assignments and tasks
- *Keep an accurate visual [photos/video] documentation of the state chapter

EXPENSES & STIPENDS

- *NJ FBLA will pay for the conference registration fee for each officer to attend NLC. NJ FBLA will not provide any other financial assistance for Collegiate state officers to attend NLC.
- *State officers will not be expected to pay for any costs associated with in state events.
- *NJ FBLA does not cover any chaperone expenses.

NATIONAL CANDIDATES

- Any student wishing to apply to be NJ FBLA's National Officer Candidate must complete the State Officer Candidate Application and select National Candidate as the position being applied for by February 28, 2025. Interviews will occur after SLC. Only one applicant will be selected to be NJ's candidate.