UNLOCK YOUR

2024-25

POTENTIAL

New Jersey
FBLA

NEW JERSEY

2024-25 NJ FBLA HIGH SCHOOL

ADVISER HANDBOOK

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GENERAL INFORMATION

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

STATE OFFICERS

From the Division Presidents

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

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

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

All NJ FBLA State Officers

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

IMPORTANT CONTACTS

New Jersey FBLA State Office

Address:
New Jersey FBLA
Kean University
Townsend Hall 209-A
1000 Morris Avenue
Union, New Jersey 07083
Main Phone: (908) 737-0236
Website: www.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 Programs 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 High School Dues

$17 per student member ($10 national and $7 state)

Membership Registration

Note: It is important to NOT create a new account for a returning member, including those who were Middle School members and are now joining a High School chapter.
Step 1: Logon to FBLA Connect at www.connect.fbla.org and select your chapter.
Step 2: To manage your members, click the Manage Membership button.

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Step 3: Your list of unpaid students includes any student who has been involved with your chapter – you are not charged for anyone on this list. This list is alphabetized by last name. *Please move all students who graduated from your school to alumni status by checking the box next to the name of each graduated student and then clicking "transition to alumni".*
Step 4: To add an unpaid student who is not on the list, click the button that says Add Unpaid Students. There are four ways to add unpaid students:
Option 1 – Add an Existing Member (for a student who is transferring to your school, or a student graduating from a different school than yours)
Option 2 – Manual Entry (for new members)
Option 3 – File Upload (for larger chapters – **new members only**)
Option 4 – Registration Link (Send to all students who you would like to register – or on your FBLA website. You will need to approve each account before they can log in)
Step 5: Check the box for all of the members who you would like to create a quote or invoice for and click on the Transition to Member button.
Step 6: If you need to prepare a purchase order, select View the Quote to convert to an invoice later. (NOTE: If this option is selected, your members will NOT become active members and therefore won't be eligible to register for conferences or access any other membership benefits until you return and add the payment method)
Step 7: If you want an invoice to pay by check or credit card, click on Generate the Invoice, skipping the quote step.
Step 8: If you are paying by check, please print and include a copy of the check.
Step 9: It is important that all checks and purchase orders are addressed to FBLA, Inc. and sent to the national center, *not NJ FBLA*, at P.O. Box 79063, Baltimore, MD 21279-0063

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

Dues Receipt Deadlines

Dues must be received in the national office by the following dates to participate in the following conferences:
Regional Competitive Events: November 22, 2024
State Leadership Conference: January 31, 2025
National Leadership Conference: March 1, 2025
*Please note that the above deadlines are RECEIPT deadlines. Therefore, mail your dues one week prior to the deadlines to ensure that they are received in time. *

Membership Eligibility

In New Jersey, per the Department of Education, a high school student member **must currently be or formerly have been enrolled in a Career and Technical Education business, information technology, management or entrepreneurship class**. Personal Financial Literacy, even if taught by the business department, does not qualify students to be a part of FBLA. However, other courses that satisfy the financial literacy requirement that already fall within the qualifying class rule will not disqualify students from participation. The corresponding class rule is required by all recognized Career and Technical Student Organizations in New Jersey. Individual school districts may set their own eligibility guidelines as long as they meet this minimum standard. There are no course requirements for Middle School and 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 work toward improving social, political, community & family life.

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

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

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

FBLA Pledge

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

FBLA Code of Ethics

I COMMIT TO:

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

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

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

Establishing and nurturing relationships based on trust.

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

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

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

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

NJ FBLA POLICIES AND PROCEDURES

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

ROLE OF THE LOCAL CHAPTER ADVISER(S)

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

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

The local adviser's responsibilities include, but are not limited to the following:
1.   Serving as the lead adult responsible for the chapter and supervising all student-led efforts;
2.   Establishing rules that are consistent with school policies and the state and national organization's bylaws;
3.   Ensuring all students are enrolled in a corresponding CTE course to the areas served;
4.   Serving as a liaison to the state and national chapter, and the sole communications conduit to and from the students;
5.   Directing, chaperoning, and coordinating the supervision of student members at FBLA activities conducted during, before, or after the regular school day;
6.   Assisting in the maintenance of necessary chapter records: financial, membership, state and national dues reporting, annual reports of activities, financial development projects, etc.;
7.   Ensuring all payments are made by their respective due dates and if any issues arise, notifying the personnel of said payment immediately.
8.   Overseeing financial development projects - collecting, counting, depositing, monitoring and distributing ordered or produced merchandise;
9.   Knowing the guidelines for regional, state, and national competitive events and coordinating participation at all levels;
10.   Facilitating the competitive event program in the chapter, including registering members for competition, assisting in preparation, and serving as an event facilitator during the event;
NOTE: Each participating chapter is required to provide at least one adviser or responsible adult to complete adviser work shifts at the state and national leadership conferences.
11.   Securing the proper number of chaperones for the chapter for all trips, and ensuring administration is aware of attendance at all conferences, events, etc., even if it is held outside of the normal school year;
12.   Ensuring that chaperones are prepared to be posted at designated areas, as necessary;
13.   Knowing the history, principles, bylaws, ceremonies, typical activities, procedures and other essentials for the active operation of a local chapter;
14.   Ensuring that the school, administration, faculty, students and the public are informed of chapter activities and outstanding student achievements;
15.   Organizing the selection process for chapter officers and providing for their training so that they can fulfill the responsibilities of their offices;
16.   Conducting regular chapter meetings in a businesslike manner using parliamentary procedure;
17.   Assisting the student members in developing an annual program of work/program of leadership, which includes a budget, calendar and committee assignments;

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

Advisers may delegate tasks to students, but may not delegate the following:
1.   Finalizing chapter registrations for any/all conference(s) including hotel (room) arrangements;
2.   Payment and deposit of dues and fees to the state office and/or national office;
3.   Proctoring duties and event assignments during conferences and or other FBLA activities;
4.   Chaperoning or supervision of students;
5.   Communication with the state office.

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

ROLE OF THE SCHOOL ADMINISTRATION

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

The administration's responsibilities include, but are not limited to the following:
1.   Providing unwavering support to the local chapter adviser(s) and student members in preparation for conferences, fundraising activities, chapter activities, community activities, and payment processing;
2.   Providing the required number of adult chaperones for all New Jersey FBLA and National FBLA events (one board-approved, insured adult per ten students for in-state travel and one board-approved, insured adult per eight students out of state);
3.   Ensuring that all chaperones are acting on behalf of the school, sanctioned by the school to act on their behalf, authorized to act in loco parentis for the students in their charge, authorized to treat students in cases of a medical or other emergency, aware of and agree to follow school and NJ FBLA and National FBLA policies, have the authority to discipline students and send students home if needed, have the proper contacts for the school administration, and proper process to follow in case of any issues, and understand the legal authority that they have given the chaperone to act;
4.   Ensure completion of all necessary paperwork for any conference the adviser and student members attend, prior to the date of the conference;
5.   Acknowledge, understand, and reiterate to the advisers the duties in which they assigned and agreed to as a result of submitting membership;
6.   Continuously check in with the adviser(s) throughout the year to ensure that they have your support, as well as noting if the adviser needs help in any way.

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

FBLA / DRESS CODE

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.

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NJ FBLA PAYMENT POLICY

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

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

Step 1: Thirty (30) Days Past Due:

If a chapter is thirty (30) days past due, an invoice will be sent to the school to the attention of the adviser and principal.
The invoice will address the balance due.
The invoice will inform the adviser of, and include, a 1% late fee on the total amount past due, with a minimum late fee of $25 per month.
If the school disputes the invoice, it should be sent in writing to the state office.

Step 2: Sixty (60) Days Past Due:

If a chapter is sixty (60) days past due, an invoice
will be sent to the school to the attention of the adviser and principal.
The invoice will address the balance due and the added late fees.
Advisers will be informed that unless payment is received within thirty (30) days, a copy of the invoice, along with a collection notice, will be sent to the adviser and the principal, as well as the district central office.
If a conference is scheduled within the next 30 days, the school's registration will be held until all past due balances, including late fees, are paid.

Step 3: Ninety (90) Days Past Due:

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

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

Mail all payments to:

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

NJ FBLA CONFERENCE POLICIES

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

All chapter advisers are expected to assist at the SLC and NLC. New Jersey FBLA cannot function without this assistance. All chapters must provide the required assistance. If the adviser assigned cannot assist, it is the adviser's responsibility to designate a trained replacement; otherwise, students from that chapter will not be eligible to receive awards or compete at the next level of competition. *Please Note: If your students are commuting to the State Conference and will not be arriving until the first full day of the conference, as an adviser you still are required to be there for your full event assignment. All advisers should be prepared to work 8-hour shifts at SLC. Advisers will serve as timekeepers and administrators to ensure a fair competition process for all students.*

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

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

Advisers cannot serve as proctors for objective/performance tests.

NJ FBLA CHAPERONE POLICY

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

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- Understands the legal authority that they have given the chaperone to act.
- Takes legal responsibility for the actions of the chaperones in the performance of their duties.
- Ensures that chaperones are covered under the school's insurance policies in case of any action, incident, accident, or other element that results in legal actions, injury, or death.

NJ FBLA ANTI-BULLYING POLICY

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

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

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 CHAPTERS LIST

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

Region Breakdown by County:
North: Bergen, Morris, Passaic, Sussex
North Central: Essex, Hudson, Hunterdon, Somerset, Union, Warren
Central: Mercer, Middlesex, Monmouth, Ocean
South: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Salem

NORTHERN REGION

Chapter Name | Chapter Number
Bergen County Academies | 18287
Bergen County Technical High School | 609526
Boonton High School | 15171
Chatham High School | 3622433
Dwight Morrow High School | 186840
Elmwood Park Memorial High School | 17248
Fair Lawn High School | 15335
Fort Lee High School | 6964
Hackensack High School | 13113
Hanover Park High School | 16062
High Point Regional High School | 14216
Jefferson Township High School | 13789
JFK Educational Complex | 9882
Kinnelon High School | 660924
Kittatinny Regional High School | 18158
Lakeland Regional High School | 5032
Lenape Valley Regional High | 10339
Lyndhurst High School | 3452
Montclair High School | 3622599
Montville Township High School | 11109
Morris Hills High School | 8836

Morris Knolls High School | 4697
Mount Olive High School | 8023
Morristown High School | 15128
Newton High School | 480303
Northern Valley Regional High School – Demarest | 7828
Northern Valley Regional – Old Tappan | 8433
Parsippany High School | 3352
Parsippany Hills High School | 11776
Passaic County Technical Institute | 14552
Pequannock Township High School | 3363
Pompton Lakes High School | 17461
Randolph High School | 5354
Ridgefield Memorial High | 3104
Rutherford High School | 15802
Saddle Brook High School | 6471
Saddle River Day School | 485624
Wallkill Valley Regional High School | 13602
Wayne Hills High School | 6800
Wayne Valley High School | 8483
West Morris Central High | 13329
West Morris Mendham High School | 13510
Whippany Park High School | 13405

NORTH CENTRAL REGION

Chapter Name | Chapter Number
Bayonne High School | 12198
Belleville High School | 3942
Bloomfield High School | 1535
Bridgewater - Raritan High School | 4663
Central Jersey College Prep | 2927236
Delaware Valley Regional High | 15334
East Orange High School | 8658
ECST – Donald Payne Tech | 11744
Franklin High School | 2840
Governor Livingston High School | 12664
High Tech High School | 2766008
Hillsborough High School | 6799

Hillside High School | 4016
Immaculata High School | 3622025
Irvington High School | 581025
James Caldwell High School | 3206732
James J. Ferris High School | 2054
Jonathan Dayton High School | 12662
Kearny High School | 12728
Livingston High School | 11107
Manville High School | 4736
McNair Academic High School | 2986706
Millburn Senior High School | 10363
Montgomery High School | 860773
Newmark High School | 2030961

North Warren Regional High School | 7420
Oak Knoll School of the Holy Child | 2638595
Orange High School | 11475
Phillipsburg High School | 6563
Scotch Plains - Fanwood High School | 6015
Somerset County Vocational & Technical |15445

Union County Vocational | 15913
Union High School | 12628
Voorhees High School | 846970
Watchung Hills Regional High School | 49017
West Essex Regional High School | 11342
West Orange High School | 10848

CENTRAL REGION

Chapter Name | Chapter Number
Barnegat High School | 491677
Colonia High School | 5195
East Brunswick High School | 3312
Edison Academy Magnet School | 302607
Hamilton High School West | 6692
Hightstown High School | 6241
Hopewell Valley Central | 131
Jackson Liberty High School | 681762
Jackson Memorial High School | 5074
John F. Kennedy High School | 3960
Lakewood High School | 12164
Manasquan High School | 11708
Marlboro High School | 5944
Middlesex High School | 9764
Middletown High School South | 14565
Middletown Township High School | 4072
Monmouth Regional High School | 3578
Monroe Township High School | 11340
New Brunswick High School | 2278

New Egypt High School | 58487
North Brunswick Township | 9253
Nottingham High School | 12351
Old Bridge High School | 4056
Piscataway High School | 15429
Point Pleasant Borough High School | 5421
Princeton Day School | 3192512
Ranney School | 443494
Red Bank Regional High School | 4036
Robbinsville High School | 868130
Sayreville War Memorial High School | 4122
South Brunswick High School | 10183
South River High School | 1647
Steinert High School | 6816
Stuart Country Day of the Sacred Heart | 3532718
Toms River High School - East | 11111
Toms River High School - North | 8529
Toms River High School - South | 8027
West Windsor Plainsboro- North | 18640

SOUTHERN REGION

Chapter Name | Chapter Number
Absegami High School | 7301
Bordentown Regional School District | 3065908
Burlington Township | 6354
Camden Academy Charter School | 3622157
Camden County Technical School | 13995
Camden County Tech School - Sicklerville | 13700
Cedar Creek High School | 2097251
Cherokee High School | 10994
Cumberland Regional High School | 10613
Deptford Township High School | 2965
Egg Harbor Township High School | 665074
Gloucester County Institute | 13932
Lenape High School | 4664

Lower Cape May Regional HS | 1233688
Moorestown High School | 4565
Northern Burlington County High School | 15757
Oakcrest High School | 3677
Palmyra High School | 14164
Pemberton Township High School | 5228
Pitman High School | 2701501
Rancocas Valley Regional | 2234
Salem High School | 12147
Seneca High School | 190138
Shawnee High School | 6277
Washington Township High | 9251
Winslow Township High School | 12571
Woodstown High School | 11778

NJ FBLA HIGH SCHOOL CALENDAR

TUESDAY SEPTEMBER 3, 2024

Fall Stock Market Game Registration Opens
Price: $10.95 per team (1-5 members per team)
More Information: https://www.fbla-pbl.org/portfolio-items/stock-market-game/

TUESDAY SEPTEMBER 17, 2024

September Bridge Webinar/Regional Meeting
Time: 7:00-8:00pm
Location: Zoom
The combined Bridge Webinar and Regional Meeting series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey and connects members with other members in their region!

WEDNESDAY SEPTEMBER 18, 2024

September Middle School and High School NJ FBLA Adviser Meeting
Time: 4:00-5:00pm
Location: Zoom

Local Chapter Officer Training Registration Deadline
Deadline: 5:00pm
Price: FREE
LCOT is a four-hour virtual training session for local chapter officers. LCOT will be held over 2 days. The first session will be held from 6:00-8:00pm on September 24. The second session will be held from 6:00-8:00pm on September 25. Registrants should plan to attend both sessions. During Local Chapter Officer Training, local chapter officers will explore the duties and possibilities of their respective positions, learn how to develop and publicize engaging meetings and events, understand how your chapter can become more involved with state and national programs, and network with officers from around the state! Chapters are encouraged to register all local chapter officers. Late registrations will not be accepted.

New Adviser Training Registration Deadline
Deadline: 5:00pm
Price: FREE
Adviser Training will be held from 9:00am to 3:00pm on October 9 at Kean University. Advisers who have served for 3 years or less are encouraged to attend this event. Attendees will receive six hours of professional development. During New Adviser Training, advisers will learn to navigate the FBLA Connect database, learn to use the New Jersey FBLA conference registration system, dive into state & national programs, and hear from veteran advisers!

THURSDAY SEPTEMBER 19, 2024

September National FBLA Adviser Webinar
Time: 7:00-8:00pm
Location: Zoom (Links will be sent out to advisers via the National Adviser Alert emails)

New Jersey
◬ FBLA

TUESDAY SEPTEMBER 24, 2024

Local Chapter Officer Training Day 1

Time: 6:00-8:00pm
Location: Zoom
Price: FREE
Registrants should plan to attend both LCOT sessions. During Local Chapter Officer Training, local chapter officers will explore the duties and possibilities of their respective positions, learn how to develop and publicize engaging meetings and events, understand how your chapter can become more involved with state and national programs, and network with officers from around the state! *Registration closes on September 18*.

WEDNESDAY SEPTEMBER 25, 2024

Local Chapter Officer Training Day 2

Time: 6:00-8:00pm
Location: Zoom
Price: FREE
Registrants should plan to attend both LCOT sessions. During Local Chapter Officer Training, local chapter officers will explore the duties and possibilities of their respective positions, learn how to develop and publicize engaging meetings and events, understand how your chapter can become more involved with state and national programs, and network with officers from around the state! *Registration closes on September 18*.

Summer Starter Deadline

More Information: https://www.fbla.org/media/2024/07/24-25-HS-Champion-Chapter-Poster.pdf

THURSDAY SEPTEMBER 26, 2024

Shaping Success Begins

More Information: https://www.fbla.org/media/2024/07/24-25-HS-Champion-Chapter-Poster.pdf

THURSDAY OCTOBER 3, 2024

Fall Virtual Business Challenge Registration Opens

Price: FREE
More Information: https://knowledgematters.com/highschool/competitions/fbla/

MONDAY OCTOBER 7, 2024

Fall Stock Market Game Begins

Price: $10.95 per team (1-5 members per team)
More Information: https://www.fbla-pbl.org/portfolio-items/stock-market-game/

WEDNESDAY OCTOBER 9, 2024

New Adviser Training

Time: 9:00am-3:00pm
Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA
Price: FREE
Advisers who have served for 3 years or less are encouraged to attend this event. Attendees will receive six hours of professional development. During New Adviser Training, advisers will learn to navigate the FBLA Connect database, learn to use the New Jersey FBLA conference registration system, dive into state & national programs, and hear from veteran advisers! *Registration closes on September 18.*

State Fall Leadership Conference Registration Deadline

Deadline: 5:00pm
Price: $35 per attendee
SFLC will be held from 9:00am-2:00pm on October 23 at Kean University. The SFLC is open to all members of NJ FBLA. Our FBLA State Officer Teams will be presenting engaging workshops including topics such as competitive event preparation, leadership development, community service, BAAs, networking, social media, transitioning to college, and MUCH more! *Note: SFLC attendance is capped at 400 total attendees total and 10 attendees per chapter.*

THURSDAY OCTOBER 10, 2024

FBLA 101 Webinar

Time: 7:00-8:00pm
Location: Zoom
Join the NJ FBLA State Officers as they share with you the benefits of FBLA and why you should become a member this year!

MONDAY OCTOBER 14, 2024

Fall LifeSmarts Begins

Price: FREE
More Information: https://www.fbla-pbl.org/portfolio-items/lifesmarts/

Fall Virtual Business Challenge Begins

Price: FREE
More Information: https://knowledgematters.com/highschool/competitions/fbla/

TUESDAY OCTOBER 15, 2024

Dressed to Impress Scholarship Deadline

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

National Fall Leadership Conference Registration Deadline

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

New Jersey
△△ FBLA

October Bridge Webinar/Regional Meeting
Time: 7:00-8:00pm
Location: Zoom
The combined Bridge Webinar and Regional Meeting series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey and connects members with other members in their region!

WEDNESDAY OCTOBER 16, 2024

October Middle School and High School NJ FBLA Adviser Meeting
Time: 4:00-5:00pm
Location: Zoom

THURSDAY OCTOBER 17, 2024

October National FBLA Adviser Webinar
Time: 7:00-8:00pm
Location: Zoom (Links will be sent out to advisers via the National Adviser Alert emails)

WEDNESDAY OCTOBER 23, 2024

State Fall Leadership Conference
Time: 9:00am-2:00pm
Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA
Price: $35 per attendee
The SFLC is open to all members of NJ FBLA. Our FBLA State Officer Teams will be presenting engaging workshops including topics such as competitive event preparation, leadership development, community service, BAAs, networking, social media, transitioning to college, and MUCH more! *Note: SFLC attendance is capped at 400 total attendees. Registration closes on October 9.*

State Fall Leadership Conference Payment Deadline
Price: $35 per attendee

WEDNESDAY NOVEMBER 6, 2024

Shaping Success Due
More Information: https://www.fbla.org/media/2024/07/24-25-HS-Champion-Chapter-Poster.pdf

THURSDAY NOVEMBER 7, 2024

Service Season Begins
More Information: https://www.fbla.org/media/2024/07/24-25-HS-Champion-Chapter-Poster.pdf

FRIDAY NOVEMBER 8 – SATURDAY NOVEMBER 9, 2024

National Fall Leadership Conference – Columbus, Ohio
Friday November 8, 2024- Saturday November 9, 2024
Price: $115 per attendee (hotel is an additional fee)
More Information: https://www.fbla-pbl.org/nflc/ *Registration closes on October 18.*

FRIDAY NOVEMBER 8, 2024

Fall Stock Market Game Registration Deadline
Price: $10.95 per team (1-5 members per team)
More Information: https://www.fbla-pbl.org/portfolio-items/stock-market-game/

Fall Virtual Business Challenge Ends
Price: FREE
More Information: https://knowledgematters.com/highschool/competitions/fbla/

Fall LifeSmarts Ends
Price: FREE
More Information: https://www.fbla-pbl.org/portfolio-items/lifesmarts/

TUESDAY NOVEMBER 12, 2024

November Bridge Webinar/Regional Meeting
Time: 7:00-8:00pm
Location: Zoom
The combined Bridge Webinar and Regional Meeting series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey and connects members with other members in their region!

WEDNESDAY NOVEMBER 13, 2024

November High School NJ FBLA Adviser Meeting
Time: 4:00-5:00pm
Location: Zoom

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 NOVEMBER 22, 2024

Dues Payment Deadline for RCE Competitors
Deadline: 5:00pm (this must be completed BEFORE a student can be registered for RCE)
Price: $17 per student
All NJ FBLA HS students who partake in Regional Competitive Events MUST be paid members BEFORE they are registered for RCE.

Regional Competitive Events Registration Deadline

Deadline: 5:00pm
Price: $5 per student
All NJ FBLA HS members are welcome to partake in Regional Competitive Events. Members must be registered members in order to register for RCE. All events offered during RCE will be 50-minute objective tests completed on a computer. Only the top 8 scoring students from each event in each region will qualify to compete in these events at SLC. (The top 15 scoring students statewide in Future Business Leader). All students must be proctored while completing their tests. Late registrations will not be accepted.

MONDAY DECEMBER 2 – WEDNESDAY DECEMBER 4, 2025

Regional Competitive Event Testing

Monday December 2 – Wednesday December 4, 2024
Testing Times: 7:00am-6:00pm
Price: $5 per student
All NJ FBLA HS members are welcome to partake in Regional Competitive Events. Members must be registered members in order to register for RCE. All events offered during RCE will be 50-minute objective tests completed on a computer. Only the top 8 scoring students from each event in each region will qualify to compete in these events at SLC. (The top 15 scoring students statewide in Future Business Leader). All students must be proctored while completing their tests. *Registration closes on November 22.*

FRIDAY DECEMBER 6, 2024

Regional Competitive Event Payment Deadline

Price: $5 per student

Regional Summit Registration Deadline

Deadline: 5:00pm
Price: FREE
Conference Dates: Northern – January 7 @ Caldwell University, North Central – January 8 @ Seton Hall University, Central – January 15 @ Kean University, Southern – January 3 @ Rowan University
Hosted by the NJ FBLA Regional Vice Presidents, these interactive mid-year energizer sessions offer all members in each region an opportunity to network with other members, participate in leadership development activities, and hear from inspiring business leaders. Chapters may only attend the summit for their assigned geographic region.

TUESDAY DECEMBER 10, 2024

December Bridge Webinar/Regional Meeting

Time: 7:00-8:00pm
Location: Zoom
The combined Bridge Webinar and Regional Meeting series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey and connects members with other members in their region!

WEDNESDAY DECEMBER 11, 2024

December Middle School and High School NJ FBLA Adviser Meeting
Time: 4:00-5:00pm
Location: Zoom

FRIDAY DECEMBER 13, 2024

Fall Stock Market Game Ends

WEDNESDAY DECEMBER 18, 2024

Regional Competitive Events Awards
Location: Virtual
There will be a separate session for each region. Times will be announced in December.

FRIDAY DECEMBER 20, 2024

HS State Officer and National Candidate Application Deadline
Deadline: 5:00pm

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/

FRIDAY JANUARY 3, 2025

Southern Region Summit
Location: Rowan University
Price: FREE
Hosted by the NJ FBLA Southern Region Vice President, this interactive mid-year energizer session offers all members in the Southern region an opportunity to network with other members, participate in leadership development activities, and hear from inspiring business leaders.
Registration closes on December 6, 2024.

TUESDAY JANUARY 7, 2025

Northern Region Summit
Location: Fairleigh Dickinson University
Price: FREE
Hosted by the NJ FBLA Northern Region Vice President, this interactive mid-year energizer session offers all members in the Northern region an opportunity to network with other members, participate in leadership development activities, and hear from inspiring business leaders.
Registration closes on Registration closes on December 6, 2024.

WEDNESDAY JANUARY 8, 2025

North Central Region Summit

Location: Seton Hall University
Price: FREE
Hosted by the NJ FBLA North Central Region Vice Presidents, this interactive mid-year energizer session offers all members in the North Central region an opportunity to network with other members, participate in leadership development activities, and hear from inspiring business leaders. *Registration closes on December 6, 2024.*

Service Season Due

More Information: https://www.fbla.org/media/2024/07/24-25-HS-Champion-Chapter-Poster.pdf

THURSDAY JANUARY 9, 2025

CTE Celebration Begins

More Information: https://www.fbla.org/media/2024/07/24-25-HS-Champion-Chapter-Poster.pdf

FRIDAY JANUARY 10, 2025

HS SLC Scholarship Application Deadline

Deadline: 5:00pm
New Jersey FBLA will award 50 $100 *need-based* scholarships to SLC attendees. The $100 will be deducted from the winners' SLC fees.

MONDAY JANUARY 13, 2025

SLC Qualifier Drop Deadline

Deadline: 5:00pm
Any Regional Competitive Event winners who do not plan to attend the SLC or compete in the event they qualified in during RCE must be reported by this time. This allows NJ FBLA to offer the opportunity to participate to the next highest scoring students in the event.

WEDNESDAY JANUARY 15, 2025

Central Region Summit

Location: Kean University
Price: FREE
Hosted by the NJ FBLA Central Region Vice Presidents, this interactive mid-year energizer session offers all members in the Central region an opportunity to network with other members, participate in leadership development activities, and hear from inspiring business leaders. *Registration closes on December 6, 2024.*

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)

FRIDAY JANUARY 17, 2025

SLC Move Up Deadline
Deadline: 5:00pm
Any move ups not accepted by this time will be considered as declined and the opportunity to participate will be offered to the next highest scoring students in the event.

SATURDAY JANUARY 18, 2025

HS Officer Candidate Interviews
Time: All Day
Location: Zoom
All current officers must be part of every interview. Candidates should make themselves available all day. NJ FBLA will not accept requests from candidates for changes in their assigned interview time.

WEDNESDAY JANUARY 22, 2025

January High School NJ FBLA Adviser Meeting
Time: 4:00-5:00pm
Location: Zoom

MONDAY JANUARY 27, 2025

Spring LifeSmarts Begins
Price: FREE
More Information: https://www.fbla-pbl.org/portfolio-items/lifesmarts/

WEDNESDAY JANUARY 29, 2025

HS State Officer Candidate Bootcamp
Time: 9:00am-3:00pm
Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA
Bootcamp is required for all HS State Officer Candidates. There will be no virtual option.

FRIDAY JANUARY 31, 2025

Dues Payment Deadline for HS SLC Competitors
Deadline: 5:00pm (this must be completed BEFORE a student can be registered for SLC)
Price: $17 per student
All NJ FBLA HS students who attend the State Leadership Conference MUST be paid members BEFORE they are registered for SLC.

HS State Leadership Conference Registration Deadline
Deadline: 5:00pm
Cost:

Stay Over Monday & Tuesday Nights (Includes 2 Lunches & Registration, Total Cost Per Person)
Please note: All attending chapters MUST stay over BOTH Monday and Tuesday nights.
Total Student Cost:
Double: $315.00
Triple: $280.00
Quad: $265.00

Total Adviser/Chaperone Cost:
Occupancy Single: $290.00
Double: $195.00
Triple: $160.00
Quad: $145.00

Commuting Chapters (Includes 2 Lunches & Registration, Total Cost Per Person)
Chapters located within a 20-mile radius of Harrah's in Atlantic City may choose to be commuting chapters. To be a commuting chapter, **all** SLC attendees from an eligible chapter must commute and all attendees must physically attend all three days of the conference.
Commuting Student Registration Fee: $240
Commuting Adviser/Chaperone Registration Fee: $120

The SLC will be held March 10-12, 2025 and will feature competitive events, officer elections, opening and closing sessions, and workshops. All registrants must be dues paid members by January 31. All competitors must register and pay the registration fee. A full schedule, competitive event procedures, required forms, and all other applicable information will be shared in advance of the event. Late registrations will not be accepted. In no circumstance will SLC be cancelled. *All Advisers are expected to work one eight-hour shift at SLC as a timekeeper or administrator. This is not optional and is required of all attending chapters.*

SATURDAY FEBRUARY 1 – FRIDAY FEBRUARY 28, 2025

Career and Technical Education Month

MONDAY FEBRUARY 3, 2025

Spring Virtual Business Challenge Begins
Price: FREE
More Information: https://knowledgematters.com/highschool/competitions/fbla/

WEDNESDAY FEBRUARY 5, 2025

February High School NJ FBLA Adviser Meeting
Time: 4:00-5:00pm
Location: Zoom

FRIDAY FEBRUARY 7, 2025

HS SLC Recognition Events Deadline
Deadline: 5:00pm

HS SLC Prejudged Material Submission Deadline
Deadline: 5:00pm

SUNDAY FEBRUARY 9-SATURDAY FEBRUARY 15

FBLA Week!

MONDAY FEBRUARY 10 – WEDNESDAY FEBRUARY 12, 2025

HS SLC Testing
Monday February 10,2025 - Wednesday February 12, 2025
Testing Times: 7:00am-6:00pm
Online objective and production testing for those who qualified for SLC through objective test only and production test events through RCE.

MONDAY FEBRUARY 10, 2025

State Officer Candidate Materials Due
Deadline: 5:00pm
This is the deadline for approved state officer candidates who attended bootcamp to submit all drafts of their campaign material to the State Office for approval.

Spring Stock Market Game Begins
Price: $10.95 per team (1-5 members per team)
More Information: https://www.fbla-pbl.org/portfolio-items/stock-market-game/

TUESDAY FEBRUARY 11, 2025

February Bridge Webinar/Regional Meeting
Time: 7:00-8:00pm
Location: Zoom
The combined Bridge Webinar and Regional Meeting series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey and connects members with other members in their region!

FRIDAY FEBRUARY 14, 2025

HS SLC Payment Deadline

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 21, 2025

Spring LifeSmarts Ends
Price: FREE
More Information: https://www.fbla-pbl.org/portfolio-items/lifesmarts/

WEDNESDAY FEBRUARY 26, 2025

Pre-SLC HS Adviser Meeting
Time: 4:00pm-6:00pm
Location: Zoom

THURSDAY FEBRUARY 27, 2025

Spring Virtual Business Challenge Ends
Price: FREE
More Information: https://knowledgematters.com/highschool/competitions/fbla/

SATURDAY MARCH 1, 2025

National Dues Payment Deadline
High School Price: $17 per member

WEDNESDAY MARCH 5, 2025

CTE Celebration Due
More Information: https://www.fbla.org/media/2024/07/24-25-HS-Champion-Chapter-Poster.pdf

FRIDAY MARCH 7, 2025

Spring Stock Market Game Registration Deadline
Price: $10.95 per team (1-5 members per team)
More Information: https://www.fbla-pbl.org/portfolio-items/stock-market-game/

MONDAY MARCH 10 – WEDNESDAY MARCH 12, 2025

HS State Leadership Conference
Monday March 10, 2025 - Wednesday March 12, 2025
Location: Harrah's Resort Atlantic City, 777 Harrah's Blvd, Atlantic City, NJ 08401, USA

The SLC will be held March 10-12, 2025 and will feature competitive events, officer elections, opening and closing sessions, and workshops. All registrants must be dues paid members by January 31. All competitors must register and pay the registration fee. A full schedule, competitive event procedures, required permission slips, and all other applicable information will be shared in advance of the event. Late registrations will not be accepted. In no circumstance will SLC be cancelled. **All Advisers are expected to work one eight-hour shift at SLC as a timekeeper or administrator. This is not optional and is required of all attending chapters.** Note: Registration closes on January 31.

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)

FRIDAY MARCH 28, 2025

HS 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.

TUESDAY APRIL 1, 2025

April Bridge Webinar/Regional Meeting
Time: 7:00-8:00pm
Location: Zoom
The combined Bridge Webinar and Regional Meeting series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey and connects members with other members in their region!

FRIDAY APRIL 4, 2025

HS NLC Move Up Deadline
Deadline: 5:00pm
Any move ups not accepted by this time will be considered as declined and the opportunity to participate will be offered to the next highest scoring students in the event.

WEDNESDAY APRIL 9, 2025

April Middle School and High School NJ FBLA Adviser Meeting
Time: 4:00-5:00pm
Location: Zoom

THURSDAY APRIL 10, 2025

April National FBLA Adviser Webinar
Time: 7:00-8:00pm
Location: Zoom (Links will be sent out to advisers via the National Adviser Alert emails)

TUESDAY APRIL 15, 2025

National HS Scholarship Deadline
NLC Scholarship, Distinguished Business Leader Scholarship, National Technical Honor Society Scholarship

THURSDAY APRIL 17, 2025

NJ HS NLC Registration Deadline
Deadline: 5:00pm
Price: TBA
The MS and HS NLC will be held in Anaheim, California on June 29-July 2, 2025.

BAA Capstone Deadline for Competitive Review
More Information: https://www.fbla-pbl.org/divisions/fbla/fbla-education/

FRIDAY APRIL 18, 2025

Spring Stock Market Game Ends

WEDNESDAY MAY 1, 2025

Champion + Deadline
More Information: https://www.fbla.org/media/2024/07/24-25-HS-Champion-Chapter-Poster.pdf

New Jersey
FBLA

WEDNESDAY MAY 7, 2025

May Middle School and High School NJ FBLA Adviser Meeting
Time: 4:00-5:00pm
Location: Zoom

THURSDAY MAY 15, 2025

May National FBLA Adviser Webinar
Time: 7:00-8:00pm
Location: Zoom (Links will be sent out to advisers via the National Adviser Alert emails)

TUESDAY MAY 20, 2025

May Bridge Webinar/Regional Meeting
Time: 7:00-8:00pm
Location: Zoom
The combined Bridge Webinar and Regional Meeting series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey and connects members with other members in their region!

TO BE SCHEDULED FOR JUNE

June Middle School and High School NJ FBLA Adviser Meeting

SUNDAY JUNE 1, 2025

BAA Deadline for NLC Recognition
More Information: https://www.fbla-pbl.org/divisions/fbla/fbla-education/

Lead for Change Deadline
More Information: https://www.fbla-pbl.org/lead4change/

TUESDAY JUNE 10, 2025

June Bridge Webinar/Regional Meeting
Time: 7:00-8:00pm
Location: Zoom
The combined Bridge Webinar and Regional Meeting series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey and connects members with other members in their region!

SUNDAY JUNE 29 – WEDNESDAY JULY 2, 2025

HS and MS National Leadership Conference
Sunday June 29, 2025 - Wednesday July 2, 2025
Price: TBA
Location: Anaheim, CA

NJ FBLA RECOGNITION EVENTS

MEMBERSHIP CHALLENGE

No submission necessary, as the membership numbers will be verified by the state office on February 7.

EQUALIZE

Veteran Chapter Goal: Equalize Your Chapter's 2023–24 Membership Numbers
New Chapter Goal: 5 Members
Reward: Chapter recognition on social media & during the SLC session pre-show

EXPAND

Veteran Chapter Goal: +10 Members
New Chapter Goal: 10 members
Reward 1: Chapter recognition on social media & during the SLC session pre-show
Reward 2: A Membership Challenge ribbon at SLC for all attendees from the chapter
Reward 3: A NJ FBLA branded item for the chapter adviser

ENHANCE

Veteran Chapter Goal: +20 Members
New Chapter Goal: 20 members
Reward 1: Chapter recognition on social media & during the SLC session pre-show
Reward 2: A Membership Challenge ribbon at SLC for all attendees from the chapter
Reward 3: A NJ FBLA branded item for the chapter adviser
Reward 4: A Membership Challenge plaque and recognition on stage at SLC
Reward 5: An official FBLA lapel pin and rocker for the chapter adviser (*to be provided at the state meeting at NLC)*

EXCEL

Veteran Chapter Goal: +30 Members
New Chapter Goal: 30 members
Reward 1: Chapter recognition on social media & during the SLC session pre-show
Reward 2: A Membership Challenge ribbon at SLC for all attendees from the chapter
Reward 3: A NJ FBLA branded item for the chapter adviser
Reward 4: A Membership Challenge plaque and recognition on stage at SLC
Reward 5: An official FBLA lapel pin and rocker for the chapter adviser (*to be provided at the state meeting at NLC)*
Reward 6: A nametag for the chapter adviser (*to be provided at the state meeting at NLC)*

MEMBER RECOGNITION

Business Achievement Awards

The Business Achievement Awards (BAA) are an individual achievement award program for active, paid high school student members in FBLA. Participating students have the opportunity to enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school and communities. There are four levels to the Business Achievement Awards; Contributor, Leader, Advocate, and Capstone. Students who complete any level will be recognized at the NJ FBLA SLC during the pre-show. More information can be found here. To access the BAA, paid members should login to their FBLA Connect account and select the "More" tab and then select "Courses".

Gold Member Award

This award honors local members who have made outstanding contributions to the association. Each active local chapter may enter one (1) member in this event. No current or former state officer may be entered in this event. Submissions must include a resume (1-page). Nominees may only receive this award once during their FBLA career. A member may not receive both this award & the Gold Officer Award at the same SLC. Recipients will be presented with a certificate of recognition at the SLC. The submission form can be found by local chapter advisers at: https://connect.fbla.org/login.php?action=viewform&id=176

Gold Officer Award

This award honors local officers who have made outstanding contributions to the association. Each active local chapter may enter one (1) member who is serving or has served as a local officer for the current or previous school year in this event. No current or former state officer may be entered in this event. Submissions must include a resume (1-page). Nominees may only receive this award once during their FBLA career. A member may not receive both this award & the Gold Member Award at the same SLC. Recipients will be presented with a certificate of recognition at the SLC. The submission form & more information can be found by local chapter advisers at: https://connect.fbla.org/login.php?action=viewform&id=177

Member of the Month

This event honors local members who go above and beyond to serve their local chapter each month. Each local chapter can nominate one (1) Member of the Month for March 2024-February 2025. Submissions from March - October are due by November 5. The remaining submissions are due by the 5th of the following corresponding month. All nominees MUST have completed the Contributor AND Leader levels of the BAA. All submitted Members of the Month will be recognized on social media and at njfbla.org. The submission form can be found here by local chapter advisers: https://connect.fbla.org/login.php?action=viewform&id=179

Member of the year

The State Officer Team will choose the top Member of each Month and an overall Member of the Year from all member of the month submissions received throughout the year. The top members will be presented with a certificate of recognition at the SLC. Current/former State Officers are not eligible for this award.

Who's Who in FBLA

This award honors members who have made outstanding contributions to the association at the local, state, and national levels. Each local chapter may enter one (1) member in this event. Submissions must include a resume not to exceed two (2) pages & a one (1) page letter of recommendation from an adviser or administrator. FBLA applicants must have completed the Contributor, Leader, and Advocate levels of the BAA. The winner will receive a trophy at SLC and will represent New Jersey at NLC. Current/former State Presidents and National Officers are not eligible for this award. The submission form and the rating sheet can be found here by local chapter advisers: https://connect.fbla.org/login.php?action=viewform&id=178

CHAPTER RECOGNITION

Champion Chapter

Champion Chapter is a National Program consisting of a series of membership engagement-focused challenges that chapters may complete for national recognition. By completing activities, chapters accrue points. Completing activities across four sections (to accrue points) will result in Champion Chapter recognition. Additional incentives such as ribbons at conferences, national recognition in publications, and plaques are available. The aforementioned prizes will come from the National Center. NJ FBLA recognizes chapters who complete each level during the SLC pre-show. More information can be found here.

Chapter Website Award of Merit

This event recognizes chapters who have worked to create and maintain local chapter websites. Recipients will be presented with a certificate of recognition at the State Leadership Conference. The submission form & more information can be found by local chapter advisers here: https://connect.fbla.org/login.php?action=viewform&id=180

Gold Seal Chapter Award of Merit

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

Largest Local Chapter Membership

This award recognizes the largest chapter in the state. This award also recognizes the largest chapter in each of the four NJ FBLA regions. Recipients will be presented with a certificate of recognition at the SLC. No submission form is required, as the winners will be determined by the number of paid members on record at the NJ FBLA state office on February 7.

Local Recruitment of Chapters

This event honors local chapters that charter or reactivate a minimum of one FBLA chapter from any division (Middle School, High School, and Collegiate). New/reactivated chapters must not have been recognized as active during the previous membership year. A maximum of two (2) local chapters can receive credit for chartering/reactivating the same chapter. Recipients will be presented with a certificate of recognition at the SLC. The submission form can be found here by local chapter advisers:
https://connect.fbla.org/login.php?action=viewform&id=181

Passport of Progress

This program is designed to increase local member and chapter involvement in membership recruitment, retention, and state/national programs. The various activities within the passport fall under three categories: Service, Education, and Progress. There are two categories: chapters with 1-100 members & 101+ members. Point rankings are separate for each category. Participating chapters will receive ribbons, and the chapters with the most points in their respective category will be recognized at the SLC. The top 5 chapters in each division will be entered to win a monetary stipend. Chapters must provide photos AND descriptions when instructed in order to receive points. Failure to fulfill requirements will result in no points for that particular challenge. All participating chapters earning 5,000 or more points will also receive the Gold Seal Award of Merit. The submission form can be found here by local chapter advisers: https://connect.fbla.org/login.php?action=viewform&id=186 The rating sheet can be found here. *Note: Many of the items mentioned in Passport of Progress are State Officer initiatives and information regarding those items will be coming soon via adviser update.*

ADVISER & VOLUNTEER RECOGNITION

Adviser Years of Service Recognition

This event honors local advisers who have served FBLA for a significant number of years. An adviser is recognized at the completion of his/her year of service for 5, 10, 15, 20, 25, etc. years. Recognition will not be given for years of service between the 5-year increments. Recipients will be presented with a certificate of recognition at the SLC. The submission form can be found here by local chapter advisers: https://connect.fbla.org/login.php?action=viewform&id=182

Businessperson of the Year

This event recognizes outstanding leaders from the NJ business sector who have contributed to the success of FBLA on the local, state, and national levels. Each local chapter may enter one (1) businessperson in this event. The New Jersey State Chapter may also enter businessperson(s) in this event. Nominees must be members of the private business sector, not students or educators. Submissions must include a biographical sketch (2 pages or less). Nominees must not have been named to this event at a previous FBLA SLC within the last 10 years. Recipients will be presented with a certificate of recognition at SLC. New Jersey FBLA will nominate (1) one State Businessperson of the Year to be recognized as a National FBLA Businessperson of the Year. The submission form can be found here by local chapter advisers: https://connect.fbla.org/login.php?action=viewform&id=183

Local Chapter Volunteer of the Year

This event recognizes outstanding professionals NJ local communities who have contributed to the success of FBLA on the local and/or state levels. Each active local chapter may enter one (1) volunteer in this event. Submissions must include a biographical sketch (2 pages or less). Nominees must not be students. Nominees must not have been named to this event at a previous FBLA SLC within the last 10 years. Recipients will be presented with a certificate of recognition at the SLC. The submission form can be found here by local chapter advisers: https://connect.fbla.org/login.php?action=viewform&id=184

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 letter of recommendation from an administrator, and 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 receive a trophy and $1,000 for their chapter and will represent NJ at NLC. The submission form can be found here by **local chapter officers and MUST be submitted by the local chapter PRESIDENT:**
https://connect.fbla.org/login.php?action=viewform&id=185

SERVICE EVENTS

Statewide Community Service Project

This year, New Jersey FBLA's State Community Service Project will be **Whiskers and Wishes**, a state-wide drive to support animal shelters. The goal of this project is to unify NJ FBLA members in a large-scale community impact initiative. Local chapters are encouraged to host these drives and donate individually to a shelter or bring their items to their regional summit in January. A list of donation items can be found here. Click here for more information. The submission form can be found here by local advisers: https://connect.fbla.org/login.php?action=viewform&id=421.Top chapters will be recognized at SLC.

Advocate4Anthony

NJ FBLA will be continuing the Advocate4Anthony initiative and community service project this year! Advocate4Anthony is an initiative in honor of National Suicide Prevention Month and in memory of Anthony Monderine, an FBLA member who passed away after taking his own life. To honor his dedication to NJ FBLA, we are promoting this initiative to spread awareness and kindness. Chapters will create "kindness cards'' to distribute to local schools, libraries, homeless shelters, rehab centers, and other community spaces. The goal is to foster positivity, acceptance, and kindness throughout New Jersey communities, ensuring that Anthony's legacy continues to inspire and uplift others. Click here for more information. A submission form to upload pictures of the kindness cards can be found here by local chapter advisers:
https://connect.fbla.org/login.php?action=viewform&id=419 The chapters that create and distribute the most kindness cards will be recognized at SLC.

Community Service Challenge

This event recognizes the top 5 chapters in the 1-100 member division and the top 5 chapters in the 101+ member division that complete the most community service hours. Include service hours completed between the close of the previous year's SLC and the submission deadline. Only include hours completed as part of FBLA chapter projects. Do not include any hours acquired by students as part of outside organizations or on their own time. The top chapters will be recognized at SLC and will be based upon cumulative hours completed. The excel report form can be found here and should be submitted by local chapter advisers to:
https://connect.fbla.org/login.php?action=viewform&id=187

Alzheimer's Association

This year, the National Service Partner is the Alzheimer's Association. In an effort to support the Alzheimer's Association's mission to eradicate Alzheimer's and other forms of dementia, this service project seeks to bring together all FBLA members. This mission includes advancing global research, promoting early detection and risk reduction, and enhancing care and support. Chapters are encouraged to host fundraisers and activities that raise awareness and money for the Alzheimer's Association. All chapters that donate will receive a certificate of recognition at SLC. The submission form to provide proof of donation to NJ FBLA can be found here by local chapter advisers: https://connect.fbla.org/login.php?action=viewform&id=436

COMPETITIVE EVENTS

CHANGES FOR THE 2024-25 YEAR

General Changes

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

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

*External speakers are not allowed for preliminary presentation rounds.

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

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

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

Business Ethics

Objective test has increased to 100 questions

Database Design & Applications

Event has been retired

Digital Animation

Video length has been reduced to 2 minutes

Financial Math

Formerly named Business Calculations
Individual Event, Objective Test
Event not eligible for those that placed in the top ten at previous NLCs in Business Calculations

Future Business Educator

Clarification on event topic
Lesson plan is not brought to the presentation round

Future Business Leader

Cover letter/resume is not brought to the presentation/interview round

Job Interview

Cover letter/resume is not brought to the presentation/interview round

NJ Only – Battle of the Chapters

The final round (quiz bowl between two remaining teams) has been eliminated. There will only be one round and the final chapter standing will be the winner.

NJ Only – Conference Champion

This event has been retired.

NJ Only – Pin Design

This event will now be a RCE event and will be open to all 3 divisions (Middle School, High School, and Collegiate). There will be one winner whose design will represent the entirety of NJ FBLA on our NLC pin.

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

To participate in Regional Competitive Events, students must be dues paid members by November 22, 2024. To participate in the State Leadership Conference, students must dues paid members by January 31, 2025. To participate in the National Leadership Conference, students must be dues paid members by March 1, 2025.

All State Leadership Conference competitors MUST physically attend SLC and stay Monday and Tuesday nights at the conference hotel. Note: Chapters located within a 20-mile radius of Harrah's in Atlantic City may choose to be commuting chapters. To be a commuting chapter, **all** SLC attendees from an eligible chapter must commute.

Competitors cannot be refunded, replaced, or substituted after the registration deadline. All registrations are final after the registration deadline. All RCE competitive event registrations MUST be received by the state office by November 22, 2024. All SLC competitive event registrations MUST be received by the state office by January 31, 2025. All SLC recognition event submissions and prejudged materials MUST be received by the state office by February 7, 2025. ALL NLC competitive event registrations and prejudged materials MUST be received by the state office by April 11, 2025.

Each competitor may only compete in one (1) individual or team event and (1) chapter event at each stage of the competitive event process (Regional, State, National). (Note: This rule does not apply to The Virtual Business Challenges or LifeSmarts.)

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

For team events with an objective testing component, all team members will test separately and scores will be averaged. There is to be NO collaboration during testing.

A team shall consist of one to three members, excluding Parliamentary Procedure, where a team shall consist of four or five members. Battle of the Chapters must be a team of three member.

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

If competitors do not qualify for SLC in a regional event, they may compete at SLC in a straight-to-state event.

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

Competitive Event Types

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

Objective Tests: An online objective test focusing on business knowledge

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

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

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

Role Play: Two parts: First round is an online objective test administered during Regionals. The top 8 individuals/teams advance to round two, held at SLC, consisting of an extemporaneous response to a prompt. Judges will interact with competitors.

Repeat Competitors

Members may compete in an event at SLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.

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

Chapter Events: Competitors may compete in a chapter event as many times as they wish, regardless of placement at a previous National Leadership Conference (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project).

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

Breaking Ties:

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

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

Role Plays: The objective test score will be used to break a tie based on the tie breaking criteria of objective tests.

Reports/Projects and Performance Events: The report/project scores will be used to break a tie.

Performance Events: Judges must break ties. All judges' decisions are final.

Prejudged Events:

All SLC prejudged materials must be submitted by February 7, 2025. All report submissions should be uploaded as one PDF. All project submissions should be uploaded as a URL. All submissions should be labeled with school name, student(s) names, and event name. All project submissions should be unlisted videos. All NLC prejudged materials must be submitted by April 11, 2025. Submission links and instructions will be shared with advisers closer to the stated deadlines.

Performance Event Guidelines:

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

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

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

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

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

All competitors must comply with the FBLA dress code.

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

Technology Guidelines:

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

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

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

The following will be provided for the final round of technology presentation events: screen, power, table, and projector. It is up to final round competitors to determine if they wish to use the provided technology.

Participants using laptops or other devices that do not have a HDMI port will need to provide their own adapters.

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

Internet access will be provided for: Coding & Programming, Computer Game & Simulation Programming, Data Analysis, Digital Animation, Digital Video Production, Electronic Career Portfolio, Introduction to Programming, Introduction to Social Media Strategy, Mobile Application Development, Public Service Announcement, Social Media Strategies, Website Coding & Development, Website Design

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

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

Penalty Points Deducted by NJ FBLA Staff:

Competitors may be disqualified if they violate competitive event guidelines.

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

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

Objective Test Guidelines:

No materials may be used during testing.

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

Electronic devices must be turned off and out of sight.

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

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

EVENT RESOURCES

Students are encouraged to view the Choose Your Competitive Event PowerPoint at:
https://storage.googleapis.com/articulate-courses/BAA%20Contributor/Choose%20Your%20Event%20(FBLA%20HS)%202023-24/story.html

Practice for competitive events here:
https://connect.fbla.org/login.php?action=viewFolder&folder=High%20School%20CE%20Prep%20Resources/&folderid=805

Guidelines, rating sheets, the format guide, topics, and more can be found at:
https://www.fbla.org/divisions/fbla/fbla-competitive-events/

REGIONAL COMPETITIVE EVENTS

Regional Competitive Events is the first stage of the competitive event process. In NJ FBLA, only competitive events with a 50-minute objective test component are administered as part of RCE.

The top 8 scoring individuals/teams in each event will advance to the State Leadership Conference. Competitors who place in the top 8 for Objective Test events will take a second test during the SLC testing window. Competitors who place in the top 8 for Production events will complete the production test during the SLC testing window. Competitors who place in the top 8 for Role Play Events will complete the role play onsite at SLC. The two exceptions are Future Business Leader (the top 15 scoring competitors statewide will advance to SLC) and Battle of the Chapters (the top 2 scoring teams in each region will advance to SLC).

If there are not eight qualifying scores from each region in any event administered during Regional Competitive Events, the next highest qualifying scores in the state will advance to SLC, up to a maximum of 32 entries in each event at SLC

Only members who qualify for the below events through the RCE process will be eligible to compete in the events found in this section of the handbook at SLC.

Students who do not qualify for SLC through RCE or students who do not wish to participate in an event with a testing component, may participate in a straight-to-state presentation only event at SLC. Information on straight-to-state events can be found in the next section of this handbook.

Regional Competitive Event registration is due on November 22, 2024. Testing will occur online at your school December 2-4, 2024. RCE registration is $5 per member and payment is due by December 6, 2024.

Each chapter may register an unlimited number of competitors for each Regional Competitive Event. (The one exception to this rule is Battle of the Chapters. Each chapter may only have one entry in Battle of the Chapters.)

Each team event may comprise of 1, 2, or 3 chapter members. One exception is Parliamentary Procedure which must consist of a team of 4 or 5. The second exception is Battle of the Chapters which must consist of a team of 3. NOTE: If a member of a team that qualifies for SLC or NLC cannot attend, the team CANNOT substitute another member to fill that slot. Therefore, if a team member of a qualifying 4 person Parliamentary Procedure or of a Battle of the Chapters team cannot attend SLC, the entire team will be disqualified, as they no longer meet the event requirements.

Teams will individually take the same test, at the same time. Their scores will then be averaged. The average will be the team's official score.

Below, you will find the list of events that begin at the Regional Competitive Event stage, their requirements, and what will comprise the second stage of competition for qualifiers during the SLC testing window or at SLC. More information for each event including study guides for each testing event can be found here:
https://connect.fbla.org/headquarters/files/High%20School%20Competitive%20Events%20Resources/24-25-High-School-Guidelines-All-in-One.pdf
Note: The above document was created by the National Center and therefore the deadlines and on-site procedures refer to NLC and may differ from what you have read in the NJ handbook (this document). Please always defer to the NJ policies, if different.

Accounting I – Objective Test, Individual, Unlimited Entries Per Chapter

Accounting I provides competitors 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.

NOTE: Competitors must not have had more than two (2) semesters or one (1) semester equivalent to a
full year in block scheduling in high school accounting instruction.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Accounting II – Objective Test, Individual, Unlimited Entries Per Chapter

Accounting II provides competitors with the opportunity to demonstrate knowledge around intermediate competencies in accounting. This competitive event consists of an objective test. It aims to inspire members to learn about accounting.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Advertising – Objective Test, Individual, Unlimited Entries Per Chapter

Advertising provides members with the opportunity to gain knowledge around advertising. This competitive event consists of an objective test. This event aims to inspire members to learn about advertising.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Agribusiness – Objective Test, Individual, Unlimited Entries Per Chapter

Agribusiness provides members with the opportunity to gain knowledge around business in agriculture. This competitive event consists of an objective test. This event aims to inspire members to learn about agribusiness.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Banking & Financial Systems – Role Play, Individual/Team, Unlmited Entries Per Chapter

Banking & Financial Systems provides members with the opportunity to understand how financial institutions operate and how those operations are important to successful business ownership and management, as well as to personal financial success. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

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

Business Communication provides members with the opportunity to gain knowledge about communication in the business world. This competitive event consists of an objective test. This event aims to inspire members to learn about communication skills in the business world.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

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

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 an individual objective test, report and presentation.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 3-page pre-judged report and a 7-minute presentation based on the topic found below.

Topic: Honesty & Integrity in the Workplace – Why it Matters? (Note: View the full National competitive event guidelines for Business Ethics for the entire topic which is 2 pages long)

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

Business Law provides members with the opportunity to gain knowledge about legal systems and implications in the business world. This competitive event consists of an objective test. This event aims to inspire members to learn about legal aspects in the business world.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Business Management – Role Play, Individual/Team, Unlimited Entries Per Chapter

Business Management provides members with the opportunity to gain knowledge around management themes. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

Computer Applications – Production, Individual, Unlimited Entries Per Chapter

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

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 2-hour production test

Computer Problem Solving – Objective Test, Individual, Unlimited Entries Per Chapter

Computer Problem Solving provides members with the opportunity to demonstrate knowledge about operating systems, networks and hardware. This competitive event consists of an objective test. This event aims to inspire members to learn about computer problem solving.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Cybersecurity – Objective Test, Individual, Unlimited Entries Per Chapter

Cyber Security 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 cyber security.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Economics – Objective Test, Individual, Unlimited Entries Per Chapter

Economics provides members with the opportunity to demonstrate knowledge about economic concepts and principles. This competitive event consists of an objective test. This event aims to inspire members to learn about economics.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Entrepreneurship – Role Play, Individual/Team, Unlimited Entries Per Chapter

Entrepreneurship provides members with the opportunity to gain understanding of the knowledge and skills needed to establish and manage a business. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

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

Financial Math provides members with the opportunity to gain knowledge around calculations in the business world. This competitive event consists of an objective test. This event aims to inspire members to learn about math in the business world.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Future Business Leader – Presentation, Individual, Unlimited Entries Per Chapter

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

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: Prejudged resume and cover letter and a 10-minute interview (NOTE: No props or visuals are allowed)

Healthcare Administration – Objective Test, Individual, Unlimited Entries Per Chapter

Healthcare Administration provides members with the opportunity to demonstrate knowledge about office procedures and medical terminology. This competitive event consists of an objective test. This event aims to inspire members to learn about healthcare administration.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Help Desk – Role Play, Individual, Unlimited Entries Per Chapter

Help Desk provides members with the opportunity to demonstrate knowledge around competencies in help desk operations. This competitive event consists of an objective test and a role-play scenario. It aims to inspire members to learn about the skills in the general operations of the various components of the help desk sector.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 5-minute role play with a 10-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 10-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

Hospitality & Event Management – Role Play, Individual/Team, Unlimited Entries Per Chapter

Hospitality & Event Management provides members with the opportunity to gain knowledge in the hospitality management and event planning industries. This competitive event consists of an objective test and a role play scenario

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

Human Resource Management – Objective Test, Individual, Unlimited Entries Per Chapter

Human Resource Management provides members with the opportunity to demonstrate knowledge about staffing, training and development. This competitive event consists of an objective test. This event aims to inspire members to learn about human resource management.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Insurance & Risk Management – Objective Test, Individual, Unlimited Entries Per Chapter

Insurance & Risk Management provides members with the opportunity to demonstrate knowledge about risk management processes and different types of insurance. This competitive event consists of an objective test. This event aims to inspire members to learn about insurance and risk management.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

International Business – Role Play, Individual/Team, Unlimited Entries Per Chapter

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 and a role play scenario.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

Introduction to Business Communication – Objective Test, Individual, Unlimited Entries Per Chapter

Introduction to Business Communication provides members with the opportunity to demonstrate knowledge around introductory competencies in communication. This competitive event consists of an objective test. It aims to inspire members to learn about the process of sharing information in and outside of a company.

NOTE: Competitors in this event MUST be in 9th or 10th grade only

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Introduction to Business Concepts – Objective Test, Individual, Unlimited Entries Per Chapter

Introduction to Business Concepts provides members with the opportunity to demonstrate knowledge around introductory competencies in business. This competitive event consists of an objective test. It aims to inspire members to learn about the different functions of businesses.

NOTE: Competitors in this event MUST be in 9th or 10th grade only

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Introduction to Business Procedures – Objective Test, Individual, Unlimited Entries Per Chapter

Introduction to Business Procedures provides members with the opportunity to demonstrate knowledge around introductory competencies in the procedures of a business. This competitive event consists of an objective test. It aims to inspire members to learn about offices skills, procedures, and business decisions.

NOTE: Competitors in this event MUST be in 9th or 10th grade only

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Introduction to Event Planning – Role Play, Individual/Team, Unlimited Entries Per Chapter

Introduction to Event Planning provides members with the opportunity to gain knowledge in the event planning industry. This competitive event consists of an objective test and a role play scenario.

NOTE: Competitors in this event MUST be in 9th or 10th grade only

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

Introduction to FBLA – Objective Test, Individual, Unlimited Entries Per Chapter

Introduction to FBLA provides members with the opportunity to demonstrate knowledge around introductory competencies in the FBLA organization. This competitive event consists of an objective test. It aims to inspire members to learn about the background and current information of FBLA.

NOTE: Competitors in this event MUST be in 9th or 10th grade only

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Introduction to Financial Math – Objective Test, Individual, Unlimited Entries Per Chapter

Introduction to Financial Math provides members with the opportunity to demonstrate knowledge around introductory competencies in the area of math relating to business. This competitive event consists of an objective test. It aims to inspire members to learn about various math concepts used in business and industry.

NOTE: Competitors in this event MUST be in 9th or 10th grade only

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Introduction to Information Technology - Objective Test, Individual, Unlimited Entries Per Chapter

Introduction to Information Technology provides members with the opportunity to demonstrate knowledge around introductory competencies information technology. This competitive event consists of an objective test. It aims to inspire members to learn about the various aspects of technology to manage and deliver information.

NOTE: Competitors in this event MUST be in 9th or 10th grade only

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Introduction to Marketing Concepts – Objective Test, Individual, Unlimited Entries Per Chapter

Introduction to Marketing Concepts provides members with the opportunity to demonstrate knowledge around introductory competencies in marketing. This competitive event consists of an objective test. It aims to inspire members to learn about basic marketing principles, actions needed to promote and sell products or services.

NOTE: Competitors in this event MUST be in 9th or 10th grade only

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Introduction to Parliamentary Procedure - Objective Test, Individual, Unlimited Entries Per Chapter

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

NOTE: Competitors in this event MUST be in 9th or 10th grade only

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Journalism - Objective Test, Individual, Unlimited Entries Per Chapter

Journalism provides members with the opportunity to demonstrate knowledge around competencies in the area of journalism. This competitive event consists of an objective test. It aims to inspire members to learn about the economics and business of journalism.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Management Information Systems – Role Play, Individual/Team, Unlimited Entries Per Chapter

Management Information Systems provides members with the opportunity to gain knowledge around outlining a small business' environment and needs. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

Marketing – Role Play, Individual/Team, Unlimited Entries Per Chapter

Marketing provides members with the opportunity to gain knowledge around marketing. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

Network Design – Role Play, Individual/Team, Unlimited Entries Per Chapter

Network Design provides members with the opportunity to gain knowledge around networking in technology. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

Networking Infrastructures – Objective Test, Individual, Unlimited Entries Per Chapter

Networking Infrastructures provides members with the opportunity to demonstrate knowledge around competencies in network administration. This competitive event consists of an objective test. It aims to inspire members to learn about networks in today's connected workplace.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

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

Organizational Leadership provides members with the opportunity to demonstrate knowledge around competencies in the leadership of an organization. This competitive event consists of an objective test. It aims to inspire members to learn about the different leadership concepts in the business environment.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Parliamentary Procedure – Role Play, Team of 4 or 5, Unlimited Entries Per Chapter

Parliamentary Procedure provides members with the opportunity to showcase their knowledge around parliamentary procedure concepts. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 9-11-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props or visuals are allowed)

Personal Finance – Objective Test, Individual, Unlimited Entries Per Chapter

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

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Public Policy & Advocacy – Objective Test, Individual, Unlimited Entries Per Chapter

Public Policy & Advocacy provides members with the opportunity to demonstrate knowledge around competencies in policy and advocacy. This competitive event consists of an objective test. It aims to inspire members to learn about the government's role in society and the interaction between economic and political life.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Securities & Investments – Objective Test, Individual, Unlimited Entries Per Chapter

Securities & Investments provides members with the opportunity to demonstrate knowledge around competencies in securities and investments. This competitive event consists of an objective test. It aims to inspire members to learn about an individual's knowledge of investing.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Sports & Entertainment Management – Role Play, Individual/Team, Unlimited Entries Per Chapter

Sports & Entertainment Management provides members with the opportunity to gain knowledge around understanding of sports and entertainment issues within today's society. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

Spreadsheet Applications – Production, Individual, Unlimited Entries Per Chapter

Spreadsheet Applications provides members with the opportunity to demonstrate knowledge around competencies in converting data to information in business. This competitive event consists of an objective test and production test. It aims to inspire members to learn about the skills for spreadsheet development.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 1-hour production test

Supply Chain Management – Objective Test, Individual, Unlimited Entries Per Chapter

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.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

UX Design – Objective Test, Individual, Unlimited Entries Per Chapter

UX Design provides members with the opportunity to demonstrate knowledge around competencies in user experience design. This competitive event consists of an objective test. It aims to inspire members to learn about the process of building products that are easy and enjoyable for people to use.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 50-minute 100 question objective test

Word Processing– Production, Individual, Unlimited Entries Per Chapter

Word Processing provides members with the opportunity to demonstrate knowledge around competencies in the utilization of word processing software. This competitive event consists of an objective test and production test. It aims to inspire members to learn about how to use a computer to create, edit, save, and print documents.

RCE Procedure: 50-minute 100 question objective test
SLC Procedure: 1-hour production test

MODIFIED: Battle of the Chapters – Chapter Event, Team of 3, 1 Entry Per Chapter

Battle of the Chapters provides NJ FBLA members the opportunity to display their knowledge of NJ and National FBLA.

Note: Members who win this event DO NOT qualify for the NLC, as this event is a NJ only event. Competitors in this event may also compete in one individual/team event. All winners will be recognized.

RCE Procedure: 50-minute 100 question objective test (NOTE: The top 2 scoring teams in each region will advance to SLC)

SLC Procedure - MODIFIED: Teams take turns, in alphabetical order, answering questions relating to FBLA topics. The first team member will have 10 seconds to answer the question. If the team member answers incorrectly or doesn't answer within 10 seconds, the next chapter's team member will attempt to answer the same question. If more than one answer is provided by a member, the first answer will be the only one considered. When a team member answers incorrectly, he/she must leave the team and join the audience. If the question is answered incorrectly by one full rotation of the chapters, the question will be discarded and a new question will be asked; those answering that question incorrectly will not be disqualified. Team members are not allowed to discuss the questions. The audience is asked to remain quiet and not respond to the questions. Questions will be asked of team members until only one chapter remains. The panel of judges have the final say regarding correct answers.

MODIFIED: Pin Design – Chapter Event, Individual, 2 Entries Per Chapter

Pin Design provides NJ FBLA members with the chance to design the trading pin provided to all NJ FBLA NLC attendees.

Note: Members who win this event DO NOT qualify for the NLC, as this event is a NJ only event. Competitors in this event may also compete in one individual/team event.

NEW THIS YEAR: This event will now be a RCE event and will be open to all 3 divisions (Middle School, High School, and Collegiate). There will be one winner whose design will represent the entirety of NJ FBLA on our NLC pin.

NEW THIS YEAR: Pin Design competitors will be registered as part of your chapter's RCE competitive event registration and the PDF of the design must be emailed to kclark@njfbla.org by the chapter adviser by 5:00pm on November 22, 2024.

The State Officer Teams will select the winning design. The winning design will be the design used for the pin that will be distributed to all NJ NLC participants. The final design may be altered by the state office.

All entries MUST:
-Be original creations of one student
-Be computer generated
-Consist of NO MORE than 4 colors plus black and white
-Relate to New Jersey and have the name New Jersey FBLA incorporated into the design

It is recommended, but not required, that the pin design reflect NJ FBLA's yearly theme. This year the theme is Unlock Your Potential.

Blinking lights are acceptable, but not required.
The winning design will reduce to a 1" to 2" in pin.
The first-place winner will be recognized at SLC.

STATE LEADERSHIP CONFERENCE

The State Leadership Conference is the second stage of the competitive event process. All competitive events found in this section do not have an objective test component and are not administered as part of Regional Competitive Events. All events found in this section include a performance and some require a prejudged submission as well.

The SLC process for events that require competitors to qualify through RCE can be found in the previous section of the handbook.

The top 4 scoring individuals/teams in each SLC competitive event will advance to the National Leadership Conference. The top 10 scoring individuals/teams in each event will receive a medal and the top 4 scoring individuals/teams in each event will receive a trophy. NOTE: Battle of the Chapters, Pin Design, Open Events, Scholarship, and Scrapbook are NJ FBLA ONLY events and the winners of these events do NOT advance to NLC.

Students who did not qualify for SLC through RCE or students who did not wish to participate in an event with a testing component, may participate in a straight-to-state presentation event at SLC. Information on straight-to-state events can be found in below.

State Leadership Conference registration is due on January 31, 2025. Prejudged materials are due by February 7, 2025. All SLC registrants MUST stay over Monday and Tuesday nights. SLC will be held March 10-12 at Harrah's in Atlantic City. Costs for SLC can be found in the conference section of this handbook.

Each team event may comprise of 1, 2, or 3 chapter members. NOTE: If a member of a team that registers or qualifies for SLC or NLC cannot attend, the team CANNOT substitute another member to fill that slot.

Below, you will find the list of events that begin at the State Leadership Conference stage and their requirements. More information for each event including rating sheets can be found here: https://connect.fbla.org/headquarters/files/High%20School%20Competitive%20Events%20Resources/24-25-High-School-Guidelines-All-in-One.pdf
Note: The above document was created by the National Center and therefore the deadlines and on-site procedures refer to NLC and may differ from what you have read in the NJ handbook (this document). Please always defer to the NJ policies, if different.

American Enterprise Project – Chapter Event, Individual/Team, 1 Entry Per Chapter

American Enterprise Project provides chapter members with the opportunity to showcase their understanding of the economic system under which they live and to develop a concept in which they share it with their community. This competitive event consists of a pre-judged report and presentation component.

SLC Procedure: Prejudged 17-page report and 7-minute presentation

Broadcast Journalism – Presentation, Individual/Team, 2 Entries Per Chapter

Broadcast Journalism provides members with the opportunity to emphasize communication, with the creating and presentation of a news broadcast to judges on a variety of stories. This competitive event consists of a presentation component.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Your community is known for its diverse and vibrant culture and has been struck by a major emergency. The specific nature of the emergency is left for teams to decide and can range from a natural disaster (like a hurricane or earthquake) to a large-scale industrial accident, a widespread health crisis, or even a cyber-attack affecting critical infrastructure.
You are part of your school's broadcast program. Deliver a LIVE broadcast event that includes the following:
· A story highlighting a first responder to the emergency
· Cause of emergency
· Emergency's Impact to the community
· Interview of someone impacted

Business Plan – Presentation, Individual/Team, 1 Entry Per Chapter

Business plans are an effective tool for evaluating, organizing, and selling a new business concept. A well-developed business plan can be a key component of a successful business start-up. Business Plan provides members with the opportunity to prepare a business plan. This competitive event consists of a pre-judged report and presentation component.

SLC Procedure: Prejudged 17-page report and 7-minute presentation

Client Service – Role Play, Individual, 2 Entries Per Chapter

Client Service provides members with an opportunity to develop and demonstrate skills in interacting with internal and external clients to provide an outstanding client service experience. The competitor engages clients in conversations regarding products, handles inquiries, and solves problems. This competitive event consists of a role play scenario.

SLC Procedure: 5-minute role play with a 10-minute preparation time. Competitors will receive their role play scenario at the beginning of their 10-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

Coding & Programming– Presentation, Individual/Team, 2 Entries Per Chapter

Coding & Programming provides members with the opportunity to design and implement a standalone application to accomplish a task. This competitive event consists of a presentation component.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Create a program that helps students manage their personal finances by tracking account balances, income and expenses. The program should allow users to input details about their income sources and expenses, including the amount, category, and date of each transaction. It should provide features to view the current balance, generate summaries of income and expenses over specified periods (e.g., weekly, monthly), and categorize expenses to show spending patterns. Additionally, the program should include functionality to update or delete existing entries and offer search and filter options to easily find specific transactions.

Community Service Project – Chapter Event, Individual/Team, 1 Entry Per Chapter

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 pre-judged report and presentation component.

SLC Procedure: Prejudged 17-page report and 7-minute presentation

Computer Game & Simulation Programming– Presentation, Individual/Team, 2 Entries Per Chapter

Computer Game & Simulation Programming provides members with the opportunity to design and implement a computer game based on a specific topic. Interactive computer games and simulations have achieved broad implementation in a wide variety of business and educational disciplines.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Create a game that encourages critical thinking and decision-making.
Include:
· Scenarios with ethical challenges
· Multiple outcomes based on player decisions
· Scoring (examples include points system, leaderboards, etc.)
The game must:
· Be playable on the student device using Windows 10, Mac OS, a modern web browser, or a mobile platform
· Be secure
· Have no game-breaking bugs
Games should consider accessibility features to accommodate players with disabilities.

Data Analysis– Presentation, Individual/Team, 2 Entries Per Chapter

Data Analysis provides members with the opportunity to deep dive into a data set and provide analysis. This competitive event consists of a presentation component for the judges.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: In 2023, major wildfires in Canada caused unprecedented air quality issues in the United States, especially in New York City. HealthyCleanAir4All, a fictitious nonprofit based in New York City, was founded to improve the air quality in the city. They have asked you, a data analyst, to analyze data regarding air quality, find trends, and make recommendations about improving the air quality in New York City. Using the provided data and your own research, identify trends and make recommendations based on the data and external factors.
Datasets provided by Data.gov:
· Air Quality (https://catalog.data.gov/dataset/air-quality)
Dataset contains information on New York City air quality surveillance data. Air pollution is one of the most important environmental threats to urban populations and while all people are exposed, pollutant emissions, levels of exposure, and population vulnerability vary across neighborhoods. Exposures to common air pollutants have been linked to respiratory and cardiovascular diseases, cancers, and premature deaths. These indicators provide a perspective across time and NYC geographies to better characterize air quality and health in NYC. Data can also be explored online at the Environment and Health Data
Portal: http://nyc.gov/health/environmentdata.
Note: Some information provided may not necessarily be useful in your analysis; you do not need to use all the information provided.

Digital Animation– Presentation, Individual/Team, 2 Entries Per Chapter

Digital Animation provides members with the opportunity to design an animated video. This event is designed to measure understanding and application of basic animation design. This competitive event consists of a pre-judged project and presentation component.

SLC Procedure: Prejudged 2-minute video and 7-minute presentation based upon the topic below

Topic: "Welcome to Our School": Create an animation that teaches a new student or teacher about your school.

Digital Video Production– Presentation, Individual/Team, 2 Entries Per Chapter

Digital Video Production has become a prominent and effective way of conveying new ideas and products. This event provides recognition for members who demonstrate the ability to create an effective video to present an idea to a specific audience. This competitive event consists of a pre-judged project and presentation component.

SLC Procedure: Prejudged 2-minute video and 7-minute presentation based upon the topic below

Topic: Importance of Tourism; Create a video that highlights the importance of tourism in your community or state.

Electronic Career Portfolio– Presentation, Individual, 2 Entries Per Chapter

Sometimes, a basic resume is not always enough. Electronic Career Portfolio provides members with the opportunity to present a portfolio showcasing their ability to combine all of their achievements, growth, vision, skills, education, training and career goals into an electronic format. This competitive event consists of a presentation component where the portfolio is shown to the judges.

SLC Procedure: 7-minute presentation

Financial Statement Analysis– Presentation, Individual/Team, 2 Entries Per Chapter

Financial Statement Analysis provides members with the opportunity to apply knowledge in accounting and analyzing financial information. This competitive event consists of a presentation component, with a specific topic.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: You were just hired as the new Chief Financial Officer of Target. Provide a presentation to highlight the key changes in the financial statements from financial statements ending February 3, 2024, to identify the overall financial condition of the company and provide a strategy for upcoming business decisions and opportunities for growth.

Future Business Educator – Presentation, Individual, 2 Entries Per Chapter

Future Business Educator provides competitors with the opportunity to demonstrate their skills in the business education field. This competitive event consists of pre-judged materials and presentation components.

SLC Procedure: Prejudged 3-page lesson plan and 7-minute presentation

Topic: Competitors can choose a business-related topic from one of the following subject areas: Accounting, Economics, Entrepreneurship, Marketing, or Technology.

Graphic Design– Presentation, Individual/Team, 2 Entries Per Chapter

Graphic Design provides members with the opportunity to showcase their skills in designing. This competitive event consists of a presentation component where the program is demonstrated for the judges.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Your graphic design firm has been asked to create a branding package for a fictitious sports team. The package needs to showcase your creativity and highlight your skills in today's design industry.
Branding package should include:
· Team and logo design
· One uniform or jersey for the team
· Design a hat or other item to sell in the team store
· One giveaway item for a team to hand out at a game to fans
· One social media post advertising the team
· One social media post advertising a special event at a game

Impromptu Speaking – Presentation, Individual, 1 Entry Per Chapter

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.

SLC Procedure: 5-minute speech with a 10-minute preparation time. Competitors will receive their topic at the beginning of their 10-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

Introduction to Business Presentation– Presentation, Individual/Team, 2 Entries Per Chapter

Introduction to 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.

NOTE: Competitors in this event MUST be in 9th or 10th grade only

SLC Procedure: 7-minute presentation based upon the topic below

Topic: You have been asked to give a presentation at the high school career fair. The topic for the presentation is Smart Money Management Tips for High School Students.

Introduction to Programming– Presentation, Individual/Team, 2 Entries Per Chapter

Introduction to Programming provides members with the opportunity to code a program based on a specific topic. This competitive event consists of a presentation component where the program is demonstrated for the judges.

NOTE: Competitors in this event MUST be in 9th or 10th grade only

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Write an interactive story that occasionally asks the user what they'd like to do, and changes where the story goes based on user input. Allow the user to stop interacting with the story by saying "stop."

Introduction to Public Speaking – Presentation, Individual, 1 Entry Per Chapter

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

NOTE: Competitors in this event MUST be in 9th or 10th grade only

SLC Procedure: 5-minute speech based upon the topic below:

Topic: Develop and deliver a speech based on the following topic: How volunteerism and community service can shape your future as a leader.

Introduction to Social Media Strategy– Presentation, Individual/Team, 2 Entries Per Chapter

Introduction to Social Media Strategy provides members with the opportunity to showcase their skills in developing a marketing strategy using one social media platform. This competitive event consists of a presentation component.

NOTE: Competitors in this event MUST be in 9th or 10th grade only

SLC Procedure: 7-minute presentation based upon the topic below

Develop one social media strategy aimed at increasing donations and support for a local non-profit organization in your community. Highlight specific projects, success stories, and behind-the-scenes content to build a connection with the audience.
Do not create live accounts without permission from the non-profit organization.

Job Interview – Presentation, Individual, 2 Entries Per Chapter

Job Interview is a competitive event demonstrating members creation of job materials and interviewing techniques. This competitive event consists of pre-judged materials and presentation (interview) components

SLC Procedure: Prejudged resume and cover letter and a 10-minute interview (NOTE: No props or visuals are allowed)

Local Chapter Annual Business Report – Chapter Event, Individual/Team, 1 Entry Per Chapter

Local Chapter Annual Business Report 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 pre-judged report and presentation component.

SLC Procedure: Prejudged 17-page report and 7-minute presentation

Mobile Application Development– Presentation, Individual/Team, 2 Entries Per Chapter

Mobile Application Development provides members with the opportunity to develop a mobile application based on a given topic. This competitive event consists of a presentation component where the application is demonstrated for the judges.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Design a mobile application that gamifies learning for subjects like math, science, history, or language arts, offering interactive quizzes, puzzles, and progress tracking.
The following skills are emphasized: Game development, educational content creation, interactive design, and user feedback mechanisms.

Partnership with Business Project – Chapter Event, Individual/Team, 1 Entry Per Chapter

Partnership with Business Project provides chapter members with the opportunity to share their chapter's development and implementation of an innovative, creative, and effective partnership with a business to benefit the greater good. This competitive event consists of a pre-judged report and presentation component.

SLC Procedure: Prejudged 17-page report and 7-minute presentation

Public Service Announcement– Presentation, Individual/Team, 2 Entries Per Chapter

Public Service Announcements are basic messages to the public that raise awareness on a specific issue. Public Service Announcement (PSA) provides members with the research, form an objective and create a 30-second video on a topic. This competitive event consists of a presentation component where the PSA is shown for the judges and the development process explained.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Produce a 30-second public service announcement about Healthy Habits in the Workplace.

Public Speaking – Presentation, Individual, 1 Entry Per Chapter

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

SLC Procedure: 5-minute speech based upon the topic below (NOTE: No props, visuals, or handouts are allowed)

Topic: Develop and deliver a speech based on the following topic: The Power of Networking: Building Professional Relationships for Future Success

Sales Presentation– Presentation, Individual/Team, 2 Entries Per Chapter

Sales Presentation provides members with the opportunity to demonstrate their ability to sell a product or service they choose. This competitive event consists of an interactive presentation.

SLC Procedure: 7-minute presentation Note: This event is an interactive presentation with judges asking questions throughout

Social Media Strategies– Presentation, Individual/Team, 2 Entries Per Chapter

Social Media Strategies provides members with the opportunity to showcase their skills in developing a marketing strategy using multiple social media platforms. This competitive event consists of a presentation component.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Develop multiple social media strategies for a new eco-friendly clothing brand. Emphasize storytelling, influencer partnerships, and user-generated content to create buzz and drive sales. Do not create live accounts.

Visual Design– Presentation, Individual/Team, 2 Entries Per Chapter

Visual Design provides members with the opportunity to showcase their skills in designing. This competitive event consists of a presentation component where the use of design principles are shared with the judges.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Your design firm has been asked to design a booth for one stand at a Local Farmers Market.
· The booth should highlight the products being sold
· The booth should show the company or farmer name and pricing of the products
Note: The booth/stand can be for a real or fictitious business.

Website Coding & Development– Presentation, Individual/Team, 2 Entries Per Chapter

Website Coding & Development provides members with the opportunity to code a website based on a specific topic. This competitive event consists of a presentation component where the website is shown to the judges. The focus of this event is the backend coding and development of the website.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Create a website for your school's guidance department so students can easily search job postings and employers can easily submit them.
Your website must include the following functionalities:
· A page for employers to submit postings
· A backend panel to approve or delete postings
· A page displaying the approved postings
· A page for students to apply for the posting
Note: Website does not have to be live. If partnering with your school, permission must be received from the school to make the website public.

Website Design– Presentation, Individual/Team, 2 Entries Per Chapter

Website Design provides members with the opportunity to design a website based on a specific topic. This competitive event consists of a presentation component where the website is shown to the judges. The focus of this event is the forward-facing website design.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Your school has opened a large gymnasium that can also be used as a 3,500-seat arena for events in the community. The community could rent the gymnasium for local sporting events, live concerts, trade shows, and other community events. You must create a website to promote this arena.
The website should include the following elements:
· A calendar of events
· A box office area to purchase tickets
· An information area that includes directions, seating charts, policies, and amenities
· A planner page that includes information on arena rental, contacts, etc.
Note: Website does not have to be live. If partnering with your school, permission must be received from the school to make the website public.

Open Events– Chapter Event, Teams of 2-4, 6 Entries Per Chapter

Open Events provide NJ FBLA members with an additional opportunity to demonstrate their understanding of FBLA's three main pillars: Service, Education, and Progress.

Note: Members who win this event DO NOT qualify for the NLC, as this event is a NJ only event. Competitors in this event may also compete in one individual/team event. All winners will be recognized.

There will be three Open Events: Service Video, Education Video, and Progress Video. Each chapter may submit 2 entries (teams of 2-4) for each event, for a total of 6 Open Event entries per chapter. A member may not compete in more than one NJ FBLA Open Event each year.

Open Event prompts will be picked up during the designated day on the first day of SLC and completed entries will be due at the designated time on the second day of SLC.

NEW THIS YEAR: Open Event competitors will be registered as part of your chapter's SLC competitive event registration. Onsite registrations will not be accepted.

Each first-place team will be recognized with a trophy at SLC and all winning videos will be shown on stage.

Scholarship – Chapter Event, Individual, 1 Entry Per Chapter

The Scholarship Competitive Event provides graduating NJ FBLA members who have demonstrated excellence and outstanding involvement within FBLA with the opportunity to compete for scholarship funds.

Note: Members who win this event DO NOT qualify for the NLC, as this event is a NJ only event. Competitors in this event may also compete in one individual/team event. All winners will be recognized.

All applicants must be graduating seniors.

Scholarship applications must include a resume outlining education, work experience, FBLA involvement, and involvement in other school and community activities; a letter of recommendation from the local chapter adviser; a transcript of grades through close of fall semester of the current year; and an essay not to exceed 300 words on how participation in FBLA has assisted the member in making his/her occupational choice.

The scholarship rubric can be found here.

Scholarship competitors must be registered as part of your chapter's SLC competitive event registration. The prejudged materials will be submitted through the standard prejudged process.

Winners will receive a scholarship letter with instructions on how to redeem their scholarship. Scholarships can only be redeemed after completion of the winner's first semester of college and after becoming a paid member of FBLA Collegiate.

Scrapbook– Chapter Event, Individual, 1 Entry Per Chapter

The Scrapbook Competitive Event provides FBLA chapters the opportunity to earn recognition for documenting their journey through the membership year!

Only one member per chapter can be registered for this event.

Note: Members who win this event DO NOT qualify for the NLC, as this event is a NJ only event. Competitors in this event may also compete in one individual/team event. All winners will be recognized.

Scrapbook competitors must be registered as part of your chapter's SLC competitive event registration. The physical scrapbook should be turned in to the SLC registration desk on the first day of SLC.

Must use a black or dark blue scrapbook without patterns. A simple lined border on the cover is acceptable.
You may decorate the cover of the scrapbook with stickers, markers, paint, etc. but may not use a scrapbook with a pre-decorated cover.

Limit of 100 pages (50 sheets): each side of the paper counts as a separate page. Pages must be numbered. Must include a Table of Contents (counts as a page). First page must contain the name of your chapter, the name of the student who completed the scrapbook and is competing in the event, and the year 2024-25.

Must use state and national themes somewhere in book—does not have to be on every page. State theme – Unlock Your Potential. National theme – Dare to Dream, Dare to Lead.

Big points: -Newspaper articles -Notes/letters of congratulations -Use of design -Creativity

Nothing can be sticking out over a page.

Scrapbook should be chronological beginning with 2024 State Leadership Conference

Scrapbooks will be handed in during registration at the State Leadership Conference

Use pictures, articles, pop-ups, decorative design, etc. and cover as many chapter events as possible.

The rating sheet can be found here.

CONFERENCES

NEW ADVISER TRAINING

October 9, 2024

Time: 9:00am-3:00pm
Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA
Price: FREE
Registration Deadline: September 18, 2024
Adviser Training will be held from 9:00am to 3:00pm on October 9 at Kean University. Advisers who have served for 3 years or less are encouraged to attend this event. Attendees will receive six hours of professional development. During New Adviser Training, advisers will learn to navigate the FBLA Connect database, learn to use the New Jersey FBLA conference registration system, dive into state & national programs, and hear from veteran advisers!

LOCAL CHAPTER OFFICER TRAINING

September 24 & 25, 2024

Time: 6:00-8:00pm
Location: Zoom
Price: FREE
Registration Deadline: September 18, 2024
Registrants should plan to attend both LCOT sessions. During Local Chapter Officer Training, local chapter officers will explore the duties and possibilities of their respective positions, learn how to develop and publicize engaging meetings and events, understand how your chapter can become more involved with state and national programs, and network with officers from around the state!

STATE FALL LEADERSHIP CONFERENCE

October 23, 2024

Time: 9:00am-2:00pm
Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA
Price: $35 per attendee
Registration Deadline: October 9, 2024
Payment Deadline: October 23, 2024
The SFLC is open to all members of NJ FBLA. Our FBLA State Officer Teams will be presenting engaging workshops including topics such as competitive event preparation, leadership development, community service, BAAs, networking, social media, transitioning to college, and MUCH more! *Note: SFLC attendance is capped at 400 total attendees and 10 attendees per chapter.*

REGIONAL COMPETITIVE EVENTS

December 2-December 4, 2024

Testing Times: 7:00am-6:00pm
Location: Online
Price: $5 per student
Registration Deadline: November 22, 2024
Payment Deadline: December 6, 2024
Virtual Awards Session: December 18, 2024

All NJ FBLA HS members are welcome to partake in Regional Competitive Events. Members must be registered members in order to register for RCE. All events offered during RCE will be 50-minute objective tests completed on a computer. Only the top 8 scoring students from each event in each region will qualify to compete in these events at SLC. (The top 15 scoring students statewide in Future Business Leader). All students must be proctored while completing their tests. Late registrations will not be accepted.

For rules and a list of competitive events, visit the Regional Competitive Events section of this handbook.

REGIONAL SUMMITS

January 7, 2025 (Northern Region @ Fairleigh Dickinson University)
January 8, 2025 (North Central Region @ Seton Hall University)
January 15, 2025 (Central Region @ Kean University)
January 3, 2025 (Southern Region @ Rowan University)

Registration Deadline: December 6, 2024
Price: FREE

Hosted by the NJ FBLA Regional Vice Presidents, these interactive mid-year energizer sessions offer all members in each region an opportunity to network with other members, participate in leadership development activities, and hear from inspiring business leaders. Chapters may only attend the summit for their assigned geographic region.

STATE LEADERSHIP CONFERENCE

March 10-12, 2025

Location: Harrah's in Atlantic City
Registration Deadline: January 31, 2025
Payment Deadline: February 7, 2025
Recognition Events and Prejudged Submissions Deadline: February 7, 2025
SLC Objective/Production Testing Window: February 10-12, 2025

Stay Over Monday & Tuesday Nights (Includes 2 Lunches & Registration, Total Cost Per Person)
Please note: All attending chapters MUST stay over BOTH Monday and Tuesday nights.
Total Student Cost:
Double: $315.00
Triple: $280.00
Quad: $265.00

Total Adviser/Chaperone Cost:
Occupancy Single: $290.00
Double: $195.00
Triple: $160.00
Quad: $145.00

Commuting Chapters (Includes 2 Lunches & Registration, Total Cost Per Person)
Chapters located within a 20-mile radius of Harrah's in Atlantic City may choose to be commuting chapters. To be a commuting chapter, **all** SLC attendees from an eligible chapter must commute and all attendees must physically attend all three days of the conference.
Commuting Student Registration Fee: $240
Commuting Adviser/Chaperone Registration Fee: $120

The SLC will be held March 10-12, 2025 and will feature competitive events, officer elections, opening and closing sessions, and workshops. All registrants must be dues paid members by January 31. All competitors must register and pay the registration fee. A full schedule, competitive event procedures, required forms, and all other applicable information will be shared in advance of the event. Late registrations will not be accepted. In no circumstance will SLC be cancelled. *All Advisers are expected to work one eight-hour shift at SLC as a timekeeper or administrator. This is not optional and is required of all attending chapters.*

Voting Delegates: At the State Leadership Conference, each local chapter shall be entitled to two voting delegates. Only chapters that register at least one member for SLC will be eligible to vote. If a chapter only registers one member for SLC, that chapter will only receive one vote. Only SLC registrants are eligible to serve as voting delegates. Voting delegate registration information will be shared prior to SLC.

State Officer Candidates: NJ FBLA conducts State Officer elections at SLC. For rules, a list of offices, and campaign processes, visit the State Officer Candidate section of this handbook.

National Anthem: FBLA members can apply to sing the National Anthem at SLC. Applications must be submitted by February 7, 2025. Local chapter advisers may nominate a student here: https://connect.fbla.org/login.php?action=viewform&id=189

SLC Scholarships: NJ FBLA will provide 50, $100 scholarships to help members attend SLC. Winners will not receive a check, and will automatically have $100 removed from their chapter's SLC balance. Applications are due by January 10, 2025. Applicants must have a financial need and are required to answer two essays: 1. Please write a short essay on what FBLA means to you. (200 words or less) 2. This year's state theme is Unlock Your Potential. Please write a short essay on how winning this scholarship and attending SLC will help amplify your FBLA journey, personal growth, and/or future career path. (300 words or less) The application must be submitted by the local chapter adviser and can be found here: https://connect.fbla.org/login.php?action=viewform&id=190

Sponsors and Exhibitors: Interested colleges/universities, businesses, and organizations can purchase an exhibit booth for $500. Interested community members, businesses, colleges/universities, and organizations can sponsor a competitive event for $100 each.

Judges: NJ FBLA is actively seeking judges for competitive events. Judges must be over 21 and have relevant experience in business or industry. Judging will occur March 10th and March 11th. Prejudging will occur in February. NJ FBLA is modifying the judge sign up form and will share that form soon!

NATIONAL LEADERSHIP CONFERENCE

June 29–July 2, 2025

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

STATE OFFICER CANDIDATE INFORMATION

GENERAL INFORMATION

FBLA High School 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 national levels of FBLA High School.

FBLA State Officers are prohibited from driving themselves to any event and may only be driven to events and chaperoned by their FBLA adviser, a school approved chaperone (NJ FBLA must have official paperwork from the school admin if the chaperone is not a school employee), or their own parent(s).

FBLA State Officer Positions: President, Secretary, Historian, Parliamentarian, Northern Region Vice President, North Central Region Vice President, Central Region Vice President, Southern Region Vice President, Membership Vice President, Community Service Vice President, Webmaster

As part of the State Officer Candidate Application, students must submit adviser approval, administration approval, parent approval, the state officer candidate agreement, the state officer code of professional conduct and state officer infraction policies and procedures agreement, a full social media disclosure, an FBLA resume, and an expense report.

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.

Per the NJ FBLA Bylaws, a chapter cannot have students serve in the same office for more than 2 years in a row. For example, in 2021-22, the NJ FBLA State President was Jaya Singh from Old Bridge High School and in 2022-23, the NJ FBLA State President was Tamara Kasikovic from Old Bridge High School. Old Bridge High School was prohibited from running a State President candidate for the 2023-24 membership year, but was able to run a candidate for any other position.

The state officer application and required forms will be released in the coming months via adviser update.

Candidates for Regional Vice President positions MUST be able to hold a Regional Summit for around 400 members at their high school the following January. If the local high school cannot hold the summit, applicants should not apply for a Regional Vice President position.

Time Commitment:

FBLA High School State Officers and their advisers (or an approved chaperone) are required to attend:
*Middle School State Leadership Conference (March 27, 2025)
*Officer Transition Meeting (May 19, 2025)
*National Leadership Conference (June 29-July 2, 2025)
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 High School.
*Local Chapter Officer Training (September/October 2025)

New Jersey

*State Fall Leadership Conference (October 2025)
*National Fall Leadership Conference (November 2025; 2 - 4 days)
*At least one Regional Summit (January 2026)
*Officer Candidate Bootcamp (January or February 2026)
*State Leadership Conference (March 2026; 3 days; must arrive one day early)
*One official meeting per month
*Various other commitments such as Bridge/Regional webinars, RCE awards recording, chapter visits, resource creation, etc.

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 High School.

Requirements:

*All candidates must have at least 1 full year of high school study remaining. No seniors are eligible to apply.
*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.
*All FBLA candidates must have completed the Contributor, Leader, and Advocate levels of the Business Achievement Awards by the time their application is submitted
*Candidates for FBLA regional offices may only apply to serve the region in which their school is located.

CAMPAIGN GUIDELINES

Application Deadline: December 20, 2025
Candidate Interviews: January 18, 2025
In Person Bootcamp: January 29, 2025
Campaign Materials (Speech, Video, Campaign Booth) Due: February 10, 2025
SLC: March 10-12, 2025 in Atlantic City; Candidates for State Office (and their school approved chaperone) MUST arrive at SLC on the morning of March 9. This extra night at the hotel will be covered by NJ FBLA.

All candidates/applicants for every office including Parliamentarian and Webmaster (and their school approved chaperone) must attend the full day in person bootcamp held at Kean University on January 29, 2025. Inability to attend Bootcamp is an automatic disqualification. There will be no virtual option or ability to "make up" what was missed.

CAMPAIGN PROCESS FOR ELECTED OFFICES:

NEW THIS YEAR: New Jersey FBLA High School has moved to a slating system. Applicants will provide their preferred office. Based upon an applicant's interview and observations made at bootcamp, the slating committee (officers and staff) will move applicants into the positions that they believe are the best fit for each candidate. This will ensure that no candidate runs unopposed. Candidates will be notified of the position they are nominated to run for and have the opportunity to either accept the nomination or be permitted to withdraw their application and not run for office. Candidates for the positions of Parliamentarian and Webmaster WILL NOT be part of the slating

process and will continue to be application based for the 2024-25 school year. Parliamentarian candidates will continue to take an exam and Webmaster candidates will continue to participate in a skills-based interview process.

All candidates will take a state officer candidate test on-site at Bootcamp. Candidates will be tested on a combination of FBLA history, rules, the NJ FBLA High School Program of Work, position-specific responsibilities, etc. Scores will be disclosed to all voting delegates.

All candidates for elected office, except for President, will give a 1-minute speech. Candidates for President will give a 2-minute speech. No skits or giveaways are permitted during the campaign speech. All candidates will give their speeches on stage at Opening Session.

All candidates for elected office will create a 30-second engaging video that will play immediately before they begin their speech. This video should encompass the candidate's campaign theme and should be extremely creative. The candidate is the only individual who can speak in the video and must adhere to the FBLA dress code. Examples will be shown at Bootcamp.

Each candidate will create a flyer that will be posted on a general campaign website. However, candidates cannot have a personal campaign website.

Candidates will participate in campaigning during the State Leadership Conference. This will be all day on March 11th. Candidates will be given a lunch break.

Candidates are permitted to spend up to $500 on the campaign and MUST submit receipts as well as an expense report. Candidates must report the fair market value for items that were donated or already owned. For example, if a candidate chooses to use a laptop to show a video at their booth, they will need to report the standard cost of renting a similar laptop for one day.

Candidates for any office CANNOT campaign before the adjournment of the opening session. This includes social media, email, word of mouth, and printed media. Only a candidate's adviser and local chapter can be aware of his/her candidacy before the announcement of candidates by the state office. Any candidate found to have violated this rule will be immediately 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.

PARLIAMENTARIAN APPLICANTS:

The applicant with the highest score on the Parliamentary Procedures test will be appointed to serve as State Parliamentarian. Applicants for the office of Parliamentarian do not give a speech, create a video, or participate in any other campaigning activity.

Applicants will take the Parliamentary Procedures test at Bootcamp.

FBLA WEBMASTER CANDIDATES:

Applicants for the office of webmaster will participate in an interview with the current FBLA State Officer Team who will vote to determine the appointee. This interview will take place at Bootcamp.

*NOTE: More information for all offices will be announced prior to SLC

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
*Attend a minimum of (4) local chapter events, not including your own
*Lead the New Jersey state officer team and local chapter members
*Serve as a role model and inspiration for New Jersey FBLA High School

REGIONAL VICE PRESIDENTS:
*Assist the President in the fulfillment of his/her duties
*The Vice President hailing from the region of the President shall preside over the executive board in the absence of the President
*Preside over regional meetings
*Plan and conduct a Regional Summit in January, which encompass workshops focused on competitive events and leadership
*Regional Summits must be hosted at the Vice President's school
*Send out regional update emails every month

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 at the Regional Summits
*Work to encourage Middle Level growth
*Strive to increase member engagement, as well as the number of members

COMMUNITY SERVICE VICE PRESIDENT:
*Develop and execute community service workshops at the Regional Summits and State Fall Leadership Conference
*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

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 High School social media posts to ensure accuracy
*Manage the State Officer Google Drive
*Keep track of current assignments and tasks

HISTORIAN:
*Maintain all New Jersey FBLA High School social media platforms, including Instagram, TikTok, etc.
*Increase engagement in New Jersey FBLA High School social media content by creating appealing activities for each platform
*Keep an accurate visual [photos/video] documentation of the state chapter

PARLIAMENTARIAN:
*Advise the presiding officer and other executive board members on parliamentary procedure
*Have reference materials pertaining to parliamentary procedures available for each meeting
*Ensure that meetings are conducted in an orderly manner according to Robert's Rules of Order Newly Revised.
*Act as the timekeeper during the campaign rallies and caucuses.
*Review minutes of all meetings for accuracy
*Promote FBLA High School programs to local chapters

WEBMASTER:
*Maintain the New Jersey FBLA High School website
*Maintain the New Jersey FBLA High School conference app
*Candidates must pass an interview and skills assessment. Candidates should be familiar with basic programming and website design skills.

Advisers of State Officers:
*Accompany state officer for all required events OR arrange for a school approved chaperone
*Serve as a member of the state executive board (advisers are not voting members)
*Assist state officer with the execution of duties and completion of program of work, if needed

EXPENSES & STIPENDS

*NJ FBLA will pay for the conference registration fee for each officer to attend NFLC and NLC. NJ FBLA will reimburse officers for travel (airplane or train depending on distance) and for their hotel room (at the quad rate) for NFLC and NLC upon successful completion of their term.
*State officers will not be expected to pay for any costs associated with SFLC, SLC, or officer training.
*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 December 20, 2024. This includes students wishing to apply for the appointed position of National Parliamentarian.
Interviews will occur after SLC.

CANDIDATE CALENDAR

FRIDAY DECEMBER 20, 2024

HS State Officer and National Candidate Application Deadline
Deadline: 5:00pm

SATURDAY JANUARY 18, 2025

HS Officer Candidate Interviews
Time: All Day
Location: Zoom
Candidates should make themselves available all day. NJ FBLA will not accept requests from candidates for changes in their assigned interview time.

WEDNESDAY JANUARY 29, 2025

HS State Officer Candidate Bootcamp
Time: 9:00am-3:00pm
Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA
Bootcamp is required for all HS State Officer Candidates. There will be no virtual option.

MONDAY FEBRUARY 10, 2025

State Officer Candidate Materials Due
Deadline: 5:00pm
This is the deadline for approved state officer candidates who attended bootcamp to submit all drafts of their campaign material to the State Office for approval.

SUNDAY MARCH 9, 2025

State Officers & Candidates Arrive for SLC
Time: 9:00am
Location: Harrah's Resort Atlantic City, 777 Harrah's Blvd, Atlantic City, NJ 08401, USA
All state officers and candidates and their approved chaperones must report at 9am on March 9. Lodging for officers, candidates, and chaperones will be covered by NJ FBLA for the night of Sunday, March 9.

MONDAY MARCH 10 – WEDNESDAY MARCH 12, 2025

HS State Leadership Conference
Monday March 10, 2025 - Wednesday March 12, 2025
Location: Harrah's Resort Atlantic City, 777 Harrah's Blvd, Atlantic City, NJ 08401, USA

The SLC will be held March 10-12, 2025 and will feature competitive events, officer elections, opening and closing sessions, and workshops.

New Jersey
FBLA

THURSDAY MARCH 27, 2025

MS State Leadership Conference

Time: 9:00am-5:00pm
Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA
The MS SLC will occur on March 27 from 9am-5pm at Kean University. Incoming State Officers will staff the conference.

MONDAY MAY 19, 2025

State Officer Transition Meeting

Time: 9:00am-3:00pm
Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA

SUNDAY JUNE 29 – WEDNESDAY JULY 2, 2025

HS and MS National Leadership Conference

Sunday June 29, 2025 - Wednesday July 2, 2025
Price: TBA
Location: Anaheim, CA

TO BE SCHEDULED FOR JULY/AUGUST

Officer Training