



TAP 2021 - 2022

Foreword - Texas Awards Program

These Texas Awards Program (TAP) event guidelines are for Texas events only. These will be used at the **Texas State Leadership Conference**. The NAP guidelines will be used at the state level except for number of entries. Check pg. 3-5 to see how many each chapter may enter per event.

FBLA members should print a copy of the NAP event guidelines and any rating sheet(s) and be responsible for following the guidelines exactly. Knowing and following the NAP guidelines are the responsibility of the student member and failure to follow guidelines will result in a penalty or disqualification.

Advisers should use the TAP, NAP, and the SLC Registration Packet to ensure that competitors are correctly registered, on-line and home-school production tests are administered as directed, and that all materials are submitted properly by the stated deadline.

If there are questions, please contact the Texas State Adviser, D'Ann Matlock, at stateadviser@fblatx.org or (cell) 210.452.6677.

Changes for 2021-22

New Events

- **Data Analysis** will be an individual/team presentation event with equipment. The topic will be posted on the FBLA website and competitors will research and develop the topic prior to presenting to the judges, followed by a Q&A. Competitors will use their data analysis skills and tools to analyze the data and prepare a presentation, including data visualizations.
- **UX Design** will be an individual, objective test event based on effective user experience design principles (balance, font, size, white space), readability, ease of navigation, accommodations for special needs (vision, language, other disabilities), appealing and consistent color scheme, accessibility laws in relation to design (ADA), mobile and desktop responsive web design.
- **Human Resource Management** will be an individual, objective test event.

Modified Event Changes:

- **Business Ethics** will expand the scope of the event to align with the ethics initiative developed by the Daniels Fund and MBA Research. Event will now include an objective test, case study topic, submission of one-page executive summary, and presentation to judges.
- **Coding & Programming** will now be an individual or team event, with teams of two to three members.
- **E-Business** will be modified to become focused on the e-commerce piece and will include topic requirements related to conducting e-commerce.
- Vendor sponsored events (**LifeSmarts, VBC Finance, VBC Management**) will be moved to a separate category of programs that recognizes winners, but not as a part of the National Awards Program. This will allow students to qualify and compete nationally in these events but still can compete in events that are part of the National Awards Program.

Events with Name Changes

- **Introduction to Business** will be renamed **introduction to Business Concepts** to better align with standards and high school curriculum.
- **Management Decision Making** will be renamed **Business Management** to better align with standards and high school curriculum.

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Event Summary

The following summaries are to help advisers and students understand the composition and implementation of the various competitive events. Please verify an individual event, however, by checking the specific event guidelines and rating sheets if used.

D = Demonstration

I = Individual

T = Team

C = Chapter

Event Name	Event Type	# Entries Per Chapter	Grade Level	No. of Finalists	Finalist Determined by Prejudged Reports	Finalist Determined by Collaborative Test Score	Recognition Only
Texas Events ONLY							
Adviser of the Year	C	1					X
Battle of the Chapters	T of 4	1					
Business Person of the Year	C	1					X
Endowment Fund Contribution	C	1					X
Local Chapter Scrapbook	C	1					
March of Dimes Contribution	C	1					X
Vernon Payne Award	C	1					X
Who's Who	C	1					X

Texas & National Events					
3-D Animation	I, T	1		10	
Accounting I	I	4			
Accounting II	I	4			
Advertising	I	4			
Agribusiness	I	4			
American Enterprise Project	C	1		10	X
Banking & Financial Systems	I, T	2		10	X
Broadcast Journalism	I, T	1			
Business Calculations	I	4			
Business Communication	I	4			
Business Ethics	I, T	2		10	X
Business Financial Plan	I, T	1		10	X
Business Law	I	4			
Business Management – Formerly Management Decision Making	I, T	2		10	X
Business Plan	I, T	1		10	X
Client Service	I	1		10	
Coding & Programming	D, I, T	1		10	
Community Service Project	C	1		10	
Computer Applications	I	1			
Computer Game & Simulation Programming	D, I, T	1		10	
Computer Problem Solving	I	4			
Cyber Security	I	4			
Data Analysis	I, T	1		10	
Database Design & Applications	I	1			
Digital Video Production	I, T	1		10	
E-business	D, I, T	1		10	
Economics	I	4			
Electronic Career Portfolio	I	1		10	
Entrepreneurship	I, T	2		10	X
Future Business Leader	I	1		10	
International Business	I, T	2		10	X
Graphic Design	I, T	1		10	
Health Care Administration	I	4			
Help Desk	I	2		10	X
Hospitality & Event Management	I, T	2		10	X
Human Resource Management	I	4			
Impromptu Speaking	I	1		10	
Insurance & Risk Management	I	4			
Introduction to Business Concepts – Formerly Introduction to Business	I	4	9-10		

Introduction to Business Communication	I	4	9-10		
Introduction to Business Presentation	I, T	1	9-10		
Introduction to Business Procedures	I	4	9-10		
Introduction to Event Planning	I, T	2	9-10	10	X
Introduction to FBLA	I	4	9-10		
Introduction to Financial Math	I	4	9-10		
Introduction to Information Technology	I	4	9-10		
Introduction to Parliamentary Procedure	I	4	9-10		
Introduction to Public Speaking I	I	1	9-10	10	
Introduction to Social Media Strategy	I, T	1	9-10	10	
Job Interview	I	1		10	
Journalism	I	4			
Local Chapter Annual Business Report	C	1		10	X
Management Information Systems	I, T	2		10	X
Marketing	I, T	2		10	X
Mobile Application Development	D, I, T	1		10	
Network Design	I, T	2		10	X
Networking Infrastructures	I	4			
Organizational Leadership	I	4			
Parliamentary Procedure	T	2		10	X
Partnership with Business Project	C	1		10	X
Personal Finance	I	4			
Political Science	I	4			
Public Service Announcement	I, T	1		10	
Public Speaking II	I	1		10	
Publication Design	I, T	1		10	
Sales Presentation	I	1		10	
Securities & Investments	I	4			
Social Media Strategies	I, T	1		10	
Sports & Entertainment Management	I, T	2		10	X
Spreadsheet Applications	I	1			
Supply Chain Management	I	4			
UX Design	I	4			
Web Site Development	D, I, T	1		10	
Word Processing	I	1			
National Events ONLY			See National Guide		
LifeSmarts (Fall/Spring)	T				
Virtual Business Finance Challenge (Fall/Spring)	I, T				
Virtual Business Management Challenge (Fall/Spring)	I, T				

Events with Materials to be Submitted Prior to the SLC

3-D Animation	Digital Video Production
American Enterprise Project	Future Business Leader
Business Financial Plan	Job Interview
Business Plan	Local Chapter Annual Business Report
Community Service Project	Partnership with Business Project

Events with On-Line Test Taken Prior to SLC (#Tests taken collaboratively)

Accounting I	Intro to Business Communication
Accounting II	Intro to Business Procedures
Advertising	Intro to FBLA
Agribusiness	Intro to Financial Math
Banking & Financial Systems #	Intro to Information Technology
Business Calculations	Intro to Parliamentary Procedures
Business Communication	Journalism (New)
Business Ethics #	Management Information Systems #
Business Law	Marketing #
Business Management #	Network Design #
Computer Applications	Networking Concepts
Computer Problem Solving	Organizational Leadership (New)
Cyber Security	Parliamentary Procedure
Database Design & Applications	Personal Finance
Economics	Political Science
Entrepreneurship #	Securities & Investments
Future Business Leader	Sports and Entertainment Management #
Global Business #	Spreadsheet Applications
Health Care Administration	UX Design
Help Desk	Word Processing
Hospitality Management #	
Human Resource Management	
Insurance and Risk Management	
Introduction to Business Concepts	

Special Information

Please be aware of the following regulations that affect the Texas Awards Program:

- **Attendance at SLC.** If a chapter enters any competitive event, an adviser must be present at the SLC and must help administer the competitive event program; otherwise, all competitors from that chapter will be disqualified.
- **Adviser Assignments.** All advisers and adults attending the SLC are required to help morning and afternoon to ensure that the competitive event program occurs.
- **Finalists Notice.** Finalists will **not** be notified prior to the SLC. In events with early elimination (reports, electronic submissions) the maximum number of finalists presenting at the SLC is 10.
- **Pre-Submitted and Electronic Entries.** Deadline dates and the method of submission will be given in the SLC Registration Packet which is sent to advisers registered on the Texas ListServe and is posted on the state's website.
- **Americans with Disabilities Act (ADA).** Texas FBLA meets the criteria specified in the Americans with Disabilities Act for all participants who submit a special needs request to the State Adviser prior to the SLC registration deadline.
- **National Clusters and NBEA Standards.** Consult the National Awards Program for this information at fbla-pbl.org, FBLA, Competitive Events, Event Guidelines and Rating Sheets.
- **Format Guide (NAP).** Competitors in Computer Applications and Word Processing are allowed to use the Format Guide for the production portion of the events. The Format Guide can be found at <https://www.fbla-pbl.org/media/FBLA-Format-Guide-2020-21-v6.pdf>
- **Fair Use.** All competitors using materials from other sources must document those sources; check the Format Guide pg. 141 for instructions.
- **Events Entered.** An individual may enter one individual **OR** team event. However, a student may enter an event and be in recognition events such as Who's Who. A student may enter chapter events and another event. No changes to scheduling or the assigned order of presentations will be made to accommodate competitors entered in multiple events.
- **Entries Per Chapter.** A chapter may enter up to four competitors in events with an online test only. A chapter may enter two individuals **OR** teams in events with an on-line test and a presentation, where the on-line test is used to determine finalists. One entrant per chapter is allowed in all other events. Who's Who may have one entry per chapter, plus any state and national officers.

Repeat Competitors. Competitors are not permitted to compete in an event more than once at the NLC unless one of the following circumstances applies:

- **Modified Events:** A competitor may compete in the same event when the event is modified. Note, if the only modification is a name change, competitors may **not** compete in the renamed event.
- **Team Events:** One (1) competitor of the team may have competed in the same event at one (1) previous NLC; however, they may not compete more than twice in the event at the national level.
- **Chapter Events:** Competitors may compete in a chapter event more than once (American Enterprise Project, Community Service Project, and Partnership with Business Project).
- **Individual Entry:** A competitor who competed as an individual entry in a team event at the national level may compete in the same event a second time as part of a team, but not a second time as an individual.

- Parliamentary Procedure: Two (2) competitors of the team may have competed in this event at a previous NLC; however, they may not compete more than twice at the national level.
- 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.
- **Repeat Projects.** Once a project (such as Community Service Project) has placed at the SLC, that project may **not** be used again for competition purposes for at least five years.
- **Event Audiences.** Preliminary events are not open to an audience. Final rounds for events with topics given at the SLC will also not be open to an audience. Competitors in an event may **not** be in the audience during any presentation of that event. Space availability may limit audiences.
- **Recognition for Chapter Membership.** To receive recognition for chapter membership, such as Largest Percentage of Increase, the chapter must be present at the SLC.
- **Awards Attire.** Students not appropriately attired will not be permitted on stage to accept awards. Chapters leaving immediately after the Awards Ceremony should make arrangements for students to change into travel clothes after the session.
- **Winner Changes.** No placement changes will be made after the conclusion of SLC.
- **Awards.** Awards not picked up during the awards ceremony will **not** be mailed to winners. If you will not be available during the awards ceremony, make arrangements with another adviser to pick up any awards your chapter may earn. Unclaimed awards will be returned to the supplier for credit.
- **Return of Materials.** Rating sheets, reports, media submissions, etc. will be available for pickup **immediately** following the awards ceremony at the SLC. Any materials not picked up will be thrown away immediately after the session closes. Materials will **not** be mailed to chapters. If you will not be available immediately at the close of the awards ceremony, make arrangements to have someone pick up materials for you.
- **National Competition.** National Awards Program guidelines allows each state to enter four (4) competitors in every national-level event. Since we recognize only five places on the state level; we will not go past fifth place to certify state winners for national competition. If two state winners cannot attend, Texas FBLA will not have a full contingent in the event.
- **Materials from the NLC** will be mailed only upon request and only if the name(s) of the member(s), the event, and the school are provided. A self-addressed, stamped envelope must also be provided.



ADVISER OF THE YEAR JOAN E. BORUK RECOGNITION AWARD

There could be no local FBLA chapters without the dedication of teachers. This recognition event is designed to recognize one outstanding adviser each year.

ELIGIBILITY

Each chapter may enter one adviser who is on record in the FBLA-PBL national office as a local chapter adviser by February 1.

An adviser may be recognized once every five (5) years for this award.

PROCEDURE

The selection of the Texas FBLA Adviser of the year will be determined by the points on the Rating Sheets. If there is a tie, the adviser with the most number of years as an adviser will be selected.

JUDGING

There will be no judging in this event.

STATE AWARDS

One local adviser will be selected for recognition in this event.

NATIONAL LEADERSHIP CONFERENCE

The Adviser of the Year named at the SLC will be recognized at the national conference.



ADVISER OF THE YEAR ENTRY FORM

Every year for the National Leadership Conference each state is asked to submit the name of one adviser to be presented as the "Adviser of the Year." Each state determines how to select its honoree. If an adviser in your chapter qualifies in several of the areas below, complete this form, attach supporting documentation (such as officer names, years or conference city), and return it with the SLC registration materials. The one (1) local adviser with the highest documented point total who has not been recognized as Adviser of the Year within the last five (5) years will be selected. The Texas Adviser of the Year will be recognized at the SLC **and** at the NLC.

Adviser _____ Area _____

School _____ City _____

Home Address _____

City _____ ZIP _____ Home Phone (_____) _____

FBLA Membership - 1 point x _____ years _____

Conferences Attended

- | | |
|--|----------|
| a. Area Workshops – 1 point x _____ | a. _____ |
| b. District Conferences – 1 point x _____ | b. _____ |
| c. State Leadership Conferences – 3 point x _____ | c. _____ |
| d. National Fall Leadership Conferences – 3 points x _____ | d. _____ |
| e. National Leadership Conferences – 5 points x _____ | e. _____ |
| f. Institute for Leaders – 5 points x _____ | f. _____ |

Officer Sponsorships

- | | |
|--|----------|
| a. Attended State Officer Training – 10 points x _____ | a. _____ |
| b. Each district officer – 5 points x _____ | b. _____ |
| c. Each state officer – 10 points x _____ | c. _____ |
| d. Each national officer – 15 points x _____ | d. _____ |

Conference Coordinator

- | | |
|--|----------|
| a. Area Workshop – 5 points x _____ | a. _____ |
| b. District Conference Coordinator – 15 points x _____ | b. _____ |
| c. State Leadership Conference – 20 points x _____ | c. _____ |
| d. National Fall Leadership Conference – 30 points x _____ | d. _____ |
| e. National Leadership Conference – 30 points x _____ | e. _____ |

Workshops Presented

SLC, NFLC, NLC, or other FBLA-related – 5 points x _____

Offices Held

- | | |
|--|----------|
| a. State Adviser – 5 points x _____ | a. _____ |
| b. Area Adviser, State Associate Adviser/Coordinators – 4 points x _____ | b. _____ |
| c. Texas Board of Directors – 10 points x _____ terms | c. _____ |
| d. National Board of Directors – 10 points x _____ terms | d. _____ |
| e. National Awards Program Committee – 5 points x _____ terms | e. _____ |

Additional FBLA Activities (Manuals written, Special Assignments)

Document each – 1 point x _____

TOTAL POINTS _____



BUSINESS PERSON OF THE YEAR

This national event recognizes outstanding leaders from the business sector who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local, state, and/or national levels.

Eligibility

Each chapter may nominate one (1) person for Businessperson of the Year. Nominees must be members of the business sector, not students or educators.

Overview

The entry form must be completed by the local adviser and mailed, with the nominee's biographical sketch attached, to the state adviser by the published deadline. The biographical sketch should include the bullets listed under the procedures section

Nominees must be members of the business community. Persons who are students or full-time employees of educational institutions or departments of education are not eligible for this award; such nominees will be disqualified.

Guidelines

Criteria for selection of nominees at the state level should include, but not limited to,

Years of participation in FBLA-PBL activities

Promotion of FBLA-PBL through presentations and seminars

Contribution to local or state chapter projects and activities

Financial assistance to and sponsorship of activities for local and/ or state chapter(s)

The biographical sketch of each nominee should particularly address the above areas.

State Recognition

Each nominee attending the SLC will be recognized during the conference.

National Recognition

All nominations received by the state association will be forwarded to the national office for national recognition. Each nominee attending the NLC will be recognized during the conference.

Business Person of the Year Entry Form

Chapter _____ City _____

Adviser _____

Nominee's Name _____

Address _____

City _____ ZIP _____

Cell Phone (_____) _____

Company _____

Position _____

Company Address _____

City _____ ZIP _____

Work Phone (_____) _____

Supervisor's Name _____

Will the nominee attend the Awards Session Saturday? ____ Yes ____ No

If yes, what is the name of the chapter member who will read the nomination during the ceremony? Please print legibly so information can be entered in the Awards script correctly.

Attach a typed biographical sketch.

**THE CHAPTER MEMBER MAKING THE INTRODUCTION MUST
BRING THIS INFORMATION TO THE SLC AWARDS CEREMONY TO READ WHILE
MAKING THE INTRODUCTION!**

The biographical sketch will NOT be in the script.



ENDOWMENT FUND 100% PARTICIPATION HIGHEST PERCENTAGE CONTRIBUTION HIGHEST CONTRIBUTION PER MEMBER

TEXAS FBLA RECOGNITION AWARD

Effective only on the state level, this event was established by votes of the 1982-83 State Executive Committee and local chapters at the 1983 State Leadership Conference. Chapters have committed themselves to establish and support an Endowment Fund for scholarships and training.

ELIGIBILITY

All properly registered chapters in the state of Texas who make a contribution to the fund are eligible for recognition.

REGULATIONS

1. The SLC entry form must be completed by the local adviser and submitted to the state office by the published registration deadline.
2. Contributions must be received by the close of registration at the SLC.
3. Chapter registration, number of student members, and amount of contribution will be verified by records in the state office as of the SLC registration deadline.

JUDGING

Chapters recognized in this event are determined based on entry forms submitted, contributions received, and total chapter membership as verified by records in the state office.

STATE AWARDS

The number of awards presented is determined by the state office and/or the number of entries. All chapters contributing at least \$1.00 for every registered member will be recognized as will the top three contributors.

NATIONAL LEADERSHIP CONFERENCE

The recognized chapters in this event will **not** advance to the national level.



Endowment Fund Contributions

Entry Form

School _____

City _____

Adviser _____

Endowment – 100% Participation

Total Chapter Membership _____

Amount Contributed (must be at least \$1 per member) \$_____

Endowment – Highest Percentage of Contribution

Total Contributed \$_____ divided by

Total Student Membership _____ equals

Average Contribution Per Member \$_____



LOCAL CHAPTER SCRAPBOOK

Scrapbooks are used to record and display a local chapter's involvement during the school year. The event provides participants with experience in displaying documents, pictures, and memorabilia in a scrapbook format report.

Scrapbook Purpose

The scrapbook should summarize the activities of the local chapter for the time period between the start of the previous school year's State Leadership Conference and the start of the current school year's State Leadership Conference. Project materials used for other FBLA reports may be included. The scrapbook should include the chapter's profile, productivity, recognition and business procedures. The scrapbook will include activities with officers, members, community service participation, leadership, fundraisers, and school involvement.

Eligibility

Each school may submit one scrapbook (FBLA Official Scrapbook, obtained from the Market Place *or its equivalent*) and must be an active local chapter that is on record in the FBLA-PBL National Center as having paid dues by February 1 of the current school year.

Procedure

The scrapbook format must follow the same sequence shown on the rating sheet with sections clearly identified. Creativity and professionalism are encouraged in the scrapbook layout.

No more than 30 pages (front and back) will be allowed (60 total). Pages are to be numbered.

Materials may not extend beyond the edge of the page.

Photographs and items are to be identified with the activity, date taken, and the names of individuals involved.

Penalty points will be assessed if the above items are not properly addressed.

The scrapbook may display the selected conference theme or may develop the chapter's theme for the year.

All scrapbooks will be brought to the State Leadership Conference and turned in at the time of registration. Scrapbooks *may* be displayed if personnel assignments allow. Scrapbooks are to be picked up behind the stage at the last general session, immediately following the closing ceremony. Scrapbooks will **not** be mailed back to a chapter.

State Awards

The maximum number of awards at the State Leadership Conference is three. No ties will be awarded. The scorings of the judges are final.

National Advancement

Winners in this event **do not** advance to national competition.

Local Chapter Scrapbook - Rating Sheet

(State Event Only – No Advance to NLC)

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Chapter Profile					
President's letter to chapter membership *Number of members *Size of school and community *When and where the chapter was organized	0	- 3	- 7	- 10	
Productivity					
Recruitment of members and chapters	0	- 2	- 4	5	
Leadership development for officers and members	0	- 3	- 7	- 10	
Preparation of students for business careers	0	- 2	- 4	5	
Service to the school and community	0	- 3	- 7	- 10	
Cooperation with business, professional, and service groups	0	- 2	- 4	5	
Participation in public relations activities	0	- 2	- 4	5	
Support of FBLA national and state projects	0	- 2	- 4	5	
Attendance and participation at state and nationally sponsored conferences	0	- 2	- 4	5	
Recognition					
For FBLA-PBL competitive events and activities	0	- 2	- 4	- 6	
For school, community, business, and industry activities	0	- 2	3	4	
Businesslike Procedures					
Chapter management and organization	0	- 2	- 4	5	
Fundraising activities	0	- 2	- 4	5	
Format of Scrapbook					
Clear and concise presentation with logical arrangement of information	0	- 3	- 7	- 10	
Correct grammar, punctuation, spelling, and acceptable business style	0	- 2	- 4	5	
Displays a theme, creative design, photos and professional material layout	0	- 2	- 4	5	
Total Points (100 max) minus penalty points _____ (not to exceed 20 points) =					

School _____ City _____

Judge's Signature _____ Comments: _____



MARCH OF DIMES

Texas FBLA Recognition Award

Effective only on the state level, this event was established in support of the national March of Dimes project. Every chapter is encouraged to contribute to this nation-wide community service project.

ELIGIBILITY

All properly registered chapters in the state of Texas who make a contribution to the March of Dimes are eligible.

REGULATIONS

1. The SLC entry form must be completed by the local adviser and submitted to the state office by the published SLC registration deadline.
2. Contributions must be received by the close of registration at the SLC.
3. Chapter registration, the number of student members, and the amount of contribution will be verified by records in the state/national office as of February 1.

PROCEDURE

The entry form may include only those contributions made to the March of Dimes between the last State Leadership Conference and the current conference registration deadline. Chapters must have contributed at least \$1.00 for each student member in the chapter. Advisers will not be included as membership. Total chapter contributions for the year will be divided by the highest student membership for the year to obtain a contribution per member figure that will be used to determine the winners of this event.

JUDGING

Winners in this event are determined based on entry forms submitted, chapter membership, and total contributions received as verified by records in the state office.

Scores shall be calculated by:

1. Scores shall be calculated by: _____ Total Contributed / _____ Total Student Membership = _____
Average Contribution Per Member
2. Largest chapter contribution.

STATE AWARDS

The number of awards presented is determined by the state office and/or number of entries. The maximum number is five (5).

NATIONAL LEADERSHIP CONFERENCE

The recognized chapters in this event will **not** advance to the national level.

SCHOOL _____ CITY _____

ADVISER _____



ENTRY FORM – MARCH OF DIMES CONTRIBUTION

The entry should include contributions made to the March of Dimes after the close of the last State Leadership Conference and through the date of this SLC registration deadline. Winners will be determined by the highest contribution per member and largest contribution.

Complete the information below and **include supporting documentation** for contributions already made. For a contribution turned in with the SLC registration, make the check payable to the March of Dimes.

<u>Date</u>	<u>Amount of Contribution</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____ (donation received with registration)

Total Contributions \$ _____
 divided by
 Number of Chapter Members _____ equals
 Average Contribution Per Member \$ _____



VERNON PAYNE AWARD

Texas FBLA Recognition Award

This award, named after the founder of Texas FBLA, recognizes the most active Texas FBLA chapters on the local, district, state and national levels.

Directions

Complete the following Rating Sheet and attach supporting documentation for each item. Turn in the Rating Sheet and the attached documentation during Event Confirmation on the first day of the SLC. Points claimed may be adjusted by the judges based on the documentation submitted. The top chapter will be recognized at the SLC. Winners do not advance to national competition.

State Awards

The maximum number of awards at the State Leadership Conference is one (1). No ties will be awarded. The scorings of the judges are final.

National Advancement

Winners in this event do **not** advance to national competition.



VERNON PAYNE AWARD APPLICATION

School _____

City _____

Chapter Adviser _____

1. MEMBERSHIP

- A. 100 points for each chapter organized/reactivated and installed (list) 1. A _____
- B. Increase in your local chapter membership over last year
- | | |
|--------------------|----------------------|
| 0-15% - 25 points | 51-70% - 70 points |
| 16-30% - 40 points | 71-90% - 90 points |
| 31-50% - 50 points | 91-100% - 100 points |
- (_____ Members last year / _____ Members This Year = _____) 1 B _____
- C. Percentage of your school's students with FBLA membership:
- | | |
|--------------------|------------------------|
| 0-10% - 25 points | 21-25% - 70 points |
| 11-15% - 35 points | Above 25% - 100 points |
| 16-20% - 50 points | |
- (_____ Members / _____ Students = _____) 1 C. _____

2. COMMUNICATIONS

- A. Meeting state and national membership dues deadlines, 100 points 2 A. _____
- B. Chapter news in local newspapers, on radio, TV, etc. 50 points 2 B. _____
- C. News submitted to State Reporter/Historian, 50 points 2 C. _____
- D. 25 points each presentation to civic organizations or school board 2 D. _____

3. CONTRIBUTIONS

- A. Endowment Fund: Contributing \$1 or more per member, 100 points **OR**
Contributing at least \$10 but less than \$1 per member, 50 points 3 A. _____
- B. March of Dimes: Contributing \$2 or more per member, 100 points 3 B. _____
- C. Securing a donation from a business, 100 points 3 C. _____

Vernon Payne Award Continued:

School _____

4. DISTRICT INVOLVEMENT

- A. Hosting an Area Workshop, 100 points 4 A. _____
- B. Attending an Area Workshop, 25 points 4 B. _____
- C. Significant share in organizing the District Conference, 25 points 4 C. _____
- D. Hosting a District conference at your school, 100 points 4 D. _____
- E. Attending a District Conference, 25 points 4 E. _____
- F. 50 points for each district officer candidate: _____ x 50 = 4 F. _____

5. STATE INVOLVEMENT

- A. 50 points for an officer candidate at this SLC 5 A. _____
- B. 50 points for each member and adviser at this SLC: _____ x 50 = B. _____
- C. 50 points for each event entered at this SLC: _____ x 50 = C. _____
- D. 200 points per state officer in good standing this past year: _____ x 200 = D. _____
- E. 50 points per officer and adviser attending State Officer Training _____ x 50 = E. _____
- F. 50 points for each officer attending Ventures: _____ x 50 = F. _____
- G. 50 points for state officer working Business Ed. PDC: _____ x 50 = G. _____
- H. Travel to SLC: _____ Round Trip Mileage x _____ No. Attending/100= H. _____

6. NATIONAL INVOLVEMENT

- I. 200 points for an officer candidate at the last NLC
- J. 50 points per adviser/non-competing member attending last NCL: _____ x 50 =
- K. 150 points per member entered in event at the last NLC: _____ x 150 =
- L. 150 points for each member placing in top 10 at the last NLC: _____ x 150 =
- M. 200 points for a national officer remaining in good standing for past year
- N. 25 points each for participating in national projects: _____ x 25 =
- O. 25 points-planning/conducting meetings/activities on FBLA purposes/goals
- P. 50 points each professional member: _____ x 50 =
- Q. 15 points per member/adviser attending the Institute for Leaders: _____ x 15 =

- 6. A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____
- G. _____
- H. _____
- I. _____

TOTAL POINTS CLAIMED



Who's Who in FBLA

This award honors FBLA members who have made outstanding contributions to the Association at the local, area, state, and national levels.

Eligibility

Each chapter may enter one (1) participant who is on record in the FBLA-PBL national office as having paid dues by February 1 of the current school year.

National and state officers automatically earn recognition in this event; therefore, having a national or state officer does not prohibit a chapter from selecting an additional member for this honor. One nominee from each local chapter is **automatically** recognized if a name is listed on the SLC event registration form; the Rating Sheet will **not** need to be completed for this nominee.

A member nominated for Who's Who in FBLA, which is recognition and not an individual event, may compete in another event.

Regulations

The entry must be submitted in the online registration by the local chapter adviser by the registration deadline. If the local chapter nominee is unable to attend the State Leadership Conference, the chapter may designate a delegate to accept the award for that nominee.

Procedure

Criteria for selection of the nominee from a local chapter and as the state's representative to the National Leadership Conference should include:

- Years of participation in FBLA activities
- Extent of participation in conferences sponsored by the state chapter and national association
- Offices, chairmanships, and committee memberships held
- Contributions to local, state, and national projects
- Participation in other activities
- Recommendations supportive of the member's involvement in FBLA

TEXAS REPRESENTATIVE TO THE NLC

One individual will be selected as the Texas FBLA Who's Who. To be considered for selection as the Texas representative to the National Leadership Conference, a nominee must complete and submit with the SLC event registration form the Who's Who Rating Sheet which follows. Not more than two pages of documentation in resume format following the sequence of the Rating Sheet must be attached to the Rating Sheet. The completed Rating Sheet and documentation will be used as a guide for the judges.

JUDGING

There will be no judging for the recognition of chapter nominees and the state and national officers, all of whom will be recognized automatically without the submission of documentation.

For nominees wanting to be considered as the **Texas Representative to the NLC**, the Rating Sheet and documentation will be used by a panel of judges to qualify nominees and to select the state's representative to the National Conference. Points claimed by the nominee may be altered by the judges if adequate supporting documentation is not supplied. The decisions of the judges are final. Results will be audited in Event Headquarters to ensure that guidelines are correctly applied and mathematical computations are accurate.

State Awards

One (1) member from each local chapter whose name is listed on the chapter's Event Entry Form and all state and national officers will be automatically recognized as recipients of the state's Who's Who in FBLA award at the State Leadership Conference.

Texas Representative

From those submitting the Rating Sheet and supporting documentation, one nominee will be selected by the judges who, according to the completed Rating Sheet, supporting documentation, and the judges' opinions, will best represent Texas at the National Leadership Conference.

National Leadership Conference

The one (1) nominee selected as the Texas Representative to the NLC will be entered for national recognition.



WHO'S WHO IN TEXAS FBLA – RATING SHEET

DIRECTIONS: One member from each chapter can be nominated for automatic recognition and does not need to complete this rating sheet or submit documentation. This Rating Sheet, to be stapled in front of supporting documentation, is to be completed **only** if the nominee is applying for consideration as the Texas NLC Representative. Consideration will be given if the Rating Sheet is completed, **supporting documentation is provided** and limited to two pages, and verification is properly completed. Using the information supplied, judges will verify the information provided to determine the state's representative who will be recognized at the NLC.

Nominee's Name _____ Chapter _____

Home Address _____

City _____ ZIP _____

Home Phone (____) _____ - _____ Adviser's Home Phone (____) _____ - _____

We certify that the activities claimed are an accurate record of FBLA functions in which the nominee has participated.

Chapter Adviser's Signature	Nominee's Signature
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CRITERIA	TOTAL POINTS
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5 x _____ years as a paid member of FBLA	= _____
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Extent of participation in FBLA conferences:

2 x _____ Area Workshops	= _____
2 x _____ District Conferences	= _____
5 x _____ SLC, NFLC, and/or State Officer Training	= _____
10 x _____ NLC, Institute for Leaders	= _____
2 x _____ District Events Entered	= _____
4 x _____ State Events Entered	= _____
6 x _____ NLC Events Entered	= _____

FBLA offices, chairmanships and committees

1 x _____ Committee Member	= _____
2 x _____ Committee Chairman	= _____
2 x _____ Local Office Terms Completed	= _____
2 x _____ District Office Terms Completed	= _____
2 x _____ State Office Terms Completed	= _____
2 x _____ National Office Term Completed	= _____

1 x _____ Individual participation in local, state and national projects=	_____
1 x _____ Individual contributions through other FBLA activities	= _____

TOTAL POINTS TOWARD REPRESENTATIVE TO THE NLC = _____

Judge's Signature _____ Cell: _____

Comments:

Texas FBLA Board of Directors

(Areas 2, 4, 6, and Business Representative- 2022 SLC)

The Board of Directors of Texas Future Business Leaders of America is to establish policy and long-range plans for the organization. The voting Board members consist of one elected adviser from each Area, and two business representatives. The State Chairman, State Adviser, State Officer Coordinator, current student State President, and the Middle Level Representative shall be ex-officio, non-voting members of the Board.

The Board shall **meet twice a year**, usually at the Career and Technology Education Conference each summer and at the Mid-Year Planning Meeting. Additional meetings may be called as necessary via the Internet. Meetings take place from noon Saturday – noon Sunday.

This is not an intense, time-consuming position as Board members are to set policy, not administer the daily operations of the organization. However, most Board members are active in the organization and see their position as a unique learning experience!

According to our Policy and Procedures, elections are held on odd SLC years to elect Board of Director representatives from odd-numbered areas (1, 3, 5, 7) and on even SLC years even-numbered areas are elected (2, 4, 6). Therefore, at the 2022 SLC, the even-numbered area reps will be elected.

Applications are to be posted on-line prior to the SLC.

Elections will be held within each Area at the State Leadership Conference during the **Friday Area Meetings**. Each high school chapter may cast **one** vote for the area representative position and one for a Business Representative. Middle Level chapters may cast -- vote for the middle level representative. An adviser will cast the one vote for a chapter, not students. Election is by a simple majority.

Qualifications for all Representatives:

- Have the desire and commitment to seek the best for the organization and its members
- Be willing to devote time to the organization
- Be willing to attend and participate in all Board Meetings
- Have access to email as most communications are conducted via email

Area Rep Qualifications:

- Must be a member of the area to be represented
- May serve four, two-year consecutive terms
- Three years' experience as an FBLA adviser preferred

Middle Level Qualifications:

- Three years of experience as an adviser preferred
- May serve two, two-year consecutive terms

Business Representative Qualifications:

- May serve two four-year consecutive terms

Candidates should complete the Board of Director's application (following) and **post it on-line**.

You'll find serving on the Board an interesting, learning experience where you will make new friends! Please consider joining us!

Application For Texas FBLA Board of Directors High School and Business Representative

Adviser or Business Representative Information:

NAME _____ HS or Bus Rep AREA _____

STREET ADDRESS _____

CITY _____ ZIP _____

E-MAIL ADDRESS _____

HOME PHONE (_____) _____ - _____ CELL PHONE (_____) _____ - _____

CURRENT FBLA ADVISER: ☐ YES ☐ NO PROFESSIONAL MEMBER: ☐ YES ☐ NO

NUMBER OF YEARS AS AN FBLA ADVISER _____ SCHOOLS? _____

FBLA POSITIONS HELD:
_____AWARDS/RECOGNITION

NUMBER OF DISTRICT / STATE / NATIONAL OFFICERS _____ / _____ / _____

School or Business Information:

NAME OF SCHOOL (BUSINESS _____)

STREET ADDRESS _____

CITY _____ ZIP _____

PHONE (_____) _____ - _____ x _____

SCHOOL ADMINISTRATOR or SUPERVISOR (Dr. / Ms. / Mr.) _____

Why are you interested in serving on the Texas FBLA Board of Directors?

AREA, Endowment, & CTAT SCHOLARSHIP

DIRECTIONS: Consideration will be given only if an application is fully-completed, supporting documentation is provided and limited to two pages, a resume and short essay questions are attached, a social security number is provided, and verification is properly completed. Using the information supplied, a committee will review and judge the applications. The judge's scores will be combined to determine the one or two \$500 recipients from each area.

Applications must be posted on-line.

ELIGIBILITY:

- The local chapter and the applicant must be in attendance at the State Leadership Conference.
- Applicants must be a graduating senior planning to continue his/her education the following school year.
- Applicants must be a state and national member of FBLA.
- The number of applicants per chapter may not exceed the number of voting delegates for that chapter.

APPLICATION:

- Complete the application form.
- Include a resume with the following topics: Educational/Career Objectives, Education, Work Experience, FBLA Activities/Experience, Community Service, Honors and Awards, Reference Letters (at least three).
- Include a copy of your ACT/SAT scores.
- Answer the questions listed below. The document should be 1½ -- 2 typed pages using 12-point Arial or Times New Roman font. Double space between answers. The short essay questions (all must be answered) are:
 1. How have you benefited from your membership in FBLA?
 2. How have your local FBLA chapter, school and community benefited from your involvement in FBLA?
 3. How do you plan to utilize your FBLA experience in your future goals and plans?

NOTIFICATION: The Area Scholarship recipients will be announced at the Awards Ceremony of the State Leadership Conference.

REDEEMING THE SCHOLARSHIP: Recipients must follow the directions below to receive the scholarship. Checks will **not** be issued automatically. Mail a copy of the following **by September 15 to:**

Renee Hancock, Treasurer, Texas FBLA, 706 Oak Lane, Grapevine, TX 76051

- A copy of your completed registration and fees paid.
- The name and mailing address of a representative from the financial aid office of the college or university.
- Your full name, mailing address, phone number, type of scholarship, and amount.
- A check may be made to you or to the college/university financial aid office as determined by the Board of Directors.

AREA, Endowment, & CTAT SCHOLARSHIP APPLICATION

Name _____

Chapter _____ Area _____

Home Address _____

City _____ ZIP _____ Home Phone (____) _____ - _____

SS No. _____ - _____ - _____ Adviser's Cell Phone (____) _____

Which scholarship(s) are you applying for Area _____ Endowment _____ CTAT _____

We certify that the activities claimed are an accurate record of FBLA functions in which the nominee has participated.

Chapter Adviser_____
Nominee

CRITERIA

TOTAL POINTS

Extent of participation as a an officer/member

4 x _____ years as a paid member of FBLA = _____

3 x _____ district and chapter office held (21 point maximum) = _____

1 x _____ each committee chaired or served on (20 point maximum) = _____

1 x _____ each article submitted to the Texan (10 point maximum) = _____

Extent of participation in FBLA conferences:

2 x _____ Area Workshops and District Conferences = _____

2 x _____ SLC, NFLC, NLC = _____

2 x _____ District Events Entered = _____

2 x _____ State Events Entered = _____

2 x _____ NLC Events Entered = _____

Extent of participation in the National Recognition Program

5 x _____ Achievement of the F Level = _____

10 x _____ Achievement of the B Level = _____

10 x _____ Achievement of the L Level = _____

15 x _____ Achievement of the A Level = _____

For Judges use ONLY! Do not write in this

All Documentation and Forms Included (if incomplete, disqualify)

YES NO

Total Participation Points (200 point maximum)

= _____

Total Essay Points (100 point maximum)

= _____

Total Resume Points (100 point maximum)

= _____

TOTAL POINTS

= _____