**FBLA HIGH SCHOOL GUIDE FOR 2023 STATE CONFERENCE**

**DEADLINE IS THURSDAY, FEBRUARY 23, 2023 at 3:00 p.m. to REGISTER YOUR MEMBERS INTO EVENTS, VIA BLUEPANDA, LINK BELOW**

**ONLINE Testing for ALL objective tests (except Middle Level) will require a Chromebook, iPad, laptop, or other device (not cell phone) to take the tests. Make sure that the devices are fully CHARGED UP. There will be a few ‘charging stations’ in Exhibition Hall.**

**PERCENTAGE Event Limits. 1 or 3% of membership for certain events (Client Service, Computer App., Database, Electronic Portfolio, Help Desk, Impromptu, Intro. to Public Speaking, Job Interview, Public Speaking, Spreadsheet, and Word Processing).**

**If the percentage results in a fractional number, it is rounded to the next higher number, ie. 3.2 or 3.6 would round to 4.**

**MEMBERSHIP: 1-33, 1 member; 34-66, 2 members; 67-99, 3 members; 100-133, 4 members.**

**\*\*LAPTOPS OR PORTABLE MONITORS ARE ALLOWED, BUT NO PROJECTORS OR SCREENS.**

**\*\*BRING YOUR OWN EXTENSION CORDS, POWER STRIPS, AND CHARGERS.**

**\*\*NON-GRAPHING CALCULATORS CAN BE USED DURING TESTING TIMES. Kansas FBLA has a few calculators available.**

**\*\*NO CELL PHONES CAN BE USED DURING COMPETITIONS.**

**\*\*EACH CHAPTER MUST BRING 1 OR 2 BACK UP ELECTRONIC DEVICES FOR THEIR OWN OBJECTIVE TESTING STUDENTS IN CASE OF INTERNET CONNECTION or TECHNOLOGY PROBLEMS THAT COULD OCCUR WHEN TESTING. Please secure a dedicated tech person from your school (either onsite or at your school) to be on call if your members have technical issues at any time. KANSAS FBLA WILL NOT BE PROVIDING ADDITIONAL ELECTRONIC DEVICES. Please label all your equipment. All ‘tabs’ must be closed while online testing, except Testmoz, the online testing company. If your member is caught with additional TABS open during the testing times, your member will be disqualified from that online test.**

**\*\*Members that placed at a National Conference in the Top 10 – CAN NOT enter that event again.**

**ONLINE REGISTRATION**. Link is:  http://www.gobluepanda.com (link not active until 1/31/2023)

 ALL EVENTS MUST BE **REGISTERED** BY 2/23/23; 3 p.m.

**SKILL TESTS**. Mailed to **CONNIE LINDELL, KANSAS FBLA, STATE ADVISER; 3920 SOPHORA STREET; LAWRENCE, KS 66049**. ***Computer Applications, Database Design, Spreadsheet, and/or Word Processing***. There will NOT be an objective test available for these events at our State Conference. However, if you have student advance to Nationals in one of these events – there will be an Objective Test they must take at the site of the National Conference. Postmarked by 2/23/23.

**CHECK** FOR STATE REGISTRATION. Make payable to **KANSAS FBLA**. Mailed to Ella Oentrich; 2678 First Road; Barnes, KS 66933. Postmarked by 2/23/23. If your payment is received AFTER March 10 in the mail, your chapter members will **not** be allowed to participate. *This means that if you need to have your District Office write and send the check, this needs to be approved at the February school board meeting.*

**SEATING FORM** FILLED OUT. Link is  <https://tinyurl.com/2023ksfblaseating> **Seating assigned only for opening and closing (Awards Program) sessions.**

**VOTING DELEGATE FORM** (Form Link will be available January 31, 2023 and emailed to chapters)

We are going to online voting to elect the state officers this year, to allow for schools that are unable to vote in person, for more efficient vote tallying and to better align with national’s voting practices. HOWEVER, voting for the By-Law changes or additions will be done **IN-PERSON** at SLC on the morning of March 31, 2023 during the Business Session. **PLEASE ONLY PUT THE NAMES OF MEMBERS YOU BELIEVE WILL BE RESPONSIBLE ENOUGH TO BE ON AN ELECTRONIC DEVICE FROM 7:00 AM TO 8:00 AM ON MARCH 31. When you submit your voting delegates’ email addresses on the form, you must provide addresses that will allow *outside emails to come in*.** The number of voting delegates your chapter is entitled to (according to your membership count as of **January 31, 2023) would be as follows: 2-25** members, you are entitled to “2” voting delegates; **25-50** = “3” voting delegates; **51-75** = “4” voting delegates; **76-100** = “5” voting delegates; and **101+** = “6” voting delegates.

**2023 Kansas FBLA Event Submission for Events**

***This year several events will be emailed to****kansasfblaevents@gmail.com*

**\*Subject Line please include SCHOOL NAME and EVENT (EX:  ABILENE, JOB INTERVIEW)**

**and within email include:**

**\*Participant name(s)**

**\*Website URL of presentation (if applicable)**

**\*and/or additional uploaded materials (reports, jobs, letters, resumes, etc.)**

**\*School Name is extremely important on additional uploaded materials.**

 **\***School Name and Event **(Ex:  Abilene, Business Plan)**

**\*FOR these 4 events—Job Interview  -  National Who’s Who  -  Future Business Leader**

\*School, Student Name, Event Name, Letter **(Ex:**  **Abilene, Dawn James, Job Interview, Letter**)

\*School, Student Name, Event Name, Resume **(Ex:**  **Abilene, Dawn James, Job Interview, Resume**)

**\*If submitting both documents in one pdf, please have the letter first, followed by the resume**

**\*Graphic Design or Publication Design**

If submitting individual items (jpgs), make sure each file has your school name.  Also, if submitting multiple items for this event, you may submit them in a zip folder or as one PDF.

***\*\*The Conference Coordinators will verify with the BLUE PANDA event registration (due 2/23/23), that each project submitted was registered by your school. You will be notified if we did not receive your submission or if there is a problem.***

To assist advisers and members; some presentation/materials will be due at different times. **ALL EVENTS MUST BE REGISTERED IN BLUE PANDA BY 2/23/23 AT 3:00 P.M.**

**Materials due by 2/23/23 at 3:00 p.m. for the following events:**

Submit to *kansasfblaevents@gmail.com* Scroll down for more information on each event.

* American Enterprise Project

*(PDF of Report ONLY)*

* Business Financial Plan

*(PDF of Report ONLY)*

* Business Plan *(PDF of Report ONLY)*
* Community Service Project

*(PDF of Report ONLY)*

* Digital Video Production

*(URL to 2 minute DVP ONLY)*

* E-Business *(URL to Site ONLY)*
* Electronic Career Portfolio

*(URL or Link to Site ONLY)*

* Future Business Leader *(PDF of Letter & Resume ONLY)*
* Graphic Design *(ALL Required Materials)*
* Job Interview *(PDF of Letter & Resume ONLY)*
* Local Chapter Annual Business Report *(PDF of Report ONLY)*
* National Who’s Who in FBLA

*(PDF of Resume ONLY)*

* Partnership with Business *(PDF of Report ONLY)*
* Public Service Announcement

*(URL to 30 second PSA ONLY)*

* Publication Design *(ALL Required Materials)*
* Website Design *(URL to Site ONLY)*

**Presentation URL *(video of actual presentation the students would be giving as if they were selected for finals)* due by 3/9/23 at 3:00 p.m. for the following events:**

 Submit to *kansasfblaevents@gmail.com* Scroll down for more information on each event

* Broadcast Journalism
* Business Ethics
* Coding and Programming
* Computer Game & Simulation Programming
* Data Analysis
* Digital Animation
* Introduction to Business Presentation
* Introduction to Social Media Strategy
* Mobile Application Development
* Sales Presentation
* Social Media Strategies

**The TOP 5 finalists in each of the above events will be making their presentations at the SLC in person. Finalists will be notified by 3/17/23.**

**ROLE PLAY AND FUTURE BUSINESS LEADER TESTS**

* ONLINE ROLE PLAY TESTING AT STATE
* Each member of a team must take their own test on their own device, no longer collaborative. **NO phones. Scores will be averaged to obtain the finalists.**
* Must bring picture identification to test, **no substitutions can be made for finals—those who test will be the one(s) making the presentation for finals**
* Casual attire is allowed on Wednesday, March 29.
* Scroll down for more information on each event.

**Banking and Financial Systems**

**Business Management**

**Entrepreneurship**

**Future Business Leader**

**Hospitality & Event Management International Business**

**Introduction to Event Planning**

**Management Information Systems**

**Marketing**

**Network Design**

**Sports & Entertainment Management**

**2023 SPEAKING, PRESENTATION, INTERVIEW EVENTS**

**AMERICAN ENTERPRISE PROJECT**

**(Report due 2/23/23)**

* 1 team of 1-3 members
* Email PDF of report to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **Finalists will be notified by 3/9/23**
* Follow copyright and fair use
* 15-page limit (excluding cover page)
* Top 5 teams present at state

**BANKING AND FINANCIAL SYSTEM**

* Each individual team member must take an online test on their own electronic device; **excluding phones**
* 1 team of 1-3 members
* Must bring picture identification to test, no substitutions can be made for finals
* Top 8 teams present at state

**BROADCAST JOURNALISM**

**(Presentation due 3/9/23)**

* 1 team of 1-3 members
* Email actual presentation to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **URL link must be to YOUTUBE or VIMEO (any MP4’s, Google Drive, shared documents or links, etc. will be disqualified)**
	+ URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
	+ **Finalists will be notified by 3/17/23**
* Follow copyright and fair use
* Competitors will demonstrate the *LIVE* performance of their broadcast *(follow national rating sheet)*
* Top 5 teams present at state

**BUSINESS ETHICS**

**(Presentation due 3/9/23)**

* 1 team of 1-3 members
* Email actual presentation to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **1-page Executive Summary as a PDF**
	+ **URL link must be to YOUTUBE or VIMEO (any MP4’s, Google Drive, shared documents or links, etc. will be disqualified)**
	+ URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
	+ **Finalists will be notified by 3/17/23**
	+ **Objective test will not be given at State level**
* Follow copyright and fair use
* Top 8 teams present at state

**BUSINESS FINANCIAL PLAN**

**(Report due 2/23/23)**

* 1 team of 1-3 members
* Email PDF of report to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **Finalists will be notified by 3/9/23**
* Follow copyright and fair use
* 15-page limit (excluding cover page)
* Top 5 teams present at state

**BUSINESS MANAGEMENT**

* online test on their own electronic device; **excluding phones**
* 1 team of 1-3 members
* Must bring picture identification to test, no substitutions can be made for finals
* Top 8 teams present at state

**BUSINESS PLAN**

**(Report due 2/23/23)**

* 1 team of 1-3 members
* Email PDF of report to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **Finalists will be notified by 3/9/23**
* Follow copyright and fair use
* 15-page limit (excluding cover page)
* Top 5 teams present at state

**CLIENT SERVICE**

* 1 or 3% of membership
* March 30 PRELIMINARY role play - sign up at state for time (An equal number from each section will advance)
* March 31 FINAL role play

**CODING AND PROGRAMMING**

**(Presentation due 3/9/23)**

* 1 team of 1-3 members
* Email actual presentation to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **URL link must be to YOUTUBE or VIMEO (any MP4’s, Google Drive, shared documents or links, etc. will be disqualified)**
	+ URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
	+ **Finalists will be notified by 3/17/23**
* Follow copyright and fair use
* Competitors will be required to demonstrate how well the project works within the video presentation, as well as usability and functionality *(follow national rating sheet)*
* Top 5 present at state

**COMMUNITY SERVICE PROJECT**

**(Report due 2/23/23)**

* 1 team of 1-3 members
* Email PDF of report to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **Finalists will be notified by 3/9/23**
* Follow copyright and fair use
* 15-page limit (excluding cover page)
* Top 5 teams present at state

**COMPUTER APPLICATIONS**

**(Materials Postmarked by 2/23/23)**

* 1 or 3% of membership
* Home site; 2-hour production test
* No calculators
* Use format guide
* Mail 1 copy to Connie Lindell
* Print in color; if directions indicate something in a particular color
* Cover sheet (name, school, event)
* No objective test given at state; however, **an in-person test will be given at nationals. The National Objective test will account for 15% of the total points.**

**COMPUTER GAME AND SIMULATION PROGRAMMING**

**(Presentation due 3/9/23)**

* 1 team of 1-3 members
* Email actual presentation to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **URL link must be to YOUTUBE or VIMEO (any MP4’s, Google Drive, shared documents or links, etc. will be disqualified)**
	+ URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
	+ **Finalists will be notified by 3/17/23**
* Follow copyright and fair use
* Competitors will be required to demonstrate how well the project works within the video presentation, as well as usability and functionality *(follow national rating sheet)*
* Top 5 teams present at state

**DATA ANALYSIS**

**(Presentation due 3/9/23)**

* 1 team of 1-3 members
* Email actual presentation to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)

**URL link must be to YOUTUBE or VIMEO (any MP4’s, Google Drive, shared documents or links, etc. will be disqualified)**

* + URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
	+ **Finalists will be notified by 3/17/23**
* Follow copyright and fair use
* Top 5 teams present at state

**DATABASE DESIGN & APPLICATION**

**(Materials Postmarked by 2/23/23)**

* 1 or 3% of membership
* Home site; One-hour production test
* No calculators
* Use format guide
* Mail 1 copy to Connie Lindell
* Print in color; if directions indicate something in a particular color
* Cover sheet (name, school, event)
* No objective test given at state; however, **an in-person test will be given at nationals. The National Objective test will account for 15% of the total points.**

**DIGITAL ANIMATION**

**(Presentation due 3/9/23)**

* 1 team of 1-3 members
* Email actual presentation to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **URL link must be to YOUTUBE or VIMEO (any MP4’s, Google Drive, shared documents or links, etc. will be disqualified)**
	+ URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
	+ **Finalists will be notified by 3/17/23**
* Follow copyright and fair use
* Competitors will be required to demonstrate how well the project works within the video presentation, as well as usability and functionality *(follow national rating sheet)*
* Top 5 teams present at state

**DIGITAL VIDEO PRODUCTION**

**(DVP Video Project due 2/23/23)**

* 1 team of 1-3 members
* Email URL site link of DVP Video to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ URL to DVP Video (limit 2 minutes)
	+ **Finalists will be notified by 3/9/23**
* Follow copyright and fair use
* Competitors will be required to show the video during the presentation
* Top 5 teams present at state

**E-BUSINESS**

**(Website URL due 2/23/23)**

* 1 team of 1-3 members
* Email URL site link to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **Finalists will be notified by 3/9/23**
* Follow copyright and fair use
* Judges will focus on usability, functionality and required elements of national topic
* Top 5 teams will present at state

**ELECTRONIC CAREER PORTFOLIO**

**(Website URL due 2/23/23)**

* 1 to 3% of membership
* Email URL site link to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **Finalists will be notified by 3/9/23**
* Follow copyright and fair use
* Judges will focus on elements of the portfolio
* Top 5 will present at state

**ENTREPRENEURSHIP**

* online test on their own electronic device; **excluding phones**
* 1 team of 1-3 members
* Must bring picture identification to test, no substitutions can be made for finals
* Top 8 teams present at state

**FUTURE BUSINESS LEADER**

**(Materials due 2/23/23)**

* 2 per chapter plus state officer(s)
* 1st Level of BAA completed before 2/23/23
* Online Objective Test at state
* Must bring their own electronic device; **excluding phones**
* Non-graphing calculators allowed
* Email PDF of letter and resume to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email:

Participant Name(s)

**Name File—**School, Student Name, Event, Document

(EX: **Abilene, Dawn James, FBL, Letter**)

(EX: **Abilene, Dawn James, FBL, Resume**)

* + **Finalists will be notified by 3/9/23**
* Top 15 Candidates will interview on March 30

**GRAPHIC DESIGN**

**(Project due 2/23/23)**

* 1 team of 1-3 members
* Follow copyright and fair use
* Email materials to kansasfblaevents@gmail.com
* Each individual promotional item must be in color **and either** JPG or PDF (easily viewed)
* **Finalists will be notified by 3/9/23**
* Create ONE document that answers the questions below for **EACH** individual promotional item created**.  *YES, this COULD BE redundant.***
	+ *Describe your* ***Target Market/Demographics****.*
	+ *Explain the* ***purpose*** *behind the item you created.*
	+ *Tell why you****designed****the item the way you did.*
	+ *Tell why you* ***used*** *the colors you chose in the item.*
	+ *Tell where you are going to place your promotional item.*
	+ *Tell how you created the item—software & hardware used.*
* If submitting individual items (jpgs), make sure each file has your school name.
* If submitting multiple items for this event, you may submit them in a zip folder or as one PDF.
* Top 5 teams present at state

**HELP DESK**

* 1 or 3% of membership
* Individual Event
* Objective test AT STATE - March 30
* Top 12 scores will advance to finals – March 31

**HOSPITALITY & EVENT MANAGEMENT**

* online test on their own electronic device; **excluding phones**
* 1 team of 1-3 members
* Must bring picture identification to test, no substitutions can be made for finals
* Top 8 teams present at state

**IMPROMPTU SPEAKING**

* 1 or 3% of membership
* March 30 PRELIMINARY speeches - sign up for times on a Google Document that will be emailed to advisers by 3/9/23
* An equal number from each section will advance to March 31 FINAL speeches

**INTERNATIONAL BUSINESS**

* online test on their own electronic device; **excluding phones**
* 1 team of 1-3 members
* Must bring picture identification to test, no substitutions can be made for finals
* Top 8 teams present at state

**INTRO TO BUSINESS PRESENTATION**

**(Presentation due 3/9/23)**

* Grades 9-10 only
* 1 team of 1-3 members
* Email actual presentation to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **URL link must be to YOUTUBE or VIMEO (any MP4’s, Google Drive, shared documents or links, etc. will be disqualified)**
	+ URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
	+ **Finalists will be notified by 3/17/23**
* Follow copyright and fair use
* Top 5 teams present at state

**INTRO TO EVENT PLANNING**

* online test on their own electronic device; **excluding phones**
* 1 team of 1-3 members
* Must bring picture identification to test, no substitutions can be made for finals
* Top 8 teams present at state

**INTRO TO PUBLIC SPEAKING**

* 1 or 3% of membership
* Grades 9-10 only
* March 30 PRELIMINARY speeches - sign up for times on a Google Document that will be emailed to advisers by 3/9/23
* An equal number from each section will advance to March 31 FINAL speeches

**INTRO TO SOCIAL MEDIA STRATEGY**

**(Presentation due 3/9/23)**

* Grades 9-10 only
* 1 team of 1-3 members
* Email actual presentation to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **URL link must be to YOUTUBE or VIMEO (any MP4’s, Google Drive, shared documents or links, etc. will be disqualified)**
	+ URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
	+ **Finalists will be notified by 3/17/23**
* Follow copyright and fair use
* Top 5 teams present at state

**JOB INTERVIEW**

**(Materials due 2/23/23)**

* 1 or 3% of membership
* Email PDF of letter and resume to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email:

  Participant Name(s)

**Name File—**School, Student Name, Event, Document

 (EX: **Abilene, Dawn James, Job Interview, Letter**)

  (EX: **Abilene, Dawn James, Job Interview, Resume**)

* March 30 PRELIMINARY speeches - sign up for times on a Google Document that will be emailed to advisers by 3/9/23
* An equal number from each section will advance to March 31 FINAL interviews

**LOCAL CHAPTER ANNUAL BUSINESS REPORT**

**(Report due 2/23/23)**

* 1 team of 1-3 members
* Email PDF of report to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **Finalists will be notified by 3/9/23**
* Follow copyright and fair use
* 15-page limit (excluding cover page)
* Makes chapter eligible for Gold Seal Chapter Award
* Top 5 teams present at state

**MANAGEMENT INFORMATION SYSTEMS**

* online test on their own electronic device; **excluding phones**
* 1 team of 1-3 members
* Must bring picture identification to test, no substitutions can be made for finals
* Top 8 teams present at state

**MARKETING**

* online test on their own electronic device; **excluding phones**
* 1 team of 1-3 members
* Must bring picture identification to test, no substitutions can be made for finals
* Top 8 teams present at state

**MOBILE APPLICATION DEVELOPMENT**

**(Presentation due 3/9/23)**

* 1 team of 1-3 members
* Email actual presentation to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **URL link must be to YOUTUBE or VIMEO (any MP4’s, Google Drive, shared documents or links, etc. will be disqualified)**
	+ URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
	+ **Finalists will be notified by 3/17/23**
* Follow copyright and fair use
* Competitors will be required to demonstrate how well the project works within the video presentation, as well as usability and functionality *(follow national rating sheet)*
* Top 5 teams present at state

**NATIONAL WHO’S WHO in FBLA**

**(Materials due 2/23/23)**

* 1 per chapter plus state officers
* 1st Level of BAA must be completed before 2/23/23
* Email PDF of resume to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email:

  Participant Name(s)

**Name File—**School, Student Name, Event, Resume

(EX: **Abilene, Dawn James, Who’s Who, Resume**)

* March 30 the Top 10 will be interviewed

**NETWORK DESIGN**

* online test on their own electronic device; **excluding phones**
* 1 team of 1-3 members
* Must bring picture identification to test, no substitutions can be made for finals
* Top 8 teams present at state

**PARLIAMENTARY PROCEDURES**

* **TEAM PARLIAMENTARY PROCEDURES EVENT**
	+ 4-5 members
	+ Individual objective test MUST be taken by each team member at the same time on 3/30/23
	+ Combined team score average will decide the Top 5 Finalists that will present on 3/31/23
	+ Test must be taken if interested in State FBLA Parliamentarian
* **INDIVIDUAL PARLIAMENTARY PROCEDURES TEST**
	+ 10 per chapter
	+ **For individuals not associated with a Parliamentary Procedures team**

**PARTNERSHIP WITH BUSINESS**

**(Report due 2/23/23)**

* 1 team of 1-3 members
* Email PDF of report to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **Finalists will be notified by 3/9/23**
* Follow copyright and fair use
* 15-page limit (excluding cover page)
* Top 5 teams present at state

**PUBLIC SERVICE ANNOUNCEMENT**

**(PSA Video due 2/23/23)**

* 1 team of 1-3 members
* Email URL site link of PSA Video to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ URL to PSA Video (limit 30 seconds)
	+ **Finalists will be notified by 3/9/23**
* Follow copyright and fair use
* Competitors will be required to show the video during the presentation
* Top 5 teams present at state

**PUBLIC SPEAKING**

* 1 or 3% of membership
* March 30 PRELIMINARY speeches - sign up on Google Document that will be coming ASAP.
* An equal number from each section will advance to March 31 FINAL speeches

**PUBLICATION DESIGN**

**(Project due 2/23/23)**

* 1 team of 1-3 members
* Follow copyright and fair use
* Email materials to kansasfblaevents@gmail.com
* Each individual promotional item must be in color **and either** JPG or PDF (easily viewed)
* **Finalists will be notified by 3/9/23**
* Create ONE document that answers the questions below for **EACH** individual Promotional Item created**.  *YES, this COULD BE redundant.***
	+ *Describe your* ***Target Market/Demographics****.*
	+ *Explain the* ***purpose*** *behind the item you created.*
	+ *Tell why you****designed****the item the way you did.*
	+ *Tell why you* ***used*** *the colors you chose in the item.*
	+ *Tell where you are going to place your promotional item.*
	+ *Tell how you created the item—software & hardware used.*
* If submitting individual items (jpgs), make sure each file has your school name.
* If submitting multiple items for this event, you may submit them in a zip folder or as one PDF.
* 1 team member may have competed at nationals
* Top 5 present at state

**SALES PRESENTATION**

**(Presentation due 3/9/23)**

* 1 team of 1-3 members
* Email actual presentation to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **URL link must be to YOUTUBE or VIMEO (any MP4’s, Google Drive, shared documents or links, etc. will be disqualified)**
	+ URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
	+ **Finalists will be notified by 3/17/23**
* Follow copyright and fair use
* 1 member may have competed at nationals
* **IMPORTANT** - An individual is required to interact during videoed presentation with the participant(s) to allow the judge to observe interaction points which are required on the rating sheet
* Top 5 teams present at state

**SOCIAL MEDIA STRATEGIES**

**(Presentation due 3/9/23)**

* 1 team of 1-3 members
* Email actual presentation to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **URL link must be to YOUTUBE or VIMEO (any MP4’s, Google Drive, shared documents or links, etc. will be disqualified)**
	+ URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
	+ **Finalists will be notified by 3/17/23**
* Follow copyright and fair use
* 1 team member may have competed at nationals
* Top 5 teams present at state

**SPORTS & ENTERTAINMENT MANAGEMENT**

* online test on their own electronic device; **excluding phones**
* 1 team of 1-3 members
* Must bring picture identification to test, no substitutions can be made for finals
* Top 8 teams present at state

**SPREADSHEET APPLICATIONS**

**(Materials Postmarked by 2/23/23)**

* 1 or 3% of membership
* Home site; One-hour production test
* No calculators
* Use format guide
* Mail 1 copy to Connie Lindell
* Print in color; if directions indicate something in a particular color
* Cover sheet (name, school, event)
* No objective test given at state; however, **an in-person test will be given at nationals. The National Objective test will account for 15% of the total points.**

**WEBSITE DESIGN**

**(Website URL due 2/23/23)**

* 1 team of 1-3 members
* Email URL site link to kansasfblaevents@gmail.com
	+ **Subject line:** School Name, Event
	+ Within email: Participant Name(s)
	+ **Finalists will be notified by 3/9/23**
* Follow copyright and fair use
* Judges will focus on usability, functionality and required elements of national topic
* Top 5 teams will present at state

**WORD PROCESSING (Materials Postmarked by 2/23/23)**

* 1 or 3% of membership
* Home site; One-hour production test
* No calculators
* Use format guide
* Mail 1 copy to Connie Lindell
* Print in color; if directions indicate something in a particular color
* Cover sheet (name, school, event)
* No objective test given at state; however, **an in-person test will be given at nationals. The National Objective test will account for 15% of the total points.**

**2023 OBJECTIVE TESTS FOR**

**HIGH SCHOOL PARTICIPANTS**

* **15 MEMBER LIMIT PER EVENT**
* **TESTS WILL BE ONLINE AT STATE**
* **IF A STUDENT IS CAUGHT CHEATING THEY WILL NOT BE ABLE TO COMPLETE THE TEST OR POSSIBLY ANY OTHER TESTS.**
* **ONLY THE TESTMOZ TAB SHOULD BE OPEN DURING TESTING.**
* **ACCOUNTING I—Limit 2 semesters of high school accounting instructions**
* **ACCOUNTING II**
* **ADVERTISING**
* **AGRIBUSINESS**
* **BUSINESS CALCULATIONS**
* **BUSINESS COMMUNICATION**
* **BUSINESS LAW**
* **COMPUTER PROBLEM SOLVING**
* **CYBER SECURITY**
* **ECONOMICS**
* **HEALTH CARE ADMINISTRATION**
* **HUMAN RESOURCE MANAGEMENT**
* **INSURANCE & RISK MANAGEMENT**
* **INTRO TO BUSINESS COMMUNICATION—Grades 9-10 only**
* **INTRO TO BUSINESS CONCEPTS—Grades 9-10 only**
* **INTRO TO BUSINESS PROCEDURES—Grades 9-10 only**
* **INTRO TO FBLA—Grades 9-10 only**
* **INTRO TO FINANCIAL MATH—Grades 9-10 only**
* **INTRO TO INFORMATION TECHNOLOGY—Grades 9-10 only**
* **INTRO TO MARKETING CONCEPT—Grades 9-10 only (NEW EVENT)**
* **INTRO TO PARLIAMENTARY PROCEDURE—Grades 9-10 only**
* **JOURNALISM**
* **NETWORKING INFRASTRUCTURE**
* **ORGANIZATIONAL LEADERSHIP**
* **PERSONAL FINANCE**
* **POLITICAL SCIENCE**
* **SECURITIES AND INVESTMENTS**
* **SUPPLY CHAIN MANAGEMENT**
* **UX DESIGN**

**STATE EVENTS---Recognition**

* **Adviser of the Year-**Send letter to State Adviser, Connie Lindell, **due March 9.**
* **Business Person of the Year-**Send letter to State Adviser, Connie Lindell, **due March 9.**
* **KANSAS FBLA Outstanding Member-No entry form needed;** **3 or 5% per chapter**, plus state officers; ribbons will be placed in your registration packet at state. Adviser can decide to whom to present ribbons. Please return any extra ribbons to conference headquarters.
* **Largest Local Chapter Membership-**No entry form needed.
* **Largest Percentage of Increase in Local Chapter Membership-**No entry form needed.
* **Outstanding Local Chapter-**Entry should be submitted electronically to **kansasfblaevents@gmail.com** **by Friday, March 24 . . . .** based on points accumulated from submission of activities from one state conference to the next state conference also including points received from top 10 placings.

**MIDDLE LEVEL COMPETITION** Grades 5-8

For more information see the Middle School Handbook.

**DEADLINE IS THURSDAY, FEBRUARY 23, 2023 at 3:00 p.m. to REGISTER YOUR MEMBERS INTO EVENTS** Link is:  http://www.gobluepanda.com

**Middle-Level objective testing will still be completed by paper & pencil. Please bring ‘sharpened’ #2 pencils for taking Middle-Level objective tests.**

**(Submit URL or slideshow of the 3 events below to** **kansasfblaevents@gmail.com** **by March 9, 2023 at 3 p.m.)**

* **Annual Chapter Activities** – **1 team of 1-3 members** *(Slideshow—minimum of 5 slides/maximum of 15 slides—with audio incorporated that describes each slide)*
* **Community Service Presentation** – **1 team of 1-3 members** *(Slideshow—minimum of 5 slides/maximum of 15 slides—with audio incorporated that describes each slide)*
* **Multimedia & Website Development** – **1 team of 1-3 members** *(Submit URL – no presentation)*

**ONSITE PRESENTATION EVENTS**

* **Critical Thinking** – **1 team of 1-3 members** –Times assigned.
* **Elevator Speech** – **Individual, 3** **per chapter** –Times assigned.
* **FBLA Mission and Pledge – Individual, 3 per chapter** –Times assigned.

**OBJECTIVE TESTS**

* **Business Etiquette** – **15** per chapter
* **Career Exploration** – **15** per chapter
* **Digital Citizenship** – **15** per chapter
* **Exploring Computer Science** – **15** per chapter
* **Exploring Economics** – **15** per chapter
* **Exploring Technology** – **15** per chapter
* **Financial Literacy** – **15** per chapter
* **FBLA Concepts** – **15** per chapter
* **Interpersonal Communication** – **15** per chapter
* **Leadership** – **15** per chapter
* **Learning Strategies** – **15** per chapter
* **Running an Effective Meeting** – **15** per chapter