



Ohio

**FBLA**

**2024-25**

**MIDDLE SCHOOL**

**OHIO FBLA COMPETITIVE  
EVENTS GUIDE**

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Ohio FBLA Competitive Events Guide

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**Major Changes for 2024-25 are highlighted in YELLOW.**

**Ohio FBLA Competitive Events Guide:** This document developed by the State Office contains all the information regarding our state awards program and competitive event regulations. This includes descriptions of every event offered (including national and state events as well as national and state recognition events).

## **GOVERNING AUTHORITY**

### *Ohio FBLA Board of Directors*

The Ohio FBLA Board of Directors delegates all appropriate and relevant authority for the fair and deliberate execution of our state awards program to the Competitive Events Committee. The Board shall approve (or disapprove) all policy and procedure recommendations made by the Competitive Events Committee before they shall become binding but shall not intervene in the fair and deliberate execution of the state awards program unless otherwise stipulated in this document.

### *Competitive Events Committee*

The articles of this document and policies described therein shall be overseen and carried out by the Ohio Future Business Leaders of America (FBLA) Competitive Events Committee (CEC) consisting of the Competitive Events Coordinator, as chair, one business/community representative, and one local chapter adviser. The following parties shall be ex-officio, non-voting members of the CEC: the Ohio FBLA State Chair and the FBLA State Adviser. The State Adviser shall serve as an ex officio member of the committee representative of the Ohio chapters at large. The Ohio FBLA Board of Directors Chair/State Chair shall be responsible for appointing all members of the CEC. The Chair may invite other members of the Ohio Operations Team, Board of Directors, or Conference Staff (volunteer or otherwise) to provide testimony/reports to the CEC as necessary for the conduct of its business.

## **OBJECTIVE**

The objective of the Ohio Future Business Leaders of American Competitive Events Guide is to ensure a fair, equitable, and enjoyable competitive events experience for all members of Ohio FBLA and to prevent any unfair advantage or undue harm to any competitor.

## EVENT CLASSIFICATIONS

### 1) OBJECTIVE TESTS

Objective tests require competitors to complete an online multiple-choice test about a topic chosen by Nationals. or team events, competitors will test individually, and competitors' scores will be averaged to determine the team score. These events are completed and evaluated prior to the beginning of the SLC. All such events are automatically tabulated by computer and scored and shall be recorded by the Competitive Events Coordinator. **Testing must follow strict proctored guidelines (see section titled "Online Testing and Proctor Policy")** For the competitive year 2024-25, the following events are pre-judged:

- Business Etiquette
- Career Exploration
- Digital Citizenship
- Exploring Computer Science
- Exploring Economics
- Exploring Leadership (*previously Leadership*)
- Exploring Parliamentary Procedure
- Exploring Technology
- FBLA Concepts
- Financial Literacy
- Interpersonal Communication
- Learning Strategies

### 2) PRODUCTION EVENTS

Production Events require competitors to create a document, product, or resource for evaluation based on a topic chosen by Nationals. **All production tests have TWO components: (1) An objective test taken during the online testing window prior to the conference; and (2) A production test completed within a testing window. New in 2024-25: The Production Test component of these events will be completed on-site at the State Leadership Conference, and will be scored on-site by judge(s).** For the competitive year 2024-25 the following events are pre-judged with an objective component and judged on-site at the Conference:

- Exploring Computer Applications

### 3) ROLE PLAY EVENTS

Role Play Events require competitors to interact with an individual or panel of judges during the SLC based on a scenario provided by FBLA. These events will require competitors to check in at the competitive events desk in order to be eligible to compete. Competitors will be sequestered and given the prompt for their presentation shortly before competing. **These events may also require objective test components.** For the competitive year 2024-25, the following events are live:

- Critical Thinking

### 4) PRESENTATION EVENTS

Presentations Events require competitors to give a presentation of a project, speech, or interview to an individual or panel of judges during the SLC. These events will require competitors to check in at the competitive events desk in order to be eligible to compete. Competitors may be allowed to use technology, equipment, and/or visual aids as part of the presentation. **These events may also require pre-judged components to be submitted in advance or objective test requirements.** For the competitive year 2024-25, the following events are live:

- Career Research
- Marketing Mix Challenge

#### SPEECH

- FBLA Mission & Pledge

#### EVENTS WITH A TOPIC

- Exploring Business Ethics (*previously Business Ethics MS*)
- Exploring Business Issues
- Exploring Public Speaking (*previously Elevator Speech*)
- Exploring Website Design (*previously Multimedia & Website Design*)
- Video Game Challenge

## CHAPTER EVENTS

For Chapter Events, the local FBLA chapter is registered to compete in the event instead of an individual member or team. **These events usually require a presentation to be judged on-site at the SLC.** Although the Chapter is the one competing, the events require that the chapter designate the presenting individual or team at the SLC to prevent scheduling conflicts. If such a conflict is unavoidable, the Chapter may substitute the presenter on-site with permission from the CEC. Further, if the Chapter progresses beyond the SLC and wishes to compete at the NLC, they need not maintain the same presenter(s) as the SLC. For the competitive year 2024-25, the following events are Chapter Events:

- Annual Chapter Activities Presentation
- Community Service Presentation
- Battle of the Chapters (Middle School)

## 5) RECOGNITION EVENTS

For Recognition Events an individual student or chapter competes for special recognition such as a scholarship or title. These events may follow prejudged or live formats. For the competitive year 2024-25, the following events are Recognition Events:

- Adviser of the Year
- Young Leader Award
- Middle Level Gold Seal Chapter

## GENERAL REGULATIONS ELIGIBILITY

### Section 1 General Eligibility

In order to be eligible for competition a competitor must:

- 1) Be a member in good standing with the Local, State, and National chapters of FBLA.
- 2) Have properly registered for the event(s) in which they wish to compete.
- 3) Have not competed in the event(s) they wish to compete in during a prior SLC.
- 4) Have not competed in the event(s) they wish to compete in during a prior SLC, where the name of the event has administratively changed. (Example: Prior registrants in Elevator Speech are ineligible for the newly re-named event Exploring Public Speaking).
- 5) Support and uphold the policies and guidelines of Ohio FBLA in their actions throughout the competition (and, if on-site, throughout the conference).
- 6) Eligibility shall be assessed annually for all events and conferences.

### Section 2 Registration Restrictions

- 1) Any single member competitor may register for up to five (5) Objective Test or Production Events and one (1) Presentation or Role Play Event.
- 2) Any single member competitor may register for as many Recognition Events as they are eligible for in a given year.
- 3) An individual chapter may register no more than four (4) individuals or teams for any given event.
- 4) An individual chapter may register only one (1) individual or team for any given Chapter or Recognition Event.

## IMPORTANT RESOURCES

### National FBLA Middle Level Guidelines and Topics for 2024-25

Ohio FBLA uses the event guidelines, rating sheets and topics published by National FBLA. Please note that some events have specific topics that change from year to year.

- Click here for a Link to all Middle Level [2024-25 Competitive Event information](#).
- Click here for a [Link to 2024-25 Middle Level Topics](#) published by National FBLA.

## COMPETITIVE EVENT REGULATIONS

### Section 1 Pre-judged Events

Pre-judged events will require competitors to complete one or more tasks prior to the SLC. These tasks may include reports, creative projects, or tests. All prejudged event tasks must be completed by the yearly due date set by the CEC. If a chapter has multiple students competing in the same event, then both students must complete and/ or submit all tasks on the same date. Failure to submit tasks in accordance with these regulations is grounds for disqualification.

The deadlines for the 2024-25 pre-judged tasks are as follows:

- Written pre-judged materials (e.g. reports and Nominations) – **Friday, January 31<sup>st</sup>, 2025.**
- Objective Testing – Opens on **Monday, February 3<sup>rd</sup>** and Closes on **Friday, February 21<sup>st</sup>, 2025.**
- *Many role play, production, and presentation events also have an Objective Test component – this testing must be done during the Objective Test window dates listed above.*

### Section 2 Live Events

Live Events will require competitors to make an in-person presentation to a judge(s) during the conference. All competitors in a live event must check in at the competitive events desk. Individual/Team check-in times will be provided to advisers before SLC as well as made available at the competitive events desk and conference registration desk. All competitors must check in within five (5) minutes before their published check-in time. Failure to properly check-in is grounds for disqualification. If a live event also requires the completion of a pre-judged task; those tasks shall be governed by the pre-judged event regulations.

#### Sequestration

Immediately following their check-in, competitors in Role Play Events will be sequestered from the general population of the conference until their competition time where they will be provided their prompt (and, if applicable, note cards, flip charts, etc.). During sequestration, competitors may **not** have electronic devices of any kind or writing materials such as pens, pencils, and paper. These items must be left in the care of the competitor's respective chapter. For events that require laptops or other presentation equipment, this equipment must not be used while in the holding area. While sequestered a competitor may not communicate with any individuals outside the sequester room. Failure to comply with the rules of sequestration is grounds for disqualification.

The conference does not provide any laptops, projectors, screens, power cords, etc. If competitor is to use any of these devices for a presentation, they must be brought to the conference and set-up/torn down during the performance time.

### Section 3 Production Events

Production events have two components – (1) An objective test taken prior to the conference, and (2) A production test *which will take place at the conference during allocated times.* Competitors will be responsible for bringing their own computer, power supply/extension cord, peripheral devices (mouse, keyboard) and any USB storage device.

### Section 4 Chapter Events

Chapter events shall be governed by individual regulations specified on their individual events regulations.

## Section 5 Team Events

If an event allows team entries a chapter may submit a team of no more than three (3) competitors. Team members may not be substituted after registration is complete. **If an objective test is required, ALL participants must take it individually (not as a team), must test at the same time, and may not collaborate during the objective test. The team score is averaged among the individual scores. Teams not adhering to these guidelines are subject to disqualification or having a “zero” score on the objective component.**

## Section 6 Recognition Events

Recognition events shall follow the regulations set forth for pre-judged and live events where applicable. The decision of which regulations shall govern such events is at the discretion of the CEC. Recognition events shall be noted as *recognition live* or *recognition pre-judged* to specify under what regulations they shall be judged.

## Section 7 Breaking Ties

Ohio FBLA shall use the tie breaking rules set forth in the National Competitive Events Program which are as follows:

- Objective Tests: Ties are broken by comparing the correct number of answers to the last 10 questions on the exam. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher. If this does not break the tie, answers to the last 20 questions will be reviewed and determine the winner.
- Objective and Production Tests: The production test scores will be used to break a tie.
- Objective Tests and Performances: The objective test score will be used to break a tie based on the tie-breaking criteria of objective tests.
- Reports/Projects and Performances: The report/project scores will be used to break a tie.
- Performances: Judges must break ties and all judges' decisions are final.

## DISQUALIFICATION

Any competitor may be disqualified at the discretion of the Competitive Events Coordinator or State Adviser for failing to follow any of the policies outlined in this document. Disqualifiable offenses include but are not limited to:

- 1) Failing to comply with the FBLA Code of Conduct.
- 2) Blatant disregard for the FBLA dress code.
- 3) Failing to properly check-in for competitive events.
- 4) Communicating with other competitors about the content of event tests or scenarios before the completion of the event.

Any competitor who feels that their disqualified status was rendered without merit may appeal the decision to the full Competitive Events Committee. Any petition for appeal must be presented by the chapter adviser to a member of the Competitive Events Committee or State Adviser with appropriate evidence of a wrongfully rendered decision BEFORE the certification of the SLC Winner's List (typically one week after the conference). Competitive Events Committee decisions are final and may not be overturned except by unanimous action of the Board of Directors.

## ONLINE TESTING AND PROCTOR POLICY

Chapter Advisers must attest to an Ohio FBLA policy regarding the administration of online objective testing. The adviser is responsible for ensuring that all FBLA guidelines and procedures are followed. Every competitor taking an online test must be **strictly monitored at all times** and **proctored** according to the guidelines. Chapters failing to adhere to this policy are subject to having their competitors disqualified.



**BROWSER POLICY REGARDING ONLINE TESTING**

Online objective tests are monitored for browser behaviors. Once an objective test has started, no other tab, browser, application or notification may be opened. The testing software must be active at all times. The testing software will recognize any deviation away from the test; and will stop the test and score the test at the time of the infraction.

**EVENT GUIDELINES AND RATING SHEETS**

The remaining pages contain individualized regulations and guidelines for each State of Ohio event that members may compete in for the 2024-25 competitive year. For detailed regulations for National Middle Level Events please view the national regulations available online at <https://www.fbla.org/divisions/fbla-middle-level/competitive-events/>.

## 1. ADVISER OF THE YEAR

Recognition Event (State Only)

### Overview

In this event, an individual local chapter adviser is recognized for their unique achievements and contributions to Ohio FBLA over the past year. Entries for this event are submitted and judged prior to the SLC. The winner of this event is recognized on stage at the National Leadership Conference as the Local Chapter Adviser of the Year representing Ohio FBLA.

### Eligibility

Each local chapter may submit one (1) entry for this event.

### Procedure

AN online PDF report submission must be received by the CEC by the deadline established for that competitive year. The report is comprised of a nomination letter and application. Reports must follow all guidelines as listed on the State Application guidelines and the report must cover all areas outlined by the rating sheet. Refer to the State Competitive Events Guide for the rating sheet.

### Judging

All submissions will be graded prior to the SLC. All judges' decisions are final.

### Awards

1<sup>st</sup> place shall be recognized on stage at the SLC for a total of one (1) award.

**Note: This Award is NEW to Middle Level. This is separate from the High School (FBLA) Adviser of the Year.**

RATING SHEETS ON THE FOLLOWING PAGE

**Nominee's Activities Rating Sheet** (excluding nomination letter)

Activity	Possible Points	Maximum Score	Points Earned
Years as an FBLA Adviser	2 per year	20	
Years on Board of Directors	1 per year	5	
Leader in other business/vocational organizations	1 per year	5	
Adviser to State Officer	1 per officer/year	10	
Attendance at SLC	1 per conference	5	
Attendance at NFLC	2 per conference	10	
Attendance at NLC	3 per conference	15	
Students placing in Top Ten at NLC	1 per event	10	
Recruitment of new chapters	2 per chapter	10	
Adviser to a newly formed chapter	5 per chapter	10	
<b>Total</b>		<b>100</b>	

**Nomination Letter Rating Sheet**

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Significant contributions to local chapter projects and activities	0	Contributed to at least 1 local chapter activity. (7 pts.)	Contributed to at least 4 local chapter activities. (14 pts.)	Contributed to 6 or more local chapter activities. (20 pts.)	
Creation of new business-related programs, either for FBLA or for the school system	0	Creation of at least 1 small program (7 pts.)	Creation of at least one large program and at least 3 small programs (14 pts.)	Creation of two or more large programs and four or more small programs (20 pts.)	
Leadership roles in the community	0	Holds at least 1 community leadership role (3 pts.)	Holds at least 2 community leadership roles (7 pts.)	Holds 4 or more community leadership roles (10 pts.)	
Leadership in other school organizations (non-business-related)	0	Holds at least 1 scholastic leadership role (3 pts.)	Holds at least 2 scholastic leadership roles (7 pts.)	Holds 4 or more scholastic leadership roles (10 pts.)	
Other significant factors that lend themselves to being a role model/mentor to students involved in FBLA	0	Evidence of at least 2 significant factors. (5 pts.)	Evidence of at least 4 significant factors (10 pts.)	Evidence of 6 or more significant factors (15 pts.)	
<b>Nomination Letter Total Points</b> (75 points)					
<b>Nominee's Activities Total Points</b> (100 points)					
<b>Total Points</b> (175 maximum)					

## 2. BATTLE OF THE CHAPTERS

### Chapter Event (State Only)

#### Overview

In this event, one (1) team from each chapter will compete on stage during a general session of the SLC. The team will be asked a question pertaining to FBLA's history, regulations, and important information.

#### Eligibility

Each local chapter may submit one (1) team of up to three (3) individuals for this event. The event does not proceed to National competition.

#### Procedure

During a general session, each chapter will be invited to send one (1) team of up to three (3) individuals to the stage to compete in Battle of the Chapters. The teams will be placed in alphabetical order by school name. Beginning with the beginning of the alphabet in even years and the end of the alphabet in odd years the judge shall begin asking each team questions about FBLA one question at a time. If the team correctly answers the question the judge will move on to the next team. If the team incorrectly answers the question that team shall receive a strike. The judge will then pose the same question to the next team. If three teams in a row fail to answer the question correctly the judge will announce the answer to the failed question and ask the next team a new question. Once a team receives its third strike they are eliminated from the competition.

Once only two teams remain; if one fails to answer a question correctly, regardless of the number of strikes earned, they shall be eliminated provided the other remaining team answers the question correctly. If both teams fail to answer the question neither shall be eliminated, the judge shall announce the answer to the failed question and continue by asking the team who answer incorrectly second a new question.

The final team remaining on stage shall be considered the winner.

#### Judging

A judge shall be on stage for the duration of the event administering questions and strikes. All judge's decisions are final.

#### Awards

1<sup>st</sup> through 10<sup>th</sup> place shall be awarded on stage at the SLC for a total of ten (10) awards.

**Note: This may be combined with the high school (FBLA) division, but we will recognize placement for Middle Level Chapters with a separate award.**

### 3. GOLD SEAL AWARD / MIDDLE LEVEL CHAPTER OF THE YEAR

Pre-judged Recognition Event

#### Overview

In this event, a chapter is recognized for its unique achievements and contributions to Ohio FBLA and its local community over the current year. Entries for this event are submitted and judged prior to the SLC. *(Note: NLC Attendance will be based on the 2024 NLC in Orlando, FL).*

#### Eligibility

Each local chapter may submit one (1) entry for this event. The top two (2) schools will be recognized at NLC.

#### Procedure

All Chapters are automatically entered into this event and awarded points based on chapter activities completed since the previous SLC and competitive rankings in events for the current SLC.

#### Judging

A judge or panel of judges will calculate the final scores on the second day of SLC. All judges' decisions are final.

#### Awards

All schools that reach the minimum point requirements will be awarded the title of Gold Seal Chapter. The top three (3) schools will receive special recognition at SLC. The Top (2) schools will be recognized at NLC. The top school by score will be recognized as the Ohio FBLA chapter of the year and the Chapter adviser's registration for NLC will be paid for by the State.

**Note: This Award is NEW to Middle Level. This is separate from the High School Gold Seal Chapter.**

#### More Information About National Programs:

Lead Awards: <https://www.fbla.org/divisions/fbla-middle-level/education-programs/>. Deadline for State Recognition is January 31, 2025.

Young Leader Recognition: <https://www.fbla.org/mlawards-recognition/>

RATING SHEET ON FOLLOWING PAGE

Activity	Point Structure	Maximum possible points	Minimum points
LEAD Awards Participation <i>(State Deadline 1/31/25)</i>	2 pts for every student completing the Explore Award. 4 pts for every student completing the Aspire Award.	100	10
Champion Chapter participation <i>(State Deadline 1/31/25)</i>	Champion Chapter ( <b>SIX Months August – January eligible</b> ) score divided by 12	200	25
NFLC attendance (2024 NFLC)	2 pts per attendee	100	Pts equivalent to 5% of membership attending.
NLC attendance (2024 NLC)	2 pts per attendee, 4 pts per competitor	200	Pts equivalent to 10% of membership attending.
Participation in chapter events	1 pt for registering a team. 1 to 10 additional points for placing in top ten. 1 <sup>st</sup> place gets 10; 2 <sup>nd</sup> gets 9 etc.	33 (if first in all 5 events)	5
Nominations for recognition awards	1 pt for submitting a nomination and extra 10 pts if your nominee wins any award	33 (if win all nominations)	3
Submit an Open Event Test to SLC	5 points for each 50-question multiple choice test submitted to the CEC for SLC consideration	15 (three tests max)	0
Submit an article for the FBLA website	5 pts per submittal, 10 pts if the article makes it onto the website	20 (two articles max)	5
<b>Total Points</b>		701	

#### 4. YOUNG LEADER AWARD

Pre-judged Recognition Event

##### Overview

In this event, a chapter may nominate a student who has excelled in leadership and community service. The winner selected will represent Ohio FBLA at the National Leadership Conference.

##### Eligibility

Each local chapter may nominate one student for this event. The nomination(s) may come from the chapter adviser, another member, a member of the school district, or a member of the community. The nominated student **must have completed** at least the LEAD Explore Award to be eligible.

##### Procedure

A chapter may submit up to three (3) nominating letters pertaining to ONE (1) student. These nominating letters can be from anyone familiar with the student, and should include information about the student's commitment to leadership activities and community service. *All nominating letters should be included in one packet (.pdf) and submitted by the Pre-Judged Event Deadline.*

##### Judging

A judge or panel of judges will review the nominating letters and select a winner for the event. All judges' decisions are final.

##### Awards

The winner of this event may represent Ohio FBLA at the National Leadership Conference.

**Note: This Award is NEW to our State Conference.**