



Middle Level Achievement Program

COMPETITIVE RECOGNITION

American Enterprise Project (C)
Career Exploration (I)
Community Service Project (C)
Computer Slide Show Presentation (I) (T)
Desktop Publishing Application (I) (T)
Keyboarding Applications I (I)
Keyboarding Applications II (I)
Local Chapter Activities Report (C)
Outstanding Middle Level Adviser
Outstanding Middle Level Member
Outstanding Middle Level Supporter
Introduction to Business Communication (I)
Spreadsheet (I)
Web Page Creation (I) (T)
Standards of Mailability
Project Cover Sheet

INDIVIDUAL ACHIEVEMENT

Program Overview
Cover Sheet (Individual and/or Chapter)
Entrepreneur Level Entry Form
 Parliamentary Procedures Crossword Puzzle
 and Answer Key
 Mission Statement
 Family Member Interview Questions
Business Level Entry Form
 Spelling List and Test
 FBLA-PBL Creed Worksheet

Enterprise Level Entry Form

Business Plan Project Instructions
Business Math Test and Answer Key
FBLA-Middle Level Project Planning Form

Recruitment Events

Night of the Body Snatchers I Form
Night of the Body Snatchers II Form

CHAPTER ACHIEVEMENT

Outstanding Chapter Award of Merit
Chapter Excellence Award Program
Overview

Chapter Excellence Entry Form
Minutes Worksheet
Leadership/Chapter Checklist
The M&M® Guide to Meeting New People

Middle Level Membership Recognition Awards Overview

100 Percent Class Participation Form
Membership Achievement Form
Local Recruitment of Chapters Form
FBLA-PBL Adviser Wall of Fame

LESSON PLAN

FBLA-Middle Level Member Scavenger
Hunt

GO GREEN PROJECT

Tic Tac Toe Game Card

This page intentionally prints blank.



Middle Level Achievement Program (MAP)

Welcome to FBLA-Middle Level's exciting Middle Level Achievement Program (MAP)! In this section, you will find a complete program designed exclusively for your middle school/junior high chapters consisting of the following areas:

Competitive Recognition	Individual Achievement	Chapter Achievement
Chapter Events ● American Enterprise Project ● Community Service Project ● Local Chapter Activities Report Individual and Team ● Career Exploration ● Computer Slide Show Presentation ● Desktop Publishing Application ● Keyboarding Applications I ● Keyboarding Applications II ● Proofreading and Editing ● Spreadsheet ● Web Page Creation Individual Recognition ● Outstanding Middle Level Adviser ● Outstanding Middle Level Member ● Outstanding Middle Level Supporter	Three Levels ● Entrepreneur ● Business ● Enterprise Recruitment Events ● Body Snatchers I ● Body Snatchers II	Outstanding Chapter Award of Merit Excellence Award Membership Recognition—Local Awards ● Largest Local Chapter ● 100 Percent Class Participation ● Membership Achievement Membership Recognition—State Awards ● Largest State Chapter ● Largest Increase in State Chapter Membership Membership Recognition—Local Awards ● Go Green

This page intentionally prints blank.



Middle Level Achievement Program (MAP) – Competitive Recognition

AMERICAN ENTERPRISE PROJECT

This event recognizes FBLA-Middle Level chapters that successfully implement an education program to promote free enterprise.

Eligibility & National Recognition

Each state may submit the top two (2) winning reports from its active local FBLA Middle Level chapters who are on record in the FBLA-PBL National Center as having paid dues by March 1 of the current school year. Chapters will be recognized by the national center on the FBLA-PBL Web site.

Overview

Reports must promote an awareness of some part of the American (free) enterprise system with the school and/or community and answer the Report Format questions. The project is intended to help members learn more about the free enterprise system and is designed for chapter participation.

Report Guidelines

1. Report must be keyed in the order of the questions listed in the following Report Format section.
2. The report must describe an activity on American enterprise/free enterprise that was conducted during the current school year.
3. The report should be no more than five pages including the cover sheet and attachments and be on standard 8 1/2" x 11" paper.
4. Each side of the paper providing information is counted as a page.

5. Copies should be sent rather than important original documents. Scrapbooks and loose or bulky exhibits are not acceptable.
6. Pages may not be laminated or bound in sheet protectors.
7. Reports should be stapled in the upper left-hand corner with the cover sheet.

Report Format

The report will consist of questions and answers. Key the following questions followed by your comments and description.

1. Describe the chapter's American Enterprise Project.
2. State the purpose and goals of the project. The purpose and goals should be keyed as numbers or bullets.
3. Describe how the chapter chose this particular project as an American enterprise activity.
4. Describe the steps the chapter members used to plan and develop the project.
5. Describe how the chapter completed the project.
6. Describe why this project is unique.
7. Explain the benefits and impact your project had on the school or community.
8. Explain and give evidence of how the project was publicized by attaching at least one article or flyer.
9. You may incorporate pictures into the report.

NBEA Standards: Communication; Entrepreneurship



American Enterprise Project

Rating Sheet

FBLA – Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project	0	1 – 7	8 – 140	15 – 20	
Statement of project goals	0	1 – 3	4 – 7	8 – 10	
Description of project choice	0	1 – 3	4 – 7	8 – 10	
Description of project planning and development	0	1 – 3	4 – 7	8 – 10	
Description of implementation	0	1 – 3	4 – 7	8 – 10	
Uniqueness of project	0	1 – 2	3 – 4	5	
Service to the community	0	1 – 2	3 – 4	5	
Evidence of publicity	0	1 – 2	3 – 4	5	
Format					
Followed project criteria	0	1 – 3	4 – 7	8 – 10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error)	0	1 – 5	6 – 10	11 – 15	
Total Points					/100 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

CAREER EXPLORATION

Career Exploration recognizes those FBLA-Middle Level students who are working toward improving their knowledge of career opportunities.

Eligibility & National Recognition

Each state may submit the top two (2) participants (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

The winners will be recognized by the national center on the FBLA-PBL Web site.

Overview

The objective test may include questions on skills, career plans, career goals, job searches, job applications, cover letters, resumes, interviews, *Occupational Outlook Handbook*, and basic career education.

Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. A 45-minute objective test will be administered based on the competencies listed in the description.
3. Participants must furnish their own number two (2) pencils and erasers.

NBEA Standard: Career Development

COMMUNITY SERVICE PROJECT

This event recognizes FBLA-Middle Level chapters that successfully implement a community service project to serve the citizens of the community.

Eligibility & National Recognition

Each state may submit the top two (2) winning reports from its active local FBLA Middle Level chapters who are on record in the FBLA-PBL National Center as having paid dues by March 1 of the current school year. Chapters will be recognized by the national center on the FBLA-PBL Web site.

Overview

Reports must describe a chapter project that serves the community and conforms to the guidelines and format stated. The activity must be in the interest of the local community, focus on one primary project, and be designed for chapter participation.

Report Guidelines

1. Report must be keyed in the order of the questions listed below in the Report Format section.
2. The report must describe a community service activity that was conducted during the current school year.
3. The report should be no more than five pages including the cover sheet and attachments and be on standard 8 1/2" x 11" paper.
4. Each side of the paper providing information is counted as a page.
5. Copies should be sent rather than important original documents. Scrapbooks and loose or bulky exhibits are not acceptable.
6. Pages may not be laminated or bound in sheet protectors.
7. Reports should be stapled in the upper left-hand corner with the cover sheet.

Report Format

The report will consist of questions and answers. Key the following questions followed with your comments and description.

1. Describe the chapter's Community Service Project.
2. State the purpose and goals of the project. The purpose and goals should be keyed as numbers or bullets.
3. Describe how the chapter chose this particular project as a community service activity.
4. Describe the steps the chapter members used to plan and develop the project.
5. Describe how the chapter completed the project.
6. Describe why this project is unique.
7. Explain the benefits and impact your project had on the community and its citizens.
8. Explain and give evidence of how the project was publicized by attaching at least one article or flyer.
9. You may incorporate pictures into the report.

NBEA Standards: Communication; Marketing



Community Service Project

Rating Sheet

FBLA – Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project	0	1 – 7	8 – 140	15 – 20	
Statement of project goals	0	1 – 3	4 – 7	8 – 10	
Description of project choice	0	1 – 3	4 – 7	8 – 10	
Description of project planning and development	0	1 – 3	4 – 7	8 – 10	
Description of implementation	0	1 – 3	4 – 7	8 – 10	
Uniqueness of project	0	1 – 2	3 – 4	5	
Service to the community	0	1 – 2	3 – 4	5	
Evidence of publicity	0	1 – 2	3 – 4	5	
Format					
Followed project criteria	0	1 – 3	4 – 7	8 – 10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error)	0	1 – 5	6 – 10	11 – 15	
Total Points					
					/100 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

COMPUTER SLIDE SHOW PRESENTATION

This event provides recognition for FBLA-Middle Level members who demonstrate an ability to use presentation software to prepare and deliver a message.

Eligibility & National Recognition

Each state may submit the top two (2) entries. Entries may be created by an individual member or by a team, not to exceed three (3) members (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

The winners will be recognized by the national center on the FBLA-PBL Web site.

Overview

The topic to be developed for this slide show and submitted for competition is:

Create a slideshow on how to stop cyber bullying. This presentation will be shown to the 5th grade at a neighboring school.

Guidelines

1. The slide show must address the topic in the description section. Entries will be judged according to the rating sheet.
2. Presentations should be at least one (1) minute and no more than three (3) minutes in length.
3. Presentations may be submitted on a CD or DVD. Instructions should be included with the entry, describing the procedures necessary to run the presentation, including the software used. All software and the required elements should be included (i.e., pack-and-go) so the judges can view the presentation on any system.
4. Presentations should be clearly labeled with the name of the event, name of participant(s), school name, and state.

NBEA Standards: Business, Management & Administration; Information Technology

DESKTOP PUBLISHING APPLICATION

This event provides recognition for FBLA-Middle Level members who can demonstrate skills in the areas of desktop publishing and creativity.

Eligibility & National Recognition

Each state may submit the top two (2) entries. Entries may be created by an individual member or by a team, not to exceed three (3) members (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

The winners will be recognized by the national center on the FBLA-PBL Web site.

Overview

Participants should be prepared to create, design, and produce usable copy on a computer using desktop publishing software. Students should be prepared to create documents such as a flyer, brochure, and invitation that include graphics, text, layout creativity, and appropriate fonts and type sizes.

Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
3. Students may use only one computer for the event.
4. Participants may bring clip art or use the Internet to access graphics.
5. The finished product will be submitted in black and white or color on plain paper.
6. Word-division manuals and dictionaries may be used as reference materials.

NBEA Standards: Communication; Information Technology



Computer Slide Show Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Presentation content clearly relates to assigned topic	0	1 – 3	4 – 7	8 – 10	
Copyright laws have been followed and are cited	0	1 – 3	4 – 7	8 – 10	
Presentation is clear and concise	0	1 – 3	4 – 7	8 – 10	
Elements included in presentation are suitable and appropriate	0	1 – 3	4 – 7	8 – 10	
Presentation					
Presentation includes identifiable opening, body, and conclusion	0	1 – 3	4 – 7	8 – 10	
Audio and visual elements are coordinated and complementary	0	1 – 3	4 – 7	8 – 10	
Transitions are effective and appealing	0	1 – 3	4 – 7	8 – 10	
Graphics enhance overall quality of presentation	0	1 – 3	4 – 7	8 – 10	
Presentation is effective at motivating audience to action	0	1 – 3	4 – 7	8 – 10	
Sound, transitions, timings, and/or other special-effects enhance the presentation	0	1 – 3	4 – 7	8 – 10	
Total Points					/100 max.
Penalty Points: Deduct five (5) points if presentation is under 1 minute or over 3 minutes. Time:					
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



Desktop Publishing Application Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Overall Appeal					
Presentation immediately grabs audience	0	1 – 3	4 – 7	8 – 10	
Content effectively covers topic with all the vital information – who, what, when, where, why, and how	0	1 – 3	4 – 7	8 – 10	
Presentation appeals to intended audience	0	1 – 3	4 – 7	8 – 10	
Layout					
Layout is creative and original	0	1 – 3	4 – 7	8 – 10	
Text and graphics are well-balanced with no overlapping items that reduce readability	0	1 – 3	4 – 7	8 – 10	
Graphics are appropriate to subject and are effectively utilized	0	1 – 3	4 – 7	8 – 10	
Font selection (type, size, style, kerning, leading, number of typefaces) is appropriate and appealing	0	1 – 3	4 – 7	8 – 10	
Technical					
Effective application of a special effect(s) may include but are not limited to drop caps, shadowing, reverse type, screens, and mirror images	0	1 – 3	4 – 7	8 – 10	
Effective text treatment (i.e., paragraph indents, bullets, numbering, hanging indents, alignment, text wrapping.)	0	1 – 3	4 – 7	8 – 10	
Proper use of grammar, spelling, punctuation, etc.	0	1 – 3	4 – 7	8 – 10	
Total Points					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

KEYBOARDING APPLICATIONS I

Knowledge of keyboarding applications is a necessity in today's high-tech business world. This event is designed to recognize FBLA-Middle Level members who can demonstrate basic keyboarding applications skills.

Eligibility & National Recognition

Each state may submit the top two (2) participants (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

The winners will be recognized by the national center on the FBLA-PBL Web site.

Overview

Participants should be able to produce a personal letter, a one-page report, and a one- or two-column table/centering problem. Results will be based on accuracy of printed copy and Standards of Mailability.

Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. Results will be based on mailable copy based on the Standards of Mailability.
3. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
4. Word-division manuals and dictionaries may be used as reference materials.
5. Participants must recognize the necessity for accurate proofreading.

NBEA Standard: Information Technology

KEYBOARDING APPLICATIONS II

Knowledge of keyboarding applications is a necessity in today's high-tech business world. This event is designed to recognize FBLA-Middle Level members who can demonstrate advanced keyboarding applications skills.

Eligibility & National Recognition

Each state may submit the top two (2) participants (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

The winners will be recognized by the national center on the FBLA-PBL Web site.

Overview

Participants should be able to produce a business letter; a one-page report with a title page, reference page, and citations; and a two- or three-column table. Results will be based on accuracy of printed copy and Standards of Mailability.

Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. Results will be based on mailable copy based on the Standards of Mailability.
3. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
4. Word-division manuals and dictionaries may be used as reference materials.
5. Participants must recognize the necessity for accurate proofreading.

NBEA Standard: Information Technology

LOCAL CHAPTER ACTIVITIES REPORT

This event recognizes FBLA-Middle Level chapters that effectively summarize their year's activities.

Eligibility & National Recognition

Each state may submit the top two (2) winning reports from its active local FBLA-Middle Level chapters who are on record in the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

Chapters will be recognized by the national center on the FBLA-PBL Web site and receive a medal for outstanding achievement.

Overview

The report should summarize the activities of the local chapter between the start of the previous State Leadership Conference and the current State Leadership Conference. This report meets one of the requirements for the Outstanding Chapter Award of Merit program.

Guidelines

The report should follow the Rating Sheet.

1. Reports must not exceed a total of five (5) pages, including cover sheet and other documentation.
2. Pages must be on standard 8 1/2" x 11" paper and may not be laminated or bound in sheet protectors.
3. Each side of the paper providing information is counted as a page.
4. Copies should be sent rather than important original documents.
5. Reports should be stapled in the upper left-hand corner with the cover sheet.
6. Reports must describe activities of the chapter that were conducted during the current school year.

NBEA Standard: Communication

OUTSTANDING MIDDLE LEVEL ADVISER

This award honors FBLA-Middle Level advisers who have contributed to the success of FBLA-Middle Level on the local, district/regional, state, and national levels.

Eligibility & National Recognition

Each state may submit one (1) nominee who is an adviser of an active local FBLA-Middle Level chapter. The nominee must have taught at least three years at the middle level and have been an active FBLA-Middle Level adviser for three years. Nominations are to be completed by the state chair or designee and will be recognized as a recipient of the national Middle Level Outstanding Adviser on the FBLA-PBL Web site.

Overview

1. The nominee must submit a biographical sketch of no more than two pages and include the information listed below in the guidelines section. This information is submitted to the state chairman or designee who will complete the official event entry form and submit to the FBLA-PBL National Center.
2. Nominees for state and national Middle Level Outstanding Adviser must be selected in accordance with the regulations of the state chapter and national association.
3. Nominees must have been an FBLA-Middle Level adviser and middle level teacher for at least three years.

Guidelines

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

1. Number of years taught (indicate years at each level).
2. Indicate the number of district/regional, state, and national conferences attended (minimum of three required).
3. Indicate two unique activities that your local chapter has successfully completed.
4. Indicate any workshops led or other responsibilities at the above conferences attended.
5. Indicate how you integrate FBLA-Middle Level activities into your classes.
6. Include a recommendation letter from a fellow colleague or administrator.



Local Chapter Activities Report

Rating Sheet

FBLA – Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Service to school and community	0	1 – 5	6 – 10	11 – 15	
Recruitment of members	0	1 – 5	6 – 10	11 – 15	
Leadership development for officers and members	0	1 – 5	6 – 10	11 – 15	
Support of FBLA-PBL national and state projects	0	1 – 5	6 – 10	11 – 15	
Public relations – evidence of publicity	0	1 – 5	6 – 10	11 – 15	
Format					
Clear and concise presentation with logical arrangements of information	0	1 – 3	4 – 7	8 – 10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error)	0	1 – 5	6 – 10	11 – 15	
Total Points					/100 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

OUTSTANDING MIDDLE LEVEL MEMBER

This award honors FBLA-Middle Level members who have contributed to the success of FBLA-Middle Level on the local, district/regional, state, and national levels.

Eligibility & National Recognition

Each state may submit one (1) student who is a member of an active local FBLA-Middle Level chapter and who is on record in the FBLA-PBL National Center as having paid dues by March 1 of the current school year. Nominations are to be completed by the state chairman or designee and will be recognized as a recipient of the national Outstanding Middle Level Member on the FBLA-PBL Web site.

Overview

1. The nominee must submit a biographical sketch of no more than two pages and include the information listed below in the guidelines section. This information is submitted to the state chair or designee who will complete the official event entry form and submit to the FBLA-PBL National Center.
2. Nominees for state and national Middle Level Outstanding Member must be selected in accordance with the regulations of the state chapter and national association.

Guidelines

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

1. Number of years in FBLA-Middle Level.
2. Indicate the extent of participation in district/regional, state, and/or national programs and conferences.
3. Indicate the offices, chairmanships, and/or committee memberships held in FBLA-Middle Level.
4. Indicate your involvement in local activities and the outcome of at least one of the projects.
5. Answer the question, “What has FBLA done for me?”
6. Complete at least the Business Level in the Middle Level Achievement Program.
7. Include a recommendation letter from the local chapter adviser.

OUTSTANDING MIDDLE LEVEL SUPPORTER

This award honors outstanding leaders from within the school and/or the business sector who have contributed to the success of FBLA-Middle Level on the local, state, and/or national levels.

Eligibility & National Recognition

Each state may submit one (1) person for Outstanding Middle Level Supporter. Nominations are to be completed by the state chairman or designee and will be recognized as a recipient of the national Outstanding Middle Level Supporter on the FBLA-PBL Web site.

Overview

1. The nominee must submit a biographical sketch of no more than two pages and include the information listed below in the guidelines section. This information is submitted to the state chair or designee who will complete the official event entry form and submit to the FBLA-PBL National Center.
2. Nominees for Outstanding Middle Level Supporter must be selected in accordance with the regulations of the state chapter and the national association.
3. Nominees may be members of an educational institute (nonteaching staff) or the business community.

Guidelines

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

1. Years of participation in FBLA-Middle Level activities.
2. Promotion of FBLA-Middle Level through presentations, seminars, and school-related activities.
3. Contributions to local, district/regional, state activities, and/or national activities.
4. Financial assistance to and sponsorship of activities for local chapters.



Outstanding Middle Level Recognition

Check one and submit biographical sketch with this nomination form:

- ☐ Outstanding Middle Level Adviser
- ☐ Outstanding Middle Level Member
- ☐ Outstanding Middle Level Supporter

Nominee's Name: _____

Title: _____

Company/School: _____

Mailing Address: _____

City

State

Zip

E-mail: _____

School: _____

Chapter Number: _____ Phone Number: _____

E-mail: _____ Fax Number: _____

Mailing Address: _____

City

State

Zip

Adviser(s): _____

Name of the person submitting nomination who may be contacted for more information.

Name: _____

E-mail: _____ Phone No.: _____

INTRODUCTION TO BUSINESS COMMUNICATION

(Formerly: Proofreading & Editing)

The ability to proofread work accurately is a valuable business tool. This event is designed to provide recognition for FBLA-Middle Level members who have learned basic proofreading techniques, the ability to proofread accurately, spelling, and basic grammar rules.

Eligibility & National Recognition

Each state may submit the top two (2) participants (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

The winners will be recognized by the national center on the FBLA-PBL Web site.

Overview

The objective test may include questions on proofreading, grammar, punctuation, word division, expression of numbers, capitalization, and business spelling.

Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. A 45-minute objective test will be administered based on the competencies listed in the description.
3. Participants must furnish their own number two (2) pencils and erasers.

NBEA Standard: Communication

SPREADSHEET

Knowledge of spreadsheet applications is a necessity in today's high-tech business world. FBLA-Middle Level students must be able to apply various spreadsheet applications in a business environment, utilizing critical thinking and decision-making skills.

Eligibility & National Recognition

Each state may submit the top two (2) participants (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

The winners will be recognized by the national center on the FBLA-PBL Web site.

Overview

Participants should be prepared to complete problems in a spreadsheet format, which may include various functions, including formatting, sorting, editing, creating and applying formulas, and charts. Results will be based on accuracy and formula-view printout.

Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
3. Calculators are not allowed.
4. Participants must recognize the necessity for accurate proofreading.

NBEA Standards: Computation; Information Technology

WEB PAGE CREATION

This event provides recognition for FBLA-Middle Level members who demonstrate an ability to develop a Web page using HTML or Web design software and deliver a message.

Eligibility & National Recognition

Each state may submit the top two (2) entries. Entries may be created by an individual member or by a team, not to exceed three (3) members (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by March 1 of the current school year.

The winners will be recognized by the national center on the FBLA-PBL Web site.

Overview

The topic to be developed for this Web page and submitted for competition is:

Create a Web page highlighting MAP (Middle Level Achievement Program).

Guidelines

1. The Web page may be one or two pages with at least one link.
2. The Web page must address the topic in the overview section. Entries will be judged according to the rating sheet.
3. Web pages must be submitted on a CD or DVD and must be viewable with a variety of browsers (Netscape, Microsoft Internet Explorer, Safari, and more).
4. Presentations should be clearly labeled with the name of the event, name of participant(s), school name, and state.

NBEA Standards: Information Technology

STANDARDS OF MAILABILITY

Materials submitted in these events are graded against the standard of zero errors and business-like format. The Format Guide must be followed for proper formatting of any type of word processing documents in Word Processing I & II and Computer Applications. See the Format Guide at the end of this section on page V-App. 1.

In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points per error.

1. Omission of a nonessential part of a document (e.g., reference initials, enclosure notation)
2. Minor errors in vertical placement
3. Minor errors in horizontal placement
4. Minor spacing errors
5. Inserted or omitted words that do not change the meaning of the sentence
6. Transposed words that do not change the meaning of the sentence

The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.

1. Failure to follow specific directions
2. Keying or spelling errors
3. Inserted or omitted words that change the meaning of the sentence
4. Omission of essential parts of a document (e.g., date, inside address)
5. Format Guide not followed



Web Page Creation Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Overall Appeal					
Grabs audience attention	0	1 – 3	4 – 7	8 – 10	
Content of Web page(s) effectively cover topic with all vital information included (who, what, when, where, why, and how.)	0	1 – 3	4 – 7	8 – 10	
Appeals to audience	0	1 – 2	3 – 4	5	
Layout					
Creative and original	0	1 – 2	3 – 4	5	
Format, text, and graphics are consistent, well-balanced and with no overlapping items that reduce readability	0	1 – 3	4 – 7	8 – 10	
Graphics are appropriate to subject and are effectively utilized	0	1 – 2	3 – 4	5	
Font selection (type, size, style, kerning, leading, etc.) is appropriate and appealing	0	1 – 2	3 – 4	5	
Use of color is appealing	0	1 – 2	3 – 4	5	
Technical Features					
Site uses innovative technology tools and enhancements effectively (i.e., streaming video or audio, flash type program)	0	1 – 3	4 – 7	8 – 10	
Web pages are viewable on standard browsers	0	1 – 2	3 – 4	5	
Copyright laws have been adhered to and any photos, text, trademarks, or names used on the site are supported by proper documentation and approvals and are indicated on the Web page(s)	0	1 – 3	4 – 7	8 – 10	
Navigation					
Links are appropriate and support topic	0	1 – 2	3 – 4	5	
All links are functional and allow viewer path back to home page	0	1 – 3	4 – 7	8 – 10	
Navigational scheme is logical and effective	0	1 – 2	3 – 4	5	
Total Points	/100 max.				
Penalty Points: Deduct 1 point each for a typographical, spelling, punctuation, or grammar error.					
Final Score	/100 max.				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



Cover Sheet for

American Enterprise Project
Community Service Project
Local Chapter Activity Report
Go Green Project

School: _____ State: _____

Chapter Number: _____ Phone Number: _____

E-mail: _____ Fax Number: _____

Mailing Address: _____

City State Zip

Principal's Name: _____

Adviser(s): _____

Middle Level Achievement Program (MAP)—Individual Achievement

INDIVIDUAL MEMBERSHIP RECOGNITION PROGRAM OVERVIEW

This individual member program is designed to reward those FBLA-Middle Level members who excel in their participation in a variety of activities in the areas of service, education, and leadership. Members simply copy and fill out the cover sheet, attach the entry form and any supporting documentation, and submit the package by March 1 or entries can be submitted online through the Adviser Area.

LEVEL 1: ENTREPRENEUR LEVEL—This award focuses on basic business skills, introduction to community service, and FBLA-Middle Level involvement at the local level; entries are certified by the local chapter adviser. Entries must be submitted to the national center. Pins will be sent to the local chapter adviser so that they can be awarded at a local awards ceremony or local FBLA-Middle Level event. An entry form and supporting documentation are required for this award.

LEVEL 2: BUSINESS LEVEL—Certified by the local chapter adviser. This award focuses on chapter activities, intermediate business skills, and leadership in the community. Entries must be submitted to the national center. Pins will be sent to the local chapter adviser for presentation at a local awards ceremony or local FBLA-Middle Level event. An entry form and supporting documentation are required for this award.

LEVEL 3: ENTERPRISE LEVEL—Certified by the local chapter adviser. This award focuses on chapter and leadership activities, advanced business skills, and community and school leadership. All documentation must be submitted to the national center. Names of qualifying students and pins will be sent to the state chairman/adviser so that awards can be presented at the district or the state leadership conference, if desired.

All entries become the property of FBLA-PBL, Inc., and will not be returned. FBLA-PBL, Inc. reserves the right to use submitted materials for its national publications.

Due Date: Must be postmarked by March 1.

Mail to: Middle Level Achievement Program, 1912 Association Drive, Reston, VA 20191-1591 or submit online through the Adviser Area.

NOTE: *Members may complete more than one level in a year. Levels do not build on each other. Activities should be conducted using word processing, spreadsheet, database, and presentation software functions where appropriate.*



COVER SHEET



- ☐ **Individual Program (check the appropriate level)**
 - ☐ **Entrepreneur Level**
 - ☐ **Business Level**
 - ☐ **Enterprise Level**
- ☐ **Chapter Program**
 - ☐ **Excellence Award**

(Please type or print clearly.)

Member's Name: _____	Chapter Number: _____
Lead Adviser's Name: _____	Salutation (circle one): Dr. Mr. Mrs. Ms.
School Name: _____	Lead Adviser's Phone: _____
School Address: _____	Lead Adviser's E-mail: _____
City, State, Zip: _____	
Signature of Lead Adviser: _____	
<i>(National use only)</i>	
Date Received: _____	Date Processed: _____



LEVEL 1: ENTREPRENEUR LEVEL

Entry Form

Note: Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete eight (8) activities from four (4) sections. Entrepreneur Level recipients receive a lapel pin at a local chapter meeting or awards banquet.

School/Community Service Complete two (2) activities.	Education Complete two (2) activities. The first one (1) is required.	Leadership Complete two (2) activities. The first one (1) is required.	Career Exploration Complete two (2) activities. The first one (1) is required.
☐ 1. Donate at least five (5) hours of service to one of your teachers. Hours: _____ Teacher: _____ Adviser's initials: _____	☐ 1. Required. Complete the Parliamentary Procedures crossword puzzle. (<i>Attach completed puzzle.</i>)	☐ 1. Required. Attend two (2) chapter meetings. Dates of Meetings: _____ Adviser's Initials: _____	☐ 1. Required. Interview a family member about his/her career. (<i>Attach completed Family Member Interview Question form on page V-25.</i>)
☐ 2. Help your chapter adviser with activities to promote American Enterprise Day or FBLA-PBL Week. (<i>Attach a 50-word summary of the project.</i>) Adviser's initials: _____	☐ 2. Key the FBLA-PBL Mission Statement (page V-25), insert clip art, and center it on a sheet of paper. (<i>Attach a copy.</i>)	☐ 2. Participate in an individual FBLA-Middle Level competitive recognition event. Event: _____ Adviser's Initials: _____	☐ 2. List five (5) positive characteristics about yourself. (<i>Attach characteristics.</i>)
☐ 3. Participate in your chapter's community service project committee. (<i>Attach a 50-word summary of the project.</i>)	☐ 3. Read an article or story from <i>Tomorrow's Business Leader</i> . (<i>Attach a 100-word summary of the article or story.</i>)	☐ 3. Bring a friend to a meeting. Name: _____	☐ 3. Explain the importance of a dress code in the workplace. (<i>Attach a 50-word summary.</i>)
☐ 4. Create a promotional piece such as a flyer, poster, or bulletin board encouraging students to join the local chapter. (<i>Attach a sample of the flyer, poster, or a picture of the bulletin board.</i>)	☐ 4. Identify five characteristics of an effective leader. (<i>Attach characteristics and explain how FBLA-Middle Level can help you achieve them.</i>)	☐ 4. Sign up for a local chapter committee. Committee Name: _____	☐ 4. List five personal goals. (<i>Attach goals.</i>)

Student's Signature

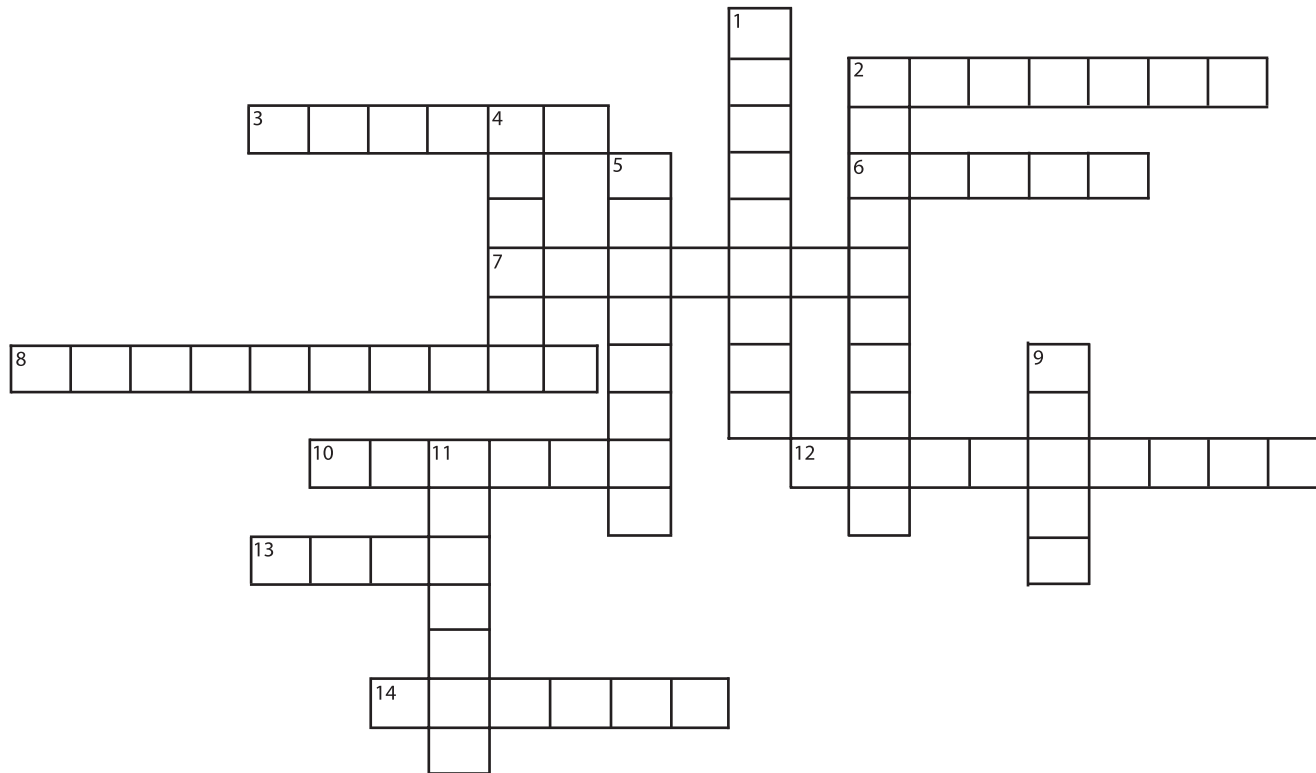
Lead Adviser's Signature

Date



Parliamentary Procedures Crossword Puzzle and Answer Key

Entrepreneur Level



ACROSS

2. To cancel a previous action.
3. A framework for discussion.
6. The person presiding.
7. To close the meeting.
8. Motions that concern matters of immediate importance.
10. To send a pending question to a small group.
12. Prepares and reads the minutes of the meeting.
13. Motions whose introductions bring business before the assembly.
14. A short intermission that does not close the meeting.

DOWN

1. Receives and acts as custodian of chapter funds.
2. To bring back a motion that has already been voted on.
4. Discussion of the merits of a motion.
5. Over half the members present and voting.
9. A motion to modify the wording of a motion.
11. Record of the proceedings of a meeting.

KEY: Across – (2) rescind (3) agenda (6) chair (7) adjourn (8) privileged (10) commit (12) secretary (13) main (14) recess and Down (1) treasurer (2) reconsider (4) debate (5) majority (9) amend (11) minutes



Mission Statement

Entrepreneur Level

FBLA-PBL Mission

*Our mission is to
bring business and education
together in a positive
working relationship
through innovative leadership
and career development programs.*



Family Member Interview Questions

Entrepreneur Level

- ☐ What is the family member's name and job title?
- ☐ What company does he/she work for?
- ☐ What are the duties of the job?
- ☐ What special training or education does this job require?
- ☐ What personal qualifications are helpful for this job?
- ☐ What are the advantages and disadvantages of this job?
- ☐ What is the salary range of a worker who has this job?
- ☐ What forms of technology are used in this job?
- ☐ What is the best part of this job?
- ☐ Other:



LEVEL 2: BUSINESS LEVEL

Entry Form

Note: Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete nine (9) activities from four (4) sections. Business Level recipients receive a lapel pin at a local chapter meeting or awards banquet.

School/Community Service Complete two (2) activities.	Education Complete two (2) activities. The first one (1) is required.	Leadership Complete three (3) activities. Two (2) are required.	Career Exploration Complete two (2) activities.
☐ 1. Design a FBLA-Middle Level chapter exhibit to be displayed at a chapter or school event. <i>(Attach a scanned photo of the exhibit.)</i>	☐ 1. Required. Complete the FBLA-Middle Level Spelling Test with a score of 90 percent or better. <i>(Attach completed test.)</i> Date Completed: _____ Score: _____ Adviser's Initials: _____	☐ 1. Required. Participate in the Night of the Body Snatchers I membership recruitment program. See page V-33. <i>(Attach completed form.)</i>	☐ 1. Design a bumper sticker with quotes that reflect positive values that may include responsibility, respect, and ethics. <i>(Attach design.)</i>
☐ 2. Participate in a literacy project; i.e., a tutoring program for elementary students, a book drive, or reading to elementary students. <i>(Attach a 50-word summary.)</i> Adviser's initials: _____	☐ 2. Help present the FBLA-PBL history presentation skit <i>(See the National Organization section of the Chapter Management Handbook on page VII-14)</i> at a local chapter meeting. Meeting Date: _____ Adviser's Initials: _____	☐ 2. Required. Complete the FBLA-PBL Creed worksheet on page V-28. <i>(Attach completed worksheet.)</i>	☐ 2. Research a career in business. <i>(Attach a one-page report.)</i>
☐ 3. Create a poster or a flyer about the March of Dimes to hand out at a local chapter meeting to create support and awareness. <i>(Attach a copy of the flyer or poster.)</i>	☐ 3. In 50 words or less, describe why a free enterprise system is important. <i>(Attach paragraph.)</i>	☐ 3. Make a presentation about the "Benefits of Joining FBLA-Middle Level" to one of your classes. <i>(Attach outline of presentation.)</i> Adviser's Initials: _____	☐ 3. Identify one (1) personal strength and one (1) personal weakness. Describe what you can do to overcome this weakness. <i>(Attach strength, weakness, and description.)</i>
☐ 4. Serve on a community service committee that is planning a project to either promote or raise money for the March of Dimes or for a state service project. <i>(Attach a 50-word description of this project.)</i>	☐ 4. Obtain at least two (2) business cards from businesspeople in your community. <i>(Copy business cards and attach them.)</i>	☐ 4. Submit an article about a chapter activity to your school or local newspaper or <i>Tomorrow's Business Leader</i> . <i>(Attach a copy of the article.)</i>	☐ 4. List 10 questions that you may be asked in a job interview. <i>(Attach questions.)</i>

Student's Signature

Lead Adviser's Signature

Date



Spelling List and Test

Business Level Award

SPELLING LIST

Study the following words for the spelling test. The test will consist of 20 of these words.

- | | |
|------------------|---|
| 1. accordance | The two agreements, although stated differently, are in accordance . |
| 2. adjacent | Her office is adjacent to mine. |
| 3. aggravate | His hasty, unwise decision tended to aggravate the situation. |
| 4. altogether | That statement was altogether confusing and misleading. |
| 5. approximately | Approximately 100 people attended the meeting. |
| 6. argue | No one could argue with the action she took. |
| 7. attendance | Attendance at the seminar was twice that expected. |
| 8. auxiliary | During holidays, many stores hire part-time auxiliary employees. |
| 9. beginning | Beginning employees receive entry-level wages. |
| 10. categories | Suggestions were made for each of the categories . |
| 11. changeable | The computer market is highly changeable . |
| 12. choose | Employees choose the benefit plan that best suits their needs. |
| 13. claimant | The claimant received a refund. |
| 14. collateral | She pledged her house as collateral for the business loan. |
| 15. compliance | All procedures were in compliance with the rules. |
| 16. consistent | Their actions were consistent with their words. |
| 17. corporation | The corporation issued its annual report. |
| 18. council | The city official attended a council meeting. |
| 19. deductible | The tax laws resulted in many expenses no longer being deductible . |
| 20. desirable | Handling supplies that way is neither economical nor desirable . |
| 21. device | This new machine has an additional safety device . |
| 22. effort | The extra effort paid off. |
| 23. principal | Our principal business is printing sales catalogs. |
| 24. privilege | It is a privilege to serve you fine food at reasonable prices. |
| 25. referred | His problem was referred to an expert. |
| 26. stationery | Be sure to visit our recently expanded stationery department. |
| 27. supersede | The new labor contract will supersede the one signed in 2003. |
| 28. twelfth | This is the twelfth modem that has been installed today. |
| 29. ventilation | A heat pump will control the ventilation in winter and in summer. |
| 30. wrench | The plumber used a wrench to tighten a bolt on the pipe. |

SPELLING TEST

- | | |
|-----------------|--|
| 1. aggravate | His hasty, unwise decision tended to aggravate the situation. |
| 2. altogether | That statement was altogether confusing and misleading. |
| 3. attendance | Attendance at the seminar was twice that expected. |
| 4. auxiliary | During holidays many stores hire part-time auxiliary employees. |
| 5. categories | Suggestions were made for each of the categories . |
| 6. changeable | The computer market is highly changeable . |
| 7. claimant | The claimant received a refund. |
| 8. collateral | She pledged her house as collateral for the business loan. |
| 9. compliance | All procedures were in compliance with the rules. |
| 10. consistent | Their actions were consistent with their words. |
| 11. council | The city official attended a council meeting. |
| 12. deductible | The tax laws resulted in many expenses no longer being deductible . |
| 13. desirable | Handling supplies that way is neither economical nor desirable . |
| 14. principal | Our principal business is printing sales catalogs. |
| 15. privilege | It is a privilege to serve you fine food at reasonable prices. |
| 16. referred | His problem was referred to an expert. |
| 17. stationery | Be sure to visit our recently expanded stationery department. |
| 18. supersede | The new labor contract will supersede the one signed in 2001. |
| 19. twelfth | This is the twelfth modem that has been installed today. |
| 20. ventilation | A heat pump will control the ventilation in winter and in summer. |



FBLA-PBL Creed Worksheet

Fill in the blanks of the Creed. You may find the FBLA-PBL Creed in the National Organization section of the *Chapter Management Handbook*, page VII-3 or on the Web site at www.fbla-pbl.org.

I believe _____ is the _____ of every person.

I believe the _____ depends on mutual _____ and _____ among business, industry, _____, religious, family, and educational institutions as well as _____ around the world. I _____ to do my utmost to bring about _____ and _____ among all of these groups.

I believe every _____ should prepare for a useful _____ and carry on that _____ in a manner that brings the greatest _____ to the greatest number.

I believe every _____ should actively _____ toward improving _____, _____, community, and _____ life.

I believe every _____ has the right to _____ a living at a useful _____.

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

I believe I have the _____ to work efficiently and to _____ clearly. I _____ to use my _____ to make the world a better place for everyone.



LEVEL 3: ENTERPRISE LEVEL

Entry Form

Note: Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete 10 activities from four (4) sections. Enterprise Level recipients receive lapel pins at the district/regional or state level. The national center staff will remit the names of winners and pins to state advisers/chairs.

School/Community Service Complete two (2) activities.	Education All four (4) activities are required.	Leadership Complete two (2) activities. The first one (1) is required.	Career Exploration Complete two (2) activities.
☐ 1. Volunteer to participate in a project to benefit senior citizens; i.e., yard work, spend time with nursing home residents, decorate pumpkins for a nursing home, organize an Internet class for senior citizens. <i>(Attach a 100-word summary describing how you benefited from the project.)</i>	☐ 1. Required. Complete the Business Plan Project by yourself or with a partner. See the instruction sheet following this section on page V-30. <i>(Attach completed project.)</i>	☐ 1. Required. Participate in the Night of the Body Snatchers II membership recruitment program. See page V-34. <i>(Attach completed form.)</i>	☐ 1. Write down one personal achievement from each age period. 2–5 years: _____ 6–9 years: _____ 10–13 years: _____ <i>(In 100 words reflect on the significance of each.)</i>
☐ 2. Mentor a new FBLA-Middle Level member or shadow a high school FBLA member. <i>(Attach a 100-word summary describing the experience.)</i>	☐ 2. Required. List the different steps in the decision-making process. Discuss (in 100 words or less) how you could apply this to solving problems in your daily life and in FBLA-Middle Level.	☐ 2. Serve as a local officer or chairman of a local chapter committee. Position: _____	☐ 2. Shadow a businessperson in a career that interests you. Person Shadowed: _____ Business: _____ Date: _____ Adviser's Initials: _____
☐ 3. Design a card to distribute to your local adviser during Adviser Appreciation Day. <i>(Attach the card.)</i>	☐ 3. Required. Complete the FBLA-Middle Level Business Math test with a score of 90 percent or better. <i>(Attach completed test.)</i> Date Completed: _____ Score: _____	☐ 3. With your local adviser, plan a social activity for the chapter. <i>(Attach completed Project Planning Form on page V-32.)</i> Activity: _____ Date: _____	☐ 3. Write a letter to an area business requesting information about desirable employee characteristics. <i>(Attach copy of the letter.)</i>
☐ 4. List ten (10) fun activities or icebreakers that your local chapter adviser could use at local chapter meetings. <i>(Attach fun activities/icebreakers.)</i>	☐ 4. Required. Research a person from history that you admire for his/her leadership skills. Give an oral presentation in one of your classes or at a chapter meeting. Person: _____ Date Presented: _____ Adviser's Initials: _____	☐ 4. Write a letter inviting a businessperson to speak at a chapter meeting or activity. <i>(Attach letter.)</i>	☐ 4. Explore a business career and use the Internet to research what this career is like in three different countries. <i>(Attach written report.)</i>

Student's Signature _____

Lead Adviser's Signature _____

Date _____



Business Plan Project Instructions Enterprise Level

Through this activity, FBLA-Middle Level members will team up with a partner or they may complete this as an individual project. Members will learn to identify a market and reach that market through different promotional activities. Each team has received the funding necessary to start a new business. All activities need to be turned in to the FBLA-Middle Level adviser in a report format once everything has been completed.

Report (all reports must be bound)
Include the following sections in developing the report for the Business Plan. The report must be word processed and the body of the report must be at least three pages in length. Pages may be single or double spaced.

Business Overview. This introduction to the student's report should describe the business concept and explain the rationale behind the slogan and logos of the business. It should also discuss how students plan to create interest in their business.

Company Description. This also should include the business mission statement. It should also include a vision for the business and the strategies that the student is going to use to achieve this. Goals or objectives of the business should be listed in this section of the report.

Industry Analysis. Students are to prepare a description of the relevant industry for their business. Make sure size, growth rates, nature of competition, history, and trends and opportunities within the industry are included in the plan.

Marketing Plan. Students need to identify their target market in this section of the report. They should determine the needs of consumers and the components of marketing for their business (product, place, price, promotion, and people); design their business so that it will meet the customer's needs; and identify the different promotional efforts in this section including the different types of advertising that will be used (i.e., slogans, logos, billboards, brochures, print ads, and commercials).

Human Resources. Students should identify key employees needed for the business and indicate how the employees will be recruited.

Summary. Where do you see the business in three, five, and ten years? Include an evaluation of the business's potential for success or failure and identify priorities for directing future business activities. Students should reflect on any long-term business goals and any risks that they may face within the industry they have chosen.

Appendices

Include the following documents in the appendix.

Business Name/Goals. FBLA-Middle Level members must come up with a name for their new business. They need to develop a vision for this business, develop strategies for reaching this vision, and establish goals or objectives for the business. This information will be used in the final phase of the project, when students prepare a written report with the appendices below.

Logo. FBLA-Middle Level members must design a logo and a slogan for their business to be used on correspondence, letterhead, and promotional pieces. This logo will represent the image of the business in the industry.

Business Cards. Students are to design business cards for themselves that include their name, title, business address, phone number, and e-mail address.

Letterhead. FBLA-Middle Level members are to create letterhead that will be used for all correspondence. The letterhead must include the name of the company, student's name and title, company address, company phone number, and company e-mail address.

Brochure. Students are to create a brochure advertising their business. This brochure must include the business logo and a list of the business merchandise or services offered. Include appropriate clip art and pictures.

Grand Opening Flyer. Students are to create a flyer for the grand opening of their business. The flyer should be carefully designed, look professional, and provide a brief description of the products or services that the company provides.

Door Sign with Hours. Students are to create a sign designating the hours the company is open for business. Include the company logo.

Welcome Letter. Students are to prepare a welcome letter in proper business format that could be mailed to prospective customers. This letter should be on the business letterhead and should include a description of the business and an invitation for them to attend the grand opening. Students should include a coupon at the bottom of the page that customers can use on their first visit. The letter should be addressed to "Dear Prospective Customer:" and include the business location, hours, and any other relevant information.

Report Guidelines

1. Include a cover page on card stock paper with graphics, student's name, class, and name of business.
2. Page number the report.
3. Include a Table of Contents.
4. The following appendices should follow the report:
 - a. Appendix A—Logo and Business Slogan
 - b. Appendix B—Business Card
 - c. Appendix C—Letterhead
 - d. Appendix D—Brochure
 - e. Appendix E—Grand Opening Flyer
 - f. Appendix F—Door Sign with Hours
 - g. Appendix G—Welcome Letter



Business Math Test and Answer Key

Enterprise Level

(Calculators may be used.)

Divide and write the remainders as fractions, reduce to lowest terms.

- ____ 1. $\frac{9}{10} \div \frac{3}{4}$
 ____ 2. $2\frac{1}{4} \div 1\frac{3}{4}$
 ____ 3. $36\frac{2}{3} \div 9$ (Fraction formats should match.)

Multiply.

- ____ 4. $12\frac{7}{8} \times 6\frac{3}{4}$
 ____ 5. $33 \times 7\frac{1}{3}$
 ____ 6. 18 radios @ \$37.50 each
 ____ 7. $62 \times 28 \times 74$

Change the percentages to fractions, reduce to lowest terms.

- ____ 8. 37.5 percent
 ____ 9. $16\frac{2}{3}$ percent

Change the fractions to decimals.

- ____ 10. $\frac{5}{7}$
 ____ 11. $2\frac{3}{4}$
 ____ 12. $\frac{15}{16}$

Change the following to percentages.

- ____ 13. $\frac{3}{5}$
 ____ 14. 0.2187
 ____ 15. 20.6
 ____ 16. Ginger earned \$29.54 on Monday, \$72.85 on Tuesday, and \$54.15 on Wednesday, took Thursday off, and earned \$72.96 on Friday. Find the total earnings for the week.
 ____ 17. A fast-food franchise with a monthly advertising budget of \$3,200 decides to set up a media budget. They plan to spend 20 percent for television, 30 percent for newspapers, 15 percent for outdoor signs, 30 percent for radio, and the remainder for bumper stickers. What percent of the total budget do they plan to spend on bumper stickers?
 ____ 18. Ms. Morris spent \$134 on supplies and \$150.62 on visual aids for her accounting class. She then found that 25 percent of her budget remained. What amount remained?
 ____ 19. A college with 12,000 students has 4,800 students who are majoring in business. What is the ratio of the business students to the total?
 ____ 20. Five crates of parts are to be shipped by Federal Express. The crates weigh 56.7 kilograms, 46.3 kilograms, 74.8 kilograms, 68.5 kilograms, and 60.8 kilograms, respectively. What is the total weight of the crates to be shipped?

Business Math Test Answer Key

16. \$229.50
 11. 2.75
 6. \$675
 1. $1\frac{1}{5}$
 2. $1\frac{2}{7}$
 3. $4\frac{2}{27}$
 4. $86\frac{29}{32}$
 5. 242
 10. 7143
 15. 2060 percent
 20. 307.1 kg
 14. 21.87 percent
 19. 2:5
 18. \$94.87
 13. 60 percent
 12. 9375
 7. 128,464
 8. $\frac{3}{8}$
 9. $\frac{1}{6}$
 17. \$160 or 5 percent
 18. \$94.87



FBLA-Middle Level Project Planning Form

Enterprise Level and Chapter Excellence Award

Name of Project: _____

Proposed Date and Time: _____

Why are we doing this project? _____

Who will benefit from this project? _____

Names of people assisting: _____

Funding Required: \$_____ Received approval: ☐ Yes ☐ No

Description of the project (what will be accomplished, what impact will it have, etc.): _____

Description of publicity planned: _____

Other: _____



Night of the Body Snatchers I

Goal – To ignite recruiting efforts at the local level by offering incentives to individual members who “snatch” two (2) new FBLA-Middle Level members. This membership recruitment program is tied directly into Middle Level Achievement Awards Program (MAP) and coincides with the Business Level.

Night of the Body Snatchers

FBLA-Middle Level Members who recruit two NEW members and submit the accompanying *Body Snatchers I* form by March 1 will receive recognition on the national Web site. This program fulfills one of the requirements of the Business Level of the Middle Level Achievement Awards—Individual Membership Recognition.

Clip off and send the form below.

Member's Name: _____ Chapter No: _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

Lead Adviser: _____

Lead Adviser's E-mail: _____ School Phone: _____

Recruited two new members: (List names of new members in the blanks below.)

1. Name: _____

2. Name: _____

Member's Signature: _____ Date: _____

Lead Adviser Signature: _____ Date: _____

Must be received by April 1 to:

FBLA-Middle Level Membership Awards
1912 Association Drive
Reston, Virginia 20191-1591
Fax: 866.500.5610

Forms will be accepted throughout the year. Final postmark deadline is April 1.



Night of the Body Snatchers II

Goal – To double recruiting efforts at the local level by offering incentives to individual members who double their recruiting efforts and “snatch” four (4) new FBLA-Middle Level members. This membership recruitment program is tied directly into Middle Level Achievement Awards Program (MAP) and coincides with the Enterprise Award.

Night of the Body Snatchers II

In this sequel award, FBLA-Middle Level Members who recruit four NEW members, doubling their recruitment efforts, and submit the accompanying *Body Snatchers II* form by March 1 will receive recognition on the national Web site. This program fulfills one of the requirements of the Enterprise Level of the Middle Level Achievement Awards—Individual Membership Recognition.

Clip off and send the form below.

Member's Name: _____ Chapter No: _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

Lead Adviser: _____

Lead Adviser's E-mail: _____ School Phone: _____

Recruited four new members: (List names of new members in the blanks below.)

1. Name: _____

2. Name: _____

3. Name: _____

4. Name: _____

Member's Signature: _____ Date: _____

Lead Adviser Signature: _____ Date: _____

Must be received by April 1 to:

FBLA-Middle Level Membership Awards
1912 Association Drive
Reston, Virginia 20191-1591
Fax: 866.500.5610

Forms will be accepted throughout the year. Final postmark deadline is April 1.



Outstanding Chapter Award of Merit Chapter Excellence Award Program

OUTSTANDING CHAPTER AWARD OF MERIT

Program Overview

The Outstanding Chapter Award of Merit recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA-PBL, Inc.

Eligibility

Active local FBLA-Middle Level chapters must be nominated by the state chairman/adviser and be on record as having paid national dues by March 1 of the current school year.

Regulations

1. The state chairman or designee must complete the Outstanding Chapter Award of Merit FBLA-Middle Level entry form and certify that the chapters listed have met their state's criteria.
2. Each state may select two (2) chapters or up to 15 percent of the total active chapters (based on March 1 membership numbers), whichever is greater. (If the percentage results in a fractional number, it is rounded up to the next highest number.)
3. Prior to the nomination, each local chapter must submit a copy of the Local Chapter Activities Report to the state chairman/adviser.
4. If no state chapter exists, nominations may be made directly to the national center.

Procedure

The suggested criteria for the FBLA-Middle Level Outstanding Chapter Award of Merit should serve as a guide for the state chapter in the evaluation process. Criteria may include:

- ☐ Paid state and national dues by October 20.
- ☐ Conducted activities identified with the FBLA-PBL goals.
- ☐ Participated in the Middle Level Achievement Program (MAP).
- ☐ Participated in school and community service activities.

- ☐ Promoted FBLA-Middle Level to the school and community.
- ☐ Invited business and professional men and women to become involved in chapter activities.
- ☐ Conducted a public relations program in the school and community and documented the activities with newspaper clippings.

National Recognition

Chapters receiving this award will receive certificates of achievement.

CHAPTER EXCELLENCE AWARD

This chapter membership recognition program recognizes a FBLA-Middle Level chapter's participation in a variety of projects and activities from the areas of service, education, and leadership. This program encourages local chapters to plan projects and participate in activities in these areas to enrich the experiences of chapter members, which in turn help to increase local chapter membership. Chapters that go above and beyond in their FBLA-Middle Level participation are awarded with national recognition.

All FBLA-Middle Level chapters are eligible to compete for the Chapter Excellence Award each year: 10 activities must be completed. Chapters completing the necessary requirements receive:

- ☐ Certificate of Recognition.
- ☐ Inclusion on the Outstanding Chapter Honor Roll, which appears in national publications and on the national Web site.

Simply copy and fill out the cover sheet, attach the entry form and any supporting documentation, and submit the package by April 1. Accompanying forms may be found immediately following this section.

All entries become the property of FBLA-PBL, Inc. and will not be returned. FBLA-PBL, Inc. reserves the right to use submitted materials for its national publications.

Due Date: Must be postmarked by April 1.

Mail to: FBLA-Middle Level Achievement Program—Chapter, 1912 Association Drive, Reston, VA 20191-1591.



CHAPTER EXCELLENCE AWARD Entry Form

Note: Attach the cover sheet, entry form, and all documentation, postmarked by April 1. Chapters must complete ten (10) activities from the three (3) sections. The Chapter Excellence Award is presented at the local level with a certificate.

School/Community Service Complete three (3) activities.	Education Complete three (3) activities. The first two (2) are required.	Leadership Complete four (4) activities.
☐ 1. Plan a service project for your school or community (i.e., computer classes for children or senior citizens, babysitting services for Parent/Teacher Conferences, typing services for faculty, bowl-a-thon to raise money for a charity, read stories to kindergarten students). <i>(Attach the completed Project Planning Form on page V-32.)</i>	☐ 1. Required. Submit at least one member's name who has completed the Business Level or higher of the Individual Membership Recognition Program. Member Name: _____ Program Level: _____ Date Submitted: _____	☐ 1. Required. Complete the Leadership/Chapter Checklist. <i>(Attach completed form on page V-38.)</i>
☐ 2. Donate at least one (1) of your member's services to a local business or a faculty member. <i>(Have a member attach a 100-word summary describing what he/she learned from this experience.)</i>	☐ 2. Required. Have one of your officers prepare minutes from a local chapter meeting. <i>(Attach completed minutes worksheet on page V-37.)</i>	☐ 2a. Required. Increase or maintain your chapter membership. <i>(Attach membership roster.)</i> _____ 2010–11 members 2011–12 members OR ☐ 2b. Required. Sign up all students in a business class. <i>(Attach 100 percent Class Participation form on page V-41 and a copy of the class roster.)</i>
☐ 3. Write a press release about the March of Dimes or about FBLA-Middle Level to promote your chapter during FBLA-PBL Week. <i>(Attach a copy of this press release—see the Public Relations section of the CMH for ideas on how to write press releases.)</i>	☐ 3. Prepare a local chapter Treasurer's Report for one of your chapter meetings.	☐ 3. Required. Conduct the M&M® icebreaker at one of your chapter meetings. See page V-39 for the activity. <i>(Have one of the members attach a 50-word summary describing this activity and the effect that it had on the local chapter meeting.)</i>
☐ 4. Volunteer your chapter's services to benefit someone with special needs in the community (i.e., volunteer at a homeless shelter, rake or mow yards for the elderly in the community, volunteer to help the Salvation Army, participate in a community Walk America for the March of Dimes, participate in Join Hands Day). <i>(Attach a 100-word description of this activity.)</i>	☐ 4. Sponsor a CEO Day where members dress in professional business attire. <i>(Attach a news release describing this project.)</i> See the Public Relations section of the <i>Chapter Management Handbook</i> for samples of a news release.	☐ 4. Required. Invite your school principal to attend a local chapter meeting or a local event. <i>(Attach letter.)</i>

Student's Signature

Lead Adviser's Signature

Date



Minutes Worksheet

Chapter Excellence Award

Meeting of the _____ Chapter of Future Business Leaders of America.

Date _____ Time _____ Place _____

Presiding Officer _____

Number of Members Present _____ Absent _____

Minutes of Previous Meeting _____

Treasurer's Report _____
(State if accepted, corrected, etc.)

(Amount of balance on hand reported.)

Committee Reports

Report of _____ Committee. _____

Unfinished Business

Item _____ Presented by _____

How handled? _____

New Business

Item _____ Presented by _____

How handled? _____

Announcements _____

Summary of Program _____

Guests Present _____

Time of Adjournment and How _____

Chapter Secretary _____

Date _____



Leadership/Chapter Checklist

Chapter Excellence Award

Okay	Needs Improvement	Items
		1. Do we hold regular chapter meetings?
		2. Do we have a written agenda for our meetings?
		3. Are minutes recorded and read at our chapter meetings?
		4. Do we publicize our meetings?
		5. Do we make assignments at our meetings?
		6. Do we follow through with our assignments?
		7. Do all participants at our meetings have equal opportunity?
		8. Do we encourage new members of our chapter to participate?
		9. Do we teach and demonstrate leadership principles?
		10. Do we conduct progress reviews to check our accomplishments?
		11. Do we recognize and compliment others for their efforts?
		12. Do we set worthwhile goals?
		13. Do we communicate our goals and our accomplishments?
		14. Do we plan our activities?
		15. Do our officers and our members understand our mission?

 President's Signature

 Adviser's Signature

 Date



The M&M® Guide to Meeting New People

Chapter Excellence Award

Instructions: Everyone in the meeting gets three note cards and a small bag of M&Ms. Ask FBLA-Middle Level chapter members to pick three M&Ms—each a different color. On the index cards students:

- ☐ Write their name.
- ☐ Write their e-mail address (if applicable).
- ☐ Write the years that they have been in FBLA-Middle Level.
- ☐ Write the answer to the questions that match the color of M&Ms that they chose.

FBLA-Middle Level chapter members then go around the room and introduce themselves to three different people and tell them their name, their e-mail address, and the years they have been in FBLA-Middle Level. Switch all three cards with three different people—when students are done they will have names, e-mail addresses, and information about three new friends.

Orange – What is your favorite color?

Red – What is your favorite food?

Blue – Why are you interested in FBLA-Middle Level?

Yellow – What is your favorite television show?

Green – What is your favorite activity?

Brown – Who is your favorite music artist?



MEMBERSHIP RECOGNITION AWARDS OVERVIEW

Membership Recognition Chapter Awards

Membership Recognition Awards are based on a fall deadline of October 20 and a spring deadline of March 1 for all the awards below except the Professional Division, for which the cutoff date is April 15. One award is presented in each category. Below is a chart of the different chapter and state membership recognition awards.

Local Chapter Awards	Fall	Spring	State Chapter Awards	Fall	Spring
Largest Local Chapter	X	X	Largest State Chapter	X	X
			Largest Increase in State Membership	X	X

100 Percent Class Participation Award

- ☐ Must have 100 percent FBLA-Middle Level chapter membership in a single class
- ☐ Class roster must be submitted with the chapter's membership list
- ☐ **Deadline:** must be postmarked by April 1
- ☐ Recognition on the national Web site
- ☐ Meets one of the criteria for the Chapter Excellence Award
- ☐ Complete the form found on page V-41 to be eligible for this membership award

Membership Achievement Award

- ☐ Maintain or increase local chapter membership from previous school year to current school year
- ☐ Complete the form found on page V-41 to be eligible for this membership award
- ☐ **Deadline:** must be postmarked by April 1
- ☐ Recognition on the national Web site
- ☐ Meets one of the criteria for the Chapter Excellence Award



100 Percent Class Participation

(Please type or print clearly.)

School Name: _____ Phone: _____

Check one: ☐ FBLA ☐ PBL ☐ FBLA–Middle Level Lead Adviser's E-mail: _____

School Address: _____

City: _____ State: _____ Zip: _____

Lead Adviser: _____ Chapter President: _____ Chapter No.: _____

Awarded to chapters that have achieved 100 percent sign-up of all registered students in a business or business-related class. Attach a class roster and copy of your chapter's Membership Reporting Form.

Class Title: _____ Number of Students: _____

Send to: FBLA-PBL Membership Awards
1912 Association Drive
Reston, VA 20191-1591

Postmarked by: April 1

or Fax: 1.866.500.5610



Membership Achievement Award

(Please type or print clearly.)

School Name: _____ Phone: _____

Check one: ☐ FBLA ☐ PBL ☐ FBLA–Middle Level Lead Adviser's E-mail: _____

School Address: _____

City: _____ State: _____ Zip: _____

Lead Adviser: _____ Chapter President: _____ Chapter No.: _____

Awarded to chapters that maintained or increased their membership over prior year levels.

Number of current year members: _____

Number of prior year members: _____

Send to: FBLA-PBL Membership Awards
1912 Association Drive
Reston, VA 20191-1591

Postmarked by: April 1

or Fax: 1.866.500.5610



Local Recruitment of Chapters

Please check one of the following: ☐ FBLA ☐ PBL ☐ FBLA–Middle Level

This event is designed to honor those local chapters that charter or reactivate chapters of FBLA, FBLA-Middle Level, and/or PBL.

Complete all of the information requested below. A local chapter *must recruit a minimum of two (2) new/reactivating chapters* to qualify.

Mail this entry to your state chairperson for approval. The state chairperson must forward the entry to the national center **to be received by the second Friday in May.**

School Name: _____

Lead Adviser's Name: _____ Chapter No: _____

School Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

List chapters (minimum of two) chartered and/or reactivated, giving chapter number, name of school, city, state, and zip code.

Chapter Number	Name of School Chartered or Reactivated	City	State	Zip	Date Chapter Installed or Reactivated	Activities Completed to Charter or Reactivate

Number of chapters chartered this year by your chapter: _____

Number of chapters reactivated this year by your chapter: _____

Signed _____

Date _____

Signed _____

Date _____

Chapter President or Adviser

State Chair or State Adviser



FBLA-PBL ADVISER WALL OF FAME NOMINATION

At the FBLA-PBL National Center, the Adviser Wall of Fame recognizes advisers and state chairs with 20 or more years of service to FBLA-PBL.

Date: _____ ☐ FBLA Adviser ☐ PBL Adviser ☐ FBLA-Middle Level Adviser

Postmarked Deadline: May 1

Nominee

Name: _____
 Address: _____
 Phone: _____
 E-mail: _____
 Chapters, approximate dates served: _____

Qualifications

I. Total Years Served: _____ (minimum of 20 years required)

II. State Affiliation: _____

III. Indicate a minimum of five of the following criteria met by the nominee:

☐ Attended a combined total of at least 10 National Leadership Conferences and/or National Fall Leadership Conferences

Indicate years: _____

☐ Had at least one state or national officer from his/her chapter or has served as adviser to at least one state or national officer

Indicate name(s), office, and year(s): _____

☐ Had a national competitive event winner placing in the top ten

Indicate winner(s) and year(s): _____

☐ Served on the national board of directors

Indicate term: _____

☐ Served on the National Awards Program Committee

Indicate term: _____

☐ Administered a competitive event at a state or national conference

Indicate year(s) and level: _____

☐ Led a workshop at a state, regional, or national conference

Indicate workshop title(s): _____

☐ Received the outstanding local adviser award

Indicate state and year: _____

Nominator

Name: _____
 Address: _____
 Phone: _____
 E-mail Address: _____
 State Chair Name (print): _____
 State Chair Signature: _____

State Chair—Please inform advisers of this recognition. Form should be verified and signed by the state chair.

Form should be e-mailed to fblapbl@fbla.org or mailed to FBLA-PBL, Inc., Adviser Wall of Fame, 1912 Association Drive, Reston, VA, 20191-1591, so that they are postmarked by May 1.

MIDDLE LEVEL CHAPTER/ MEMBER RECOGNITION LESSON PLAN

NBEA Standards/Lesson Objectives

- **Communications**
 - Participate in group discussions for problem resolution.
- **Critical Thinking Skills**
 - Demonstrate critical, creative, and analytical thinking to solve both individual and group problems.

Introduction to the Lesson:

(Time: 5 minutes)

Pass out the FBLA-Middle Level Member Scavenger Hunt. Tell members that they cannot start until you say “Go.” Members are to get as many signatures as they can in five minutes. They cannot have someone sign a line more than twice. Call time after five minutes. Award a prize to the student who has the most signatures.

Notes:

- This is a great activity for members to get to know one another.
- It is important that all members have the opportunity to have “fun” at meetings.
- FBLA-Middle Level also has a recognition program called the Middle Level Achievement Program (MAP). FBLA-Middle Level members have the opportunity to earn pin awards for achieving different levels of this program. Not only will you find educational and FBLA activities, you will also find “fun” activities in this program that promote teamwork.
- Leadership, teambuilding, and communications are all key elements that lead to success.
- Before we discuss this awards program, let’s participate in an icebreaker activity that is similar to some of the activities that you may participate in as part of the individual or chapter activities in the MAP.

Reinforcement Activity: (Time: 10 minutes)

Human Knot. The group starts out in one or two tight circles depending on the size. Everyone in the group reaches across the circle with their right hand to grab a different member’s left hand. The object is to untangle the group without letting go of hands until a circle is formed. If the group is having extreme difficulty, you can administer and break one set of tangled hands (with group consensus), otherwise the members may not let go at any time. You may have to decide as a group that the knot is not solvable, after a prolonged attempt.

Notes:

- What steps did you use to try and solve the problem? (At this point the teacher/adviser may wish to discuss the different steps in the problem solving process.)
- Have students list the different steps as you discuss them.
- Question them on how this can apply to solving problems in your daily life.
- Tell students if they look at the MAP, this activity helps them complete one of the activities of the Enterprise Level under the education section of the MAP.
- At this point, go ahead and begin showing the MAP PowerPoint®.

Instructional Activity: (Time: 30 minutes)

Download the Middle Level Achievement Program Information PowerPoint® from the Advisers Area and present this to the students.

Reinforcement activity: (1 class period)

Instruct students that they are going to begin working on the Entrepreneur Level of the Middle Level Achievement Program. (Forms can be found in the *Chapter Management Handbook*, page V-23.) Work on two activities from the education section as a class. Once the students complete this section in class, they will have one entire portion of the Entrepreneur Level completed.



FBLA-Middle Level Member Scavenger Hunt

Instructions: Find someone who fits the description below and have that person sign his/her name on the line.

Find someone who . . .

Has a pet **F**ish _____

_____ Is **U**ncertain about what they are going to do this weekend

Has parents who drive a **T**ruck _____

Has an **U**mbrella _____

Owens a **R**ed bike _____

Knows what an **E**ntrepreneur is _____

Plays **B**asketball _____

Owens **U**V protection sunglasses _____

Has **S**old something _____

Is an only child _____

Was born in **N**ovember _____

_____ **E**njoys country music

Sings in the shower _____

_____ **W**atches **S**aturday morning cartoons

_____ Is **L**eft handed

_____ **E**ats pizza

_____ Is **A** cat lover

_____ has a **D**ime in their pocket

_____ **E**xpects to go to a movie this weekend

Has black hai**R** _____

Has brown shoe**S** _____



FBLA-ML “Go Green” Project

“Go Green” FBLA-Middle Level’s national project is a great way for our members to help preserve the environment while simultaneously discovering the tremendous influence energy and conservation can have on the business world. Chapters choose three activities ranging from visiting a zoo or botanical garden to helping teachers clear the clutter and clean up their classrooms to celebrate Earth Day.

Using a Tic Tac Toe game board, chapters select three activities to complete (horizontally, vertically, or diagonally). The middle square—celebrating Earth Day on April 22 by sponsoring a different activity for each day of the week—is required. Chapters then choose two other activities such as having members create posters encouraging students and teachers to save energy, having members wear green and brown to promote environmental awareness, or inviting environmental guest speakers to a chapter meeting. Once the game board has been completed, chapters will create a scrapbook. Chapters should include documentation of the completed activities such as photos, promotional materials, posters, press releases, and letters in the scrapbook.

Several activities to tie into the classroom to celebrate Earth Day include:

- **Plant a tree.** FBLA-ML members should plant a tree at their school. Each year the chapter could add another tree.
- **Have students create their own rainforest.** Get glass jars for each FBLA-ML member or student in the class or two to three small fish tanks and break students into groups. Students fill their jar with a few inches of sand and a thin layer of dirt over the sand. Have them plant tropical plants such as ferns and African violets in the dirt and place in a sunny area. Students should display their work at school, the public library, or at a bank and include information on why it is important to save the rainforest.
- **FBLA-ML members become a pen pal with a student in a rainforest country.** Members can learn how their pen pals live, what they eat, what games they play, and a lot more.
- **Go for a Hike.** For a social event, chapter members can go on a hike and enjoy nature.

• **Sponsor a coloring contest for elementary students.**

Have FBLA-ML member design a coloring page that represents the environment (such as a drawing of a tree and the words—Plant a Tree) and add it to his/her scrapbook.

Members then go to an elementary school and talk to students about the importance of going green and sponsor a coloring contest, awarding ribbons to the winners.

Need an idea for a chapter meeting to get students talking about “Going Green”? Break students up into three different groups and give them the topics below. Elect a reporter and a leader and then have each group report out.

1. Your chapter is conducting a “Save the Rainforest” campaign in your school and community. Come up with ideas for this campaign.

2. Your chapter is planning a big celebration/project for Earth Day on April 22. List the ideas you have to celebrate this day.

3. Your chapter is planning a “Recycling Campaign” in the school and the community. List some projects that will be planned as part of this campaign.

One chapter will receive national recognition. The deadline for this project is May 15, and all entries are to be submitted to the National Center.

For The tic Tac Toe game board, please go to page V-47. Include the cover sheet from page V-20.

Mail completed project entries to:

FBLA-PBL, Inc.
Go Green Project
1912 Association Drive
Reston, VA 20191

FBLA-ML Chapter Go Green

Tic Tac Toe

Instructions: Complete three (3) activities across, down, or diagonal. Put Xs through the squares as you go. The middle square is required. Create a scrapbook that documents your activities and to accompany this form. This completed form will be the first page of the scrapbook. Include photos, promotional materials, posters, etc., in the scrapbook. One chapter in the nation will receive a National award.

Have members create posters to display in the school encouraging students and teachers to save energy.	Plant a tree.	Have chapter members volunteer to help teachers "clear the clutter" and clean up their classrooms.
Invite an environmental guest speaker to an FBLA-ML meeting.	Required. Celebrate Earth Day on April 22 by sponsoring a different activity for each day of the week in which Earth Day falls.	Have members wear green and brown (environmental colors) during a school day to promote environmental awareness.
Have members find recycled objects such as movie stubs, food wrappers, clothing, etc., and recycle these into artwork.	Have chapter officers research the history of Earth Day and present it to members, along with sample activities, during a chapter meeting.	Visit a zoo or botanical garden.

School Name: _____ State: _____