



TAP 2016 - 2017

Foreword - Texas Awards Program

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

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

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

If there are questions, please contact the Texas State Adviser, D'Ann Matlock, at stateadviser@fblatx.org or (c) 210-452-6677.

Changes For 2016-17

New Events

- Advertising—online objective test, individual event
- Journalism—online objective test, individual event
- Organizational Leadership—online objective test, individual event

Modified Events

- Business Ethics—individual or team of 2–3
- Emerging Business Issues—individual or team of 2–3
- Coding & Programming (formerly Desktop Application Programming)—name change only

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Texas Events ONLY	
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Event Summary

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

TX FBLA COMPETITION BREAKDOWN						
Event Name	NAP Guide pg. #'s	Event Type	# Entries Per Chapter	Grade Level	No. of Finalists	Recognition Only
Texas Events ONLY						
Adviser of the Year		C	1			X
Battle of the Chapters		T of 4	1			
Business Person of the Year		C	1			X
Endowment Fund Contribution		C	1			X
Local Chapter Scrapbook		C	1			
March of Dimes Contribution		C	1			X
Vernon Payne Award		C	1			X
Who's Who		C	1			X
Texas & National Events						
3-D Animation	53,67,69,78	I,T	1		10	
Accounting I	56	I	4			
Accounting II	56	I	4			
Advertising (NEW)	56	I	4			
Agribusinness	56	I	4			
American Enterprise Project	53, 64, 66	C	1		10	
Banking & Financial Systems	53, 60-61	T	2		10	
Business Calculations	56	I	4			
Business Communication	56	I	4			
Business Ethics	53, 75, 78	I,T	1		10	
Business Financial Plan	53,64,66,78	I,T	1		10	
Business Law	56	I	4			
Business Plan	53, 64-66	I,T	1		10	
Client Service	53, 75	I	1		10	
Coding & Programming (Name Change)	53, 67, 69	I	1		10	
Community Service Project	53, 64-66	C	1		10	

Computer Applications	59	I	1			
Computer Game & Simulation Programming	53,67-69,78	I,T	1		10	
Computer Problem Solving	56	I	4			
Cyber Security	56	I	4			
Database Design & Applications	59	I	1			
Digital Video Production	53,67-69,78	I,T	1		10	
E-business	53,67-69,79	I,T	1		10	
Economics	56	I	4			
Electronic Career Portfolio	53, 72, 74	I	1		10	
Emerging Business Issues	53, 75, 79	I,T	1		10	
Entrepreneurship	53, 60-61	T	2		10	
FBLA Principles and Procedures	56-57	I	4	9-10		
Future Business Leader	70	I	1		10	
Global Business	53, 60-61	T	2		10	
Graphic Design	53,72-74,79	I,T	1		10	
Health Care Administration	56-57	I	4			
Help Desk	53, 62	I	2		10	
Hospitality Management	53, 60-61	T	2		10	
Impromptu Speaking	53, 71	I	1		10	
Insurance & Risk Management	56-57	I	4			
Introduction to Business	56-57	I	4	9-10		
Introduction to Business Communication	56-57	I	4	9-10		
Introduction to Business Presentation	53, 72-74,79	I,T	1	9-10		
Introduction to Business Procedures	56-57	I	4	9-10		
Introduction to Financial Math	56-57	I	4	9-10		
Introduction to Information Technology	56-57	I	4	9-10		
Introduction to Parliamentary Procedure	56-57	I	4	9-10		
Job Interview	70	I	1		10	
Journalism (NEW)	56-57	I	4			
Local Chapter Annual Business Report	64-66	C	1			
Management Decision Making	53, 60-61	T	2		10	
Management Information Systems	53, 60-61	T	2		10	
Marketing	53, 60-61	T	2		10	
Mobile Application Development	53,67-69,79	I,T	1		10	
Network Design	53, 60-61	T	2		10	
Networking Concepts	56-57	I	4			
Organizational Leadership (NEW)	56-57	I	4			
Parliamentary Procedure	53, 63	T	2		10	
Partnership with Business Project	53, 64, 66	C	1		10	
Personal Finance	56-57	I	4			
Public Service Announcement	53,72-	I,T	1		10	

	74,79					
Public Speaking I	53, 71	I	1	9-10	10	
Public Speaking II	53, 71	I	1		10	
Publication Design	53,72-74,79	I,T	1		10	
Sales Presentation	53, 72-74	I	1		10	
Securities & Investments	56-57	I	4			
Social Media Campaign	53,72-74,79	I,T	1		10	
Sports & Entertainment Management	53, 60-61	T	1		10	
Spreadsheet Applications	59	I	1			
Web Site Development	53,67,69,79	I,T	1		10	
Word Processing	59	I	1			
National Events ONLY				See National Guide		
LifeSmarts (Fall/Spring)	76	T				
MOS Excel	56, 58	I				
MOS Word	56, 58	I				
Virtual Business Challenge	77	I,T				

Events With Materials to be Submitted Prior to the SLC
(Statement of Assurance required)

3-D Animation - SoA
 American Enterprise Project
 Business Financial Plan
 Business Plan
 Coding & Programming - SOA
 Community Service Project
 Computer Game & Simulation - SOA
 Digital Video Production - SOA

E-Business - SOA
 Future Business Leader
 Job Interview
 Local Chapter Annual Business Report
 Mobile Application Development - SOA
 Partnership with Business Project
 Web Site Design - SOA

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

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

Special Information

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

- **Attendance at SLC.** If a chapter enters any competitive event, an adviser must be present at the SLC and must help administer the competitive event program; otherwise, all competitors from that chapter will be disqualified.
- **Adviser Assignments.** All advisers and adults attending the SLC are required to help morning and afternoon to ensure that the competitive event program occurs.
- **Finalists Notice.** Finalists will **not** be notified prior to the SLC. In events with early elimination (reports, electronic submissions) the maximum number of finalists presenting at the SLC is 10.
- **Pre-Submitted and Electronic Entries.** Deadline dates and the method of submission will be given in the SLC Registration Packet which is sent to advisers registered on the Texas ListServe and is posted on the state's website.
- **Americans with Disabilities Act (ADA).** Texas FBLA meets the criteria specified in the Americans with Disabilities Act for all participants who submit a special needs request to the State Adviser prior to the SLC registration deadline.
- **National Clusters and NBEA Standards.** Consult the National Awards Program for this information at fbla-pbl.org, FBLA, Competitive Events, Event Guidelines and Rating Sheets.

- **Format Guide (NAP).** Competitors in Computer Applications and Word Processing are allowed to use the Format Guide for the production portion of the events. The Format Guide can be found in the National Awards Program.
- **Fair Use.** All competitors using materials from other sources must document those sources; check the Format Guide pg. 141 for instructions.
- **Events Entered.** An individual may enter one individual or team event. However, a student may enter an event and be in recognition events such as Who's Who. A student may enter chapter events and another event. No changes to scheduling or the assigned order of presentations will be made to accommodate competitors entered in multiple events.
- **Entries Per Chapter.** A chapter may enter up to four competitors in events with an online test only. A chapter may enter two individuals **OR** teams in events with an on-line test and a presentation, where the on-line test is used to determine finalists. One entrant per chapter is allowed in all other events. Who's Who may have one entry per chapter, plus any state and national officers.
- **Repeat Competitors.** See NAP pg. 52.
- **Repeat Projects.** Once a project (such as Community Service Project) has placed at the SLC, that project may **not** be used again for competition purposes for at least five years.
- **Event Audiences.** Preliminary events are not open to an audience. Final rounds for events with topics given at the SLC will also not be open to an audience. Competitors in an event may **not** be in the audience during any presentation of that event. Space availability may limit audiences.
- **Recognition for Chapter Membership.** To receive recognition for chapter membership, such as Largest Percentage of Increase, the chapter must be present at the SLC.
- **Awards Attire.** Students not appropriately attired will not be permitted on stage to accept awards. Chapters leaving immediately after the Awards Ceremony should make arrangements for students to change into travel clothes after the session.
- **Winner Changes.** No placement changes will be made after the conclusion of SLC.
- **Awards.** Awards not picked up during the awards ceremony will **not** be mailed to winners. If you will not be available during the awards ceremony, make arrangements with another adviser to pick up any awards your chapter may earn. Unclaimed awards will be returned to the supplier for credit.
- **Return of Materials.** Rating sheets, reports, media submissions, etc. will be available for pickup **immediately** following the awards ceremony at the SLC. Any materials not picked up will be thrown away immediately after the session closes. Materials will **not** be mailed to chapters. If you will not be available immediately at the close of the awards ceremony, make arrangements to have someone pick up materials for you.
- **National Competition.** National Awards Program guidelines allows each state to enter four (4) competitors in every national-level event. Since we recognize only five places on the state level; we will not go past fifth place to certify state winners for national competition. If two state winners cannot attend, Texas FBLA will not have a full contingent in the event.
- **Materials from the NLC** will be mailed only upon request and only if the name(s) of the member(s), the event, and the school are provided. A self-addressed, stamped envelope must also be provided.



Statement of Assurance

(Modified for 2017 SLC)

(Complete This Form for Each Event Entered and Send to State Adviser)

This form must be completed and submitted online for the following events: (Check one.)

- | | |
|---|--|
| <input type="checkbox"/> * 3-D Animation | <input type="checkbox"/> * E-business |
| <input type="checkbox"/> # Computer Game & Simulation Program | <input type="checkbox"/> # Mobil Application Development |
| <input type="checkbox"/> # Coding & Programming- | <input type="checkbox"/> + Public Service Announcement |
| <input type="checkbox"/> * Digital Video Production (URL to St. Adv.) | <input type="checkbox"/> - * Website Design |

For events marked with a #, put this Statement of Assurance and **two properly labeled flash drives inside a plastic sheet protector** (for 8.5 x 11" pages). Label each item with School Name / City / Event. **DO NOT INCLUDE ANYTHING ELSE** (such as lanyards or printouts). Materials are to be mailed to the State Adviser and received by the published SLC deadline. Events will be pre-judged to determine finalists.

For the events marked with + and *, file the statement online. For events marked with an *, provide a URL below AND upload the project as indicated in the SLC Registration Packet. These events will be pre-judged online. Make sure the URL link is **legible** and is valid from the day of submission through the State Leadership Conferences. Sites will be pre-judged to determine finalists and may **not be edited** between submission and the end of the SLC.

School / City	/
Web site URL Address: (where appropriate)	
Member(s) Name(s):	1)
	2)
	3)
Adviser's Name:	
Adviser's Phone Number:	Day: Cell:
Adviser's E-mail	

I/We, the undersigned, attest that the design, creation, and implementation of the event are the sole and original work of the above chapter member(s).. I/We agree that this event may be linked, promoted, and used in any way by FBLA-PBL, Inc. for purposes of promoting the association.

First Team Member's Signature:

Third Team Member's Signature:

Second Team Member's Signature:

Adviser's Signature:

Complete This Document Section For Above Events if Applicable (replaces Readme file):

Software Used:

Source of Information:

Copyright Notations

Instructions for Running Project:

Template(s) Used (source)



ADVISER OF THE YEAR JOAN E. BORUK RECOGNITION AWARD

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

ELIGIBILITY

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

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

PROCEDURE

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

JUDGING

There will be no judging in this event.

STATE AWARDS

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

NATIONAL LEADERSHIP CONFERENCE

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



ADVISER OF THE YEAR ENTRY FORM

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

Adviser _____ **Area** _____

School _____ **City** _____

Home Address _____

City _____ **ZIP** _____ **Home Phone (_____)** _____

FBLA Membership - 1 point x _____ years _____

Conferences Attended

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

Officer Sponsorships

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

Conference Coordinator

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

Workshops Presented

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

Offices Held

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

Additional FBLA Activities (Manuals written, Special Assignments)

Document each – 1 point x _____

TOTAL POINTS _____



BUSINESS PERSON OF THE YEAR

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

Eligibility

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

Overview

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

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

Guidelines

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

Years of participation in FBLA-PBL activities

Promotion of FBLA-PBL through presentations and seminars

Contribution to local or state chapter projects and activities

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

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

State Recognition

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

National Recognition

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

Business Person of the Year Entry Form

Chapter _____ City _____

Adviser _____

Nominee's Name _____

Address _____

City _____ ZIP _____

Cell Phone (_____) _____

Company _____

Position _____

Company Address _____

City _____ ZIP _____

Work Phone (_____) _____

Supervisor's Name _____

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

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

Attach a typed biographical sketch.

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

The biographical sketch will NOT be in the script.



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

TEXAS FBLA RECOGNITION AWARD

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

ELIGIBILITY

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

REGULATIONS

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

JUDGING

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

STATE AWARDS

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

NATIONAL LEADERSHIP CONFERENCE

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



Endowment Fund Contributions

Entry Form

School _____

City _____

Adviser _____

Endowment – 100% Participation

Total Chapter Membership _____

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

Endowment – Highest Percentage of Contribution

Total Contributed \$_____ divided by

Total Student Membership _____ equals

Average Contribution Per Member \$_____



LOCAL CHAPTER SCRAPBOOK

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

Scrapbook Purpose

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

Eligibility

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

Procedure

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

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

Materials may not extend beyond the edge of the page.

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

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

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

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

State Awards

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

National Advancement

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

Local Chapter Scrapbook - Rating Sheet

(State Event Only – No Advance to NLC)

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

School _____ City _____

Judge's Signature _____ Comments:



MARCH OF DIMES

Texas FBLA Recognition Award

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

ELIGIBILITY

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

REGULATIONS

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

PROCEDURE

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

JUDGING

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

Scores shall be calculated by:

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

STATE AWARDS

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

NATIONAL LEADERSHIP CONFERENCE

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

SCHOOL _____ CITY _____

ADVISER _____



ENTRY FORM – MARCH OF DIMES CONTRIBUTION

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

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

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

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



VERNON PAYNE AWARD

Texas FBLA Recognition Award

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

Directions

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

State Awards

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

National Advancement

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



VERNON PAYNE AWARD APPLICATION

School _____

City _____

Chapter Adviser _____

1. MEMBERSHIP

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

2. COMMUNICATIONS

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

3. CONTRIBUTIONS

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

Vernon Payne Award Continued:

School _____

4. DISTRICT INVOLVEMENT

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

5. STATE INVOLVEMENT

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

6. NATIONAL INVOLVEMENT

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

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

TOTAL POINTS CLAIMED



Who's Who in FBLA

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

Eligibility

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

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

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

Regulations

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

Procedure

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

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

TEXAS REPRESENTATIVE TO THE NLC

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

JUDGING

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

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

State Awards

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

Texas Representative

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

National Leadership Conference

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



WHO'S WHO IN TEXAS FBLA – RATING SHEET

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

Nominee's Name _____ Chapter _____

Home Address _____

City _____ ZIP _____

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

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

Chapter Adviser's Signature _____
Nominee's Signature

CRITERIA	TOTAL POINTS
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5 x _____ years as a paid member of FBLA	= _____
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Extent of participation in FBLA conferences:

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

FBLA offices, chairmanships and committees

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

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

TOTAL POINTS TOWARD REPRESENTATIVE TO THE NLC = _____

Judge's Signature _____ Cell: _____

Comments: