

**Texas
FBLA**

**Middle Level
Awards Program
2017-2018**

TEXAS FBLA

MIDDLE LEVEL COMPETITIVE EVENTS

Purpose

This Middle Level Awards Program (MLAP) is for use at the Texas State Leadership Conference for students in grades 5 – 9 who are registered members of a middle level chapter. FBLA members should print a copy of the MLAP event guidelines and any rating sheet(s) and be responsible for following the guidelines exactly. Failure to follow the MLAP guidelines may result in a penalty or disqualification.

Advisers should use the MLAP, FBLA New and Modified Competitive Events (<http://www.fbla-pbl.org/middle-level/competitive-events/>) 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 by the stated deadline.

If there are questions, please contact the Texas State Adviser, D'Ann Matlock, at or by email at matlock.fbla@gmail.com. You may also contact the Middle Level Board of Directors Representative, Leslie Akins, Eastwood Middle School, (s) 915-434-4300 or by email at lakins@yisd.net.

Special Information

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.

Advancement. Middle Level event winners will be allowed to advance to national competition in some of the events but not all. Please see the competitive events listing (<http://www.fbla-pbl.org/middle-level/competitive-events/>).

Pre-submitted materials. Reports and scrapbooks must be submitted prior to the State Leadership Conference for grading. No materials for these events will be accepted at the SLC. Leslie Akins will notify chapters of details and deadlines.

Projectors. Texas will no longer provide projectors for any events. Competitors will present directly from their laptops/devices. This has been done to eliminate the disadvantage that some students experience if projectors don't work and create a level playing field for ALL competitors.

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.

Fair Use. All competitors using materials from other sources must document those sources; check the Format Guide for instructions.

Events Entered. An individual may enter one individual or team event that is Pre-Judged and one individual event that is an Objective Test or Speech/Presentation. However, a student may be in a recognition event such as Who's Who.

Repeat Competitors. Once a student has placed at the SLC in an event, the student may not compete in that event again.

Repeat Projects. Once a project (such as Community Service Project) has placed at SLC, that project may **not** be used again for competition purposed 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.

Awards Attire. Students not appropriately attired will not be permitted to accept awards.

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, submissions, etc. will be available for pickup immediately following the middle level awards ceremony at SLC. Any materials not picked up will be thrown away immediately after the ceremony. Materials will not be mailed to chapters.

National Competition. Guidelines allow each state to enter one (1) competitor in every national-level event.

Texas FBLA ML Event Summary for 2017-2018

Event Name	Event Type I-Individual, T-Team, C – Chapter	Type of Event	# Entries Per Chapter	Recognition Only
TEXAS EVENTS ONLY				
Adviser of the Year	C		1	X
Battle of the Chapters	Team of 4	Presentation	1	
Business Etiquette	I	Objective Test	2	
Computer Slide Show Presentation	I or T of 2- 3	Presentation	2	
Desktop Publishing Application	I or T of 2-3	Pre-Judged	2	
FBLA Creed	I	Objective Test	2	
FBLA Facts	I	Objective Test	2	
Informative Speaking	I	Speech	2	
Keyboarding Application	I	Pre-Judged	2	
March of Dimes	C	Most Donations		X
Outstanding Middle Level Member	I	Pre-Judged	1	
Spelling	I	Objective Test	2	
Who's Who	I		1	X
TEXAS AND NATIONAL EVENTS				
Business Math and Financial Literacy	I	Objective Test	1	
Career Exploration	I	Objective Test	1	
Community Service Project	C	Presentation with Equipment	1	
Elevator Speech	I	Speech	1	
Introduction to Computer Science and Coding	I	Objective Test	1	
Multimedia and Website Development	I	Pre-Judged Project and Objective Test	1	

TEXAS FBLA

MIDDLE LEVEL COMPETITIVE EVENTS

Chapter Events

Community Service Project**	
March of Dimes*	11

Individual and Team Events

Business Etiquette (I)*	
Business Math and Financial Literacy (I)**	12
Career Exploration (I)**	14
Computer Slide Show Presentation (I / T of 3)*	15
Desktop Publishing Application (I / T of 3)*	17
Elevator Speech (I)**	
FBLA Creed (I)*	19
FBLA Facts (I)*	20
Informative Speaking (I)*	21
Introduction to Computer Science and Coding (I)**	
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Multimedia and Website Development (I)**	
Outstanding Middle Level Member (I)*	
Spelling (1)*	34
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Chapter and Individual Recognitions

Adviser of the Year (I)*	
Battle of the Chapters (C)*	
Who's Who (I)*	

Appendix

Spelling List	
Standards of Mailability	43

***Texas State Events ONLY**

****Texas and National Events. Guidelines can be found at <http://www.fbla-pbl.org/middle-level/competitive-events/>**

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 nationwide 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 of in the state and FBLA-PBL National Center 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: $\frac{\text{Total Contributed}}{\text{Total Student Membership}} = \text{Average Contribution Per Member}$
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 three (3).

BUSINESS ETIQUETTE

Texas FBLA Event

This event provides recognition for FBLA Middle Level members who work toward developing the manners and skills that make it easier to travel and conduct business.

CONTENT

The written objective test may include word definitions, tipping procedures, table settings and table manners, telephone procedures, the use of social media, greetings and introductions, and office etiquette.

ELIGIBILITY

Each chapter may enter two (2) participants who are members of the local chapter and are on record in the FBLA state and FBLA-PBL National Center as having paid dues by February 1.

REGULATIONS

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. Participants must not have entered this event at a previous State Leadership Conference.
4. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.
5. Participants failing to report on time and in proper attire for the event may be disqualified.

PROCEDURE

A thirty-minute written objective test will be administered based on the previously listed CONTENT.

Participants must furnish their own No. 2 pencils and erasers and may use their own basic 4-function calculators.

JUDGING

Tests may be machine graded. Ties will be broken based on the order in which the tests were returned. Predetermined selected questions will be used to break a tie resulting when tests are returned when time is called at the end of the event. All decisions of the judges are final.

STATE AWARDS

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

COMPUTER SLIDE SHOW PRESENTATION

Texas FBLA Event

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

CONTENT

The topic to be developed for this slide show and submitted for competition will be announced each year. For 2017-2018 the topic is:

Create a computer slide show on cybersafety and preventing cyberbullying.

ELIGIBILITY

Each chapter may submit 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 chapter and are on record in the FBLA state and national offices as having paid dues by February 1.

GUIDELINES

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. Participants must not have entered this event at a previous State Leadership Conference.
4. The local adviser must enter the presentation on the SLC event entry form which must be submitted to the state office by the published registration deadline *prior to the SLC*.
5. Presentations must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the presentations are well organized, contain substantiated statements, and are written in business style.
6. The slide show must address the topic in the description/content area. Entries will be judged according to the rating sheet.
7. Presentations should be at least one (1) minute and no more than three (3) minutes in length.
8. 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.
9. Presentations should be clearly labeled with the name of the event, name of participant(s), school name, and city.
10. Presentations are to be mailed to the Middle Level Board Representative prior to the SLC as published in the SLC Registration Packet.

JUDGING

A panel of judges will select the winners. All decisions of the judges are final.

STATE AWARDS

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

COMPUTER SLIDE SHOW PRESENTATION

ML RATING SHEET
 PRELIMINARY ROUND
 FINAL ROUND

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 _____ School _____

City _____ Judge _____

Judge's Comments:

DESKTOP PUBLISHING APPLICATIONS

Texas FBLA Event

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

CONTENT

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.

ELIGIBILITY

Each chapter may submit 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 chapter and are on record in the FBLA state and national offices as having paid dues by February 1.

REGULATIONS

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. Participants must not have entered this event at a previous State Leadership Conference.
4. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.

PROCEDURE

1. The test will be administered at the school site following directions published by the state office.
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, white paper.
6. Word-division manuals and dictionaries may be used as reference materials.
7. The finished product will be submitted at the SLC according to published directions.
8. Completed tests are to be mailed to the Middle Level Board Representative prior to the SLC as published in the SLC Registration Packet.

JUDGING

A panel of judges will select the winners. All decisions of the judges are final.

STATE AWARDS

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

DESKTOP PUBLISHING APPLICATIONS

ML RATING SHEET

PRELIMINARY ROUND FINAL ROUND

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 Features					
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 _____ School _____

City _____ Judge _____

Judge's Comments:

FBLA CREED

Texas FBLA Event

It is necessary that informed Middle Level FBLA members understand the purpose of their organization. This event demonstrates members have a written knowledge of the official FBLA Creed.

CONTENT

The current FBLA-PBL Creed is the official creed used for this event which may be found of the national FBLA-PBL website.

ELIGIBILITY

Each chapter may submit two (2) entries who are on record as members of active local FBLA-Middle Level chapter and are on record in the FBLA state and national offices as having paid dues by February 1.

GUIDELINES

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. Participants must not have entered this event at a previous State Leadership Conference.
4. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.
5. Participants failing to report on time and in proper attire for the event may be disqualified.

PROCEDURE

1. Contestants must select the correct choice for each blank in the FBLA Creed. Correct spelling, punctuation, and capitalization will be required portions of this event.
2. Fifteen minutes are allowed for this event.
3. Participants must furnish their own No. 2 pencils and erasers
4. No reference material will be allowed.

JUDGING

Ties will be broken based on the order in which the tests were returned. Predetermined selected questions will be used to break a tie resulting when tests are returned when time is called at the end of the event. All decisions of the judges are final.

STATE AWARDS

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

FBLA FACTS

Texas FBLA Event

Knowledge about an organization enables its members to participate more fully in its activities and to receive more personal satisfaction from the membership. This event provides recognition for FBLA Middle Level members who have a basic understanding of the FBLA organization and history.

CONTENT

The written objective test may include recognition of acronyms; identification of FBLA materials, publications and programs; knowledge of the bylaws, creed, pledge, ceremonies, and goals; as well as the history and personnel of the organization.

ELIGIBILITY

Each chapter may submit 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 chapter and are on record in the FBLA state and national offices as having paid dues by February 1.

REGULATIONS

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. Participants must not have entered this event at a previous State Leadership Conference.
4. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.
5. Participants failing to report on time and in proper attire for the event may be disqualified.

GUIDELINES

1. A thirty-minute written objective test will be administered based on the previously listed CONTENT.
2. Participants must furnish their own No. 2 pencils and erasers.
3. No reference material will be allowed.

JUDGING

Tests may be machine graded. Ties will be broken based on the order in which the tests were returned. Predetermined selected questions will be used to break a tie resulting when tests are returned when time is called at the end of the event.. All decisions of the judges are final.

STATE AWARDS

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

INFORMATIVE SPEAKING

Texas FBLA Event

The ability to express one's thoughts without prior preparation is a valuable asset, as are poise, self-confidence, and organization of facts. This event provides recognition for FBLA Middle Level members who develop qualities of business leadership by combining quick, clear thinking and conversational speaking.

CONTENT

Each participant will be given the same topic that will relate to FBLA goals, activities, and/or current programs.

ELIGIBILITY

Each chapter may submit 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 chapter and are on record in the FBLA state and national offices as having paid dues by February 1.

REGULATIONS

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. Participants must not have entered this event at a previous State Leadership Conference.
4. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.
5. Participants failing to report on time and in proper attire for the event may be disqualified.
6. One (1) 4 x 6-inch index card will be given to each participant and may be used during the preparation and performance. Information may only be written on both sides of the note card. Participants must furnish their own pens and pencils.
7. The speech should be three (3) minutes in length.
8. No reference materials may be brought to or used during the preparation of the presentation.
9. A lectern and microphone will not be available.

PROCEDURE

Preliminary Round

If more than ten competitors enter this event, participants may be divided into groups for a preliminary round.

Competitors will be assigned a speaking order at random in Event Headquarters and the order posted.

Participants must report for instructions at the time of the event and will be sequestered until their preparation times.

Participants will prepare the speech prior to appearing before the judges. Preparation time will be ten (10) minutes.

Any notes must be made during the preparation time and may be used when speaking. Information may be written on both sides of the note card. The note card must be submitted to the event administrator at the conclusion of the speech.

At the time of the performance, the event administrator will introduce each participant by name only. Each speech should be three (3) minutes in length. The timekeeper will stand at the end of two (2) minutes. When the speaker is finished, the time used by the participant will be recorded, noting any deductions of three (3) points for each full half-minute (30 seconds) over or under three (3) minutes.

Finalists will be selected equally from each preliminary group for a final round.

Preliminary rounds are not open for conference attendees.

Final Round:

A final round may be conducted if more than ten compete in this event. Finalists will be assigned a speaking order at random in Event Headquarters and the order posted. Finalists must report at the scheduled final round time. All other procedures as outlined in the preliminary round will be followed for the final round.

Final performances are open to conference attendees except performing participants of this event.

JUDGING

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

INFORMATIVE SPEAKING

ML RATING SHEET

 PRELIMINARY ROUND

 FINAL ROUND

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to FBLA-PBL goals, activities, and/or current programs	0	1-3	4-7	8-10	
Purpose clearly stated	0	1-2	3-4	5	
Suitability and accuracy of statements	0	1-2	3-4	5	
Organization					
Topic adequately developed	0	1-5	6-10	11-15	
Logical sequence of ideas	0	1-3	1-7	8-10	
Accomplishment of purpose	0	1-2	3-4	5	
Deliver					
Voice quality, diction	0	1-3	4-7	8-10	
Appropriate gestures, eye contact	0	1-3	4-7	8-10	
Clear, specific language	0	1-2	3-4	5	
Conversational style	0	1-2	3-4	5	
Confidence	0	1-2	3-4	5	
Professional appearance	0	1-2	3-4	5	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-4	8-10	
TOTAL POINTS					/100 max
PENALTY POINTS – Deduct three (3) points per half minute (30 seconds) over or under three (3) minutes. No deduction for speeches between 2:31 or over 3:29 minutes.					
FINAL SCORE					/100 max

Name _____ School _____

City _____ Judge _____

Judge's Comments:

KEYBOARDING APPLICATIONS

Texas FBLA Event

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 application skills.

CONTENT

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

ELIGIBILITY

Each chapter may submit two (2) entries. Entries may be created by an individual who is on record as a member of active local FBLA-Middle Level chapter and are on record in the FBLA state and national offices as having paid dues by February 1.

REGULATIONS

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. Participants must not have entered this event at a previous State Leadership Conference.
4. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.

GUIDELINES

1. The test will be administered at the school site following directions published by the state office.
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. The finished product will be submitted in black and white or color on plain, white paper.
6. Participants must recognize the necessity for accurate proofreading.
7. Completed tests are to be mailed to the Middle Level Board Representative prior to the SLC as published in the SLC Registration Packet.

JUDGING

A panel of judges will select the winners. All decisions of the judges are final.

STATE AWARDS

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

SPELLING

Texas FBLA Event

Correct spelling is a valuable asset in the business environment. This event provides recognition for FBLA Middle Level members who demonstrate that ability.

CONTENT

The written objective test may include spelling, meanings, and the selection of correct synonyms.

ELIGIBILITY

Each chapter may submit two (2) entries. Entries may be created by an individual who is on record as a member of active local FBLA-Middle Level chapter and are on record in the FBLA state and national offices as having paid dues by February 1.

REGULATIONS

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. Participants must not have entered this event at a previous State Leadership Conference.
4. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.
5. Participants failing to report on time and in proper attire for the event may be disqualified.

PROCEDURE

Participants will have a thirty-minute written objective test using the following procedure:

Questions will be developed from the list (at the end of this guide) of frequently misspelled words.

A variety of question formats will be used with emphasis on performance-based questions.

Participants must furnish their own No. 2 pencils and erasers. No reference materials will be allowed.

JUDGING

Tests may be machine graded. Ties will be broken based on the order in which the tests were returned. Predetermined selected questions will be used to break a tie resulting when tests are returned when time is called at the end of the event. All decisions of the judges are final.

STATE AWARDS

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

WHO'S WHO

Texas FBLA Event

This award honors FBLA members who have made outstanding contributions to their chapter.

ELIGIBILITY

Each chapter may submit one (1). Entries must be an individual who is on record as a member of active local FBLA-Middle Level chapter and are on record in the FBLA state and national offices as having paid dues by February 1.

Entries may be created by an individual who is on record as a member of active local FBLA-Middle Level chapter and are on record in the FBLA state and national offices as having paid dues by February 1.

One nominee from each local chapter is automatically recognized if a name is listed on the SLC event registration form; a Rating Sheet will **not** need to be completed for this nominee.

A member nominated for Who's Who in FBLA, is a recognition and not a member 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 nominees from each 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 activities sponsored by the local chapter
- Offices, chairmanships, and committee memberships held
- Contributions to local, state, and national projects
- Attendance at chapter meetings and activities
- Participation in other activities
- Recommendations supportive of the member's involvement in FBLA

SPELLING LIST

TEXAS FBLA MIDDLE LEVEL

abbreviate	analyze	bureau	consensus
absence	announcement	bury	consequently
accelerate	anonymous	business	continuing
acceptable	annually	busy	controversy
accessible	anticipate	calendar	controversial
accommodate	anxiety	California	convenience
accompanying	applicant	camouflage	convenient
accrued	appropriate	cancellation	cooperate
accumulate	approximately	cannot	correspondence
accuracy	apologize	capacity	could
accustom	apparent	capability	council
ache	appreciate	career	country
achievement	approximately	cartridge	courageous
acknowledge	arctic	cassette	criticize
acknowledgement	Arizona	casualty	currency
acquaintance	Arkansas	cemetery	cursor
acquire	arguing	certainly	cylinder
acquitted	argument	changeable	daily
across	arithmetic	character	deceive
address	arrangement	children	decision
administration	associate	chocolate	deductible
adolescence	athlete	Christmas	defense
adolescent	attendance	cite	deficit
advantageous	aunt	collateral	definitely
advertisement	authoritative	colonel	definition
advice (noun)	autumn	Colorado	Delaware
advisable	auxiliary	come, coming	dependent
advise (verb)	awkward	commission	depreciate
against	balloon	commitment	descend
aggressive	bankruptcy	committee	descendant
aisle	bargain	comparative	desirable
Alabama	because	competent	describe
Alaska	beginning	compliment (say)	description
alignment	belief	complement	desert (sand)
alleged	believe	comptroller	desert (leave)
all right	beneficial	concede	design
a lot	beneficiary	conceive	desperate
allotment	benefited	conceivable	dessert (sweet)
already	biscuit	concession	develop
although	bookkeeper	condemn	developments
aluminum	bought	conference	digital
amendment	breathe	congratulations	dividend
always	brochure	Connecticut	dilemma
amateur	bruise	conscience	diligence
among	budget	conscientious	dimension
analysis	bulletin	conscious	dining

disappear	exceed	guess	knowledge
disappoint	exceedingly	guidance	knowledgeable
disastrous	excellent	habitual	laboratory
disbursement	excise	handkerchief	led
discipline	except	harass	legitimate
discrepancy	exercise	Hawaii	leisure
discretion	exhausted	height	leisurely
disease	exhibit	heroes	length
dissimilar	exhibition	hesitate	liaison
distribution	existence	hindrance	length
District of	expense	hyphenation	liaison
Colombia	experience	hypocrite	library
dissatisfied	explanation	Idaho	license
distinguished	extension	illegible	lien
division	extraordinary	Illinois	lieutenant
document	facsimile	immediately	likable
duly	faculty	imitation	likely
duplicate	familiar	incidentally	listener
eager	fascinate	incredible	literature
effect	favorite	incur	loneliness
efficient	February	incurred	lose
eighth	fierce	independence	Louisiana
either	financial	independent	luxury
eligible	Florida	indispensable	magnificent
eliminate	forcibly	Indiana	Maine
embarrass	foreign	initiative	maintenance
embarrassed	foresee	intelligent	manageable
emergency	forfeit	interest	manager
emigrate	formatting	interference	maneuver
emphasize	formerly	intention	manual
enclose	forty	intercede	marriage
enclosing	fourth	interoffice	Maryland
encouragement	forwarded	interrupt	Massachusetts
encyclopedia	freight	intuition	mathematics
endeavor	fulfill	Iowa	medicine
enforceable	friend	irrelevant	memorable
enthusiasm	gaiety	irresistible	memorandum
entitled	gauge	itinerary	merchandise
environment	Georgia	itemize	mere
envelope	govern	it's (it is)	messenger
equipment	government	its (belonging to)	Michigan
equipped	grammar	jealousy	Microphone
especially	grateful	jewelry	Mileage
essential	grievance	judgment	Miniature
evidence	guarantee	Kansas	Minnesota
exaggerate	guard	Kentucky	minute

miscellaneous	offering	possibility	recommend
mischievous	official	potential	recipient
mischief	often	practice	reciprocate
misdemeanor	Ohio	practical	recognize
mislaid	Oklahoma	practically	recommendation
Mississippi	omission	prairie	recurrence
Missouri	omitting	precede	reference
misspell	opinion	prediction	referred,
misstatement	opportunity	preferable	referring
monetary	opposite	preferred	relieve
monitor	ordinarily	prejudice	reimbursement
Montana	organization	preparation	remember
moral	Oregon	prepare	renowned
morning	paid	prescription	repetition
mortgage	pamphlet	prestige	representative
mosquitoes	parallel	prevalent	resistance
muscle	paralyzed	primitive	responsible
mysterious	partial	principal	responsibility
Nebraska	participate	principle	restaurant
necessary	particular	privilege	reunion
negotiate	partner	probably	ridiculous
neither	patient	procedure	Rhode island
Nevada	peace	proceed	rhythm
nevertheless	peculiar	processing	right
New Hampshire	Pennsylvania	processor	rough
New Jersey	people	profession	safety
New Mexico	percent	professional	salary
New York	performance	professor	satisfactorily
niece	peripheral	programming	Saturday
ninety	permanent	prominent	saucer
ninth	permissible	pronounce	schedule
no one	persistent	pronunciation	scissors
North Carolina	persuade	proposal	secretar
North Dakota	personal	prosecute	sieze
noticeable	personnel	protein	sense
nuclear	petroleum	psychology	separate
numeric	phenomenal	publicity	sergeant
numerous	piece	pursue	serviceable
oblige	planning	quantity	session
obsolete	pleasant	questionnaire	shining
occupant	pneumonia	quiet	significant
occasion	poison	quite	silhouette
occurred	politician	realtor	similar
occurrence	portrayed	receipt	simultaneous
occurring	possession	receivable	sincerely
offered	possible	receive	situation

software	susceptible	tyranny	weather
solution	technical	undoubtedly	Wednesday
sophomore	technique	unforeseen	weigh
South Carolina	telecommunication	unfortunately	weight
South Dakota	temporary	unique	were
special	Tennessee	university	we're
specialize	terminal	unnecessary	West Virginia
specialty	Texas	until	whether
specifically	their	unusual	wholly
specifications	there	usage	Wisconsin
specimen	they're	used	withhold
sponsor	thorough	usually	witness
stationary	through	Utah	woman
stationery	thought	vacation	women
straight	through	vacuum	worthwhile
statistics	to	valuable	wraparound
strength	tomorrow	variable	write
strictly	too	vegetable	writing
studying	toward	vehicle	wrote
submitted	traceable	vengeance	Wyoming
substantial	tragedy	Vermont	yacht
subtle	transferred	very	yield
succeed	transferable	via	you're
succession	traveling	villain	your
sufficient	tremendous	Virginia	
superintendent	trouble	visible	
supersede	truly	volume	
surprise	Tuesday	waive	
surrounded	two	Washington	

STANDARDS OF MAILABILITY

Materials submitted in these events are graded against the standard of zero errors and a business-like format. The Format Guide (found on the national website at www.fbla-pbl.org) must be followed for proper formatting of any document.

In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of one (1) point 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.

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