

# 2023-24 Competitive Events Guidelines

## Future Business Educator (High School)



Future Business Educator provides competitors with the opportunity to demonstrate their skills in the business education field. This competitive event consists of pre-judged materials and presentation components.

### Event Overview

**Division:** High School

**Event Type:** Individual

**Event Category:** Presentation

**Event Elements:** Pre-judged Lesson Plan and Presentation

**Pre-judged Component:** Lesson Plan due May 7, 2024

**Presentation Time:** 3-minute set-up, 7-minute presentation time, 3-minute question & answer time

**NACE Connections:** Career & Self-Development, Critical Thinking, Communication, Leadership, Professionalism

**Equipment Provided by Competitors:** Technology, presentation items, copy of lesson plan in a folder for both for preliminary and final round presentation

**Equipment Provided by FBLA:** Table for preliminary round presentation; table, power, projector & screen for final round presentation

### District/Region/Section

Presentation set-up time and prejudge deadlines can vary by District. Check the Call to Conference for your District for specific instructions and deadlines.

### State

Presentation events will have a 1-minute set-up time. Presentations will happen in a large ballroom, and all competitors will present in the preliminary round. Colorado FBLA will not be providing power, a projector, or screen for final presentations.

### National

*Policy and Procedures Manual*

- Competitors should be familiar with the Competitive Events Policy & Procedures Manual, found on the Competitive Events page on [www.fbla.org](http://www.fbla.org).

*Eligibility*

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.
- Members may compete in an event at NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.
- Members must stay in an official FBLA hotel in order to compete.
- Each state may submit four entries.

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- Each competitor can only compete in one individual/team event and one chapter event (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, Partnership with Business Project).
- Only competitors are allowed to plan, research, prepare their pre-judged component. They must also set up their presentation by themselves.
- Each competitor must compete in all parts of an event for award eligibility.
- Picture identification (driver's license, passport, state-issued identification, or school-issued identification) is required when checking in for competitive events.
- If competitors are late for a presentation time, they will be allowed to compete until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event. Competitive events start in the morning before the Opening Session of NLC.

### *Recognition*

- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.

### *Event Administration*

- This event has three parts: pre-judged, preliminary presentation, and final presentation
- Pre-judged Materials – The Lesson Plan
  - **Submission Deadline:** A PDF of the lesson plan must be uploaded in the conference registration system by May 7, 2024
  - The lesson plan should not be more than three pages long.
  - Competitors must use the provided lesson plan components. The lesson plan can be retyped into a different format with the same components. The lesson plan should account for a full class period.
  - Competitors can choose a business-related topic from one of the following subject areas: Entrepreneurship, Accounting, Economics or Marketing
  - Competitors must prepare lesson plans. Advisers and others are not permitted to assist. Lesson plans must be original, current, and not submitted for a previous NLC.
  - Facts and data must be cited and secured from quality sources.
  - Pages must be formatted to fit on 8 ½" x 11" paper.
  - The pre-judge materials are pre-judged before the NLC.
  - Pre-judged materials will not be returned.
- Preliminary Presentation – The Lesson
  - **Equipment Set-up Time:** 3 minutes
  - **Presentation Time:** 7 minutes (one-minute warning)
  - **Question & Answer Time:** 3 minutes
  - **Internet Access:** Not provided
  - The presentation is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
  - Competitors/teams are randomly assigned to sections.

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- Competitors present directly from a laptop/device. Screens and projectors are not allowed for use, and competitors are not allowed to bring their own. Power will not be available.
- Competitors can present with and bring any of the following technology into the presentation as long as it fits on the small table in front of the judges' table or is held by the competitors:
  - Laptop
  - Tablet
  - Mobile phone
  - External monitor that is approximately the size of a laptop monitor
- Competitors must bring one hard copy of the lesson plan in a folder onsite. Label folders with the competitor's name, state, and school. No items are to be left with the judges; the judges will return the lesson plan to the competitors at the end of the presentation.
- Pre-judged materials, visual aids, and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- Facts and data must be cited and secured from quality sources.
- When the equipment set-up time has elapsed, the timer will automatically start the presentation time.
- No animals (except authorized service animals) will be allowed for use in any competitive event.
- Judges will play the role as middle school or secondary students. Competitors will select one part of their lesson plan to teach to the judges during the presentation.
- Final Presentation – The Lesson
  - **Equipment Set-up Time:** 3 minutes
  - **Presentation Time:** 7 minutes (one-minute warning)
  - **Question & Answer Time:** 3 minutes
  - **Internet Access:** Not provided
  - An equal number of competitors from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary presentations for an event, two competitors from each section will advance to the final round.
  - Final presentations may be open to conference attendees, space permitting. Finalists may not view other competitors' presentation in their event.
  - Competitors can present with and bring any of the following technology into the presentation as long as it fits on the small table in front of the judges' table or is held by the competitors:
    - Laptop
    - Tablet
    - Mobile phone
    - External monitor that is approximately the size of a laptop monitor
  - The following will be provided for the final round if it occurs in a conference room: screen, power, table, and projector. Competitors using laptops or other devices that do not have an HDMI port will need to provide their own adapters. It is up to final-round competitors to determine if they wish to use the technology provided.

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- Competitors must bring one hard copy of the lesson plan in a folder on site. Label folders with the competitor's name, state, and school. No items are to be left with the judges; the judges will return the lesson plan to the competitors at the end of the presentation.
- Pre-judged materials, visual aids, and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- When the equipment set-up time has elapsed, the timer will automatically start the presentation time.
- No animals (except authorized service animals) will be allowed for use in any competitive event.
- Judges will play the role as middle school or secondary students. Competitors will select one part of their lesson plan to teach to the judges during the presentation.

### *Scoring*

- The lesson plan score will be added to the preliminary presentation score to determine the finalists.
- The normalized lesson plan score (using standard deviation) will be added to the final presentation score to determine the top winners.
- The lesson plan score will be used to break a tie.

### *Americans with Disabilities Act (ADA)*

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

### *Recording of Presentations*

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

### *Penalty Points*

- Competitors may be disqualified if they violate the Competitive Event Guidelines or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late for their assigned presentation time.

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### Future Business Educator Pre-Judged Lesson Plan Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Preliminary Information Included, Documents are free of spelling, punctuation, and grammatical errors	Three or more errors	Two errors	No spelling errors, and not more than 1 punctuation or grammatical error	No spelling or grammatical errors, and not more than 1 punctuation error	
	0 points	1-2 points	3-4 points	5 points	
Business and Academic Standards	No standards identified	Standards are identified, but not business or academic related	Standards are identified, either business OR academic	Business standards are identified and connected to common core academic standards	
	0 points	1-2 points	3-4 points	5 points	
Objectives (Competencies & Presentation Indicator)	No objectives listed	Objectives are identified, may not be specific & measurable	Objectives are identified and are specific and measurable	Objectives are identified and relate to meaningful skills or concepts essential to student learning	
	0 points	1-2 points	3-4 points	5 points	
Outcome & Measurement	No outcome or measurement listed	Outcome and measurement are listed	The measurement of the outcome reflects objectives	The measurement of outcome reflects a variety of assessment types and/or methods	
	0 points	1-6 points	7-8 points	9-10 points	
Resources & Materials	Resources & materials are not listed or not appropriate	Resources & materials are listed, not effectively implemented	Range of resources and materials are listed with specific citation information	Resources and materials are selected and/or designed to meet diverse learning needs	
	0 points	1-2 points	3-4 points	5 points	
Instructional Activities	Plan of activities is so vague or generalized that it is unusable	Plan of activities lack elements or details for effective delivery	Plan of activities is clear and designed to promote critical thinking, problem solving or creativity	Plan of activities utilizes multiple strategies and includes guiding questions appropriate for engaging students in higher-level thinking	
	0 points	1-6 points	7-8 points	9-10 points	
Substantiates and cites sources used while conducting research	Sources are not cited	Sources/References are seldom cited to support statements	Professionally legitimate sources & resources that support statements are generally present	Compelling evidence from professionally legitimate sources & resources is given to support statements	
	0 points	1-6 points	7-8 points	9-10 points	

**Pre-judge Total (50 points)**

Name(s):	
School:	
Judge Signature:	Date:

Comments:

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### Future Business Educator Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Demonstrated knowledge of subject matter	<i>No knowledge of the subject matter demonstrated</i>	<i>Demonstrated limited understanding of the subject matter</i>	<i>Demonstrated understanding of the subject matter</i>	<i>Demonstrated extensive understanding of the subject matter</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Presented material met the objectives of the lesson plan	<i>Presented material was not included</i>	<i>Presented material was included, but not connected to the lesson plan objectives</i>	<i>Presented material was included and connected to the lesson plan objectives</i>	<i>Materials meet the objectives and accommodate learner differences</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Presented material appropriate for audience and subject	<i>Activities/materials are not included or not appropriate for the grade level or topic</i>	<i>Activities/materials are included but do not give students clear opportunities for guided practice</i>	<i>Activities/materials are included and give students opportunities for practice</i>	<i>Activities/materials engage and motivate students with opportunities to demonstrate skills</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Presented interesting, motivating and creative lesson plan	<i>Lesson plan is unorganized</i>	<i>Lesson plan is organized</i>	<i>Lesson plan is organized; and interesting, motivating, OR creative</i>	<i>Lesson plan is organized, interesting, motivating, and creative and presented professionally</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Substantiates and cites sources used while conducting research	<i>Sources are not cited</i>	<i>Sources/References are seldom cited to support statements</i>	<i>Professionally legitimate sources &amp; resources that support statements are generally present</i>	<i>Compelling evidence from professionally legitimate sources &amp; resources is given to support statements</i>	
	0 points	1-2 points	3-4 points	5 points	
<b>Presentation Delivery</b>					
Demonstrates proper greeting, introduction, and closing	<i>Competitor does not use proper greeting, introduction, OR closing</i>	<i>Competitor greeting, introduction, OR closing was weak</i>	<i>Competitor has strong greeting, introduction, AND closing</i>	<i>Competitor is creative in their introduction of themselves and closing</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm	<i>Competitor did not demonstrate self-confidence, assertiveness, OR enthusiasm</i>	<i>Competitor demonstrated minimal self-confidence, assertiveness, AND enthusiasm</i>	<i>Competitor used strong eye contact, appropriate assertiveness, AND enthusiasm</i>	<i>Competitor led the interview process and effectively used interview time</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates proper verbal and nonverbal communication skills	<i>Verbal AND nonverbal communication skills are inappropriate</i>	<i>Verbal and/or nonverbal communication skills are weak or distracting</i>	<i>All questions were clearly answered using good grammar and appropriate body language</i>	<i>Verbal communication skills are excellent; nonverbal communication is natural</i>	
	0 points	1-6 points	7-8 points	9-10 points	
<b>Lesson Plan</b>					
Student brought lesson plan	No lesson plan was brought		Lesson plan was brought		
	0 points		5 points		
<b>Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)</b>					
<b>Presentation Total (100 points)</b>					
Name(s):					
School:					
Judge Signature:					Date:
Comments:					

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### LESSON PLAN TEMPLATE

*This template may be retyped/recreated*

Competitor Name:  
Competitor School:

Competitor State:

<b>Lesson Plan Title</b>		
<b>Content Area</b>		
<b>Grade Level</b>		
<b>Business and/or Academic Standard</b>		
<b>Objectives</b> <i>(What should students be able to do after your lesson?)</i>		
<b>Outcome / Measurement</b> <i>(How to assess that students met your learning objectives?)</i>		
<b>Resources and Materials</b>		
<b>Anticipatory Set / Gaining Learners' Attention</b>		Time Spent
<b>Information Learners of Objective</b>		Time Spent
<b>Teacher Input / Modeling / Check for Understanding</b>		Time Spent
<b>Guided Practice</b>		Time Spent
<b>Independent Practice</b>		Time Spent
<b>Closure</b>		Time Spent
<b>Notes</b>		

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