

2025–2026 Competitive Events Guidelines

Annual Chapter Activities Presentation



Annual Chapter Activities Presentation showcases a chapter's program of work for the year through a live presentation. Members have the opportunity to highlight key projects, achievements, and the overall impact of their chapter's activities in a formal setting before a panel of judges.

Event Overview

Division	Middle School
Event Type	Team of 1, 2, or 3 members
Event Category	Chapter
Event Elements	Presentation

Educational Alignments

<u>Career Cluster Framework Connection</u>	Management & Entrepreneurship
<u>NACE Competency Alignment</u>	Career & Self-Development, Communication, Critical Thinking, Leadership, Professionalism, Teamwork, Technology

State

Presentations will have a 1-minute set-up time. See below for list of required competition items; Colorado FBLA requires the same items set by National FBLA at our State Leadership Conference. Check the Call to Conference for any other competitive events information and deadlines.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
- Technology and presentation items - Conference-provided nametag - Attire that meets the <u>FBLA Dress Code</u>	Table

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- Repeat Competitors:** Members may only compete in an event at the NLC more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event at future NLCs,

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unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.

- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **State Entry Limits:** Each state may submit up to four entries per event.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Team Composition:** All members of a team must be from the same local chapter.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

This event consists of two phases: a preliminary presentation and a final presentation.

Preliminary Presentation Details

Timing Structure

- **Equipment Set-Up:** 3 minutes
- **Presentation:** 7 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 3 minutes
- **Important:** Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments. Competitors will not interact with judges during the set-up period.

Venue & Format

- Presentations occur in-person at the National Leadership Conference (NLC).
- Competitors are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- Presentations are closed to all audience and attendee observation.

Technology Guidelines

- **Internet Access:** Not provided
- Presentations must be delivered using one or two personal devices (laptop, tablet, mobile phone, or monitor approximately laptop-sized).
- If using two devices, one must face the judges and the other must face the presenters.

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- Projectors and projector screens are not permitted, and competitors may not bring their own.
- Wireless slide advancers (e.g., presentation clickers or mice) are allowed.
- External speakers are not allowed; audio must come directly from the presenting device(s).
- Electricity will not be available.

Non-Technology Items

- Visual aids, samples, notes, and other physical materials related to the project may be used.
- Items may be placed on the provided table or on the judges table, if space allows.
- No items may be left with the judges following the presentation.

Restricted Items

- Animals, except for authorized service animals.
- Food, which may be used for display only and may not be consumed by judges.
- Links and QR codes, which may be shown but may not be scanned or clicked by judges at any time.

Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

Team Expectations

- In team presentations, all members must actively participate in the delivery of the presentation.

Event Specific Information

- Presentations must describe chapter activities conducted from the end of the 2025 State Leadership Conference to the end of the 2026 State Leadership Conference
- **Summary of the Year's Activities**
 - Provide a clear and engaging overview of your chapter's activities for the year.
 - Include a timeline or structure to help judges follow the progression of events and initiatives.
 - Emphasize major accomplishments and any unique or innovative approaches your chapter took.
- **Activities to Benefit the Chapter and Its Members:** Describe how your chapter supported its members through:
 - Membership recruitment strategies
 - Leadership development activities (workshops, officer training, etc.)
 - Career exploration opportunities (guest speakers, job shadows, company tours)
 - Chapter fundraising efforts and their impact
 - Publicity efforts to raise awareness of your chapter (news articles, social media, etc.)
- **Activities to Benefit Other Individuals and Organizations:** Highlight your chapter's contributions to the community and broader FBLA initiatives, including:
 - Participation in state and national FBLA projects (e.g., community service challenges)
 - Service activities that benefited local or national organizations
 - Impact and outcomes of these efforts (number of people served, funds raised, etc.)
- **Conferences Attended and Recognition Received**

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- List FBLA conferences your chapter or members attended (e.g., NFLC, SLC, NLC), and describe the experiences.
- Include any awards or recognition received by the chapter or individual members.
- Note any competitive event participation or placements.

Final Presentation Details

The presentation guidelines outlined above will apply to the final presentation.

Advancement to Finals

- The top-scoring competitors or teams from each preliminary section will advance to the final round in equal numbers.
- The number of competitors or teams advancing to the final round depends on the number of preliminary sections:
 - 2 sections: Top 6 from each section advance
 - 3 sections: Top 4 from each section advance
 - 4 sections: Top 3 from each section advance
 - 5 sections: Top 3 from each section advance
 - More than 5 sections: Top 2 from each section advance

Scoring

- Preliminary round scores are used to determine which competitors or team advance to the final round from each section.
- Final round scores determine the final rankings and top award winners.
- Judges are responsible for breaking all ties in both preliminary and final rounds.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

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Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.
- FBLA reserves the right to record presentations for educational, training, or archival purposes. Competitors should be aware that their presentations may be recorded by FBLA-authorized personnel.

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Annual Chapter Activities Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned	
Content						
Summary of year's activities	No evidence of activities	Activities explained briefly	Activities clearly outlined	Activities are chronological and clearly explained.		
	0 points	1-6 points	7-8 points	9-10 points		
Describe activities to benefit chapter and its members: e.g., recruitment, leadership, development, career exploration, chapter fundraising, chapter publicity	No evidence of activities	There is at least one activity described in one of the components listed	There is at least one activity described in each component listed	Multiple activities are described in all components listed		
	0 points	1-9 points	10-16 points	17-20 points		
Describe activities to benefit other individuals and organizations: e.g., state and national projects, community service projects	No evidence of activities	There is at least one activity described in one of the components listed	There is at least one activity described in each component listed	Multiple activities are described in all components listed		
	0 points	1-9 points	10-16 points	17-20 points		
Describe conferences attended and recognition received: e.g., participation in FBLA conferences, other chapter/individual recognition earned, competitive event winners and participation	No evidence of conferences attended, and recognition received	There is at least one activity described in one component.	There is at least one activity described in each component listed in this section.	Multiple activities are described in all components listed.		
	0 points	1-9 points	10-16 points	17-20 points		
Presentation Delivery						
Statements are well-organized and clearly stated	Competitor(s) did not appear prepared	Competitor(s) were prepared, but flow was not logical	Presentation flowed in logical sequence	Presentation flowed in a logical sequence; statements were well organized		
	0 points	1-6 points	7-8 points	9-10 points		
Consistently displays confidence, poised body language, engaging eye contact, and effective voice projection.	Did not demonstrate any of the listed skills	Demonstrated 1-2 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated 3 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated all skills, enhancing the overall presentation		
	0 points	1-6 points	7-8 points	9-10 points		
Demonstrates the ability to effectively answer questions	Does not respond to questions or responses are completely off-topic.	Provides incomplete or unclear answers that show limited understanding.	Responds accurately and clearly to most questions, showing adequate understanding.	Responds confidently with clear, accurate, and thoughtful answers that enhance the overall presentation.		
	0 points	1-6 points	7-8 points	9-10 points		
Presentation Protocols						
Adherence to Competitive Events Guidelines	Competitor(s) Did Not Follow Guidelines	Execution Aligned with Guidelines: (All criteria must be met) ✓ Used only allowable technology devices (sizing specs followed; maximum of two, with only one facing judges at a time) ✓ Maintained professional boundaries during set-up time (no interaction with judges) ✓ Did not leave materials behind after the presentation ✓ Links or QR codes were displayed appropriately (not clicked or scanned by judges) ✓ Audio was presented without external speakers ✓ Avoided use of food or live animals				
		0 points	10 points			
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)						
Presentation Total (110 points)						
Name(s):						
School:					Section:	
Judge Signature:					Date:	

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Comments: