

2025–2026 Competitive Events Guidelines

Future Business Leader



Future Business Leader is FBLA's premier event recognizing members who exemplify leadership, business knowledge, and active involvement in the organization. Competitors are evaluated through pre-judged assets, an objective test, and a presentation (interview), showcasing their readiness for success in business and leadership roles.

Event Overview

Division	High School
Event Type	Individual
Event Category	Presentation
Event Elements	Pre-judged Asset, Objective Test, and Presentation

Educational Alignments

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

Knowledge Areas

There is no test composition available for this objective test. Visit www.fbla.org for access to information about FBLA.

- FBLA Organization
- FBLA Bylaws & Handbook
- FBLA National Competitive Event Guidelines
- FBLA National Publications
- FBLA Mission, Pledge and Goals
- General Business and Technology Knowledge (including, but not limited to, accounting, banking, law, entrepreneurship, marketing, international business, management, organizational leadership, information technology, cybersecurity)

District

Testing will take place prior to the District Leadership Conference. Testing must occur at school under the supervision of an adult proctor. Check the Call to Conference for your District for specific instructions and deadlines.

State

See below for list of required competition items; Colorado FBLA requires the same items set by National FBLA at our State Leadership Conference. Colorado FBLA will also provide the items listed below, excepting power, a projector, or a screen in the finals round. Presentation events will have a 1-minute set-up time. Most presentations will happen in a large ballroom, and all competitors will present to the judges in a preliminary round.

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Any event with a test will have an online testing component on-site at the State Leadership Conference. The test score, prejudice asset scores, and preliminary presentation scores will be calculated to determine the list of finalists to present to judges in the final round. During the final round, only the presentation scores will be used to determine winners.

National

Required Competition Items

	Items Competitor Must Provide	Items FBLA Provides
Objective Test	<ul style="list-style-type: none">Sharpened pencilFully powered device for online testingConference-provided nametagPhoto identificationAttire that meets the FBLA Dress Code	<ul style="list-style-type: none">One piece of scratch paper per competitorInternet accessTest login information (link & password provided at test check-in)
Preliminary & Final Round	<ul style="list-style-type: none">Conference-provided nametagPhoto identificationAttire that meets the FBLA Dress Code	<ul style="list-style-type: none">N/A

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, 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., *Community Service Project* or *Local Chapter Annual Business Report*).

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- **Competitor Responsibility:** Only registered competitors are permitted to plan, research, prepare, and set up their presentations. Advisers and others may not assist.
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Identification at Check-in:** Competitors must present valid photo identification (physical or digital) that matches the name on their conference name badge. Acceptable forms include a driver's license, passport, state-issued ID, or school ID.
- **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 four phases: a pre-judged asset, an objective test, preliminary presentation (interview), and a final presentation (interview).

Pre-judged Asset Details: Cover Letter & Resume

Submission Deadline

- A PDF of the cover letter and resume must be uploaded through the conference registration system by the state-specified deadline.

Asset Requirements:

- **Cover Letter Specifics**
 - Must be no longer than one page.
 - Should clearly state why the competitor is deserving of this award.
 - Address the letter to: Jennifer Woods, President and CEO, Future Business Leaders of America, 12100 Sunset Hills Drive, Suite 200, Reston, VA 20190
- **Resume Specifics**
 - Must not exceed two pages in length.
 - Should include the competitor's education, extracurricular activities, awards and honors, FBLA involvement, and work or volunteer experience.
 - Photographs are not permitted on the résumé.
- Assets must be formatted to fit standard 8.5" x 11" paper.
- Links and QR codes are not permitted.
- Advisers or others may not assist in preparing the asset. It must be created entirely by the competitor(s).
- All content must be original and created specifically for this competition.
- **Note:** The assets do not need to follow the FBLA Production Test Reference Guide, formerly known as the FBLA Format Guide.

Judging & Ownership

- Assets will be judged prior to the National Leadership Conference (NLC).
- Pre-judged assets will not be returned. All submitted projects become the property of FBLA and may be published or reproduced for promotional purposes.

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Objective Test

Each competitor will complete a 100-question multiple-choice objective test. Note: There is no objective test composition/question breakdown available for this competition.

Test Duration

- **Test Duration:** 50 minutes

Format

- This event consists of an online objective test that is proctored and completed on-site at the National Leadership Conference (NLC).

Materials

- Reference or study materials are not permitted at the testing site.

Electronic Devices

- All electronic devices, including cell phones, smart watches, and similar technology, must be powered off prior to the start of the competition.

Calculators

- Personal calculators are not allowed; an online calculator will be available within the testing platform.

Question Review

- Competitors may flag questions within the testing platform for review prior to the finalization of results at the NLC.

Preliminary Presentation Details: Interview

Timing Structure

- **Equipment Set-Up:** 0 minutes
- **Presentation:** 10 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 0 minutes

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.
- The preliminary round is closed to conference attendees and audience.

Technology Guidelines

- **Internet Access:** Not Provided
- No technology may be brought to the interview.

Non-Technology Items

- No materials may be brought to the interview.
- No items may be left with the judges following the presentation.

Final Presentation Details: Interview

Timing Structure

- **Equipment Set-Up:** 0 minutes
- **Presentation:** 10 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 0 minutes

Advancement to Finals

- The top-scoring competitors from each preliminary section will advance to the final round in equal numbers.

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- The number of competitors 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

Venue & Format

- Presentations occur in-person at the National Leadership Conference (NLC).
- 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.
- The final round is closed to conference attendees and audience.

Technology Guidelines

- **Internet Access:** Not Provided
- No technology may be brought to the interview.

Non-Technology Items

- No materials may be brought to the interview.
- No items may be left with the judges following the presentation

Scoring

- The pre-judged asset score, objective test and preliminary presentation (interview) round scores will be added together to determine which competitors advance to the final round from each section.
- The final presentation score determines the top winners.
- Pre-judged asset score will be used to break a tie.
- 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.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.

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- 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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Future Business Leader Pre-Judged Assets Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Cover Letter: States award applying for	No award stated	Award stated does not match qualification	States award and shows match of award to qualifications	States award and shows match of award to qualifications with demonstrated experience	
	0 points	1 point	2-3 points	4 points	
Cover Letter: Promotes self in letter – lists skills, achievements, volunteerism, experience, etc.	No self-promotion included	Describes skills and academic achievements, but no volunteerism or experience included	Describes skills, academic achievements, and volunteerism or experience	Describes skills, academic achievements, and multiple volunteerism or experiences	
	0 points	1-3 points	4-6 points	7-8 points	
Cover Letter: States that the resume is included with the letter and asks for interview	No resume statement nor interview requested	States resume included but does not ask for interview	States resume is included and asks for interview	States resume is included, asks for interview, provides opportunity to request more information	
	0 points	1 point	2-3 points	4 points	
Resume: Targets award on cover letter	No award targeted	Targeted award does not match cover letter	Targeted award matches cover letter	Resume supports targeted award on cover letter	
	0 points	1 point	2-3 points	4 points	
Resume: Reader friendly – categories can be found easily, white space utilized, professional fonts and font sizes	Resume is unreadable	Resume design is distracting	Resume is reader friendly	Resume is professional in design for targeted award	
	0 points	1-3 points	4-6 points	7-8 points	
Resume: Includes education, activities, awards/honors, FBLA experience and volunteerism/work experience information	No education, activities, volunteerism, experience information listed	One-two sections included	Three-four sections included	Five or more sections support targeted award	
	0 points	1-3 points	4-6 points	7-8 points	
Resume: Brief, concise information	Resume not included	Information provided, but in paragraph form	Sections are clearly identified with organized information	Clearly identified and organized information in each section supports targeted award	
	0 points	1 point	2-3 points	4 points	
Spelling & Grammar: 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	
All directions followed	Cover letter longer than one page, not addressed correctly; Resume longer than two pages, photograph or QR code included		Cover letter no more than one page, addressed correctly; Resume no more than two pages, no photograph or QR code included; documents submitted as PDF		
	0 points		5 points		
Pre-judged Assets Total (50 points)					

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

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Future Business Leader Presentation Interview Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned			
Illustrates participation and leadership experiences in FBLA	<i>Has not been involved in FBLA other than to pay membership dues and attend one state/national conference</i>	<i>Has limited participation in FBLA activities OR has had limited FBLA leadership opportunities</i>	<i>Can communicate participation in FBLA throughout high school and discuss leadership experiences in FBLA</i>	<i>Can explain how participation and leadership experiences in FBLA have transferred to other areas of life</i>				
	0 points	1-8 points	9-12 points	13-15 points				
Explains participation in other school and/or community organizations	<i>No evidence of participation in other school and/or community organizations</i>	<i>Participates in only one additional school and/or community organization other than FBLA</i>	<i>Explains participation in other school and/or community organizations</i>	<i>Explains how participation in FBLA has complemented or enhanced other school and/or community organizations</i>				
	0 points	1-8 points	9-12 points	13-15 points				
Explains and shows areas of outstanding achievement	<i>No other achievements outside of FBLA</i>	<i>Has limited areas of outstanding achievement other than FBLA</i>	<i>Can explain and show areas of outstanding achievement</i>	<i>Can explain how participation in FBLA has complemented or enhanced other areas of outstanding achievement</i>				
	0 points	1-8 points	9-12 points	13-15 points				
Indicates understanding of career knowledge and career plans	<i>No career plans at this time</i>	<i>May have an idea for a career but has developed no solid plans OR obtained any career knowledge</i>	<i>Knows career plans and shows some evidence that the career knowledge has been obtained</i>	<i>Can discuss how career plans were decided and how the plans will be achieved. Can also discuss how the career knowledge was acquired and how it will be used</i>				
	0 points	1-8 points	9-12 points	13-15 points				
Presentation Delivery								
Demonstrates proper greeting, introduction, and closing	<i>Does not use proper greeting, introduction OR closing</i>	<i>Greeting, introduction, OR closing was weak</i>	<i>Strong greeting, introduction AND closing</i>	<i>Creative in their introduction of themselves and asks for or provides follow-up action in the conclusion</i>				
	0 points	1-8 points	9-12 points	13-15 points				
Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm	<i>Did not demonstrate self-confidence, assertiveness, OR enthusiasm</i>	<i>Demonstrated minimal self-confidence, assertiveness, AND enthusiasm</i>	<i>Used strong eye contact, appropriate assertiveness, AND enthusiasm</i>	<i>Led the interview process and effectively used interview time</i>				
	0 points	1-8 points	9-12 points	13-15 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				
Presentation Protocols								
Adherence to Competitive Events Guidelines	Competitor(s) Did Not Follow Guidelines	Execution Aligned with Guidelines: (All criteria must be met) ✓ No technology used ✓ Did not bring materials to the interview ✓ Did not leave materials behind after the presentation						
	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:								
Judge Signature:					Date:			

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Comments: