



# COMPETITIVE EVENTS

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7ca dYHj Y9j YbhFY jgcbg#A cXUWHcbg'	+
5Xa ]b]gfUj YbXDFcWw fU'FYa ]bXfg	+
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5a Yf]Wb'9bhYdf]gYDfc'WM' FYdcfhF5H#B; 'G< 99HQ&	
5a Yf]Wb'9bhYdf]gYDfc'WM' DfZcfa UbWF5H#B; 'G< 99HQ'	
<b>Banking &amp; Financial Systems (T)</b>	15
6Ub_]b  / : ]bUWU'GghYa g' DfZcfa UbWF5H#B; 'G< 99HQ(	
<b>Business Calculations (I)</b>	16
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6i gbYgg'9h]Wj' DfZcfa UbWF5H#B; 'G< 99HQ)	
<b>Business Financial Plan (I) (T)</b>	18
6i gbYgg: ]bUWU'DUbI' FYdcfhF5H#B; 'G< 99HQ*'	
6i gbYgg: ]bUWU'DUbI' DfZcfa UbWF5H#B; 'G< 99HQ+	
<b>Business Law (I)</b>	20
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6i gbYgg'DUbI' FYdcfhF5H#B; 'G< 99HQ,	
6i gbYgg'DUbI' DfZcfa UbWF5H#B; 'G< 99HQ%\$	
<b>Business Presentation (I) (T)</b>	23
6i gbYgg'DfYgYbh]hcbI' DfZcfa UbWF5H#B; 'G< 99HQ%%	
<b>Business Procedures (I)</b>	24
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7]YbhGYfj]Wj' DfZcfa UbWF5H#B; 'G< 99HQ%&	
<b>Community Service Project (C)</b>	26
7ca a i b]mGYfj]Wj' DfZcfa UbWF5H#B; 'G< 99HQ%	
7ca a i b]mGYfj]Wj' DfZcfa UbWF5H#B; 'G< 99HQ%&	
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8 Yg_hrd'5dd]Wj'cb Dfc[ flã a ]b[I' DfcX]Wj'cb F5H#B; 'G< 99HQ%	
8 Yg_hrd'5dd]Wj'cb Dfc[ flã a ]b[I' DfZcfa UbWF5H#B; 'G< 99HQ%&	

(C) Chapter, (I) Individual, and (T) Team



# COMPETITIVE EVENTS

<b>Desktop Publishing (T)</b>	32
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8    J U'J  Xc DfcX  W cb  DfcX  W cb'F5H B; 'G< 99HQ%'	
8    J U'J  Xc DfcX  W cb  DfZcfa UbWF5H B; 'G< 99HQ%'	
<b>E-business (I) (T)</b>	35
9!Vi g bYgg  DfcX  W cb'F5H B; 'G< 99HQ%'	
9!Vi g bYgg  DfZcfa UbWF5H B; 'G< 99HQ'&S	
<b>Economics (I)</b>	36
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9`W cb W U'Yf DcflZc` c  DfcX  W cb'F5H B; 'G< 99HQ'&%	
<b>Emerging Business Issues (T)</b>	38
9a Yf   b  '6i g bYgg=-gg Yg  DfZcfa UbWF5H B; 'G< 99HQ'&&	
<b>Entrepreneurship (T)</b>	39
9b fydfYbY  fg d  DfZcfa UbWF5H B; 'G< 99HQ'&	
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: i h fy6i g bYgg@UXYf  -b mfj  k DfY a  bUfn'F5H B; 'G< 99HQ'&	
: i h fy6i g bYgg@UXYf  -b mfj  k :  bU'F5H B; 'G< 99HQ'&	
<b>Global Business (T)</b>	42
; `cVU'6i g bYgg  DfZcfa UbWF5H B; 'G< 99HQ'&*	
<b>Gold Seal Chapter Award of Merit</b>	43
<b>Help Desk (I)</b>	44
< Yd'8 Yg  DfZcfa UbWF5H B; 'G< 99HQ'&*	
<b>Impromptu Speaking (I)</b>	45
=a dfca dh  'GdYU_ b Í DfZcfa UbWF5H B; 'G< 99HQ'&	
<b>Internet Application Programming (I)</b>	46
-b hfbyh5dd' W cb'Dfc f a a  b Í DfcX  W cb'F5H B; 'G< 99HQ'&	
-b hfbyh5dd' W cb'Dfc f a a  b Í DfZcfa UbWF5H B; 'G< 99HQ' S	
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xV-b mfj  k  -b mfj  k F5H B; 'G< 99HQ' %	
<b>Local Chapter Annual Business Report (C)</b>	51
@W'7\U hf'5bbi U'6i g bYgg'Fydcfl  Fydcfh'F5H B; 'G< 99HQ' &	
<b>Management Decision Making (T)</b>	52
A Ub  Yá Ybh8 W cb'A U_ b Í DfZcfa UbWF5H B; 'G< 99HQ' '	
<b>Management Information Systems (T)</b>	53
A Ub  Yá Ybh-bZcfa U cb'G g  Yá g  DfZcfa UbWF5H B; 'G< 99HQ' (	
<b>Marketing (I)</b>	54
<b>Network Design (T)</b>	55
B Ykcf_8 Yg  b  DfZcfa UbWF5H B; 'G< 99HQ' )	
<b>Networking Concepts (I)</b>	56
<b>Parliamentary Procedure (T)</b>	57
Df l a Ybhfn'Dfc'W fYg  DfZcfa UbWF5H B; 'G< 99HQ' *	
<b>Partnership with Business Project (C)</b>	58
Df hfYg d'k  h  '6i g bYgg'Dfc'Y  Fydcfh'F5H B; 'G< 99HQ' +	
Df hfYg d'k  h  '6i g bYgg'Dfc'Y  DfZcfa UbWF5H B; 'G< 99HQ' ,	

(C) Chapter, (I) Individual, and (T) Team



# COMPETITIVE EVENTS

<b>Personal Finance (I)</b>	59
<b>Public Speaking I (I)</b>	60
· Di V WcdYU b  =í DfZcfa UbWF5H#B; 'G< 99HG' -	
<b>Public Speaking II (I)</b>	61
· Di V WcdYU b  =í DfZcfa UbWF5H#B; 'G< 99HG(S	
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GUY7\Udhf'5bbi U'6i gbYggFYdcfñ FYdcfñF5H#B; 'G< 99HG(%	
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K YVG H8 y Ycda Ybhí DfcX  Wcb F5H#B; 'G< 99HG( &	
· K YVG H8 y Ycda Ybhí DfZcfa UbWF5H#B; 'G< 99HG('	
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F YWa a YbX b  'UB Yk 'cf'A cX UYX7ca dYhj Y9j YbhUbX	
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 **COMPETITIVE EVENTS BREAKDOWN**

Events	NBEA Standards											National Clusters				
	Accounting	Business Law	Career Development	Communication	Computation	Economics & Pers. Finance	Entrepreneurship	Information Technology	International Business	Management	Marketing	Business, Mgmt. & Admin.	Finance	Information Technology	Gov't & Public Admin.	Marketing, Sales & Service
Accounting I	X				X	X					X	X				
Accounting II	X		X		X	X					X	X				
American Enterprise Project				X		X	X		X		X		X			
Banking & Financial Systems	X		X	X		X			X		X	X				
Business Calculations	X				X							X				
Business Communication				X							X				X	
Business Ethics		X	X	X				X			X					
Business Financial Plan	X			X	X	X			X		X	X				
Business Law		X				X			X		X					X
Business Math				X							X	X				
Business Plan	X		X	X		X	X		X	X		X			X	
Business Presentation				X				X					X			
Business Procedures			X	X	X	X		X			X	X				
Client Service			X	X				X			X	X	X			
Community Service Project				X					X	X	X	X				
Computer Applications				X				X					X			
Computer Problem Solving								X					X			
Cyber Security								X					X			
Database Design & Applications					X			X			X	X				
Desktop Application Programming								X	X		X	X				
Desktop Publishing				X				X			X	X			X	
Digital Video Production				X				X			X	X				
E-business				X		X	X	X		X	X	X	X		X	
Economics						X	X	X	X		X	X			X	
Electronic Career Portfolio			X	X				X			X		X		X	
Emerging Business Issues				X		X		X	X		X	X			X	
Entrepreneurship	X			X			X		X	X	X	X			X	
FBLA Principles & Procedures																
Future Business Leader	X	X	X	X	X		X		X	X	X		X		X	
Global Business	X				X	X		X	X	X	X	X	X	X	X	
Help Desk				X				X			X		X			
Impromptu Speaking				X							X				X	
Internet Application Design Programming								X		X	X		X			
Introduction to Business			X	X		X	X		X	X	X	X			X	
Introduction to Business Communication				X							X				X	
Introduction to Parliamentary Procedure																
Introduction to Technology Concepts								X					X			
Job Interview			X	X							X	X				
Local Chapter Annual Business Report				X				X		X	X	X	X		X	
Management Decision Making	X	X		X		X	X	X	X		X				X	
Management Information Systems				X				X	X		X		X			
Marketing							X			X	X				X	
Network Design				X				X	X				X			
Networking Concepts								X	X				X			
Parliamentary Procedure																
Partnership with Business Project			X	X			X	X	X		X		X		X	
Personal Finance					X						X	X				
Public Speaking I				X							X				X	
Public Speaking II				X							X				X	
Sports Management NEW									X	X	X				X	
Spreadsheet Applications					X			X			X		X			
State Chapter Annual Business Report				X				X		X	X		X		X	
Technology Concepts								X					X			
Virtual Business Challenge	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Web Site Development				X				X		X			X		X	
Word Processing I				X				X			X		X		X	
Word Processing II				X				X			X		X		X	



## INTRODUCTION

H\lggW\cb\j\W\X\g\h\Y\ [i\j\Y\]b\y\g\z\c\h\Y  
FBLA Competitive Events Program of the  
B\U\c\B\U\5\k\U\X\g\D\c\ [f\l\l\ "f\B\5\D\l\H\Y\g\Y  
[i\j\Y\]b\y\g\U\X\h\Y\df\c\ [f\l\l\ "h\Y\m\Y\df\y\g\h\U\Y  
h\Y\Y\g\ "h\g\c\Z\ a\U\m\l\c\i\ f\g\c\Z\ \U\X\k\c\f\ \_\c\b\  
h\Y\df\c\Z\ a\U\m\l\c\i\ f\g\c\Z\ \U\X\k\c\f\ \_\c\b\  
d\Y\c\X\c\Z\ a\U\m\l\c\i\ f\g\c\Z\ \U\X\k\c\f\ \_\c\b\  
h\lg\U\g\g\W\h\c\B\U\X\h\Y\f\k\c\f\ \_\U\Y\Y\W\ [b\j\h\X  
U\X\U\dd\Y\W\h\X"

### Mission Statement

NAP's mission is to prepare students for  
g\W\g\g\z\ \W\Y\Y\g\ [b\Vi\ g\B\Y\g\g\h\c\i\ [\g\ d\c\c\h\i  
Z\c\f\W\ff\]W\i\ a\ X\j\ Y\c\da\ Y\h\U\X\]b\c\j\ U\j\ Y  
U\g\g\g\g\ a\ Y\h\l\c\c\g\ "H\c\ \Y\d\ a\ Y\h\h\U\h\W\U\ [Y\z  
the FBLA Competitive Events Program  
\g\Y\Y\B\X\j\ Y\c\da\U\X\X\ a\ U\X\Y\ U\U\Y\l\c\  
\c\W\U\X\g\U\h\W\U\h\g\Z\c\i\ g\Y\]b\U\g\g\g\ [b\  
g\i\ X\B\l\g\]b\h\Y\j\ U\c\i\ g\\_b\c\k\ Y\X\ Y\z\g\] "g\z  
U\X\U\]h\j\g\h\U\h\ a\ U\Y\ d\l\c\X\h\g\Vi\ g\B\Y\g\g\  
Y\X\ W\h\c\B\W\ff\]W\i\ a\ "

### Program Design and Purpose

H\Y: 6@5\7ca d\Y\h\j\ Y9j\ Y\B\g\D\c\ [f\l\l\  
Y\l\ Y\l\ d\]U\g\h\Y\U\ [Y\c\Z\U\W\]h\j\g\U\X\Z\W\g\  
c\Z: 6@5!D6@z-b\W\h\Y\g\Y\j\ Y\B\g\U\Y\U\g\X\c\B\  
d\c\W\g\X\j\ Y\c\da\Y\Z\c\ a\ h\Y\ [c\U\g\c\Z: 6@5!  
D6@U\X\h\Y\W\ff\]W\U\c\Z\Vi\ g\B\Y\g\g\ Y\X\ W\h\c\B\  
d\c\ [f\l\l\ g"

: 6@5!D6@]g\W\ a\ [h\X\l\c\ Z\W\]h\U\h\ [h\Y\h\U\g\h\c\B\c\Z\]g\l\g\l\ Y\l\ V\f\g\  
Z\c\ a\ h\Y\f\ Y\X\ W\h\c\B\U\X\j\ Y\c\da\ Y\h\]b\l\c\ h\Y\f\ W\Y\Y\ d\U\ "H\Y  
W\l\ a\ d\Y\h\j\ Y\j\ Y\B\g\d\c\ [f\l\l\ "d\U\g\U\W\h\U\fc\ Y\]b\X\j\ Y\]b\ [c\B\  
h\lg\W\ a\ [h\l\ Y\h\]H\Y\df\c\ [f\l\l\ "U\c\k\g\l\ Y\l\ V\f\g\l\c\ X\l\l\ c\B\g\h\U\Y  
U\X\j\ U\]X\U\h\Y\f\ a\ U\g\Y\m\c\Z\Y\g\g\h\U\Vi\ g\B\Y\g\g\W\B\W\l\g\z\g\] "g\z\U\X  
\_b\c\k\ Y\X\ Y\ "b\U\X\]h\c\B\Z\ a\ Y\l\ V\f\g\d\U\h\U\h\ [b\h\lg\d\c\ [f\l\l\ "k\]":

**c** X\l\l\ c\B\g\h\U\Y\h\Y\f\ W\Y\Y\ W\l\ a\ d\Y\h\B\Y\g\Z\Vi\ g\B\Y\g\g\\_b\c\k\ Y\X\ Y\z\U\X  
^c\Vi\Y\U\h\X\g\] "g"

**c** Y\l\ d\U\X\h\Y\f\ "Y\U\X\g\]d\g\] "g"

**c** X\l\l\ c\B\g\h\U\Y\h\Y\f\ W\l\ a\ d\Y\h\j\ Y\g\l\]h\

**c** f\W\j\ Y\Y\W\ [b\]h\c\B\Z\c\f\ h\Y\f\U\W\]Y\ Y\l\ Y\B\g\

**c** Y\B\Wi\ f\U\ Y\W\l\ a\ i\ b\]m\g\]j\ ]W\

H\Y: 6@5!D6@7ca d\Y\h\j\ Y9j\ Y\B\g\D\c\ [f\l\l\ ]g\X\g\] b\Y\X\l\c\ W\ff\Y\U\Y  
k\]h\h\Y\6i\ g\B\Y\g\g\9\X\ W\h\c\B\7i\ ff\]W\i\ a\ G\U\B\U\X\g\di\ V\]g\ Y\X\V\m  
h\Y\B\U\h\c\B\U\6i\ g\B\Y\g\g\9\X\ W\h\c\B\5\g\g\W\h\c\B\f\B\6\9\5\z\U\X\h\Y\i\ "G"  
8\Y\U\l\l\ a\ Y\h\c\Z\9\X\ W\h\c\B\7\U\Y\Y\7\i\ g\h\g\ "9\U\W\Y\ Y\h\]g\ [i\j\Y\]b\Y  
d\U\Y\g\]b\X\W\h\Y\g\l\W\]U\W\B\6\9\5\ G\U\B\U\X\g\U\U\X\7\U\Y\Y\7\i\ g\h\g\h\Y  
Y\j\ Y\h\U\X\Y\g\g\g"



## GENERAL INFORMATION

H\Y\U\X\l\l\ ]b\]g\h\U\h\c\B\U\X\W\B\X\l\l\ W\l\c\Z: 6@5!  
PBL's Competitive Events Program is vested  
]b\h\Y\B\U\h\c\B\U\g\l\Z\Z\i\ b\X\Y\h\Y\X\]f\W\h\c\B\  
c\Z\h\Y\B\5\D\7\c\ a\ [h\h\Y\ "A\ Y\l\ V\f\g\c\Z\h\Y  
B\5\D\7\c\ a\ [h\h\Y\U\Y\g\Y\W\h\X\U\g\X\c\B\h\Y\f\  
Y\l\ d\Y\]b\W\U\X\Y\ d\Y\h\j\]b\h\Y\X\j\ Y\c\da\ Y\h\i  
U\X\c\f\U\X\l\l\ ]b\]g\h\U\h\c\B\Z\W\l\ a\ d\Y\h\j\ Y\j\ Y\B\g\  
7\c\ a\ [h\h\Y\ a\ Y\l\ V\f\g\g\]f\ Y\h\Y\Y\m\U\h\l\l\ a\ g\  
U\X\U\Y\Y\g\c\B\]V\Y\Z\c\f\U\dd\c\j\ ]b\ [Y\ Y\h\i  
U\X\]h\c\B\g\X\Y\h\c\B\g\Y\B\g\]b\ [Y\ Y\B\g\U\Y  
W\ff\Y\h\U\X\Y\Y\ U\B\Z\X\j\ Y\c\da\]b\ [i\j\Y\]b\Y\g\  
Z\c\f\ W\l\ a\ d\Y\h\j\ Y\j\ Y\B\g\U\X\U\X\l\l\ ]b\]g\h\U\h\c\B\h\Y  
FBLA Competitive Events Program at the  
B\U\h\c\B\U\@U\X\Y\g\]d\7\c\B\Z\Y\B\W\B\@7E"

H\Y\B\5\D\7\c\ a\ [h\h\Y\Z\ "c\k\g\U\X\Y\]W\U\Y  
d\c\W\g\]b\Y\j\ ]k\]b\ [U\X\i\ d\X\]b\ [h\Y  
: 6@5\7ca d\Y\h\j\ Y9j\ Y\h\Y\df\c\ [f\l\l\ "H\Y  
f\Y\ ]k\ d\c\W\g\]g\X\g\]b\Y\X\l\c\ f\Y\g\c\B\X\]b\U\g

h\l\ Y\m\U\Z\g\]c\B\U\g\c\c\g\Y\Y\l\c\ h\Y\W\U\B\]b\ [Y\j\ ]f\c\B\ a\ Y\h\]b\k\ \]W\  
Vi\ g\B\Y\g\g\ Y\X\ W\h\c\B\U\X\g\]g\Y\Z\k\ \]Y\Y\B\g\]f\]b\ U\dd\c\c\f\]U\Y\]b\di\ h\U\X  
d\U\h\U\h\c\B\Z\c\ a\ "c\W\U\X\g\U\h\U\j\ ]g\Y\g\U\X\l\l\ Y\l\ V\f\g\

-b\ [Y\B\U\Z\h\Y\B\5\D\7\c\ a\ [h\h\Y\]g\W\l\ a\ [h\h\X\l\c\ f\Y\ [i\ U\f\Y\] ]k\ "c\Z\U"  
W\l\ a\ d\Y\h\j\ Y\j\ Y\B\g\ "5\ "Y\ Y\B\g\U\Y\Y\ U\i\ U\h\X\Z\ "c\k\]b\ [h\Y\B\@7\ Z\c\f\  
U\X\l\l\ ]b\]g\h\U\h\c\B\U\X\c\d\Y\U\h\c\B\U\]a\ d\c\j\ Y\l\ Y\B\g\ "b\U\X\]h\c\B\Z\U\W\Y\ Y\h\i  
]g\Y\] ]k\ Y\X\c\B\W\Y\ Y\m\k\ c\ m\U\g\l\c\ Y\B\g\ f\Y\h\Y\W\h\h\B\l\Z\W\g\U\X  
c\V\Y\W\] Y\g\c\Z\h\Y\j\ Y\h\W\B\]b\i\ Y\l\c\ Y\Y\Y\Y\ U\B\Z\]h\l\l\ Y\m\U\X\U\dd\c\c\f\]U\Y  
l\c\ : 6@5!D6@d\c\ [f\l\l\ g\U\X\c\V\Y\W\] Y\g\": ]b\U\m\h\Y\B\5\D\7\c\ a\ [h\h\Y  
k\Y\W\l\ a\ Y\g\U\X\Y\B\Wi\ f\U\ Y\g\c\W\U\X\g\U\h\U\j\ ]g\Y\g\Z\ a\ Y\l\ V\f\g\Z\c\f\  
c\h\Y\ ]b\h\Y\g\h\X\d\U\h\Y\g\l\c\ g\ Va\ ]h\X\]g\Z\c\f\ Y\j\ Y\h\]a\ d\c\j\ Y\l\ Y\B\g\c\f\  
U\X\]h\c\B\g\ "b\X\j\ ]k\ U\g\X\]g\]b\]l\ l\c\]g\ Va\ ]h\Y\W\l\ a\ Y\B\U\]h\c\B\l\c\ h\Y  
B\5\D\7\c\ a\ [h\h\Y\Z\c\f\l\c\ a\ U\Y\W\l\ a\ Y\B\g\U\c\i\ h\h\Y: 6@5\7ca d\Y\h\j\ Y  
9j\ Y\B\g\D\c\ [f\l\l\ Z\U\Y\Y\B\Wi\ f\U\ Y\X\l\c\ f\Y\ ]k\ h\Y\df\c\W\X\l\l\ Y\g"

REFERENCE: Recommending a New or Modified Competitive Event  
and Recommendation to Retire an Event COMPETITIVE-71.



## SPECIAL NOTE TO ADVISERS AND ADMINISTRATORS

7\Udhr Uj lgyfUbxgWcc`Uka ]b]gfUcfcg  
fYybWi fu YXlc`\_Yd`hYZc`ck ]b[ `dc]b]g`  
]b`a ]bXUgh YndfYdUfYh Yf`gi Xb]gZcf`  
dUfh]U]cb ]b`h`Y: 6@5`7ca dY]hj Y9j Yb]g`  
Dfc[ fUa` "

**c**7ca dY]hj Yj Yb]g fYfY W`Ybha chj U]b[`  
Xj ]Wg/h Yn`Yd`tc ]bg]`h`YXg]fYlc`Yfb`  
Ubxlc`UW]Y`Y`

**c**Hc`Yh`YVgh ]YfU`nfYei ]fYg]bbUf`  
U] ]h`[\` \`a`chj U]cbzUbx`a`Ubn`ci`fgcZ`  
`UfXkcf`\_`"

**c**Hfj Y`Ux]b]fU]cb`k ]h`gi`Xb]g`  
Zca`ch`Yf`gWcc`gUfYh`Ya`YbXci`g`Yfb]b[`  
cdcfli b]h]gZcf`gi`Xb]g`

**c**7ca dY]hj Yj Yb]g Wb`VY`YdZ` ``]b`  
Vi ]X]b[`gWcc`gd]f]hUx]b`di V]V]b[`U`  
Vi`gbYgg`dfc[ fUa` "

**c**7ca dY]hj Yj Yb]g g`ci`XbchVYi`gXlc`  
Xhfa ]bYWff]WUzhUW]b[`a`YhcXc`c[`nã`  
]h`a`YgdYbchb`Wgg`UW] ]h]g`h]h`h`cc`g`lc`VY`  
UxcdhXz[ fU]b[`dfc`Wxi`fyg`cf`Zcf`hUWf`  
Yj`Ui`U]cbg`

**c**9l`Wgg]`YWgg]h`a`Yg`ci`XbchVY`g`Ybchb`fYUg`Wj`YfX]b`  
W`a`dY]hj`Yj`Yb]g`Uih`Yl`dYbg`YcZ`ch`Yf`g`V`Y`W`a`U`h`f`h`U`ig`ci`X`  
V`Y`U`[\`h`i`

**c**8`Y`U`h]b[`W`b]h]g]U`b]h]g`Y`W]c]b`U`g`cb[`U`g`dc]g]V`Y]g`Y`b`Wi`fu`Y`X`g`  
a`cf`Y`gi`X`b]g`f`Y`g]f]j`]b[`Z`cf`a`U`g]m`f`c`f`Y`l`W`Y`b`W]b`U`d`U`h]W`U`f`U`Y`U`

**c**5`h`U`W`f`h]g`W`a`d`Y`h`b`W`c`f`Y`Z`W]j`Y`b`Y`g`g`ci`X`b`ch`V`Y`i`X]`Y`X`V`m`  
h`Y`bi`a`V`f`c`Z`g]i`X`b`h`i`k`]b`b`f`g`5`h`U`W`f`]g`b`ch`U`b`Y`l`W`Y`b`h`h`U`W`f`  
g`a`d`n`i`W`W]i`g`Y`U`g]i`X`b`h`i`k`]b`g`U`W`a`d`Y`h]j`Y`j`Y`b`h`i`

**c**@`\_`Y`k`]g`z`h`Y`g`W`g`c`Z`U`c`W`W`U`d`h]f`g`ci`X`b`ch`V`Y`X`h`f`a`]b`X`  
g]f]M`i`n`M`i`h`Y`d`Y`Z`f`a`U`b`W`c`Z`]l`g`a`Y`a`V`f`g]b`W`a`d`Y]h]j`Y`j`Y`b]g`  
K` \`Y`U`b`]a`d`c`f`U`b`h`Y`Y`a`Y`b`h`c`Z`h`Y`c`j`Y`U` `: 6@5!D6@dfc[ fUa` z`  
W`a`d`Y]h]j`Y`j`Y`b]g`f`Y`i`g`h`U`f` U`d`U`h`A`U`b`n]U`W]j`]h]g`U`b`X`d`f`c[ fUa` g`  
k`c`f`\_`lc[`Y`h`Y`f`lc`Vi`]X`U`g`W`g`z`\_`W`U`d`h]f`"

**c**H`U`W`f`g`g`ci`X`f`W`[b]n`Y`h`Y`j`Ui`Y`c`Z`W`a`d`Y]h]j`Y`j`Y`b]g`z`a`U`b]U`b`  
U`d`f`c`Z`g`g]c`b`U`U`h]i`X`Y`l`c`U`X`g`h`Y`j`Y`b]g`U`b`X`\_`Y`d`h`Y`a`]b`d`f`c`d`Y`  
d`Y`g]d`W]j`Y`



## CHANGES TO THIS EDITION

DYgYfy jk h Ygy i jXybygWfz nzc  
 a cXUWjcbgUbXWUbl Yg HYZc ck bl lgh  
 \l \l lgh Ya cghl bl UWhWUbl Yga UX  
 Zcf h Y&S, I S a Ya Vfg j d nUf

### New Event for 2009 NLC

- GdcfngA UbU Ya Ybh j bXj jX Uz  
 cVYWj Yhg

### Competitive Event Revisions/

#### A cXUWjcbg

- 9UW dUf j dUba UnWa dYU j bcbY  
 WUdHf Y YbhUgk Y UgcbY j bXj jX Ucf  
 HLa Y Ybh
- Hc Uj c XgWYX j b WbUWgZUW  
 dUf j dUba HLa zcf WUdHf gci X  
 dfc j Xh Yf ck b Yei j da Ybh
- CbY j bXj jX Ua UrfYdUj h h Y  
 8 Yg hcd Di Vlg j b Y Ybh
- DUf j dUba YbUf mDfc WXi fYcVWj Yhg  
 k j bc cb Yf YdUf h c Zh Y Ubu gWfY
- DYfZfa UbWUhbXUWZcf dYi Xj YX  
 Y Ybgl dYg bUjcb c Zh Y Y Ybh  
 a i ghVYWbXi WZXVndUf j dUba  
 k \c U hcf YXh Y Y Ybh b h YWgY  
 cZUHLa Y YbzU Yg hcbYU hcf  
 a i gh j Yh YdYg bUjcb Uhh YB @7/  
 \ck Y YfZU HLa Ya Ya Vfgk \c k lg h  
 VYfW j b j nXUg bUjcb U k j bYfga i gh  
 f j gh Zcf h YB @7 " Bc fYdUWa Ybhc  
 g Vg h h gk j VYUck YX
- A YXUg b h zcf dYi Xj YX Y Ybgl k j  
 bchVYdfc j jX X j f b h YdfY j a j bUf m  
 cf UbU dYfZfa UbWUhh YB @7 "  
 DUf j dUba g i gh V f U W d n c Z h Y  
 78 #8 J 8 Zh Yr k Uhhc j bWXY j h j  
 h Yf dYfZfa UbW
- DUf j dUba g i gh Wa d Y Y U d U f g c Z U b  
 Y Ybh h V Y j j V Y h c k j b U k U f X
- 7ca dYhWg Uj YVYb fy j gXZf  
 a Ubnj Ybgl d Y g Y f j k i j X y b g
- HAY6i gbYg: j bUWU D U b k f j h h b  
 g h c d g g \ U g V Y b Y j a j b U X X

### Administrative and Procedural Reminders

- 5 WUbl Yg h c B @7 Wa dYh j Y Y Ybh  
 dUf j dUba g i gh Ya UX Vnh Y U f g h  
 : f j X h j b s b Y 8 Y Y h c b g l f Y h Y c b m  
 WUbl Yg U c k Y X c b l g h Y
- : cf U Y Ybgl U c k j b Yei j da Ybh h c VY  
 i g X Z h Y Yei j da Ybh a i gh V Y d f c j j X X  
 Vnh Y j b X j j X U z h L a z c f W U d H f Z c f  
 Y U W Y Y b h Y b h Y X 5 g W Y b z h U Y Z U b X

- YWf j W d c k Y f k j V Y d f c j j X X c b l g h Y 5 Wa di Hf z d f c W W f z  
 U b X b h f b Y h k j V Y d f c j j X X Z c f 9 ! V i g b Y g g z b h f b Y h 5 d d j W h c b  
 D f c f l a a j b z U b X K Y V G h Y 8 Y Y c d a Y b h
- Hc Uj c XgWYX j b WbUWgZUW j b h Y U W c j Y V Y Z Y U W d U f j d U b h #  
 HLa gci Xdfc j Xh Yf ck b Yei j da Ybh
- A j W c d \ c b Y g k j b c h V Y i g X j b U b n j Y b l g Y W d h D U f j d a Y b h f m  
 D f c W X i f Y
- B c b f f U d \ j b W W U c f g k j V Y d f c j j X X Z c f U c V W W j Y Y Y b l g
- D f Y j a j b U f m d Y f Z f a U b W Y Y b l g U f Y b c h c d Y b h c W b Z f Y b W Y  
 U h b X Y g
- 9 U W g U Y a U h g V a j h h f Y Y f l Y b h f j g j b U Y Y b l g f Y e i f j b l c b m  
 c V Y W j Y h g
- 9 U W g U Y a U h g V a j h h c f R L Y b f j g j b U j b h f j k z g d U j b z  
 Wa di Hf d f c X W c b z d f Y i X Y Z U b X d Y f Z f a U b W Y Y b l g
- H k c f R L W d j g c Z h Y Z c k b l f y d c f g c f a Y X U a i g h V Y  
 f Y W j Y X V n h Y b U j c b U W b h f Z c f i X j b l V n h Y g W b X : f j X h j  
 j b A U h 5 a Y f W b 9 b h f d f g Y D f c W W 6 i g b Y g g : j b U W U D U z  
 6 i g b Y g g D U b z 7 c a a i b j m G f j W D f c W W 8 Y g h c d 5 d d j W h c b  
 D f c f l a a j b z 8 j j U j j X c D f c X W c b z 9 W f c b j W U Y Y f  
 D e f z c j c z b h f b Y h 5 d d j W h c b D f c f l a a j b z @ W 7 \ U d H f  
 5 b b i U 6 i g b Y g g F Y d c f z D U f h Y g j d k j h 6 i g b Y g g D f c W W U b X  
 G U Y 7 \ U d H f 5 b b i U 6 i g b Y g g F Y d c f f 5 f y d c f g c f a Y X U  
 g c i X W b h j b h Y Y Y b h b L a Y z g i X b h g L b L a Y f z c f j b X j j X U c f  
 H L a Y Y b l g z g W c c b L a Y z g U h z U b X n U f c Z W a d Y h j c b
- H Y G U h a Y b h c Z 5 g g f U b W a i g h V Y g V a j h X Z c f 8 Y g h c d  
 5 d d j W h c b D f c f l a a j b z 8 j j U j j X c D f c X W c b z 9 ! V i g b Y g g z  
 9 W f c b j W U Y Y f D e f z c j c z b h f b Y h 5 d d j W h c b D f c f l a a j b z  
 U b X K Y V G h Y 8 Y Y c d a Y b h V n h Y g W b X : f j X h j j b A U h
- G W c c ! g h h g j b l g U a j b g h Y X V n h U W g U Y W U f # g U Y U j g f  
 j b X Z Z f Y b h k U g \ c k Y Y f Z U U d j W h c b g W c c ! g h h g j b l  
 a i g h V Y f Y W j Y X V n h Y b U j c b U W b h f Z c f i X j b l V n h Y h j f X  
 : f j X h j b A U h H Y g Y Y b l g j b W X Y 5 W a b h j b = z 7 c a d i H f  
 5 d d j W h c b z 8 U U W g 8 Y g j b U b X 5 d d j W h c b z 8 Y g h c d  
 D i V g j b z C a f Y U g Y h 5 d d j W h c b z K c f X D f c W g g j b l = z U b X  
 K c f X D f c W g g j b l =
- H Y h c d % S c f % j b X j j X U g c f H L a g z c f U b Y e i U b i a V f Z c a  
 Y U W d f Y j a j b U f m f c i b X k j U j U b W h c h Y U b U f c i b X : c f  
 Y L a d Y Z j h Y Y U Y Z c i f g W j c b g c Z U b Y Y b h j b h Y d f Y j a j b U f m  
 f c i b X z % j b X j j X U g c f H L a g k j U j U b W h c h Y U b U f c i b X  
 j b g h U X c Z % S c f % " H j g U c k g Y e i U b i a V f g Z c a Y U W g W j c b  
 h c U j U b W
- G b X U a U m f U g h c : 6 @ 5 ! D 6 @ z % % & 5 g g W h c b 8 f j Y Z Y g c b z  
 J 5 % & % %

 **PREPARING FOR COMPETITION**

B5D'lgUj YfmM W]b| 'dUhcZ'h.Y: 6@5!D6@ mU'9UW'gUy'lgU'ckYX'c'g'bX'k'c'f'b' g'a YW'g'z'h'f'Y'f'd'f'g'b'U'j'Y'g'j'b'Y'U'W' Y'Yb'l'A'Y'a V'f'g'g'Y'b'X'a'c'b'h'g'd'f'd'U'f'b|' Z'c'f'h'Y'c'd'd'c'f'i'b|h'm'r'c'g'j'b'Y'b'U'h'c'b'U'm'i'H'Y' \_'b'c'k'Y'Y'Z'Y' d'Y'f'Y'b'W'U'b'X'a'c'h'j'U'h'c'b'|U'b'Y'X' Z'c'a'W'a'd'Y'h'b|'a'U'Y'g'Y'Y'f'm'd'U'h'f'U'U'b'h'U' k'j'b'b'Y'<'c'k'Y'Y'f'z'a'Y'a V'f'g'W'b'j'b'W'U'g'Y'h'Y'f' W'U'b'W'g'V'n'k'c'f'\_|b|'k'j'h'h'Y'f'U'j'lg'f'g'l'e' Y'g'f'Y'W'V'Z'U'j'U'b'W'X'd'f'Y'd'U'f'U'h'c'b'z'U'X'Y'f' Y'b'W'l'e'U'f'Y'Y'U'h'i|i'j'X'Y'j'b'Y'g'U'b'X'f'i'Y'g'z'U'b'X' V'm'z'e'`c'k'j'b|'h'Y'g'Y'h'd'g'

**c**7ca d'nk j'h' Y'b'f'm'd'f'c'W'X' f'Y'g'U'b'X' f'Y'i' U'h'c'g'

- 7\YW'h'Y'g'U'i'g'c'Z'a'Y'a V'f'g'j'd'X'Y'g'" G'i'X'b'g'k'lg'j'b|'l'e'W'a'd'Y'h'a'i'g'h'Y' d'U'X'a'Y'a V'f'g'V'm'A'U'W%'9UW'g'U'Y' g'Y'g'j'g'c'k'b'Y'|j'V'|j'm'i'X'U'X'j'b'Y'Z'c'f'X'g'f'j'W' U'b'X'g'U'Y'W'a'd'Y'h'j'c'g'
- 9bg'f'Y'h'Y'Y'b'f'm'z'c'f'a'g'U'f'Y'W'a'd'Y'h'X' d'f'c'd'Y'f'm'U'b'X'g'V'a'j'h'h'X'V'n'h'Y'd'i'V'lg'Y'X' X'U'X'j'b'Y'H'lg'j'g'h'Y'f'Y'g'l'c'g'b'V'|j'm'r'c'Z' h'Y'c'W'U'j'lg'f'Z'c'f'X'g'f'j'W'U'b'X'g'U'Y' W'a'd'Y'h'j'c'g'U'b'X'h'Y'g'U'Y'W'U'f'f'g'U'Y' U'j'lg'f'Z'c'f'b'U'h'c'b'U'W'a'd'Y'h'j'c'g'

**c**6YZa j]U'f'k'j'h'h'Y'Y'Y'Y'b'h|i'j'X'Y'j'b'Y'g'

- 7\YW'h'Y'W'f'f'Y'b'h'Y'X'j'h'c'z'W'b'h'U'b'Y'X' j'b'h'lg'\U'b'X'v'c'c'z'c'Z'h'Y: 6@5'B5D' 7ca'd'Y'h'j'Y'9'j'Y'b'h'i'j'X'Y'j'b'Y'g'Z'c'f'U' W'a'd'Y'h'j'g'j'b|'c'Z'j'b'X'j'j'X'U'z'h'U'a'z'U'b'X' W'U'h'f'Y'Y'b'g'
- A'U'Y'W'd'j'Y'g'c'Z'h'Y'U'd'f'c'd'f'j'U'Y'f'i'j'X'Y'j'b'Y'g' U'b'X'f'U'h'b|'g'Y'Y'g'"7\YW'k'j'h'h'Y'f' g'U'Y'W'U'h'f'Z'c'f'a'c'X'j'U'W'h'c'g'b'g'l'e'h'Y' b'U'h'c'b'U'f'i'j'X'Y'j'b'Y'g'Z'c'f'X'g'f'j'W'c'f'g'U'Y' W'a'd'Y'h'j'c'g'
- 6Y'W'a'Y'W'a'd'Y'h'm'z'a'j]U'f'k'j'h' h'Y'd'f'c'W'X'f'Y'g'l'e'V'Z'e'`c'k'Y'X'j'b' U'X'a'j'b'g'f'j'b|'h'Y'Y'Y'Y'b'h'
- Determine from the rating sheets and [i'j'X'Y'j'b'Y'g'Y'U'W'm'k'\U'h'f'Y'U'g'k'j]'`Y' 'i'X'Y'

**c**=X'b'h'Z'n'U'b'X'U'g'Y'a'V'Y'b'Y'X'X'f'Y'g'i'f'W'g'

- C'V'U'j'U'j'U'f'j'Y'm'r'c'Z'h'i'h'c'c'\_g'c'b'n'i'f' g'V'W'W'a'U'h'f'f'c'g'i'X'n'i: 6@5!D6@ provides a FBLA Competitive Event G'i'X'n'i'j'X'Y'k'j'h'h'Y'f'Y'd'U'f'U'h'c'b'h'd'g'U'b'X' g'Z'a'd'Y'e'i'Y'g'h'c'g'b'h'U'h'W'b'V'Y'c'f'X'f'Y'X' h'f'c'i'|\h'Y: 6@5!D6@A'U'f'\_Y'Place f'f'0'\*\*\*' &'&'&'E'

- 7cb'U'W'Z'c'f'a'Y'f'U'b'X'W'f'f'Y'b'h'W'U'h'f'a'Y'a'V'f'g'k'\c'\U'j'Y'Y'b'h'f'Y'X' h'lg'Y'Y'b'h'j'b'd'f'Y'j'c'i'g'm'U'f'g'
- :j'b'X'a'Y'b'l'e'f'g'U'b'X'c'h'Y'f'Y'f'd'Y'f'g'k'\c'W'b'\Y'd'm'i'd'f'Y'd'U'f'Y'

**c**D'f'Y'd'U'f'Y'Z'c'f'W'a'd'Y'h'j'c'b"

- K\Y'Y'U'd'f'c'd'f'j'U'h'z'j'b'j'c'j'Y'Z'U'W'h'z'c'h'Y'f'a'Y'a'V'f'g'z'U'j'lg'c'f'm' W'a'a'j'h'h'Y'a'Y'a'V'f'g'z'U'b'X'V'i'g'b'Y'g'g'Y'c'd'Y'H'Y'g'Y'U'f'Y'Y'W'Y'b'h' f'Y'g'i'f'W'g' i'g'Y'h'Y'a'
- D'f'U'W'W'a'U'Y'g'd'Y'Z'W'W'f'h'm'r'c'f'Y'W'U'Y'U'g'f'Y'U'g'j'W'n'i'g'd'c'g'j'Y'Y' h'Y'W'b'X'j'h'c'g'i'b'X'f'k'\j'W'h'Y'W'a'd'Y'h'j'c'b'k'j'`h'U'Y'd'U'W'

**c**7ca d'nk j'h' W'a'd'Y'h'j'c'b'f'Y'i'U'h'c'g'

- 6Y'Z'a'j]U'f'k'j'h'h'Y'j'b'z'c'f'a'U'h'c'b'l'e'V'Y'd'f'c'j'j'X'X'U'b'X'h'Y'X'U'X'j'b'Y'g' l'e'Y'a'Y'i'
- A'U'Y'g'f'Y'W'd'j'Y'g'c'Z'a'U'h'f'U'g'l'e'V'Y'g'V'a'j'h'h'X'l'e'`i'X'j'Y'g'U'f'Y'Y'f'c'f' Z'Y'Y'U'b'X'h'U'h'Y'r'U'f'Y'g'V'a'j'h'h'X'j'b'h'Y'd'f'c'd'Y'f'Z'c'f'a'U'i'
- 7U'W'U'c'f'g'g'd'd'j'X'V'n'h'Y'b'U'h'c'b'U'W'b'h'f'W'b'Y'i'g'X'j'b'U'` c'V'Y'W'j'Y'Y'Y'b'g'U'g'U'd'f'c'd'f'j'U'Y'



## GENERAL GUIDELINES

**C Dress Code.** A Ya Vfga i ghUXfYlre' hYfYggWXYgUW'g'YXVrhYVcUfX cZxfWfmg'lb'cfXf'lc' dUfhVdUY'lb'U Wa dYfhj Yy YbhUihYB@7"-b'UXfhcbz hYfYggWXY'g'lb'W'XX'lb'YUW'WbZfYbW [i]XY'

REFERENCE: FBLA-PBL Dress Code PROGRAMS-5.

**C NLC Registration.** A Ya Vfga i ghVY fY'lg'fYXZcf'hYVWbZfYbWfZc'ck'bl' WfYbhfY'lg'fUjcb'[i]XY'byg'lb'cfXf'lc' dUfhVdUY'lb'UWa dYfhj Yy Ybh'

**C National Dues.** 5""dUfhVdUY'lg'k'c'Ybhf' UWa dYfhj Yy Ybhia i gh'Uj YdUXgUf' Ux'bh'cbU'X'Yg'Vm'a'fW'%cZ'h'YWfYbh' gWcc'mU'

**C Due Dates.** 9j Ybh[i] XY'byg'gUfU' a Uhf'Ug'a i ghVYfWj'YX'Uh'h'Yb'Uj'cb'U' Wbhf'bc'Uhf'h'U'b'h'Y'Yb'X'c'Z'V'g'lb'Y'gg'cb' h'Y'g'W'X'c' f'X'U'h'b'A'U'h'h'lg'h'Y'g'U'f'W'U'f'g' cf'g'U'f'U'j'lg'f'Y'g'c'b'g'V'j'hm'c'Z'f'k'U'f'X' h'Y'g'a'Uhf'U'g'lc'h'Y'b'U'j'cb'U'Wbhf' h'Y' g'W'cc'!g'h'dfc'X'W'cb'h'g'a i ghVYfWj'YX' Vrh'Yb'Uj'cb'U'Wbhf'bc'Uhf'h'U'b'h'Y'Yb'X' c'Z'V'g'lb'Y'gg'cb'h'Y'h'f'X' f'X'U'h'b'A'U'h'5"" a Uhf'U'g'f'Y'g'bh'c': 6@5!D6@z-bVz%&% 5gg'W'U'cb'8'f'j'Yz'F'Y'g'cb'z'J'5'&S%'%

**C Additional Materials.** FYZfYbW'a Ubi Ugz' h'l'h'cc'g'z'ch'Y'f'f'Y'g'i'f'W'a'Uhf'U'g'z'U'X' Y'Y'f'cb'j'W'X'j'W'g'a'U'rb'ch'V'Y'U'Y'b'lc'cf'i'g'X' X'i'f'lb' 'Wa' dYfhj'Yy'Ybh'g'9l'W'h'cb'g'lc'h'lg' fi'Y'f'Y'W'U'f'm'X'X'bh'U'X'lb'h'Y'[i]XY'byg'Z'f'Y'U'W'lb'X'j'X'i'U'y'Ybh': cf'lg'U'W'Z'k'V'b' U'Y'Ybh'g'[i]XY'byg'd'W'U'g'a'Uhf'U'g'cf' Yei'j'da'Ybh'h'U'ia'U'h'Y'i'g'X'f'f'Z'U'(I'1'\*I' W'f'X'cf'U'W'W'U'c'f'z'cb'n'h'c'g'Y'a'Uhf'U'g'cf' h'U'h'Yei'j'da'Ybh'ia'U'h'Y'i'g'X'=-Z'U'b'j'h'a'lg'b'ch'lg'h'z'h'lg'lc'V'Y'U'g'g'a'Y'X'h'U'h'lg'b'ch'U'ck'Y'X' -b'X'j'X'i'U'dUfhVdUY'g'U'X'dUfhVdUY'lb' h'U'a'g'a i gh'W'Z'f'a'lc'h'lg'Y'Y'bh'f'Y'i'U'j'cb'cf'V'Y' X'gei'U'j'U'X'

**C Recording of Presentations.** No audio cf'j'j'X'c'f'Y'W'f'X'bl'X'j'W'g'k'j'V'Y'U'ck'Y'X' lb'U'bn'W'a' dYfhj'Yy'Ybh' dUfhVdUY'g'lb'h'Y' h'U'a' d'Y'Z'f'a'U'W'Y'Y'Y'bh'g'c'i'X'V'Y'U'k'U'f'Y' h'Y'b'U'j'cb'U'U'g'g'W'U'cb'f'Y'g'f'j'Y'g'h'Y'f'f'lh'c' f'Y'W'f'X'U'bn'd'Y'Z'f'a'U'W'Z'f'i'g'Y'lb'g'i'X'rc'f' h'U'j'bl' 'a'Uhf'U'g'

**C Event Entry Forms.** H'Y'g'U'f'W'U'f'z'cf'X'g'j'lb'Y'Z'a i gh'W'f'Z'h'Y' g'U'f'Y'bh'f'Y'g'cb'h'Y'c'Z'U'W'cb'j'Y'Y'bh'f'm'Z'f'a'f'g'

**C 9j Ybh'Y'f'U'W'j'cb'7'ca' dYfhj'Yy'Ybh'W'U'j'Y'g'a'U'rb'ch'V'Y'a'U'X'Y' U'Z'f'h'Y'U'f'g'i' f'X'U'h'b' 'i' b'Y'8'Y'Y'h'cb'g'U'f'Y'h'Y'c'b'm'U'W'U'f'Y'W'U'j'Y'g' c'bl'g'h'**

**C Event Schedules.** D'U'f'h'V'd'U'Y'g'a i gh'f'Y'd'c'f'f'c'b'h'a'Y'Z'f'h'Y'f' 'Wa' dYfhj'Yy'Ybh'c'f'h'Y'ra'U'h'Y'X'g'e'i'U'j'U'X'

**C Competitive Event Results.** I b'Y'g'g'd'W'U'W'm'j'b'X'W'X'lb'U'b' lb'X'j'X'i'U'y'Ybh'g'[i]XY'byg'Wa' dYfh'cb'g'U'h'h'Y'b'U'j'cb'U'Y'Y'k'j'V'Y' '1'X'Y'i'g'lb' h'Y'g'Y'd'f'c'W'X'f'Y'g'=-b'U'W'g'Y'g'k'V'Y'Y'X'Y'g'U'f'Y'lb'j'c'j'Y'X' lb'g'W'f'bl'U'Y'Y'z'h'Y'X'W'g'c'b'c'Z'h'Y'1'X'Y'g'lg'W'bg'X'f'Y'X'U'U'5"" U'bb'c'i'b'W'X'f'Y'g'lg'U'f'Y'U'U'c'c'c'b'h'Y'W'b'W'g'c'b'c'Z'h'Y'B'@7"

- **Individual Events (objective tests only).** H'Y'g'k'j'V'Y'V'f'c'Y'b'V'm' Wa' dU'f'bl' h'Y'd'Y'Z'f'a'U'W'c'Z'U'Z'W'X'a'Y'a'V'f'g'c'b'h'Y'U'g'h'S' ei'Y'g'h'cb'g'c'Z'h'Y'Y'U'a'z'h'Y'b'h'a'Z'h'Y'b'h'Y'b'Y'h'S'ei'Y'g'h'cb'g'
- **Individual, Team, and Chapter Events (reports and performances).** 5""a'Uhf'U'g'k'j'V'Y'g'W'Y'b'Y'X'lc'Y'bg'f'Y'W'U'h'f'g' \U'j'Y'Z'c'ck'Y'X'h'Y'[i]XY'byg'5""a'Uhf'U'g'g'bh'c'h'Y'Y'b'U'j'cb'U' Wbhf'k'j'V'Y'd'f'Y'X'Y'X'5'g'd'U'U'Y'd'U'Y'c'Z'1'X'Y'g'k'j'Y'U'i'U'Y' h'Y'd'f'Y'g'bh'U'j'cb'g': lb'U'f'U'lg'X'h'f'a'lb'Y'X'V'rh'c'U'j'bl' h'Y' d'f'Y'X'Y'g'W'f'Y'g'U'X'h'Y'd'f'Y'g'bh'U'j'cb'g'W'f'Y'g'
- **Individual and Team Events (objective tests and performances).** H'Y'c'V'Y'W'j'Y'h'g'ide'f'j'cb'c'Z'h'Y'g'Y'Y'Y'bh'g'k'j'V'Y'U'Y'b'U'h'Y'B'@7" h'Y'd'Y'Z'f'a'U'W'c'f'f'j'cb'z'lb'W'X'bl'k'f'f'h'h'b' a'Uhf'U'g'k' \Y'Y'U'd'f'c'd'f'U'h'z'c'Z'h'Y'g'Y'Y'Y'bh'g'k'j'V'Y'Y'U'i'U'h'X'V'rh'c'U' d'U'Y'c'Z'1'X'Y'g'
- **Production Tests.** H'Y'g'W'f'Y'f'W'j'Y'X'cb'h'Y'c'V'Y'W'j'Y'd'c'f'f'c'b' U'X'h'Y'g'W'cc'g'h'Y'h'g'k'Y'j' \h'j'U'f'Y'g'7'Y'W'h'Y'g'd'W'U'W [i]XY'byg'5'g'd'U'U'Y'd'U'Y'c'Z'1'X'Y'g'Y'U'i'U'h'g'h'Y'g'W'cc'g'h'Y' h'g'g' h'Y'g'j'lb'h'Y'g'Y'Y'bh'g'k'j'V'Y'V'f'c'Y'b'V'rh'Y'c'V'Y'W'j'Y'h'g'i' g'W'f'Y'

**C National Awards.** H'Y'Y'Y'bh'1'X'Y'g'U'X'c'f'h'Y'bi'a'V'f'c'Z'Y'bh'f'Y'g' k'j'X'h'f'a'lb'Y'h'Y'bi'a'V'f'c'Z'k'lb'Y'f'g'lb'h'Y'Y'Y'bh'f' h'Y'a'U'j'a'ia' bi'a'V'f'c'Z'k'lb'Y'f'g'Z'f'Y'U'W'Y'Y'bh'z'i'b'Y'g'g'c'h'Y'f'k'lg'Y'g'f'W'U'Y'Z'k'j'V'Y' h'h'f'f'S'E'







## ACCOUNTING II

*H\YUW\U\Y\_ Yd|b| cZUbU\U' fYX\g|gUj |H'U' d|c|b| 'UW| |h|b|U' hndYcZM gbYgg' H\g' Y\Hdc|j |Xg'fY\|b| |h|c|b|Zf': 6@5 'a Ya Vfg' k\cXa dgtfU\Ubi bXf|g|U\X|b| cZUbXg.]''|b' accounting principles and procedures as applied to sole proprietorships, partnerships, and corporations.*

### Eligibility

9UW'gU\Y'a Um\bh'f'lk c'fR\EdUf|W|U|b|g'k\c' fY'a Ya Vfg'Zca 'UW|j Y'cW'W|U|h'f'g'z'cb' fY\W'f'X|b|h'Yb|U|j'cb|U'W|b|h'f'U'g'\U|j|b| 'd|UX X| Y'g'Vn'A fW%'cZ|h'Y\W'f'f'Y|b|g'W'cc''m|U''

### Overview

H\g'Y' Ybh'W|b|g|g'cZ|h'c'fR\EdUf|g' U'c'VY|W|j Y|h'g|U|b|U|d'f'c'X| W|c|b|h'g'| D|Uf|W|U|b|g'U'f'Y'f'Y'e| |f'Y'X|c' W'a d'Y'h'V'c|h' d'U'f'g''5' c'b'Y'f'f'c'i f'c'V'Y'W|j Y'h'g|h'k|''V'Y U'a |b|g|h'f'Y'X'V'g'Y'X'c'b'h'Y'W'a d'Y'h'b'W'g' |g'h'X' H'Y'g'W'f'Y'f'W|j Y'X'c'b'h'g'd'c'f|h'c'b'c'Z h'Y'Y' Ybh'k|''W|b|g|h'i|h'Y' S'd'Y'W|b'h'c'Z|h'Y U'U'Y' Ybh'g'W'f'Y' B'c|b|f'U|d'|b| 'W'W'U'c'f'g' k|''V'd'f'c'j |X'X' C'b'Y'f'f'c'i f'k|''V'Y|j| Y'b' Z'c'f'h'Y'd'f'c'X| W|c|b|h'g|h'U|h'U'g'W'cc''g|h'Y X'g|j|b|U'h'X'V'n'h' Y'g'U'Y'W'U'f'#g'U'Y'U'j |g'f'' 5bn|U'W'i b|h|b| 'c'f'g'f'Y'U'g' Y'h'g'c'Z'h'U'f'Y'a i'g'i V'Y'i g'X' H'Y'g'W'f'Y'f'W|j Y'X'c'b'h'g'd'c'f|h'c'b' c'Z'h'Y'Y' Ybh'k|''W|b|g|h'i|h'Y' S'd'Y'W|b'h'c'Z|h'Y U'U'Y' Ybh'g'W'f'Y' 7U'W'U'c'f'g'U'f'Y'b'c'h'U'c'k'Y'X' c'b'h'Y'd'f'c'X| W|c|b'c'f'h'c'b'c'Z'h'Y'h'g'i

### Guidelines

- H\Y'd'f'c'X| W|c|b'c'f'h'c'b'c'Z|h'g'Y' Ybh' |g'U'a |b|g|h'f'Y'X'd'f'c'f'c' h'Y'Y' B'@7''H\Y U'a |b|g|h'f'U|j'c'b'c'Z|h'Y'd'f'c'X| W|c|b'h'g'h'k|'' V'Y'X'h'f'a |b'Y'X'V'n'm'i f'g'U'Y'W'U'f'#g'U'Y' U'j |g'f'' H'Y'g'g'a i'g'i V'Y'g'Y'b'h'V'n'h' Y'g'U'Y' W'U'f'#g'U'Y'U'j |g'f' U'X'f'W|j Y'X'V'n'h'Y' b|U|j'c'b|U'W|b|h'f' Z'c'f' i'X|j|b| 'V'n'h'Y'h'|f'X : f|X|h'j'b'A U'h'
- 8'c'W'a Ybh'g'd'f'c'X| W'X'Z'c'f'h'g'Y' Ybh'a i'g'i V'Y'd'f'Y'd'U'f'Y'X'V'n'h' Y'd'U'f|W|U|b|h'k|j|h'c'i'h' \Y'd'Z'c'a' h'Y'U'j |g'f'c'f'U'bn'c'h'Y'f' d'Y'f'g'c'b''
- B'c'f'Y'Z'f'Y'b'W'a U'h'f'U'g'U'f'Y'U'c'k'Y'X'
- 7U'W'U'c'f'g'U'f'Y'b'c'h'U'c'k'Y'X'c'b'h'Y' d'f'c'X| W|c|b'c'f'h'c'b'c'Z'h'Y'h'g'i
- b'W'g'Y'c'Z|h'Y'Z'h'Y'd'f'c'X| W|c|b'h'g'h'k|'' V'Y'i g'X|c' V'Y'U' h'Y'h'Y'

### Objective Test Competencies

- U'U'U'W'U'g'U'Y'a Ybh'g'
- d'U'f'h'Y'f'g' |d'g'U'X'W'f'd'c'f'U'Y'U'W'i b|h|b|
- 'c'i f'b|U|j|b| 'U'X'd'c'g|h|b|
- f'U|j'c'g'U'X'U'U'ng'g'
- U'W'i b|g'f'W|j U'Y'U'X'd'U'h'V'Y
- d'i f'W'U'g'g'U'X'g'U'Y'g'
- worksheets
- U'W'i b'h'W'g'g'U'W'h'c'b
- U'b\_ f'Y'W'b'W|U|j'c'b
- 'b'W'a Y'h'U
- d'U'f'c''
- 'b|j Y'b|c'f'm
- d'U'h'h'U'g'g'Y'g'U'X'X'd'f'W'U|j'c'b
- W'g'h'U'W'i b|h|b| #a U'bi Z'W'i f|b|
- 'i'X|Y'h|b| 'U'X'W'g' U'c'k
- X'd'U'f'a Y'b|U|j'n'X'U'W'i b|h|b|
- 'Y'h'W'g'

### Production Test Competencies

- U'U'U'W'U'g'U'Y'a Ybh'g'
- U'b\_ f'Y'W'b'W|U|j'c'b
- d'U'f'c''
- f'U'U'U'U'W'U'
- 'c'i f'b|U|j|b|
- 'b|j Y'b|c'f'm
- X'd'f'W|U|j'c'b
- U'X'i g'h|b| #W'c'g|b| 'Y'h'f'Y'g'

### NBEA Standards Reinforced by Event

- 5W'i b|h|b| . U'W'i b|h|b| 'W'W'Z'U'U'U'U'g'U'Y'a Ybh'g'g'Y'W'U' U'd'd'|W|h'c'b'g'z'd'U'f'c'' U'X'V'U'b\_|b| 'd'f'c'W'X' f'Y'g'Z'U'W'i b|h|b| 'd'f'c'W'g'g'
- 7'c'a d'i h'U|c'b' 'd'f'c'V'Y'a |g'j|b| 'U'd'd'|W|h'c'b'g'z'a U'h'Y'a U'h'W'
- 7U'Y'f'8'Y' Y'c'd'a Y'b'h'W'Y'f'g'f'U'm
- 9W'b'c'a |W'g'U'X'D'Y'f'g'c'b'U': |b|U'W' d'Y'f'g'c'b'U'X'W'g'c'b'a U\_|b|z' a U'U|j|b| 'U'U'U'W'g'U'X'V'i X|Y'h|b|

Career Clusters: 6i g|b|g'g'Z'a U'U|Y'a Ybh'U'X'5'X'a |b|g'h'U|j'c'b|/: |b|U'W'



# AMERICAN ENTERPRISE PROJECT

## EDWARD D. MILLER AWARD

HAY9X:UX8 "A" Y'5 kUXFYW/bnG: 6@5  
WdHfghUHX Ycd dfe Wgk Jh/b h YgWcc`UbX#cf`  
community that increase understanding of and support  
Zf`h Y5 a Y|Wb YbHfd|gYgghA` VhXY Ycd|b|`Ub`  
|bZfa Ujcb#X Wjcb dcf|fA`"

### Eligibility

9UW gUHY a Urig Va Jhkc fREYbf|Yg  
Zca`Umj Y`cW`WdHf gfl d`te`h`fY`OQ  
a Ya VfgZcb`fYWfX|b`h`YbUjcbU`WbHf`Ug`  
`Uj|b|`dUXXi`YgVnA`UW`%cZ`h`Y`WfYbhi`  
gWcc`mU`"A`Ya`VfgfYdfYg`b|b|`h`Yf`  
WdHf`|b`h`Y`dfYg`b|b|`cb`d`f`h`c`Z`h`|g`  
Yj`Ybha`Urh`Wa`d`Yf`|b`c`b`Y`U`X`|`h`c`b`U`Y`Y`b`h`

### Overview

H`|g`Y`Y`b`h`W`b`g`g`c`Z`h`c`f`R`E`d`f`l`g`U`  
d`f`Y`i`X`|`Y`X`f`d`c`h`U`b`X`U`d`Y`Z`c`f`a`U`b`W`  
W`a`d`c`b`Y`b`|`d`U`f`|`W`d`U`b`g`U`f`Y`f`e`i`|`f`Y`X`|c`  
W`a`d`Y`h`V`c`h`d`U`f`|`g`|c`V`Y`Y`|`|`V`Y`|c`k`|b`|U`  
U`k`U`X`"

H`Y`d`f`c`W`W`a`i`g`i`d`f`c`a`c`h`U`b`U`k`U`f`Y`b`Y`g`g`c`Z`  
g`e`a`Y`Z`W`h`c`Z`h`Y`5`a`Y`|`W`b`Y`b`H`f`d`f`|`g`Y`g`h`A`  
k`|h`|b`|h`Y`g`W`c`c`U`b`X`#`c`f`W`a`a`i`b`|`m`|`U`b`X`  
V`Y`X`Y`g`|`b`Y`X`Z`c`f`W`d`H`f`d`U`f`|`W`d`U`j`c`b`f`U`h`Y`f`  
h`U`b`|b`X`j`|X`|U`d`U`f`|`W`d`U`j`c`b`"H`Y`Y`Y`Y`b`h`|g`  
b`c`h`X`g`|`b`Y`X`|c`f`U`g`Y`a`c`b`Y`n`Z`c`f`h`Y`W`d`H`f`  
F`U`h`Y`Z`h`Y`|b`h`b`|`g`|c`U`d`Y`a`Y`a`V`f`g`Y`u`b`  
a`c`f`Y`U`c`i`h`h`Y`W`b`c`a`|`W`g`h`A`i`b`X`f`k`|`W`  
h`Y`m`|`j`Y`U`b`X`|c`h`Y`b`g`U`f`Y`h`Y`f`Y`|`d`Y`f`|`g`Y`|b`  
g`e`a`Y`k`U`r`k`|h`c`h`Y`f`|`g`|`X`Y`U`b`X`#`c`f`c`i`|`g`Y`  
c`Z`h`Y`g`W`c`c`"

5`"Y`b`f`|`Y`g`k`|`"d`U`f`|`W`d`U`j`c`b`|h`Y`d`f`Y`|a`|b`U`f`m`  
d`Y`Z`c`f`a`U`b`W`|c`Y`|d`U`b`|h`Y`d`f`c`W`W`  
X`j`Y`c`d`a`Y`b`h`U`b`X`|a`d`Y`a`Y`b`h`U`j`c`b`"G`d`Y`W`U`W`m`  
h`Y`d`Y`Z`c`f`a`U`b`W`g`c`i`X`U`X`f`Y`g`g`|a`d`U`W`  
c`Z`d`f`c`W`W`|c`h`Y`W`a`a`i`b`|`h`z`a`Y`a`V`f`  
|b`j`c`j`Y`a`Y`b`z`U`b`X`f`Y`g`|g`c`Z`h`Y`d`f`c`W`W`

### Report Guidelines

#### Report—General

- Gi Xibia Ya VfgZcbchUj lgygza i ghi dYdUfYfYdcf|g"
- Hkc fREWd|YgCZh Yk f|Hb dfe Wm a i ghVYgVhVrh YgUWUf#gUHY Uj lgyf UbXfWj YXVrh YbUjcbU WbHf Zc`f`X`|b|`Vrh`Y`g`W`b`X`:`f`|`X`|h`|b`A`U`h`
- FYdcf|g`a`i`gh`X`g`W`V`Y`U`W`|`|`h`Y`g`C`Z`h`Y`W`d`H`f`h`U`k`Y`f`Y`W`b`X`|`W`X`V`Y`k`Y`b`h`Y`

gUf|cZ`h`Y`d`f`Y`|c`i`g`U`H`Y`@`U`X`Y`g`|`d`7`c`b`Z`f`Y`b`W`U`b`X`g`U`f`|c`Z`h`Y`  
W`f`Y`b`h`G`U`H`Y`@`U`X`Y`g`|`d`7`c`b`Z`f`Y`b`W`"

- 5`"H`U`a`a`Ya`V`f`g`a`i`g`h`d`U`f`|`W`d`U`j`c`b`|h`Y`d`f`Y`g`b`h`U`j`c`b`"
- FYdcf|g`g`|`Va`|h`X`Z`c`f`W`a`d`Y`|`h`c`b`V`W`W`a`Y`h`Y`d`f`c`d`Y`f`m`c`Z`  
: 6@5!D6@z-bWH`Y`g`Y`f`d`c`f`|`g`a`U`h`W`i`g`Y`X`Z`c`f`d`i`V`|`W`|`h`c`b`U`b`X`#`  
c`f`f`Y`d`f`c`X`|`W`X`Z`c`f`g`U`Y`V`r`h`Y`b`U`j`c`b`U`U`g`g`|`W`|`h`c`b`U`b`X`k`|`"b`c`h`V`Y`  
f`Y`i`f`b`Y`X`"
- DYbU`h`r`d`c`|`b`|`g`k`|`"V`Y`|`|`j`Y`b`|`Z`h`Y`k`f`|`h`b`d`f`c`W`W`X`c`Y`g`b`|`U`X`Y`f`Y`|c`  
h`Y`f`Y`d`c`f`h`W`j`Y`f`U`b`X`f`Y`d`c`f`h`W`b`h`b`|`g`|`i`|`X`Y`|`b`Y`g`"

#### Report Cover

- FYdcf|h`W`j`Y`f`g`a`i`g`h`V`Y`W`j`Y`f`g`c`W`Z`|`b`X`|`g`c`W`Z`c`f`W`X`g`c`W`U`b`X`  
|b`W`X`Y`V`c`h`U`Z`c`b`h`U`b`X`U`W`W`W`j`Y`f`"
- FYdcf|h`W`j`Y`f`g`f`Y`b`c`h`W`i`b`h`X`U`U`b`g`h`Y`d`U`Y`|a`|h`U`b`X`a`U`h`  
W`b`h`U`j`c`b`c`h`Y`f`|b`Z`c`f`a`U`j`c`b`i`b`Y`g`g`h`Y`n`f`Y`W`i`c`i`h`
- 7`c`j`Y`f`g`a`U`r`b`c`h`V`Y`|b`d`U`g`|`W`|`b`X`f`g`Z`Y`|a`|b`U`H`Z`c`f`U`j`Y`U`  
d`U`g`|`W`g`Y`h`c`j`Y`f`U`h`|b`|`h`Y`d`f`|b`h`X`W`j`Y`f`"B`c`|`h`a`g`g`W`U`g`U`W`Y`g`  
c`f`X`W`W`g`z`a`U`h`Y`U`H`W`Y`X`|c`h`Y`Z`c`b`h`W`j`Y`f`"H`k`c`|`c`f`h`f`Y`f`|b`|`  
V`|b`X`Y`g`U`f`Y`b`c`h`U`W`d`U`V`Y`f`Y`d`c`f`h`W`j`Y`f`g`"
- 7`i`|c`i`h`W`j`Y`f`g`c`W`W`j`Y`f`g`f`Y`U`c`k`Y`Z`V`i`h`h`Y`d`U`Y`W`b`h`U`j`c`b`|`  
h`Y`W`j`Y`f`|b`Z`c`f`a`U`j`c`b`|g`|b`W`X`X`|b`h`Y`d`U`Y`W`i`b`h`"
- :`f`c`b`h`W`j`Y`f`W`b`h`U`j`c`b`h`Y`Z`c`k`|b`|`|b`Z`c`f`a`U`j`c`b`b`l`a`Y`c`Z`h`Y`  
g`W`c`c`z`g`U`H`z`b`l`a`Y`c`Z`h`Y`Y`Y`b`l`z`U`b`X`m`U`f`f`R`S`S`I`S`|`E`
- 5`"Y`d`c`f`|`g`a`i`g`h`V`Y`V`c`i`b`X`f`|`"Z`h`d`Y`V`|b`X`|b`|`z`g`|`f`U`V`|b`X`|b`|`E`"

#### Report Contents

- HUYcZw`b`h`b`|`g`k`|h`d`U`Y`b`i`a`V`f`g`"
- :`c`c`k`h`Y`f`U`|b`|`g`Y`h`g`e`i`Y`b`W`|b`k`f`|h`|b`|`h`Y`f`Y`d`c`f`i`=Z`  
|b`Z`c`f`a`U`j`c`b`|g`b`c`h`|j`U`U`V`Y`Z`c`f`U`d`U`f`|`W`U`f`W`|h`f`|c`b`z`|b`W`X`Y`U`  
g`U`h`A`Y`b`h`c`h`U`h`Y`Z`W`|b`h`Y`f`Y`d`c`f`i`"
- DU`Y`g`U`f`Y`b`i`a`V`f`X`U`b`X`a`i`g`h`V`Y`c`b`,"%#&|1`%&|d`U`H`Y`"9UW`  
g`X`Y`c`Z`h`Y`d`U`f`d`f`c`j`|X`|b`|b`Z`c`f`a`U`j`c`b`|g`W`i`b`h`X`U`g`U`d`U`Y`  
DU`Y`g`a`i`g`h`c`h`V`Y`|a`|b`U`H`X`c`f`V`c`i`b`X`|b`g`Y`h`d`f`c`h`W`f`g`"
- FYdcf|g`a`i`g`h`c`h`Y`W`X`"S`d`U`Y`g`f`U`|h`Y`d`U`Y`Z`X`j`|X`Y`d`U`Y`g`z`U`b`X`  
U`d`Y`b`X`W`g`U`f`Y`c`d`|h`c`b`U`b`X`a`i`g`h`V`Y`|b`W`X`X`|b`h`Y`d`U`Y`W`i`b`h`"
- 7`c`d`|`Y`g`g`c`i`X`W`Y`g`b`h`f`U`h`Y`f`h`U`b`|a`d`e`f`U`b`h`X`c`W`a`Y`b`g`"B`c`|`h`a`g`  
a`U`h`Y`U`H`W`Y`X`|c`U`b`r`i`d`U`Y`|b`h`Y`f`Y`d`c`f`i`"

### Performance Guidelines

#### Preliminary Performance

- H`Y`|c`d`h`b`f`R`E`Y`b`f`|`Y`g`|c`f`U`b`Y`e`i`U`b`i`a`V`f`Z`c`a`Y`U`W`|`f`c`i`d`  
k`|`"U`j`U`b`W`|c`h`Y`U`b`U`f`c`i`b`X`"
- :`|`j`Y`f`|`E`a`|b`i`h`g`k`|`"V`Y`U`c`k`Y`X`|c`g`h`i`d`U`b`X`f`Y`a`c`j`Y`Y`e`i`|`d`a`Y`b`h`  
c`f`d`Y`g`b`h`U`j`c`b`|`h`a`g`"H`Y`W`d`H`f`"a`i`g`h`d`f`c`j`|`X`Y`U`Y`e`i`|`d`a`Y`b`h`Z`c`f`  
h`Y`d`f`Y`g`b`h`U`j`c`b`"
- J`|`g`U`U`X`g`U`b`X`g`d`a`d`Y`g`f`Y`U`H`X`|c`h`Y`d`f`c`W`W`a`U`h`W`i`g`Y`  
`c`k`Y`Y`f`z`b`c`|`h`a`g`a`U`h`W`Y`Z`h`k`|h`h`Y`Y`X`|`Y`g`c`f`U`X`|b`W`
- H`Y`H`U`a`a`Ya`V`f`g`a`i`g`h`d`Y`Z`c`f`a`U`U`g`d`W`g`c`Z`h`Y`d`f`Y`g`b`h`U`j`c`b`  
f`|`"z`g`|`U`|b`|z`g`h`d`z`c`d`Y`f`U`|b`|`U`X`|c`j`|g`U`Y`e`i`|`d`a`Y`b`h`"C`h`Y`f`  
f`Y`d`f`Y`g`b`h`U`j`Y`g`c`Z`h`Y`W`d`H`f`"a`U`r`b`c`h`d`f`c`j`|`X`Y`U`g`g`U`b`W`"
- 5`"H`U`a`a`Ya`V`f`g`U`f`Y`Y`d`Y`W`X`|c`U`W`|`Y`m`d`U`f`|`W`d`U`j`c`b`|h`Y`  
d`Y`Z`c`f`a`U`b`W`"
- H`U`a`g`k`|`"U`j`Y`g`Y`Y`b`f`|`E`a`|b`i`h`g`|c`X`g`W`V`Y`h`Y`d`f`c`W`W`U`b`X`h`Y`  
f`Y`g`|g`c`W`U`j`b`Y`X`"

guidelines continue

5a *YfWb9bhfdfgDfcWfi |XY|bgVb|bi YK*

- 5 ħa Ÿ YdYf'k]`g dUxUigl' f'Ła ĩbi ħg' UxUq Uĳ' UhgŸ Yb' f'Ła ĩbi ħg' K \ Yb' ħY dfYgbhUĳcb' ĳ' Uĳ' g' XZĳhYĳa Ÿ YdYf' k]`fYWfXĳhYĳa Yi g' XZĳbcb| U XXĳ Wĳcb' cZŸj Yfĳ Łdc| bĳ' Zcf' Ubnĳa Y cj Yf' gŸ Yb' f'Ła ĩbi ħg'
- : c`ck| b| YUWdfYgbhUĳcbz' X' Yg'k]` WbXĳ WUĳh' fYf' Ła ĩbi ħ' ei Ygĳcb! Uĳ' k' Yf' dYf' cX"
- DfYĳa ĩb' f' m' dYf' Z' fa U bWĳ' fY' bch' cdYb' ĳ' WbZfYbWUĳh' bXYg"

**Final Performance**

- HŸYŸbU' [i |XY|bgUfYĳhYgĳa YUgĳhY dfYĳa ĩb' f' m' [i |XY|bgXgM|WXU' c' j' Y' UxĳhYŸbU' dYf' Z' fa U bWĳ' ĳ' cdYb' ĳ' WbZfYbWUĳh' bXYg' k' \ c' fY' bch' dYf' Z' fa ĩb' | d' f' h' W' d' U' b' ĳ' c' Z' h' ĳ' g' Y' Yb' ĳ'

**Performance Competencies**

- [ccXWĳa a i b|Wĳcb' g\_]`g
- XgM|Ydfc' YmXj Ycda YbĳX`' ĳ' ĳa d' Yĳa Ybĳcb
- XgM|YVYbYUg' ĳ' h' YWĳa a i b|ĳm
- U|]ĳm' ĳ' a U' YUdfc' Z' g' cbU' dfYgbhUĳcb
- YZMj YmUĳ' k' Yf' ei Ygĳcbg

**NBEA Standards Reinforced by Event**

- 7ca a i b|Wĳcb' Z' c' i bXĳcbg' c' f' [ U]nUĳcbU'
- 9Wbca ĳ' g' U' bX' D' Y' g' c' bU' : ĩb' U' bW' Y' W' bca ĳ' W' g' h' a' g
- 9bhfYdfYbYf' g' \ d' Y' W' bca ĳ' g'
- A U' bU' Yĳa Yb' h' Yĳh' ĳ' W' U' bX' g' W' f' Y' g' d' c' b' g' | V' | ĳ' h' a' h' W' b' c' \ c' [ n' U' bX' information management

**Career Clusters:** 6i ĳ' b' Y' g' Z' A U' bU' Yĳa Yb' h' U' bX' 5Xa ĩb' ĳ' f' U' ĳ' cb/ -b' Z' fa U' ĳ' cb' H' W' b' c' \ c' [ m

**REFERENCE:** AMERICAN ENTERPRISE PROJECT—REPORT RATING SHEETS-2.

**REFERENCE:** AMERICAN ENTERPRISE PROJECT—PERFORMANCE RATING SHEETS-3



# BANKING & FINANCIAL SYSTEMS

I bXfgUbxj\`ck UbUWU`jbgli hcbgUxUbUWU`  
 Wg`j\`b\`UxUXj\`gfnfj\`Wg`cMUYj\`gja dffUhtc`  
 g`WgZ`V`gbygckbYg`dUxXa UbU`Y`YzUgkY`  
 Ughc`dfgbU`UbUWU`g`WgZ`H\`gY`Yhdj\`Xg`  
 fY\`b\`hcbZf` 6@5`a`Ya`Vfkg`c`Xa`dgtUYU`  
*understanding of and skill in the general operations of  
 h.Yj\`f\`j`g`V`a`db`Y`g`c`Z`H`Y`U`b`U`W`U`g`f\`j\`W`g`W`f`*

## Eligibility

9UW`g`UY`a`Um`b`h`f`k`c`f`R`L`H`U`a`g`W`a`d`c`g`X`  
 c`Z`h`c`f`R`L`c`f`h`f`Y`f`i`E`a`Y`a`V`f`g`Z`c`a`U`M`j`Y`  
 `c`W`U`U`h`f`g`z`b`f`Y`W`f`X`j`b`h`Y`b`U`h`c`b`U`W`b`h`f`  
 U`g`U`j`j`b`d`U`X`X`i`Y`g`V`m`a`U`W`%`c`Z`h`Y`W`f`Y`b`h`  
 g`W`c`c`m`U`f`B`c`a`c`f`Y`h`U`b`c`b`Y`f`R`L`H`U`a`  
 a`Y`a`V`f`a`U`h`U`j`Y`W`a`d`Y`h`X`j`b`h`Y`Y`Y`b`h`U`i`U`  
 d`f`j`c`f`B`@7`c`f`U`j`Y`W`a`d`Y`h`X`a`c`f`Y`h`U`b`h`c`  
 f`R`L`m`U`f`g`U`h`h`Y`b`U`h`c`b`U``Y`Y`"

## Overview

H`l`g`Y`Y`b`h`W`b`g`d`g`c`Z`h`c`f`R`L`d`U`f`g`U`b`  
 c`V`Y`M`j`Y`h`g`U`b`X`U`d`Y`Z`c`a`U`b`W`W`a`d`c`b`Y`b`h`  
 5`c`b`Y`f`R`L`c`i`f`c`V`Y`M`j`Y`h`g`h`k`j`V`Y`  
 U`X`a`j`b`g`h`Y`X`U`g`Y`X`c`b`h`Y`W`a`d`Y`h`b`W`g`  
 `j`g`Y`X`H`U`a`a`Y`a`V`f`g`k`j`H`U`Y`c`b`Y`f`R`L`  
 c`V`Y`M`j`Y`h`g`h`W`U`c`f`U`j`Y`h`B`c`b`f`U`d`U`b`j`  
 W`W`U`c`f`g`k`j`V`Y`d`f`j`j`X`X`H`Y`d`Y`Z`c`a`U`b`W`  
 W`a`d`c`b`Y`b`h`g`U`W`g`Y`g`i`X`m`W`b`g`d`j`b`c`Z`U`  
 d`f`c`V`Y`a`c`f`g`W`b`U`j`c`Y`b`W`i`b`h`Y`X`j`b`h`Y`  
 V`U`\_`j`b`j`c`f`U`b`U`W`U`V`i`g`b`Y`g`W`a`a`i`b`j`m`i`

## Guidelines

- H`Y`h`c`d`h`b`f`R`L`H`U`a`g`k`j`h`h`Y`j`j`V`g`i`  
 g`W`f`Y`c`b`h`Y`c`V`Y`M`j`Y`h`g`h`k`j`U`j`U`b`W`  
 h`c`h`Y`U`b`U`f`c`i`b`X`=b`h`Y`W`g`Y`c`Z`U`h`Y`z`h`Y`  
 c`V`Y`M`j`Y`h`g`h`W`f`Y`k`j`V`Y`i`g`Y`X`l`c`V`Y`U`  
 h`Y`h`Y`
- 5`h`U`a`g`k`j`V`Y`g`e`i`Y`g`h`Y`X`V`Z`c`f`Y`h`Y`  
 U`f`g`d`Y`Z`c`a`U`b`W`l`c`f`Y`W`j`Y`j`b`g`f`i`W`c`b`g`  
 U`b`X`h`a`Y`U`g`j`b`a`Y`b`g`"
- H`k`Y`b`h`f`R`L`E`a`j`b`i`h`g`V`Z`c`f`Y`h`Y`  
 d`Y`Z`c`a`U`b`W`Y`U`W`d`U`h`j`M`U`b`h`k`j`f`Y`W`j`Y`  
 h`Y`W`g`Y`g`i`X`m`
- H`k`c`f`R`L`(I`l`\*I`b`c`h`Y`W`f`X`g`k`j`V`Y`  
 d`f`j`j`X`X`Z`c`f`Y`U`W`d`U`h`j`M`U`b`h`U`b`X`a`U`m`  
 V`Y`i`g`X`X`i`f`j`b`h`Y`d`Y`d`U`f`U`h`c`b`U`b`X`  
 d`Y`Z`c`a`U`b`W`c`Z`h`Y`Y`Y`b`h`=b`Z`c`a`U`h`c`b`  
 a`U`h`Y`k`f`j`h`b`c`b`V`c`h`g`X`g`c`Z`h`Y`  
 b`c`h`W`f`X`g`B`c`h`W`f`X`g`k`j`V`Y`W`Y`M`X`  
 Z`c`k`j`b`j`h`Y`d`Y`g`b`h`U`h`c`b`"

- B`c`f`Y`Z`f`Y`b`W`a`U`h`f`j`U`g`z`j`g`U`U`X`z`c`f`Y`W`f`c`b`j`W`X`j`j`W`g`a`U`h`Y`  
 V`c`i`j`h`l`c`c`f`i`g`X`X`i`f`j`b`h`Y`d`Y`d`U`f`U`h`c`b`c`f`d`Y`Z`c`a`U`b`W`
- H`Y`h`U`a`U`g`g`Y`b`f`E`a`j`b`i`h`g`h`c`j`b`h`f`U`M`k`j`h`U`d`U`Y`c`Z`i`X`j`g`  
 U`b`X`d`f`g`b`h`h`Y`g`i`h`c`b`l`c`h`Y`W`g`Y`H`Y`i`X`j`g`k`j`d`U`h`h`Y`f`c`Y`  
 c`Z`h`Y`g`W`b`X`d`U`f`m`j`b`h`Y`d`Y`g`b`h`U`h`c`b`U`b`X`Y`Z`f`l`c`h`Y`W`g`Y`Z`c`f`  
 g`d`Y`W`U`g`H`l`g`j`g`U`f`c`Y`d`U`h`j`Y`b`h`
- H`U`a`g`g`c`i`X`j`b`f`c`X`i`W`h`Y`a`g`Y`Y`g`Z`X`g`M`V`Y`h`Y`g`l`i`U`h`c`b`z`a`U`Y`  
 h`Y`f`f`Y`W`a`a`Y`b`X`U`h`c`b`z`U`b`X`g`a`a`U`f`j`h`Y`h`Y`f`W`g`Y`5`h`U`a`  
 a`Y`a`V`f`g`U`f`Y`i`d`Y`M`X`l`c`U`M`j`Y`m`d`U`h`j`M`U`h`Y`j`b`h`Y`d`Y`Z`c`a`U`b`W`
- 5`h`a`Y`Y`d`Y`f`k`j`g`U`b`X`U`h`g`l`f`f`E`a`j`b`i`h`g`U`b`X`U`j`U`b`U`h`g`Y`b`f`E`  
 a`j`b`i`h`g`"
- H`Y`d`Y`Z`c`a`U`b`W`j`c`d`Y`b`l`c`W`b`Z`f`Y`b`W`U`h`b`X`Y`g`k`c`U`f`Y`b`c`h`  
 d`Y`Z`c`a`j`b`j`d`U`h`j`M`U`b`g`c`Z`h`l`g`Y`Y`b`h`

## Objective Test Competencies

- W`b`V`d`g`U`b`X`d`U`M`W`g`
- [`c`j`Y`b`a`Y`b`h`Y`i`U`h`c`b`c`Z`U`b`U`W`U`g`f`j`j`W`g`
- V`g`j`W`h`f`a`j`b`c`c`[`m`
- j`a`d`U`M`c`Z`h`W`b`c`[`n`c`b`U`b`U`W`U`g`f`j`j`W`g`
- m`a`Y`g`U`b`X`X`j`Z`f`Y`b`W`g`V`h`k`Y`b`j`U`f`c`i`g`j`b`g`h`i`h`c`b`g`
- Y`h`j`g`
- W`f`Y`f`g`j`b`U`b`U`W`U`g`f`j`j`W`g`
- taxation

## Performance Competencies

- X`a`c`b`g`f`U`Y`i`b`X`f`g`U`b`X`j`b`c`Z`W`g`Y`
- i`b`X`f`g`U`b`X`f`c`Y`c`Z`h`Y`i`X`j`Y`g`W`a`d`c`b`Y`b`h`c`Z`h`Y`d`Y`g`b`h`U`h`c`b`
- d`f`c`j`j`X`j`b`f`c`X`i`W`c`b`U`b`X`c`j`Y`f`j`k`
- Y`i`d`U`b`z`X`g`W`g`z`X`g`M`V`Y`f`Y`W`a`a`Y`b`X`U`h`c`b`g`
- W`h`j`W`h`j`b`\_`j`b`#`Y`g`c`b`j`b`j`
- W`f`f`W`M`j`f`U`a`a`U`f`z`h`c`b`z`g`m`Y`
- U`j`j`m`l`c`a`U`Y`U`d`f`c`Z`g`g`c`b`U`d`Y`g`b`h`U`h`c`b`

## NBEA Standards Reinforced by Event

- 5`W`i`b`h`j`b`j`U`b`U`W`U`g`U`h`a`Y`b`h`z`g`Y`W`U`U`d`d`j`W`h`c`b`g`
- 7`U`Y`f`8`Y`Y`c`d`a`Y`b`h`W`Y`f`g`h`U`M`j`m`
- 7`c`a`d`i`h`U`h`c`b`d`f`c`V`Y`a`l`g`j`j`b`j`U`d`d`j`W`h`c`b`g`
- 9`W`b`c`a`j`g`U`b`X`D`f`g`c`b`U`j`b`U`b`W`V`U`\_`j`b`j`z`V`i`n`j`b`j`[`c`c`X`g`U`b`X`  
 g`f`j`j`W`g`z`c`f`c`Y`c`Z`j`c`j`Y`b`a`Y`b`z`a`U`f`\_`Y`g`U`b`X`d`f`j`W`g`g`j`j`b`j`U`b`X`  
 investing
- A`U`b`j`Y`a`Y`b`h`Y`h`j`g`U`b`X`g`c`W`U`f`Y`g`c`b`g`V`j`h`m`a`U`b`U`W`U`X`Y`M`j`c`b`  
 making

Career Clusters: 6i`g`l`b`g`g`A`U`b`j`Y`a`Y`b`h`U`b`X`5`X`a`j`b`j`g`f`U`h`c`b`/`j`b`U`b`W`

REFERENCE: Banking & Financial Systems—Performance RATING SHEETS-4.

## BUSINESS CALCULATIONS

5 wā [f]b[ U\| \`yY`cZa Uā Ya U]gē.]`lc: g: j Y  
 V gbYgē dfcVā g]gUWU Yb|YZf`U` dfgMjY  
 V gbYgē Ya dānīg`HNgY Yhdēj ]Xg fYb|]cb Zf`  
 : 6@5 `a Ya Vfgk\`cXā dgtU YUbi bXfgU Xb|`  
 cZa Uā Ya U]W ZbWbēg]b V gbYgē Udd]W]cbē

### Eligibility

9UW`gUY`a Uāybhf`h`fYfLdUf]M]Ublēg`  
 k\`c`UfYa Ya VfgZca` U]j Y`cW`WUdhfēz`  
 cb`fYwX]b`h`YbU]cbU`Wbhf`Ug`Uj ]b|`dUX`  
 Xi Yg`VriA UfW`%cZh`YWffYbēgWcc``mUf`

### Overview

5`cbYfM`E\`ci`f`cV`Y]j`Yhēgk]`~`VY`  
 Uā ]b|]M`YX`U]Xcb`h`Y`Wā`dYh`V]g`  
 ]g`X`Bcb[ fU\`]b|`W`WU`c`fgk]`~`VY`  
 dfcj ]XX`

### Objective Test Competencies

- a Uf`li dgU bXX]gWā blēg
- investments
- U b`fYwXg
- ]bg fUW
- interest rates
- dUhf`
- ratios and proportions
- XdfY]U]cb
- Wbg a Y`W]X]h
- taxes

### NBEA Standards Reinforced by Event

- 5Wā b]b|`g`dY]U`Udd]W]cbēg`
- 7ca di U]cb.`a`Uā`Ya`U]W`Zci`bXU]cbēz`bi`a`Vf`fYU]cbēg`]dg`  
 U bXcdYU]cbēz`dfcVYa ]g: j ]b|`Udd]W]cbēz`g`U]g]W`U bX`  
 dfcVU] ]lm`

Career Cluster: : ]bUW`

## BUSINESS COMMUNICATION

Learning to communicate in a manner that is  
 Wcfni bXfgcXvrih`YfY]j`Y`cZa`Ya`gē.]Y]gU`  
 a`Ud`hēg`cZU`V`gbYgē`Yd`Y`HNgY`Yhdēj`]Xg`  
 fYb|]cb`Zf`: 6@5`a`Ya`Vfgk\`c`kd`\_`l`ak`U`X`  
 ]adēj]b|`h`Yf`V`gbYgē`Wā`ai`b]W]cbēg.]`g`cZ`  
 kf]h]b]zēg`U`]b|z`U`X`]g]b]b|`g.]`g`

### Eligibility

9UW`gUY`a Uāybhf`h`fYfLdUf]M]Ublēg`  
 k\`c`UfYa Ya VfgZca` U]j Y`cW`WUdhfēz`  
 cb`fYwX]b`h`YbU]cbU`Wbhf`Ug`Uj ]b|`dUX`  
 Xi Yg`VriA UfW`%cZh`YWffYbēgWcc``mUf`

### Overview

5`cbYfM`E\`ci`f`cV`Y]j`Yhēgk]`~`VY`  
 Uā ]b|]M`YX`U]Xcb`h`Y`Wā`dYh`V]g`  
 ]g`X`Bcb[ fU\`]b|`W`WU`c`fgk]`~`VY`  
 dfcj ]XX`

### Objective Test Competencies

- k f]h]b|`/`cfU`Wā`a`i`b]W]cb`WbWdēg`
- grammar
- fYU]b|`Wā`dfY`Ybgcb`
- editing and proofreading
- kcfXXU]b]cb`U bXi`g]Y`
- Wd]U]ri]cb`
- di`bW]U]cb`
- gY`]b|`
- X] ]U`Wā`a`i`b]W]cbēg`

### NBEA Standards Reinforced by Event

- 7ca a i b]W]cb.`Zci`bXU]cbēz`Ya`d`cra`Yb]z`cf[`U]n]U]cbU`

Career Clusters: 6i`g]bYgēz`A`U bU`Ya`Yb]U bX5`Xa`]b|g]fU]cb/  
 A`U`Yf]b|z`GUY`g`U bX`Gf] ]W`



## BUSINESS ETHICS

9h/WXWjcbgUfYgBHU]bHVMgbYgkcfX  
 UbXhYkcf\_dUWHNgHkA YbHfYb/nG: 6@5  
 a Y Vfgk\cXá dgUfUfHhYUJ]hnc dYgBi  
 solutions to ethical situations encountered in the  
 VgbYgkcfXUbXhYkcf\_dUW

### Eligibility

9UWgUYa Urng Va ]hkc fRLHá g  
 Wá dcyXcZhc fRLc hfYfLEa Ya Vfg  
 Zca UWj YcW WUdHfzcb fYwfX]b hY  
 bUjcbU Wbhf Ug\U ]b[ dUXXi YgVmA UfW  
 %cZh YWffYbHgVcc`nyUf`B c`a cfYhUb  
 cbYfRLHá `a Ya Vf`a Uh\U YWá dYhX]b`  
 h]gY YbhUdUf]cf B @7`cf\U YWá dYhX  
 a cfYhUb`k c fRLnyUfUhh YbUjcbU`Y Y`

### Overview

H]gY YbhWbgggcZUdYzfa UbWwá dc!  
 bybh`9UWHá k]`dfYgBhUbXXZbX]g  
 dcl]hcbgfYUHXlc Ub`h]W X]Ya a U

### Guidelines

#### • Preliminary Performance

- 5`a U]a ia`cZUZYb fRLUbu]g] cf  
 Ub`ei Ubi a Vf`Zca YUW[ fci d] k]`  
 Uj UbWlc`hYUbu`fci bX`
- 5`hUá gk]`YgYei YgYfXVZcfYhY  
 Úg]dYzfa UbWlc`fYWj Y]b]fi Wcbg  
 UbXh]a YUg]ba Yb]g`
- Hk YbmfRLa ]bi hgVZcfYhY  
 dYzfa UbWYUWHá k]`fYWj YhY  
 Yh]W X]Ya a U
- Hk c fRL(Í 1`\*Í bchYWFxgk]`VY  
 dfcj ]XXZcf YUW dUf]MUbhUbXa Uh  
 Vy gXXi f]b[`hYdfYdUf]cb UbX  
 dYzfa UbWcZh YWgY`-bZca Ujcb`  
 a UhYk f]h]b`cb`Vch`gXg`cZhY  
 bchYWFxg`B chYWFxgk]`VW`YWX  
 Zc`ck ]b[`hYdfYgBhUjcb`

- Bc`fYZfYbWá Uhf]Ug] ]g U`U`Xg`cf`YWMcb]WXY ]Wga UhWY  
 Vci [ `hlc`cf`i`gXXi f]b[`hYdfYdUf]cb`cf`dYzfa UbW`
- CbYa Ya Vf`g`ci`X]b]fcX`W`h`Y`h`á`UbXXg]M]Yh`Y`h`]W`  
 g]h`Ujcb`5`hUá`a`Ya`Vf`ga`i`g]dUf]M]Uf]b`h`Y`dfYgBhUjcb`
- HXá g`U`Y`gY`Yb`f]Ea`]bi`hg]c`dfYgBhH`Y`h`]W`X]`Ya`a`U`  
 5`h]a`Y`YdY`k]`g]U`X`U`h]g]`f]Ea`]bi`hg]U`X`U`U`b`U`h]g]`Yb`  
 f]Ea`]bi`hg]`K`Y`b`YU`W`hUá`]g]U`b]g`Y`Z`h`Y`h]a`Yi`g`X`k]`  
 VYfYWFXX`5`U`Y`f]E`d`c]b]h`X`i`W]cb`k]`V`Ya`U`Y`Z`f`  
 dfYgBhUjcbgcj`Y`g]`Yb`f]Ea`]bi`hg`
- :`c`ck`]b[`YUW`dfYgBhUjcbZ`f`X]`Y`g`k]`W`b`X`W`U`h`f`Y`f]E`  
 a`]bi`h`Y`ei`Y`g]cb]`U`b`g`Y`f`dY]c`X`
- H`Y`df`Y`]a`]b]f`n]d`Y`Z`f`a`UbW]g`b`c`h`c`d`Y`b`lc`W`b`Z`f`Y`b`W`U`h`b`X`Y`g`

### • Final Performance

- H`Y`U`b`U`[`i`]X`Y]`b`Y`g`U`Y`h`Y`g`á`Y`U`g`h`Y`d`f`Y`]a`]b]f`n]d`i`]X`Y]`b`Y`g`  
 X`Y`g]M]V`X`U`V`c]`Y`U`b`X`h`Y`U`b`U`d`Y`Z`f`a`UbW]g`c`d`Y`b`lc`W`b`Z`f`Y`b`W`  
 U`h`b`X`Y`g`Z`k`c`U`f`Y`b`c`h`d`Y`Z`f`a`]b[`d`U`f]M]U`b]g`c`Z`h`]g`Y`Y`b`h`

### Performance Competencies

- a`U`Y`h`]W`Vi`gbYg`XW]g]cbg]b`h`Y`Vi`gbYg`k`cf`X`U`b`X`k`cf`d`U`W`
- dfcj ]XUfUjcbUYZcf`Yh]W`XW]g]cbg]dfYgBhX`
- W]h]W`h]b]b[`UbXdfcV`Ya`g`c]`]b[`
- \U`Y`ci`h]U`X]b[`j`Y`f`U`W`a`a`i`b]W]cb`g.]`g`
- YZ]W]`Y`n]U`b`g`Y`f`g`e`i`Y`g]cbg`

### NBEA Standards Reinforced by Event

- 6i`gbYg`@k`V`g]V`c`Z`h`Y`U`k`
- 7U`Y`f`8`Y`Y`c`d`a`Y`b`h`g`Y`Z`U`k`U`f`Y`b`Y`g`g`
- 7ca`a`i`b]W]cb`Z`c`i`b`X`U]cbgZ`cf[`U]n]U]cbU`
- -bZ`fa`U]cb`H`W`b`c`c[`m]a`d`U`W]cb`g`V]h`m`

Career Cluster: 6i`gbYg`Z`A`U`b]`Y`a`Y`b`h`U`b`X`5`X`a`]b]g]f`U]cb`

REFERENCE: Business Ethics—Performance RATING SHEETS-5.

# BUSINESS FINANCIAL PLAN

*6i gbYgUbUWU dUbbj l'gdUa i bhic hY g WgZUbM gbYg Yhfdlg' HNgY Yhig Xg|bXlc fYVb|nY: 6@5 a Ya Vfgk c'dgYg hY \_bck WYUbxg j' gbYXlc YU|g UbXyYad UWa dYUUbUWU dUbZf Uv gbyggj Yh fY HAY UbUWU dUbYei Yg| U'cbZca UUbUWU l'bg|h hcb'a i ghVYXca WmUbXUbUWU nigi bX k|h UfU|g|Wja YZLa Y-bUX|hcb'c' Yfb| UbX Udh|b| UbUWU v gbYg XW|cb|a U |b|g |' g' HXa dUf|W|Ubg XyYad v gbYg WbUW|ja d'Ya Yh kf|hb UbX d'U'g |' g' UbXyYad Za |' |U|hmk|h d'cW fYgZUbUWU l'bg|h hcb'g'*

## Eligibility

9UW gUy'a Unig Va l'hk c fRlYbfYg WUUX VnUb |bXj |X U'cf hUa cZhc fRl'cf h'fY flEa Ya VfgZca UWj Y'cW WUdhf'g'cb' fWfX|b'h YbU|cbU Wbhf Ug' Uj |b| dUX Xi YgVnA UFW%cZHY WffYbhgVcc`mUf" B'c'a cYhUb'cbYfRl'La a Ya Vf'a Un \Uj YWa dYhX|b'h |g'Y YbhUd|cf B @7 'cf \Uj YWa dYhXa cYhUb'lk c fRl'mUfgUih Y bU|cbU`y Y"

## Overview

HNgY YbhWbgggcZhc fRldUfg U dYi Xj YXfYdcfUbxUdYzfa UbW Wa dcbYb|dUf|W|UbgUfYfYei |fXlc' Wa dYhVch dUf|g'c VYY| |VYlc k|b' Ub'k UfX'5 dYi Xj YXfYdcf|g'ci XVY Xj YcdXVgXcb'h YB @7 hcd|W|j Yb" 5`dUf|W|Ubg|k |' Wa dYh|b UdfY|a |bUfm dYzfa UbWlc Yl d'U|b'h YXj Ycda YbhcZ hYUbUWU d'U"

## 2009 National Topic

HAY l'cd|Wc VYfYgUWYXUbXdYgYbhX Xi f|b| hY&&\$- B@7'k |' VY'

*HAYcW|UXB WfH' \gVYb|b v gbYgZf'Uj Y years. Currently the garden center leases the property UbXV|X|b|g'HAY YgYggb'Y d|f|b|'HAY cby'cZHY|UXB WfH'ka X' | Yc'd fW|g'HAY d'cdm|zca hY WfYb'ckb'g'HNg|UXB WfH' \g|bc Wa dYh'f'gk|h|b UHb'a | YfU'Xj'g' D'YdUf Uv gbygUbUWU dUbZf d' fW|g'cZHY d'cdm|hUk|'`WdYgYhXlc UVb |b| l'bg|h hcb" HAY dUb|k|' bYXlc |bV|XU|a |b|a i a |bZfa U|cb'cb' hYgU'g' |g'm'cZHY Wa d'ub'z'c' WYXyfb|g' WfYh|U|g'UbXh YWbU'g'ZM n|b|j Yg'g' Yg|b| cZHY d'cdm|h' bZfa U|cb'a UnYUW|h'g'*

## Report Guidelines

### Report—General

- Gi Xibia Ya VfgZbchUj l'g'gza i gidfYdUfYfYdcf|g'
- Hk c fRl'Wd|g'cZh Yk f|hb' d'fc WMa i ghVYgYbhVn'h YgUy WUf#gUyUj |g'f' UbXfWj YXVn'h YbU|cbU Wbhf Zcf' i Xj |b| Vn'h YgWbX: fXU|b'A Un
- Fydcf|g'g' Va |hXZcf' Wa dYh|cb VWa Yh YdfcdYfmcZ : 6@5 |D6@z-bWH YgYfYdcf|g'a UnYi gYXZcf' di V|W|cb'UbX# cf'fYdcXi WXZcf' gUyVn'h YbU|cbU Ugg' W|cb'UbXk |' bchVY fYi fbYX'
- DybU|h'rd|b|gk |' VY| j Yb |Zh Yk f|hb' d'Ub Xc Yg|h'UX YfYlc' h YfYdcf|Wj Yf' UbXfYdcf|Wb|h'bg|i |XY|bYg'

### Report Cover

- Fydcf|Wj Yfga i ghVYWj Yf' g'cWz|bXl' g'cWzcf' WfXg'c'W|UbX |bW'XYVch UZcbh|UbXVUW'Wj Yf'
- Fydcf|Wj Yg'fYbchW'i bhXU U|b'gh YdU|Y'a |hUbXa Un Wb|U|b'ch Yf' |bZfa U|cb' i bYgg'h Yn'fYWm'ic h'
- 7cj Yfga UnbchVY|b|d'U|W|bXf'g'VY'Ua |bUW'zcf' \Uj YU d'U|W|g' Yf'icj Yf'Un|b| 'h Ydf|bhXWj Yf' B'c' |h'a g'g' W'Ug' UYg' cf' XWUgza UnYU|HUXlc' h YZcbh'Wj Yf' Hk c |' cf' h'fYf|b| |V|bXf'g'fYbchUWd|U'YfYdcf|Wj Yg'
- 7i hci hWj Yf' g'cW'Wj Yg'fYU'ck YZ'Vi h'h YdU| YWb|U|b|b| |h YWj Yf' |bZfa U|cb |g'|bW'XX|b'h YdU| YW'i bh'
- : fcbh'Wj Yf' Wb|U|b'gh YZ'`ck |b| |bZfa U|cb. bUa YcZ gi Xib|g'zbl'a YcZ'h Yg'Wcc' z'g'U|zbl'a YcZ'h Yy Yb|z'UbX'mU' fRlS| sl'E'
- 5`fYdcf|g'a i ghVY'ci bXf|' |ZhdYV|bX|b| zgd|fU|V|bX|b|E'

### Report Contents

- HUVCZw|b|b|gk |h' dU| Ybi a Vfg'
- : c`ck h'YfU|b| g' Yh'g'ei YbW|b'k f|h|b| 'h YfYdcf|' =Z |bZfa U|cb |g'bch|Uj U'UYZcf' UdUf|W'Uf W|h|f'cbz|bW'XYU gU|h'a Ybhc' h'U|ZZW|b'h YfYdcf|'
- DU'g'fYbi a VYfXUbXa i ghVY'cb', %&| l' %&| d'UdYf" 9UW' gXY'cZh YdUdYf' d'fcj |X|b| |bZfa U|cb |g'W'i bhXU'g'UdU|Y' DU'Yga i ghbchVY'Ua |bUW'Xcf' Vci bX|b'g' Yh'f'ch'W'f'g'
- Fydcf|g'a i ghbchY WYX% dU'g'Y W X|b| Z'cbh|UbXVUW'Wj Yf' f5 |h'YdU| YzXj |Xf' dU'g'z'UbXU'dYbX|W'g'fY'cd|h'cbU'UbXa i gh VY|bW'XX|b'h YdU| YW'i bh'E'G'hc'd'g'g'Xc Yg'bchW'i bh|b'h Y dU| YW'i bh'
- 7cd|Yg'g'ci XVYgYbh'U'Yf' h'Ub'ja d'cf|U'bh'Xc'Wa Yb|g' B'c' |h'a g' a UnYU|HUXlc' Un'rdU|Y|b'h YfYdcf|'

## Performance Guidelines

### Preliminary Performance

- HAY l'cd|hb fRl'Ybf|Yg' cf' Ub Yei U'bi a Vf'Zca YUW|fci d| k |' Uj UbWlc' h YUbU'fci bX'
- : |j Yf|Ea |bi h'gk |' VYU'ck YXlc' g'hi d'UbXfYa cj YYei |da Ybhi cf' dYgYbh|cb |h'a g' HAY WUdhf' a i gidf'c| XYU' Yei |da YbZcf' h YdYgYbh|cb'

*guidelines continue*

*Business Financial Plan guidelines continued*

- J lg U U Xg Ub Xg d Ygf YUHXlc h Y dfe WMa UnMYi gX^ck Y Yfzbc Jha g a UnMY Yzhk Jh h Y^1 X Ygef U X YbW
- HNY JbXj JX U cf hLa a Ya Vfg a i gid YZfa U Ugd Wg c Zh Y df Ygb Ujcb f Y J z g Y U J b z g Y i d z cd Y U J b U X c j l g U Yei J da Y b H C H Y f Y d Y g b U j Y g c Z h Y W U d H f a U r b c h d f c j J X Y g g U b W
- 5 J b X j J X U c f h L a a Y a V f g U Y Y d Y W X l c U M j Y m d U H J M U H J b h Y d Y Z f a U b W
- H X j J X U g c f h L a g k J U Y g Y Y b f H a J b i h g l c X g M Y h Y d f c W M U b X h Y f Y g l g c V U b X
- 5 J a Y Y d Y k J g U b X U h g l f f L a J b i h g U b X U J b U h g Y Y b f L a J b i h g K \ b h Y d Y g b U j c b J g U b g X z h Y J a Y Y d Y k J f Y W f X h Y J a Y i g X z b c h J U X X W J c b c U j Y f J d c J b g Z c f U b n J a Y c j Y g Y Y b f L a J b i h g
- : c ^ c k J b Y U W d f Y g b U j c b z ^ 1 X Y g k J W b X W U h f Y Y f L a J b i h Y e i Y g J c b U b g Y f d Y c X
- D f Y J a J b f m d Y Z f a U b W g U Y b c h c d Y b l c W b Z f Y b W U H b X Y g

**Final Performance**

- H Y U b U i J X Y b Y g U Y h Y g d a Y U g h Y d f Y J a J b f m i J X Y b Y g X Y g W V X U c j Y U b X h Y U b U d Y Z f a U b W J g c d Y b l c W b Z f Y b W U H b X Y g k \ c U f Y b c h d Y Z f a J b d U H J M U b l g c Z h J g Y Y b h

**Report Competencies**

- J X b H z r L d d f c d f J U Y h m Y c Z c U b
- W a d Y Y U b U d d J M H c b Z c f U c U b
- d f c j J X Y ^ 1 g J U M H c b Z c f c U b g Y W M X
- k f J h Y f Y d c f h J b U d d f c d f J U H V i g b Y g g m Y
- g Y J b U b X J f L a a U f W f Y W

**Performance Competencies**

- U H J W U H b Y X Z c f h Y c U b
- Y i d U b d f c W g c Z U d n J b J Z c f U c U b
- Y i d U b h m Y c Z c U b
- W a a i b J M H c b g J g
- U J J h n c a U Y U d f c Z g g c b U d f Y g b U j c b
- Y Z W j Y n U b g Y f e i Y g J c b g

**NBEA Standards Reinforced by Event**

- 5 W i b J b J . U b U W U g U H a Y b h z g d W U U d d J M H c b z interpretation and use of data
- 7 c a a i b J M H c b . Z c i b X U j c b z c f U b J n U j c b U
- 7 c a d i H U j c b . g U H g J W U b X d f c V U J J h z d f c V Y a ! g : j J b J U d d J M H c b g
- 9 W b c a J g U b X D Y g c b U : J b U b W U c W H c b c Z f Y g i f W g z a U f \_ Y g U b X d f W g z V U b J z V i n J b J c c X g U b X g Y J W g
- A U b U Y a Y b h a U b U Y a Y b h Z b W J c b z U b U W U X W J c b a U J b J

**Career Clusters:** Gi J b Y g z A U b U Y a Y b h U b X 5 X a J b J d f U j c b / : J b U b W

**REFERENCE:** Business Financial Plan—Report RATING SHEETS-6.

**REFERENCE:** Business Financial Plan—Performance RATING SHEETS-7.



## BUSINESS LAW

Handwritten text for Business Law section, including a title and introductory paragraph.

### Eligibility

Eligibility criteria for the Business Law event, detailing student requirements.

### Overview

Overview of the Business Law event, including its purpose and format.

### Objective Test Competencies

- Competency 1
- Competency 2
- Competency 3
- Competency 4

- Competency 5
- Competency 6
- Competency 7
- Competency 8
- Competency 9
- Competency 10
- Competency 11
- Competency 12

### NBEA Standards Reinforced by Event

- Standard 1: Description of NBEA Standard 1.
- Standard 2: Description of NBEA Standard 2.
- Standard 3: Description of NBEA Standard 3.

Career Clusters: Description of career clusters associated with this event.



## BUSINESS MATH

Handwritten text for Business Math section, including a title and introductory paragraph.

### Eligibility

Eligibility criteria for the Business Math event, detailing student requirements.

### Overview

Overview of the Business Math event, including its purpose and format.

### Objective Test Competencies

- Competency 1
- Competency 2
- Competency 3
- Competency 4
- Competency 5
- Competency 6

### NBEA Standards Reinforced by Event

- Standard 1: Description of NBEA Standard 1.

Career Clusters: Description of career clusters associated with this event.



## BUSINESS PLAN

6i gbygdUbgUFYU bZVZY Ync Zf YUi UjblZ d[Ubl]bZUbXgY jbl Ubk V gbygdUbgU 5 kY!XY YcdXV gbygdUb Wb WU\_ YnAa dbYhi cZUg Wgg V gbygdUfhi d' HlgY Ybhi Yq/bnYg : 6@5 a Ya Vfgk c Xa dgtUYUbi bXfgUbxjbl UbXa UgnrcZHYdcVggfYei jYXj bXY Ycdlbl UbX ja d Ya Yhbl Ubk V gbygdY Yhi fY

### Eligibility

9UW gUyA Urig Va jhik c fRlybhfYg VMUAX VnUb jbxj jxi Ucf VniUHLA cZlk c fRlcf hfyfif Ea Ya VfgZca Umj YcW WUdhfgz cb fYwFXj b h YbUjcbU Wbhf Ug\j jbl dUX Xi YgVnA UFW% cZh YWfYbhi gWcc nUf Bc'a cfYhUbcbYfYHLA a Ya Vf'a Un \j YWwa dYXj b hlgY YbhiUdfjcf B @7 cf \j YWwa dYXa cfYhUb k c fRlYUfgUihY bUjcbU Yj Y" H Ydfc YMa i gibch\j YVYb g Va jhXZcf Udfj jci gB @7"

### Overview

HlgY YbhiWbgggcZlk c fRldUfjg UdfY i Xj YXfYdcfhUbXUdfZcfa UbWwa dcbYbhi DufjWUbgUFYfYei jYXlc Wa d YHvch dUfjg VYj jVYlc k j b Ub Uk UFX 5 dYf i Xj YXfYdcfhg ci XVYXj YcdYXVgXcbU dfcdcgXVi gbygdY Ybhi fYcf WfYbhi Vi gbygd cdfUjcb 5 dUfjWUbgk j j YUdfYja j bUfndYzcf a UbWlc Yl dUj b h YXj Ycda Ybhi cZh YVi gbygdUb"

### Report Content

6i gbygdUbg a i gibch\j YVYb jbl cdfUjcb Zcf UdfYj cXYj WYXjbl %&a cbhg VZcfYhAYB @7" F Ydcfjg gci XbchVY g Va jhXhUhYj Ui UYcbj c jbl Vi gbygd j Ybhi fYg 5 b YZVWj YVi gbygdUb gci X j bWXYhYZ cck jbl jbzfa Ujcb.

- 9l YWj YGaa Ufn Dfcj jXgUvfjZ gnbcdggcZh Y Ynrc j b gUbXgYb hlg j bWXXj b h Y dUb 7cbj j bWghY fUXf lc fYUk h YfYgicZh YfYdcfh
- 7ca dUn8 YWdjb bW Xgh YVUjW XHj g cZh YVi gbygd Dfcj jXgUb cj Yj jk cZh YVi gbygd jlg cWjcbzUbX jlg Y U gfi W fYUbxcf j b nUjcb
- Industry Analysis. Dfcj jXgUb UbnggcZ h Y Uf j Y j bxi gfmrc k j W h YVi gbygd k j VYcbj 5 bUmng YnrfYbXgUbX dUmfj b h Y j bxi gfm8 Ya cbgfUhgUb i bXfgUbxjbl UbXUk UfYbYggcZYi hfbU Vi gbygdWbXjcbg

- Target Market. Dfcj jXgUvfjZcj Yj jk cZh YbUi fYUbx UWggj j hncZh YhUf Yha U YH
- 7ca dUj Y5 bUrgg bW XgUb cbYgUbxWa d YH UbnggcZ h YVi gbygd Wa d YH jcb 8 Ya cbgfUhgUb i bXfgUbxjbl cZh Y Vi gbygd YUj YgfYb hlgUbXk U bYggg
- A U Yj b DUb UbXGUYGHUfn8 Ya cbgfUhgUb c k h YVi gbygd dfcX Wicf gYj jWk j VYa U YH XUbXgc X bW XgVch g fUj j WbXUW Y Ya Yb g cZh Ya U Yj b UbXgUjg Ud f c U W
- Operations. Dfcj jXgUb cj Yj jk cZh Yk Uih YVi gbygd k j cdfUYcb U X h r c X h m g g bW Xg d f c X W j c b d f c W g g z d n g W Z W j m f Y j jk g z i g c Z h W b c c j n a U b X d f c W g g z Z c k Y X l c Y b g f Y X j j Y n r c Z d f c X W g c f g Y j W g
- A Ubj Yb UbXcf j b n U j c b 8 Y g M V g h Y Y n r c U f j W U b g j b h Y b Y Vi gbygd Ybhi fY = X b h U g h Y a i a U f Y g i f W g h Y Vi gbygd W b X U i d e b Y h Y U g d U f c Z h Y a U b U Y a Y b h i M a Z a d c n Y d c c Z W b g h U b l g z X f Y W f g z c f U j g f g U b X h Y f c Y Y U W k j d U n j b h Y Vi gbygd Xj Ycda Ybhi 8 j g W g g e W a d Y b g U j c b U b j b W b ! h j Y g U b X X H j g X W j c b ! a U j b d f c W g g e
- @b j H f a 8 Y Y c b Y H ; j Y g U W U j j g c b Z c f k Y f Y h Y Vi gbygd k j V Y j b h f Y Z U j Y z c f a c f Y n U f g 8 Ya cbgfUhgUb cbYgUbx Wa d YH Yj Ui Ujcb cZh YVi gbygd dchb h j U Z c f g W g g U b X Z j i f Y = X b h U g d f c j h Y g Z c f X f Y W j b Z h i f Y Vi gbygd U M j h Y g
- Financials. b X W h g h Y U W a b h j a Y h c X c c j n r c Y i g X V n h Y Vi gbygd 8 j g W g g e U b n U j g a d h c b g a U X j b d f c Y W j b Z h i f Y U b U W U f Y g i g D Y g b l g d f c Y W j c b g c b Y g m U b X W b g Y j U j Y n g 5 d b X j b U X j c b z a U b n i M g b Y g d U b j b W X Y W d j Y g c Z Y n g d d c f j b X c W a Y b g f Y j Z W h U W j c b g j W b g z h U f Y e i j Y a Y b g z W X g j b U b U d Y b X j C h Y Y l a d Y g c Z h Y g i m Y g c Z X c W a Y b g a j h j b W X Y Y h f g c Z j b h b h c f U j U b W W b h U M g d f c X W h Y W j W X g W d h c b g U b X # c j i g f U j c b g Y b X c f g a Y b g z U b X h Y L Y

### Report Guidelines

#### Report—General

- Gi Xbha Ya Vf g z b c h U j g f g z a i g d f Y d U f Y f d c f g
- Hk c f R l W d j g c Z h Y k f h h b d U b a i g h Y Y g b h V n h Y g U Y W U j # g U Y U j g f U b X f W j Y X V n h Y b U j c b U W b h f Z c f i X j j b V n h Y g W b X : f X h j b A U n
- F Y d c f j g V a j h X Z c f W a d Y H j c b W W a Y h Y d f c d Y n r c Z : 6@5!D6@z b W H Y g Y f d c f g a U n V i g X Z c f d i V j W j c b U b X # c f Y d f c X W X Z c f g U Y V n h Y b U j c b U U g g W j c b U b X k j b c h Y V f h i f b Y X
- D Y b U n r c j b l g k j V Y j Y b j Z h Y k f h h b d f c W W X c Y g b h U X Y f Y l c h Y f Y d c f h W j Y f U b X f d c f h W b h b l g i j X Y j b g

#### Report Cover

- F Y d c f h W j Y f g a i g h Y Y W j Y f g c W z j b X i g c W z c f W X g c W U b X j b W X Y V c h U Z c b h U b X V U W W j Y f
- F Y d c f h W j Y f g U Y b c h W i b h X U j U b g h i Y d U Y a j h U b X a U n W b h U b c h Y j b z c f a U j c b i b Y g g h Y n i f Y W i c i h

guidelines continue

*Business Plan guidelines continued*

- 7cj Yfga UrnbchVY' b'd UghjWVbXf gZ VY' tã JbUHxZcf' \Uj YUd' UghjVg' Yhi cj YfUjhb| 'h Ydf|bhXWj Yf' Bc' Jhã gZ g W'Ug' UYgcf' XWUgZa UhiVYUHUWX' tã 'h YZcbhWj Yf' Hk c! 'cf' h'fYf|b| ' V|bXf gUfYbchUWdHU YfYdcfhWj Yfg'
- 7i tci hWj Yf' gtc W'Wj YfgUfYU'ck XZ Vi hã YdUj YWbUj|b| 'h YWj Yf' JbZefa Ujcb' Jg|bW' XX' Jb' h YdUj YWb' bh'
- : fcbhWj Yf' WbUj|bg'h YZc' ck Jb| ' JbZefa Ujcb. bLã YcZ' gi Xbhf|zblã Y cZ'h Yg' Wcc' z' g' UH'zblã YcZ'h Yy' Yblz UbX'mU' f' sS' I' S' E'
- 5' fYdcfh' ga i ghVY'ci bXf' |' zH'dY V|bX|b| z' g|fU' V|bX|b| E'

**Report Contents**

- HUVYcZWbhb|gk Jh' dUj Ybi a Vfg'
- : c'ck' h' YfUj|b| 'g' Yhg'ei YbW' Jb' k f|Jb| 'h YfYdcfh' =Z|bZefa Ujcb' Jg|bch Uj Uj YZcf' Uduf|W'U' W|f|f|cbz|bW' XY UghUã Ybhc' h' UH'ZZW|b' h' YfYdcfh'
- DUj YgUfY'bi a VYfXU'Xa i ghVY'cb' 8' 2' i' 1' %ã' dUdY' 9UW' gXY' cZ'h YdUdY' d'fcj JX|b| 'JbZefa Ujcb' Jg'Wi bhX' U'gU dUj Y' DUj Yga i ghbchVY' tã JbUH'Xcf' Vci bX' Jb' g' YhdfchW' f'g'
- F Ydcfh' ga i ghbchY' WAX' S' dUj Yg' f' b' Jh' YdUj YZ' Xj JXf' dUj Yg' UbX' UddYbX' W'g UfYcdh'cbU' UbXa i ghVY' JbW' XX' Jb' h' Y dUj YWb' bhL
- 7cd|Yg' g' ci' XWY' g' bh' f' U' h' Y' h' U' b' Jã dcf|U' bh' X' Wa Yb' g' Bc' Jhã ga UhiVY' UHUWYX' tã UbrndUj Y' Jb' h' YfYdcfh'

**Performance Guidelines**

**Preliminary Performance**

- H' Y' tã d' h' b' f' s' E' Yb' f' |Yg' cf' U' b' Yei U' bi a V' f' Z' ca' YUW' |' fci d' l' k' |' U' j' U' b' W' tã 'h' Y' U' b' U' fci bX'
- : J' Yf' Jã Eã Jbi h' g' k' |' VYU' ck YX' tã g' h' i' d' U' b' X' f' Yã cj Y' Yei Jda Ybh' U' b' X' d' f' Y' g' b' h' U' j' c' b' Jhã g' H' Y' W' U' d' h' f' a i gh' d' f' c' j' X' Y' U' Yei Jda Ybh' z' c' f' h' Y' d' f' Y' g' b' h' U' j' c' b'
- J' Jg' U' U' X' g' U' b' X' g' d'ã d' Y' g' f' Y' U' h' X' tã 'h' Y' d' f' c' Y' W'ã U' h' i' Y' i' g' X' \c' k' Y' Yf' z' c' Jhã g' a U' h' i' V' Y' Z' h' k' Jh' h' Y' 1' X' J' g' c' f' U' X' Y' b' W'
- H' Y' J' b' X' j' |X' U' c' f' h' Lã 'ã Yã V' f' g' a i gh' d' f' z' c' f'ã U' U' g' d' W' g' c' Z' h' Y' d' f' Y' g' b' h' U' j' c' b' f' |' z' g' d' U' j' |b| z' g' h' i' d' z' c' d' Y' f' U' j' |b| U' X' c' j' Jg' U' Yei Jda Yb' h' C' h' Y' f' f' d' f' Y' g' b' h' U' j' Y' g' c' Z' h' Y' W' U' d' h' f'ã U' h' i' b' c' h' i' d' f' c' j' X' Y' U' g' g' U' b' W'

- -bXj |X' U' g' c' f' h' Lã 'ã Yã V' f' g' U' f' Y' Y' d' Y' W' X' tã U' W' j' Y' m' d' U' f' h' V' d' U' Y' Jb' h' Y' d' Y' z' c' f'ã U' b' W'
- -bXj |X' U' g' c' f' h' Lã g' k' |' \Uj Y' g' Y' b' f' Lã Jbi h' g' tã X' Y' g' W' V' Y' h' Y' d' f' c' Y' W' U' b' X' h' Y' f' Y' g' J' g' c' V' U' j' b' X'
- 5' Jã Y' Y' d' Y' f' k' |' g' U' b' X' U' h' g' l' f' f' Lã Jbi h' g' U' b' X' U' j' U' b' U' h' g' Y' b' f' Lã a Jbi h' g' K' \b' h' Y' d' f' Y' g' b' h' U' j' c' b' Jg' U' b' Jg' Y' z' h' Y' Jã Y' Y' d' Y' f' k' |' f' Y' W' f' X' h' Y' Jã Y' i' g' X' z' c' b' h' |' U' X' X' W' J' c' b' c' Z' U' j' Y' f' E' d' c' |b' g' z' c' f' U' b' m' Jã Y' c' j' Y' f' g' Y' b' f' Lã Jbi h' g'
- : c'ck Jb| 'YUW' d' f' Y' g' b' h' U' j' c' b' z' 1' X' J' g' k' |' W' b' X' i' W' U' h' f' Y' f' i' E' a Jbi h' e' i' Y' g' h' c' b' |' U' b' g' k' Y' d' Y' f' c' X'
- D' f' Y' Jã Jb' f' m' d' Y' z' c' f'ã U' b' W' g' U' f' Y' b' c' h' i' d' Y' b' tã W' b' z' f' Y' b' W' U' h' b' X' Y' g'

**Final Performance**

- H' Y' U' b' U' |i |X' Y' |b' Y' g' U' f' Y' h' Y' g' d'ã Y' U' g' h' Y' d' f' Y'ã Jb' f' m' |i |X' Y' |b' Y' g' X' Y' g' W' V' X' U' c' j' Y' U' b' X' h' Y' U' b' U' d' Y' z' c' f'ã U' b' W' Jg' c' d' Y' b' tã W' b' z' f' Y' b' W' U' h' b' X' Y' g' k' c' U' f' Y' b' c' h' d' Y' z' c' f'ã Jb| ' d' U' f' h' V' d' U' b' g' c' Z' h' Jg' Y' Y' b' h'

**Report Competencies**

- JX' b' h' Z' r' i' m' g' b' Y' g'
- d' f' c' j' |X' Y' |b' z' c' f'ã U' j' c' b' c' b'ã U' f' Y' z' U' b' U' n' g' g' c' f' |U' b' |n' U' j' c' b' z' U' b' X' Y' c' d'ã Y' b' h' c' Z' h' Y' V' i' g' b' Y' g'
- k' f' |h' Y' f' d' c' f' h' |b' U' d' d' f' c' d' f' |U' h' V' i' g' b' Y' g' g' m' Y'
- g' d' Y' |b| U' b' X' |f' Lã a U' W' f' f' Y' W'

**Performance Competencies**

- \Uj Y' c' i' g' U' b' X' |b| j' Y' f' U' W'ã a i b|W' h' c' b' g' |' g'
- j' c' |W' d' f' c' Y' W' J' c' b' U' b' X' X' W' J' c' b' U' d' d' f' c' d' f' |U' Y' z' c' f' d' f' Y' g' b' h' U' j' c' b'
- U' h' |W' U' h' Y' b' Y' X' z' c' f' h' Y' d' f' c' d' c' g' X' V' i' g' b' Y' g'
- Y' i' d' U' b' d' f' c' W' g' c' Z' d' f' d' U' f' |b| U' V' i' g' b' Y' g' g' d' U' b'
- JX' b' h' Z' r' i' V' g' U' W' g' z' c' f' h' Y' c' k' b' Y' c' f' V' i' g' b' Y' g'
- Y' i' d' U' b' Y' g' g' b' g' Y' U' b' Y' X'
- Y' Z' W' J' Y' m' U' b' g' k' Y' e' i' Y' g' h' c' b' g'

**NBEA Standards Reinforced by Event**

- 5W' i' b' h' |. U' W' i' b' h' |' d' f' c' W' g' z' U' b' U' V' U' g' U' hã Y' b' l' z' g' d' W' U' U' d' d' |W' h' c' b' g'
- 7U' Y' f' 8' Y' Y' c' d'ã Y' b' h' k' c' f' d' U' W' Y' i' d' Y' W' U' j' c' b' g'
- 7cã a i b|W' h' c' b' Z' c' i' b' X' U' j' c' b' g' z' c' f' |U' b' |n' U' j' c' b' z' U' b' X' W' b' c' |' J' W'
- 9W' b' cã J' g' U' b' X' D' Y' g' c' b' U' : Jb' U' b' V'ã U' f' Y' g' U' b' X' d' f' |W' g' zã U' b' |b| U' b' U' b' W' U' b' X' V' i' X' J' b' |z' d' f' c' h' W' h' |' U' j' U' b' g' h' |g'
- 9b' f' Y' d' f' Y' b' Y' f' g' |d'ã U' b' U' Yã Y' b' z' V' i' g' b' Y' g' g' d' U' b' g'
- A U' b' U' Yã Y' b' h' V' i' g' b' Y' g' g' c' f' |U' b' |n' U' j' c' b' z' U' b' U' b' W' U' X' W' J' c' b'ã U' j' |b|
- A U' f' Y' h' |. W' b' g'ã Y' f' g' U' b' X' h' Y' f' V' Y' U' j' |c' f' zã U' f' Y' h' |b| d' U' b'

**Career Clusters:** 6i g' b' Y' g' zã A U' b' U' Yã Y' b' h' U' b' X' 5' Xã Jb' |g' f' U' j' c' b' /: Jb' U' b' W' A U' f' Y' h' | z' c' U' Y' g' U' b' X' G' f' J' W'

REFERENCE: Business Plan—Report RATING SHEETS-8.  
REFERENCE: Business Plan—Performance RATING SHEETS-10.





## BUSINESS PROCEDURES

Competency in performing daily tasks is a necessity in the business world. The student will be able to demonstrate the ability to make decisions.

### Eligibility

9th grade or higher. The student must be a member of the FBLA chapter. The student must be a member of the FBLA chapter. The student must be a member of the FBLA chapter.

### Overview

The student will be able to demonstrate the ability to make decisions. The student will be able to demonstrate the ability to make decisions. The student will be able to demonstrate the ability to make decisions.

### Objective Test Competencies

- Analyze business situations.
- Identify business opportunities.
- Evaluate business decisions.
- Compare business alternatives.
- Assess business risks.
- Determine business goals.
- Implement business plans.

### NBEA Standards Reinforced by Event

- 7.1.1.1 Analyze business situations.
- 7.1.1.2 Identify business opportunities.
- 7.1.1.3 Evaluate business decisions.
- 7.1.1.4 Compare business alternatives.
- 7.1.1.5 Assess business risks.
- 7.1.1.6 Determine business goals.
- 7.1.1.7 Implement business plans.

Career Clusters: Business Management, Information Technology, Marketing, Sales, and Services



## BUSINESSPERSON OF THE YEAR

The student will be able to demonstrate the ability to make decisions. The student will be able to demonstrate the ability to make decisions. The student will be able to demonstrate the ability to make decisions.

### Eligibility

9th grade or higher. The student must be a member of the FBLA chapter. The student must be a member of the FBLA chapter. The student must be a member of the FBLA chapter.

### Overview

The student will be able to demonstrate the ability to make decisions. The student will be able to demonstrate the ability to make decisions. The student will be able to demonstrate the ability to make decisions.

The student will be able to demonstrate the ability to make decisions. The student will be able to demonstrate the ability to make decisions. The student will be able to demonstrate the ability to make decisions.

### Guidelines

- The student must be a member of the FBLA chapter.
- The student must be a member of the FBLA chapter.
- The student must be a member of the FBLA chapter.
- The student must be a member of the FBLA chapter.

The student will be able to demonstrate the ability to make decisions. The student will be able to demonstrate the ability to make decisions. The student will be able to demonstrate the ability to make decisions.

### National Awards

The student will be able to demonstrate the ability to make decisions. The student will be able to demonstrate the ability to make decisions. The student will be able to demonstrate the ability to make decisions.

The student will be able to demonstrate the ability to make decisions. The student will be able to demonstrate the ability to make decisions. The student will be able to demonstrate the ability to make decisions.





# COMMUNITY SERVICE PROJECT

Handwritten text in a stylized font, likely a title or subtitle for the project.

Handwritten text in a stylized font, likely a title or subtitle for the project.

## Eligibility

9UW gUHYa Uhg Va Jhlc c fLEybfjYg  
Zca UWj YcW WUdhfgf d h'e h'fYyOQ  
a Ya Vfgzcb fYwFXj b h'YbUjcbU Wbhf Ug  
Uj Jbl dUXXi YgVnA UFW%cZh YWffYbhi  
gWcc`mUf`A Ya VfgfydYgbbj b h'Yf  
WUdhfgj b h'YdfYgbbUjcb dcfhcb cZh Jg  
Yj Ybha UnWa dYfYj b Ub UXXjcbU j bXj jX U  
Yj Ybhi

## Overview

Handwritten text describing the overview of the project, including details about the organization and the project's goals.

## Report Guidelines

### Report—General

- Gi Xibia Ya VfgzcbchUj Jgfgza i gi dYdUfYfYdcfJg
- Hkc fLEWdJYgcZh Yk fJhb dfe YMa a i ghVYgVbVn h YgUHYWUf#gUHY Uj Jgf UbXfYWj YXVn h YbUjcbU Wbhf Zcf`i Xj Jbl Vn h YgYwBX: fJXlm Jb A Un
- FYdcfJga i ghXgMjVYUWj JHYgcZh Y WUdhf`h`Uk YfYwBXi WXXVYk Yb` the start of the previous State Leadership 7cbZfYbWUbxgUfhcZh YWffYbhiGUY @YXfg Jd`7cbZfYbW`
- FYdcfJg Va JhXZcf Wa dYhJcb` VYwa Yh YdfcdYfhcZ: 6@5!D6@z -bWH YgfydcfJga UnYi gXZcf` di VJWjcb UbX#cf fYdfcXi WXXZcf gUY Vn h YbUjcbU Ugg VUjcb UbXk j` bch VYfYi fbYX`

## Report Cover

- FYdcfJWj Yfga i ghVYWj Yf`gUWzj bXl` gUWzcf WFXgUWUbx JbWXYVch UZcbhUbXVUWVWj Yf`
- FYdcfJWj YfgUfYbchWb b hXUj Ujgh h YdUj Y`Ja JhUbXa Un WbUj b`ch Yf` JbZfa Ujcb i b Ygg h YnUfYWmici h`
- 7cj Yfga UnbchVYj b`d`UjWj bXf gVY`Ua JbUWZcf`Uj YU dUjWj YfYhij Yf`Uj b h`YdfJb hXVWj Yf` Bc` JhA g`g WUg`UYg` cf XWUgza UnYUHUWXXh` h`YZcbhWj Yf` Hk`!`cf`h`fYfJb` Vj bXf gUfYbchUWdUUYfYdcfJWj Yfg`
- 7i hci hWj Yf`gUWVWj YfgUfYU`ck YZVi h h YdUj YWbUj bJb` h`Y Wj Yf` JbZfa Ujcb Jg JbWXX Jb h`YdUj YWb` b h`
- : fcbhWj Yf` WbUj bJg h`YZ`ck Jb` JbZfa Ujcb. bUa YcZh Y gWcc`zg`UWZbUa YcZh Yj YbZUbXnUf`f`RSL`I`S`I`E`
- 5`fYdcfJga i ghVYVci bXfJ` ZHdYVj bXj bJ` ZgdJfU`Vj bXj b`E`

## Report Contents

- HUVCZwbbhJgk Jh`dUj Ybi a Vfg`
- : c`ck`h`YfUj bJ` g`Yhig`ei YbW`Jb`k`fJ`bJ` h`YfYdcfJ`-Z JbZfa Ujcb Jg bchUj Uj UYVZcf`UdUfJWUf`WJhJf`cbZj bWXYU gUha Yb h`c`h`UjZZWj b h`YfYdcfJ`
- DU YgUfYbi a VYXUbXa i ghVYcb`, %&#`!`%&`dUdYf`9UW` gXYcZh YdUdYf`dfcj JXj bJ` JbZfa Ujcb Jg Wb b hXUgUdUj Y` DU Yga i ghbchVY`Ua JbUWcf`Vci bX Jb`g`YhdfchWmefg`
- FYdcfJga i ghbchY WXX` S`dUj Yg`f`h`YdUj YZ Xj JXf`dUj YgZ UbXUdYbXWgUfYcdhcbU UbXa i ghVYj bWXX Jb h`YdUj Y Wb b h`E`
- 7cdJg`g`ci`XVYgVb h`U`Yf`h`U`Ja dcfhUbcfJ JbU`Xc`Wa`YbJg` Bc` JhA`ga`UnYUHUWXXh` Ubn dUj Yj b h`YfYdcfJ`

## Performance Guidelines

### Preliminary Performance

- H`Y`h`ed`hb`f`LE`y`b`f`j`Y`g` cf`Ub`Yei`U`bi`a`Vf`Zca``YUW`[`fci`d`i`k`j``Uj`UbW`h`e`h`Y`U`b`U`fci`b`X`
- : J`Y`f`J`a`J`bi`h`g`k`j``VYU`ck`YX`h`e`g`mi`d`Ub`X`f`Ya`cj`Y`Yei`J`da`Y`b`h`i`cf`d`f`Y`g`b`h`U`j`cb`J`h`A`g`H`Y`W`U`d`h`f`a`i`g`id`f`c`j`J`X`Y`U``Yei`J`da`Y`b`h`Z`c`f`h`Y`d`f`Y`g`b`h`U`j`cb`
- J`J`g`U`U`X`g`U`b`X`g`J`a`d`Y`g`f`Y`U`h`X`h`e`h`Y`d`f`c`Y`W`a`U`n`W`Y`i`g`X`/`ck`Y`Y`z`bc`J`h`A`g`a`U`n`Y`Y`Z`h`k`J`h`h`Y`i`X`j`Y`g`c`f`U`X`Y`b`W`
- H`Y`h`U`a``a`Ya`Vf`g`a`i`g`id`Y`Z`c`f`a`U`U`g`d`W`g`c`Z`h`Y`d`f`Y`g`b`h`U`j`cb`g`f`J`Z`g`Y`U`J`b`J`g`m`d`z`c`d`Y`U`J`b`U`X`j`J`g`U`Y`e`i`J`da`Y`b`h`e`C`h`Y`f`Y`d`f`Y`g`b`h`U`j`Y`g`c`Z`h`Y`W`U`d`h`f`a`U`n`b`c`h`d`f`c`j`J`X`Y`g`g`U`b`W`
- 5`h`U`a``a`Ya`Vf`g`U`f`Y`i`d`Y`M`X`h`e`U`W`j`Y`n`d`U`f`J`W`U`h`Y`j`b`h`Y`d`Y`Z`c`f`a`U`b`W`
- H`U`a`g`k`j``U`j`Y`g`j`Y`b`f`J`a`J`bi`h`g`h`e`X`g`M`V`Y`h`Y`d`f`c`Y`W`U`b`X`h`Y`f`Y`g`J`g`c`U`j`b`Y`X`
- 5`J`a`Y`Y`d`Y`f`k`j``g`U`b`X`U`g`l`f`J`a`J`bi`h`g`U`b`X`U`U`b`U`h`g`j`Y`b`f`J`a`J`bi`h`g`K`Y`b`h`Y`d`f`Y`g`b`h`U`j`cb`J`g`U`b`J`g`Y`Z`h`Y`J`a`Y`Y`d`Y`f`k`j``f`W`f`X`h`Y`J`a`Y`i`g`X`Z`b`c`h`J`b`U`X`Y`i`W`c`b`c`Z`U`j`Y`f`J`d`c`J`b`g`Z`c`f`U`b`m`h`a`Y`c`j`Y`f`g`j`Y`b`f`J`a`J`bi`h`g`

guidelines continue

7ca a i b]mCfj]Wdfe'W/i ]X]bYgVh]i X  
 • : c`ck ]b] 'YUWdfYgblHjcbz'1 X] Ygk ]`"  
 WbXi WUhfYfFl Ea ]bi h'ei Yg]cb!  
 Ubk Yf'dY]cX"  
 • DfY]a ]b]fndfZcfa UbWgUfYbchcdYb'  
 lc' WbZfYbWUhbXYg'

**Final Performance**

• H\YUbu' ]i ]X]b]YgUfYh.Ygla YUg  
 h.YdfY]a ]b]fndf ]X]b]YgXYgVYX  
 Ucj YUbXh.YUbu'dfZcfa UbW]g'cdYb'  
 lc' WbZfYbWUhbXYgk\c UfYbch  
 dfZcfa ]b] 'dUf]V]dUbg'cZ]h]g'Y Yb]i

**Performance Competencies**

• Wa a i b]W]hcb'g.]`g

- X]gM]VYdfc'W]X]Y Ycda YbhUbx]a d'Ya Yb]U]cb
- X]gM]VYVbYU]g]c h.YW'a a i b]m
- U] ]h]m]c' a U\_YUdfcZ]g]cbU'dfYgblHjcb
- YZ]W]j Ym]Ubg Yf'ei Yg]cbg

**NBEA Standards Reinforced by Event**

- 7ca a i b]W]hcb. Zci bX]hcbg'z]h]Wbc`c[ ]W
- A Ub] Ya Ybh'h]Wbc`c[ ]m]bX]bZcfa U]cb'a Ub] Ya Ybh
- A Uf\_Y]b] . 'a Uf\_Y]b] 'd'U

**Career Clusters:** '6i g]bYg'z' A Ub] Ya YbhUbx'5Xa ]b]g]fU]cb/  
 -bZcfa U]cb'H]Wbc`c[ ]m

REFERENCE: Community Service Report—Report RATING SHEETS-13.  
 REFERENCE: Community Service Report—Performance RATING SHEETS-14.



**COMPUTER APPLICATIONS**

?bck'Y]YcZwa di hf'Udd]W]hcb]g]U]b]W]g]m]b'  
 lc'X]h]g' ] ] ]H]W]m]g]b]g]k'f'X'9a dani]ga i gi  
 YUUYlc Uddnj U]a g'Wa di hf'Udd]W]hcb]b'  
 U]m]g]b]g]Y]j]f]c]a Yb]i g]b] ]W]h]W]h]b.]b] ]UbX  
 X]W]c]b]a U.]b] ]g.]`g'H]g]Y]b]h]d]f]j]X]g]f]Y]b]h]cb'  
 Zf': 6@5 'a Ya Y]g]k\c'W]b'a g]h]Z]W]b]h]m  
 demonstrate computer application skills.

**Eligibility**

9UW'g]U]Y'a U]m]b]h]f'k'c'f]R]d]U]f]V]d]U]b]g'  
 k\c UfYa Ya V]f]g'cZ]U]m]j Y'cW'W]U]h]f]g'z]cb'  
 f]W]f]X] ]b]h]Yb]U]cbU'W]b]h]f'U]g'U] ]b] ]d]U]X  
 X] Yg'V]n]A UfW%'cZ]h]Y]W]f]Y]b]h]g]W'cc`m]Uf"

**Overview**

H]g]Y] Ybh]W]b]g]g]c'Z]h]c'f]R]d]U]f]g'  
 U]b]c'V]W]j Y]h]g]h]U]b]X]U]d]f]c]X] W]cb'h]g]h'  
 D]U]f]V]d]U]b]g]U]f]Y]f]e]i ]f]Y]X]lc' Wa d'Y]h]U' d]U]f]g'  
 lc' V]Y] ] ]V]Y]lc'k ]b]U]b]U]k]U]f]X'5'c]b]Y]f]l'`c]i f'  
 c'V]W]j Y]h]g]h]k] ]`V]Y]U]a ]b]g]h]Y]X]V]U]g]X]cb'  
 h]Yc'V]W]j Y]h]g]h]Wa d'Y]h]b]V]g'H]Y]g]W]f]Y'  
 f]W]j Y]X]cb]h]g]d]c]f]h]cb'c'Z]h]Y]Y] Yb]h]k] ]`"  
 W]b]g]h]h]Y]%' d]Y]W]b]h]c'Z]h]Y]U]b]U'Y] Yb]h]g]W]f]Y'  
 B]cb] ]f]U] ]b] ]W]W]U]c]f]g]k] ]`V]Y]d]f]c]j ]X]X"  
 H]c'f]R]l'c]i f]g]k] ]`V]Y] ]j] Y]b]Z]c'f'h]Y]d]f]c]X] W]cb'  
 h]g]h]U]i]U]g]W'cc`g]h]Y]X]g] ]b]U]X]V]n]h]Y]g]U]Y'  
 W]U]f]#]g]U]Y]U]X] ]g]f'"7U]W]U]c]f]g]U]f]Y]b]ch]U'ck]X]X  
 cb'h]Y]d]f]c]X] W]cb'c]d]f]h]cb'c'Z]h]Y]h]g]h]'H]g]g'  
 a i g]h]Y]g]b]h]V]n]h]Y]g]U]Y]U]f]#]g]U]Y]U]X] ]g]f'  
 U]b]X]f]W]j Y]X]V]n]h]Y]b]U]cbU'W]b]h]f'Z]c'f'1 X] ]b] ]  
 V]n]h]Y]h] ]f]X: f] ]X]h]b]A U]h

**Guidelines**

- H]Y]d]f]c]X] W]cb'c]d]f]h]cb'c'Z]h]g]Y] Yb]h]g]U]a ]b]g]h]Y]X]d]f]c]f]lc'  
 h]Y]B@7'"H]Y]U]a ]b]g]h]U]cb'c'Z]h]Y]d]f]c]X] W]cb'h]g]h]k] ]`V]Y'  
 X]h]f]a ]b]Y]X]V]n]h]i f'g]U]Y]W]U]f]#]g]U]Y]U]X] ]g]f"
- H]Y]Z]c`ck ]b] ]f]Z]f]Y]b]W]a U]h] ]U]g]U]f]Y]U'ck]Y]X]U]h]Y]h]g]h]Y'  
 X]W]cb]U]f] ]g]h]Y]G]U]b]X]f]X]g'c]Z]A U] ]U] ] ]m]z]U]b]X: c]f]a U]i; i ]X]Y'  
 8 c'Wa Y]b]g]d]f]c]X] W]X]Z]c'f'h]g]Y] Yb]h]a i g]h]Y]d]f]Y]d]U]f]X]V]n]h]Y'  
 : 6@5 'Wa d]Y]h]c]f]g]z]k ]h]c]i h]Y]d]Z]c'a h]Y]U]X] ]g]f'c]f'U]b]n]h]Y]f'  
 d]Y]g]b"
- -b]W]g]Y]c]Z]U]h]Y]Z]h]Y]d]f]c]X] W]cb'h]g]h]k] ]`V]Y]i g]X]lc' V]Y]U' h]Y]h]Y'

**Objective Test Competencies**

- U]g]V]W]a di hf'h]f]a ]bc`c[ ]m]b]X]W]b]W]d]g
- f]Y]U]h]X]W]a di hf'Udd]W]h]cb']\_bck'Y] ]Y
- X]c'Wa YbhZcfa U]h]b] ]f]i'Y]g]U]b]X]g]U]b]X]f]g
- b]Y]ei Y]h]
- [f]l]a U]f]z]di b]W]U]h]cb]z]g]f]Y'] ]b] ]z]U]b]X]d]f]c]c]Z]Y]U]b]

**Production Competencies**

- X]H]U]g]Y
- spreadsheets and W]U]f]g
- d]f]Y]g]b]h]cb] ]d]Y]d]U]f] ]h] ]h]g] ]X]g]k] ]h] ]f]U] ]W]U]b]X]V]U] ]f]c]i b]X
- k]c]f]X]d]c]W]g]b]

**NBEA Standards Reinforced by Event**

- 7ca a i b]W]hcb. h]W]bc`c[ ]W]z]Z]c] b]X]h]cbg'
- -bZcfa U]cb'H]W]bc`c[ ]m]a d]U]m]cb'g'V]h]z] ]bZcfa U]cb'f]Y]f]Y] U]z  
 d]f]j U]m]b]X]Y]h] ]g]z]X]U]U]g]Y'a Ub] Ya Yb]h]g]h]a z]W]a di hf'  
 U]W] ]h]W]i f]Y]z]c]d]Y]U]b] ]g]h]a g]z]Y]j ]f]c]b]a Yb]h]U]b]X]i ]h] ]h]Y]g]z] ]b]d]i h]  
 h]W]bc`c[ ]n]z]U]d] ]W]h]cb'g'Z]k U]Y

**Career Cluster:** -bZcfa U]cb'H]W]bc`c[ ]m



## COMPUTER PROBLEM SOLVING

< Uj|b| UVfdXVg|cZ\_ bck WYUbxVá d|bVWg  
 |b WY\UXkUFYUbxcd|U|b| g|g|á HWbc|d|Yg  
 |bVX|b| |b|U U|cbzW|U|i fU|cbzXU|bcg|Vg  
 dY|bU|j Ya U|b|U|bVZU|bXV|gV|k|c\_ |b| |g'  
 U|ja d|f|U|b|Yá Y|b|Zf |cX|f|g|Vá d |Hf |g|j|n  
 |bXj |XU"

### Eligibility

9UW|g|U|Y|a U|n|b|Hf |h|f|Y|f| E|d|U|H|V|U|b|g|  
 k\c|U|Y|a Ya V|f|g|Z|c|a U|W|j Y\c|W|W|U|H|f|g|z  
 c|b|f|Y|W|f|X|j|b|h|Y|b|U|c|b|U|W|b|Hf |U|g|\U|j|b| |d|U|X  
 X| Y|g|V|n|A U|f|W|%|c|Z|h|Y|W|f|Y|b|g|W|c|c`m|U|f"

### Overview

5|c|b|Y|f|E|\c|i|f|c|V|Y|W|j| Y|h|g|h|k|]`V|Y  
 U|X|a |b|g|h|Y|X|V|g|X|c|b|h|Y|W|a d|Y|h|b|V|Y|g|  
 |g|X|B|c|b|f|U|d|\|b| |W|W|U|c|f|g|k|]`V|Y  
 d|f|c|j|X|X|X"

### Objective Test Competencies

- d|Y|f|g|c|b|U|W|a d|i|h|f|W|a d|c|b|Y|b|g
- c|d|Y|U|b| |g|g|á g
- U|d|h|c|d|U|b|X|d|c|f|U|Y|X|j| |W|g'
- networks
- g|W|f|]m
- g|Z|h|m|L|b|X|Y|j| |f|c|b|a| Y|b|U| |g|g| Y|g
- d|f|]b|h|f|g|U|b|X|g|W|b|b|Y|f|g

### NBEA Standards Reinforced by Event

- =bZcfa U|j|c|b|H|W|b|c|c|]m|W|a d|i|h|f|U|f|W|]H|W|f|Y|c|d|Y|U|b| |g|g|á g|Z|Y|j| |f|c|b|a| Y|b|g|U|b|X|i|H|]H|Y|g|U|d|]W|j|c|b|g|c|Z|k|U|Y

Career Cluster: =bZcfa U|j|c|b|H|W|b|c|c|]m



## CYBER SECURITY

K |h| h|Y|]b|W|g|X|i| g|c|Z|h|Y|b|h|b|Y|Z|f| V|c|k|g|b|z  
 f|g|U|f|W|b|z|]b|Z|f|a U|j|c|b| |U|h|Y|]b|z|U|b|X|Y|V|á a Y|V|Z  
 |b|Z|f|a U|j|c|b|U|b|X|W|Y|f| g|X|V|]m|à|U|g|V|V|á Y|U  
 |f|c|k|]b| W|W|V|b|Z|f| V|g|b|Y|g|g|h|f|a |à| h|a| f| |c|U|  
 Y|b|c|a|n|i|H|g|Y|Y|h|f|Y|]b|n|Y|g: 6@5`a Ya V|f|g|k|c|  
 understand security needs for technology.

### Eligibility

9UW|g|U|Y|a U|n|b|Hf |h|f|Y|f| E|d|U|H|V|U|b|g|  
 k\c|U|Y|a Ya V|f|g|Z|c|a U|W|j Y\c|W|W|U|H|f|g|z  
 c|b|f|Y|W|f|X|j|b|h|Y|b|U|c|b|U|W|b|Hf |U|g|\U|j|b| |d|U|X  
 X| Y|g|V|n|A U|f|W|%|c|Z|h|Y|W|f|Y|b|g|W|c|c`m|U|f"

### Overview

5|c|b|Y|f|E|\c|i|f|c|V|Y|W|j| Y|h|g|h|k|]`V|Y  
 U|X|a |b|g|h|Y|X|V|g|X|c|b|h|Y|W|a d|Y|h|b|V|Y|g|  
 |g|X|B|c|b|f|U|d|\|b| |W|W|U|c|f|g|k|]`V|Y  
 d|f|c|j|X|X|X"

### Objective Test Competencies

- W|a d|i|h|f|U|h|W|g
- b|Y|k|c|f\_|g|W|f|]m
- Y|a U|g|W|f|]m
- U|Y|k|U|g
- ]b|f|i|g|c|b|X|h|W|]c|b|
- d|i|V|]W|Y|n
- U|h|Y|h|]W|h|c|b|
- X|g|g|h|f|f|Y|W|j|Y|f|n|i
- d\ng|W|g|W|f|]m
- Z|c|f|Y|b|g|W|g|W|f|]m
- W|d|h|c|f|U|d|\m

### NBEA Standards Reinforced by Event

- =bZcfa U|j|c|b|H|W|b|c|c|]m|U|d|]W|j|c|b|g|c|Z|k|U|Y|Z|]b|d|i|h|W|b|c|c|]Y|g|z  
 |b|Z|f|a U|j|c|b|H|W|b|c|c|]m|L|b|X|a U|c|f|V|i|g|b|Y|g|Z|b|W|]c|b|g|Z|b|Y|k|c|f|\_`  
 U|d|]W|j|c|b|g|Z|f|j| U|W|U|b|X|Y|h|]Y|g

Career Cluster: =bZcfa U|j|c|b|H|W|b|c|c|]m



## DATABASE DESIGN & APPLICATIONS

8 U W g f U f Y b W g f U f n i c d f U b h Y X U U b X  
 j b z f a U h c b j b V g b y g H N g y Y b h f Y b h y g : 6 @ 5  
 a Y V f g k \ c X a d g f U Y h U h h Y a U j Y U a f f X  
 Y h i h Y Y g . j g z f i b X f g U b X j U U U g i g j Y U b X  
 X y Y c a Y h j b V g b y g

### Eligibility

9 U W g U Y a U m b h f k c f R L d U f j W U b g k \ c  
 U Y a Y a V f g Z c a U W j Y c W W U d h f g z c b  
 f W f X j b h Y b U h c b U W b h f U g U j j b d U X  
 X i Y g V n A U W % c Z h Y W f Y b h g W c c m U f

### Overview

H N g y Y b h W b g d g c Z h k c f R L d U f g  
 U c V W W j Y h g h U b X U d f c X W j c b h g h  
 D U f j W U b g U f Y f e i f Y X l c W a d Y h V c h  
 d U f g l c V Y Y j j V Y l c k j b U b U k U f X 5 c b Y f e  
 \ c i f c V W W j Y h g h k j V Y U a j b g h Y X V g Y X  
 c b h Y W a d Y h b W j g h X H Y g W f Y f W j Y X  
 c b h j g d e f h c b c Z h Y Y Y b h k j W b g h h Y %  
 d Y W b h c Z h Y U b U Y j Y b h g W f Y B c b f U d j b  
 W W U e f g k j V Y d f c j X X

C b Y f e \ c i f k j V Y j j Y b Z c f h Y d f c X W j c b  
 h g h U h U g W c c g h Y X g j b U X V n h Y g U Y  
 W U f # g U Y U j g f 7 U W U e f g U f Y b c h  
 U c k Y c b h Y d f c X W j c b d e f h c b c Z h Y h g h  
 H y g g a i g h V Y g b h V n h Y g U Y W U f # g U Y  
 U j g f U b X f W j Y X V n h Y b U h c b U W b h f Z c f  
 i X j b V n h Y h f X f j X U h b A U h

### Guidelines

- H Y d f c X W j c b d e f h c b c Z h j g y Y b h g U a j b g h Y X d f c f l c  
 h Y B @ 7 H Y U X a j b g h U h c b c Z h Y d f c X W j c b h g h k j V Y  
 X h f a j b Y X V n m i f g U Y W U f # g U Y U j g f
- 8 c W a Y b h g d f c X W X Z c f h j g y Y b h a i g h V Y d f d U f X V n h Y  
 d U f j W U b h k j h c i h Y d Z c a h Y U j g f c f U b n h h Y d Y f g b
- B c f Y Z f Y b W a U h f j U g U f Y U c k Y X
- 7 U W U e f g U f Y b c h U c k Y c b h Y d f c X W j c b d e f h c b c Z h Y h g h
- = b W g y c Z U h j Y h Y d f c X W j c b h g h k j V Y i g X l c V Y U h Y h Y

### Objective Test Competencies

- X U X U b j h c b g
- e i Y m X y Y c d a Y b h
- f Y U h c b U X U W g y g
- Z c f a X y Y c d a Y b h
- report generation

### Production Competencies

- X U Y b h m h W b l e i Y g
- U g W e f U b n U h c b U g h i W i f Y c Z U X U W g y
- X y Y c d a i h d Y e i Y f Y g
- g h i d f Y U h c b U X U W g y g
- X h f Y U h c b g j d g
- X y Y c d f Y d e f g j b W X j b j g f h b j U b X f c i d j b j z j b g y h b j f U d j W g  
 W Y h j b \ Y X Y f g U b X Z c h f g z U b X W W U h j b X U

### NBEA Standards Reinforced by Event

- 7 c a d i H U h c b d f c V Y a ! g c j j b U d d j W h c b g
- = b Z c f a U h c b H W W b c c l m j b Z c f a U h c b H W W b c c l n i U b X a U c f  
 V i g b Y g Z b W c b g z U d d j W h c b g Z k U f Y z j b d i h i W W b c c j Y g  
 j b Z c f a U h c b f Y f j Y U z X U W g y a U b U Y a Y b h g h a g

Career Clusters: 6 i g b Y g g A U b U Y a Y b h U b X 5 X a j b g h U h c b /  
 = b Z c f a U h c b H W W b c c l m



8 U U g 5 d l W b D c f l a a b l i X Y b g W h i X

**Performance Guidelines**

**• Preliminary Performance**

- H Y l e d h b f s l b x j X U g c f U b Y e i U b i a V f Z c a Y U W f c i d l k V Y g W X i Y X Z c f U U b U d f y g b h j c b "
- : j Y f l E a b i h g k V Y U c k Y X l e g y h i d U b X f a c j Y Y e i j d a Y b h c f d f y g b h j c b j h a g "
- H Y d U h j M U b h i a i g h d f c j X Y U Y e i j d a Y b h z c f h Y d f y g b h j c b j b W X j b l U W d n e Z h Y d f c f l a "
- - b X j X i U a i g i d Y Z c f a U U g d W g c Z h Y d f y g b h j c b "
- H Y j b X j X i U k j V U j Y g y Y b f E a b i h g k X g M V Y h Y W g Y X g M V b l h Y d f c f l a "
- 5 h a Y Y d Y f k j g U b X U h g l f f E a b i h g U b X U j b U h g y Y b f E a b i h g K \ Y b h Y d f y g b h j c b j g U b j g X z h Y h a Y Y d Y f k j f Y W f X h Y h a Y i g X z b c h b l U X X i W e b c Z U j Y f l E d c b l g Z c f U b n i j a Y c j Y f g y Y b f E a b i h g "
- : c c k j b l Y U W d f y g b h j c b z i X Y g k j W b X i W U h f Y Y f l E a b i h Y e i Y g j c b l U b g k Y f d Y f c X "
- D Y j a j b U m d Y Z c f a U b W g U f Y b c h c d Y b l e W b Z f Y b W U h b X Y g "
- J j g U U X g U b X g l a d Y g f Y U h X l e h Y d f c W i a U n W i g X \ c k Y j Y z b c j h a g a U n W Y Z h k j h h Y i X Y g "

**• Final Performance**

- H Y U b U i X Y b g U f Y h Y g l a Y U g h Y d f Y a j b U m i X Y b g X g M V X U e j Y U b X h Y U b U d Y Z c f a U b W j g c d Y b l e W b Z f Y b W U h b X Y g k \ c U f Y b c h d Y Z c f a j b l d U h j M U b h j b h Y y Y b i

**Project Competencies**

- X y Y c d a Y b h c Z l e d j W g c j W U b X W U h j Y
- W X Y j g W a a Y b h X U i U d d c d f j U h d c j b g
- j b h Z W j g U c j W U f f U b j Y a Y b h i U b X W b h j b g U b Y W g U f m j b Z c f a U j c b
- program runs without error
- f Y U a Y U Y j g W a d Y h
- j j g U U X g / g l a d Y g f Y U h X l e h Y d f c W i a U n W i g X \ c k Y j Y z b c j h a g a U n W Y Z h k j h h Y i X Y g "

**Performance Competencies**

- W j W h j b j b l U b X d f c V Y a g c j b l
- c f U d f y g b h j c b g j g
- Y d U b j c b c Z h Y d f c f l a
- i b X f g U b X j b l c Z d f c f l a U b i U Y

**NBEA Standards Reinforced by Event**

- - b Z c f a U j c b H W b c c m W a d i h f U W j h W i f y c d Y f U j b g h a g z Y j j c b a Y b g Z U b X i h j h Y g g h a g U b U n g U b X X Y g l b W a a i b j W j c b g U b X b Y k c f \_ j b j b Z U g f i W i f Y g b Y k c f \_ U d j W j c b g
- A U b j Y a Y b h h W b c c n i U b X j b Z c f a U j c b a U b j Y a Y b h

**Career Clusters.** i g l b Y g z A U b j Y a Y b h U b X 5 X a j b g f U j c b / - b Z c f a U j c b H W b c c m

REFERENCE: Desktop Application Programming—Production RATING SHEETS-15.  
REFERENCE: Desktop Application Programming—Performance RATING SHEETS-16.



## DESKTOP PUBLISHING

?bkc YkYcZxg lkd d Vlg/b/ lgj/HU/ba Ubn  
 LgMgCZcXhij lg U V gbYgd V/WHdg HNg  
 yYhdj jXgfyW/b/hcb/te: 6@5 'a Ya Vfgk/c'  
 Wb'a qhZZWj YmXa dgtUYg.] 'g/b'h YfYgCZ  
 Xg lkd d Vlg/b/ZWUj jhziUxXWgcb'a U./b/''

### Eligibility

9UWgUY'a Uhg Va jhkc fRlHMa g  
 Wa dgyXcZlk c fRl/bXj jX UgZca UWj Y  
 'cW' WUdhfgzcb fYwfx]b'h YbUjcbU'Wbhf  
 Lg\j ]b/ dUXX YgVmA UFW%cZHYWffYbhi  
 gWcc' mU''B c'a cfYhUbcbYfWLa Ya Vf'  
 a Uh\j YdUfhVdUHxUhd]cf B @7'cf\Uj Y  
 Wa dYHXUh h YbUjcbU''Yj Y''

### Overview

H\lgYj YbhWbgggcZlk c fRldUfg'  
 U'cVYWj YhghUxUdfcXl Wjcb'hg'  
 DUfhVdUbgUfyfYei jYXlc Wa d'YhVch '  
 dUfglc VYj] jVYlc k ]b Ub Uk fX'5' cbYfW  
 \ci f'cVYWj Yhghk ]''VYUa ]b]ghfYXVgYX  
 cb'h YWa dYhVWj'lgYX'H YgWfYfWj YX  
 cb'h ]gdcfhcb'cZHYj Ybhk ]''Wbg]h h%'  
 dYfWbhcZ'h YUbu'Yj YbhgWfY''ZcbYHMa '  
 a Ya Vf' ]gbchdfYghUih YB @7zh Ych Yf'  
 HMa 'a Ya Vf'a UhYU'ck YXlc HJ Yh Y  
 cVYWj Yhgh'ck Yj YfzVch HMa 'a Ya Vfg'  
 a i ghVYfy ]ghYXZcf h YB @7 Ux\Uj Y  
 HJ Yb h YdfcXl Wjcb'hg' H YcVYWj Yhghlg  
 Uw' UcfUj Yhgh' B cb] fUd\ ]b] WwUcfcg  
 k]''Ydfcj jXX'

### Guidelines

- H YdfcXl Wjcb'dcf]cb'cZHYj Ybhi  
 ]gUa ]b]ghfYXdf]cf'lc h YB @7''H Y  
 Ua ]b]ghfUjcb'cZHYdfcXl Wjcb'hghk ]''  
 VYXhfa ]bYXVhmi f'gUH'WUf#gUY  
 Uj ]g'

- H YHMa 'cZlk c' dUfhVdUbgZcf h ]gWa dYfhj Yj Ybhia Uh i gY  
 lk c' Wa di Hfg''H YdUfhVdUbg'a UhUg: WccgYlc i gYUgWbbf'  
 Uxh Y=bhfbYhlc Xck b'cUXZYk Ufyd]Wf fYg''
- 8 cWa Yb]gdfcXl WxZcf h ]gYj Ybhia i ghVYdfYdUfXVnh Y  
 dUfhVdUbgk ]haci h' Yd Zca 'h YUj ]gYcf' Ubnch Yf' dYfgb''
- B c' fYzYbW'a Uh]UgUfYU'ck YX'
- H YUbg' YXdfcXl Wa UhYg Va ]hX]b' VUW'Uxk \ ]h'cf' ]b'  
 W'cf'cb'd'U'b'dUfY''
- -b WgYcZUHjZh YdfcXl Wjcb'hghk ]''Vyi gXlc VYU\_ h YHj'

### Objective Test Competencies

- Vg]WkYg lkd hfa ]bc'c[ niUxWbWdWg
- Xg lkd Udd ]Wjcb'\_bck YX' Y
- Xg lkd 'Umi hfi 'YgUxgUxXfXg
- a Ygg ] YdfYghUjcbzUWfUWzUxUdfccZYU]b]

### Production Competencies

- XcWa Yb]gUXYgg'lc d]WbXUfYUddfcdf]UfZcf h YU XjYbW
- fYei jYX]bZca Ujcb ]gZZWj YmWa a i b]WYX
- ]fUd\ ]g]h hifYUa YbzUxgUjU'ZZWg'g'ck WUj ]mUx  
 W\ Yg ] YbYgg'cZxg] b
- Uddfcdf]Uf'g'Ym]cb'cZcblgUxHndYghYg
- c] YU''Umi hUxXg] b ]gWUj YUxUddYU]b]
- UbU'dfcXl W]bX]WngUWUf'hci [ \hidfcWgUxU] ]bhbXXz  
 d'UbyX]fWjcb k ]h Zca i 'Ujcb UxY Ym]cb'cZUfa ]XU

### NBEA Standards Reinforced by Event

- 7ca a i b]Wjcb. Zci bXUjcbgzhWbc'c] ]W
- -bZca Ujcb HWWbc'c] m]bZca Ujcb HWWbc'c] niUx'a Ucf'  
 Vi glbYggZ bWjcbg'Udd ]Wjcb'g'Zk Ufz]bdi hihWbc'c] ]gZ  
 ]bZca Ujcb fYf]Y U

Career Clusters. 'Gi glbYggZ A UbU Ya YbhUx5Xa ]b]ghUjcb/  
 -bZca Ujcb HWWbc'c] mA Uf\_Y]b] zGUYgUxGf] ]W



# DIGITAL VIDEO PRODUCTION

8 |||HUj |Xc`UgVWaa YUdfca |bYhUbXZZVY Y  
kUrcZWj Yjb| bK |XUgUbXdfcX Vg`H|g  
yYhdCj |XgfyW/b|HcbZf: 6@5 `a Ya Vfgk`c`  
Xá dghUyh YU| |hnic`VWUUb`ZZVY Yj |Xc`lc`  
dYghUb |XUlc`UgVWaa YVW

## Eligibility

9UW`gUya`Uhg Va |hik c`fREYbf|Yg`VWUHX  
Vn|b`|bXj |X| U`cf`Vn|UHu`a`cZik c`fREcf`  
h`fYf|Ea Ya VfgZca` UWj`Y`cW`WUdhfgz`  
cb`fYwFX|b`h`YbU|cbU`Wbhf`Ug`Uj`|b|`dUX  
X| Yg`Vn|A`fW`%cZ`h`Y`Wf`fY`bhg`Wcc`mUf`  
B`c`a`cf`Y`h`U`b`cb`Y`f`h`h`a` `a` Ya`Vf`a`U`h`  
`Uj`Y`W`a`d`Y`h`X`|b`h`|g`Y`Y`h`U`h`U`df`|`cf`B`@7`cf`  
`Uj`Y`W`a`d`Y`h`X`a`cf`Y`h`U`b`|k`c`f`RE`m`U`f`g`U`h`h`Y`  
b`U`|`cb`U`"Y`Y"

## Overview

H`|g`Y`Y`b`h`W`b`g`g`c`Z`h`c`f`RE`d`U`f`g`U`  
d`f`Y`X`|`Y`X`d`f`c`W`m`U`b`X`U`d`f`Z`c`a`U`b`W`  
W`a`d`c`b`Y`h`|`d`U`f`|`W`d`U`b`g`U`f`Y`f`e`i`|`f`X`|c`  
W`a`d`Y`h`V`c`h`d`U`f`|`g`|c`V`Y`Y`|`|`V`Y`|c`k`|b`  
U`b`U`k`U`f`X`5`d`f`Y`X`|`Y`X`d`f`c`W`m`U`b`X`  
X`Y`Y`c`d`Y`X`V`g`X`c`b`h`Y`b`U`|`cb`U`|`c`d`|`W`|`g`h`X`  
5`"d`U`f`|`W`d`U`b`g`k`|`W`a`d`Y`h`|b`U`d`f`Y`|a`|b`f`m`  
d`f`Z`c`a`U`b`W`

## 2009 National Topic

H`Y`|`c`d`|`W`c`Y`X`Y`Y`c`d`Y`X`|b`h`|g`d`f`g`b`h`U`|`c`b`  
U`b`X`g`V`a`|h`X`Z`c`f`W`a`d`Y`h`|`c`b`U`h`h`Y`&S`S`  
B`@7`k`|`"V`Y`

7fYU`U`d`f`c`a`d`|`c`b`U`X`|`|`H`U`j`|`X`c`"U`|`|`|`h`|`|`U`  
H`U`W`|`|`W`Y`f`|`b`V`|`g`b`Y`g`Y`W`|`|`c`b`"G`c`a`Y`e`Z`r`i`f`  
c`|`b`g`a`|`|`h`|`b`W`X`Y`f`|`L`|`g`h`a`c`b`|`U`g`Z`c`a`g`i`X`b`g`  
U`b`X`H`U`W`f`g`f`R`E`L`U`h`f`Y`c`Z`k`c`\_`z`f`L`k`c`\_`|`b`|`  
W`a`X`|`h`c`g`f`L`Y`a`d`a`a`Y`h`c`d`d`f`i`b`|`|`g`z`f`L`h`U`|`b`|`  
U`b`X`h`Y`f`e`i`U`|`U`W`|`d`g`z`f`L`U`X`U`b`W`a`Y`b`z`f`L`  
d`f`Z`g`g`c`b`U`c`d`d`f`i`b`|`|`Y`g`z`f`V`a`a`i`b`|`h`|`g`|`|`W`|`L`  
d`f`Z`g`g`c`b`U`b`Y`k`c`\_`|`b`|`k`|`h`d`Y`f`H`U`W`f`g`U`b`X`f`L`  
d`Y`f`c`|`b`g`h`U`a`U`h`|`h`W`|`A`Y`U`X`Y`b`W`c`|`W`a`Y`U`  
V`|`g`b`Y`g`H`U`W`f`"H`Y`a`U`b`U`X`Y`b`W`c`|`g`|`X`c`k`|`"  
V`Y`|`|`g`W`c`"i`b`|`c`g`U`b`X`g`b`|`d`g`g`V`g`f`Y`c`|`b`W`X`Y`  
U`b`|`i`U`Y`U`b`X`H`U`W`c`|`|`g`h`U`h`k`|`"U`d`h`U`|`c`h`Y`a`"

=XU`n`a`h`|`g`|`c`d`|`W`k`|`"U`g`c`V`Y`i`g`X`Z`c`f`  
W`a`d`Y`h`|`c`b`U`h`h`Y`g`U`Y`"Y`Y`"7`U`d`h`f`g`g`c`i`X`  
W`W`Y`k`|`h`h`Y`f`g`U`Y`W`U`f`#`g`U`Y`U`j`|`g`f`|c`  
W`b`U`f`a`h`Y`|`c`d`|`W`c`V`Y`i`g`X`Z`c`f`h`Y`f`g`U`Y`  
W`a`d`Y`h`|`c`b`"H`Y`d`f`g`b`h`U`|`c`b`a`U`h`|`b`W`X`Z`  
V`i`h`|`g`b`c`h`|`a`|`h`X`|c`Z`Y`a`Y`b`g`g`W`U`g`  
[`f`U`|`|`W`g`d`|`W`f`Y`g`z`a`i`g`W`j`c`|`W`c`j`Y`z`g`i`b`X`  
U`b`X`h`h`|`

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6@5!D6@  
|c`W`a`d`n`k`|`h`g`U`Y`U`b`X`Z`X`f`U`W`d`n`f`|`|`h`U`k`g`M`e`i`  
`a`U`h`i`g`Y`h`Y`  
Z`c`ck`|b`|`K`Y`W`g`h`g`U`g`U`f`Y`Z`f`Y`b`W`

- 7c`d`n`f`|`|`h`U`b`X`:  
U`f`I`g`Y`;  
i`|`X`Y`|`b`Y`g`Z`c`f`H`Y`U`W`f`g`U`h`|`h`d`##k`k`k`"  
a`Y`X`|`Z`g`j`U`"c`f`|`#`W`d`n`f`|`|`h`W`U`f`h`|`h`a`  
• I`"G`"7c`d`n`f`|`|`h`C`Z`U`W`U`h`|`h`d`##k`k`k`"W`d`n`f`|`|`h`|`c`j`#`c`f`|`h`d`##  
k`k`k`"W`d`n`f`|`|`h`|`c`j`#`|`h`Y`%`#`W`|`W`&`d`X`Z`

## Project Guidelines

### C Prejudged Project

- D`f`Y`g`b`h`U`|`c`b`g`a`i`g`i`U`X`f`Y`g`g`h`Y`|`j`Y`b`|`c`d`|`W`G`i`X`b`h`i`a`Y`a`V`f`g`z`b`c`h`  
U`j`|`g`f`g`z`a`i`g`i`d`f`Y`d`U`f`d`f`Y`d`f`Y`g`b`h`U`|`c`b`g`  
• D`f`Y`g`b`h`U`|`c`b`g`g`c`i`X`V`Y`U`h`Y`g`h`i`k`c`f`R`E`L`U`b`X`|`c`b`a`c`f`Y`h`U`b`Z`c`i`f`f`L`  
a`|`b`i`h`g`|`b`"Y`b`|`h`"  
• 9b`|`f`|`Y`g`a`U`h`Y`W`U`h`X`|`b`U`b`n`j`|`X`c`"X`|`h`|`b`|`d`f`c`|`f`L`a`Z`V`i`h`a`i`g`i`  
d`U`h`c`b`U`K`|`b`X`c`k`g`V`g`X`W`a`d`i`h`f`"H`Y`d`f`c`|`f`L`a`a`i`g`i`|`b`W`X`Y`U`  
d`U`h`f`c`f`j`k`Y`f`|c`f`i`b`h`Y`d`f`c`X`|`W`|c`b`"  
• H`Y`d`f`c`X`|`W`|c`b`a`U`h`i`g`Y`U`b`n`a`Y`h`c`X`|c`W`d`h`i`f`Y`c`f`W`U`Y`a`c`j`|`b`|`  
|`a`U`j`Y`g`  
• 9b`|`f`|`Y`g`a`i`g`i`Y`U`W`a`d`U`|`Y`X`V`n`|`U`f`Y`U`a`Y`U`Y`f`l`S`S`k`c`f`X`g`c`f`"Y`g`g`|`  
b`c`h`|`b`|`g`c`Z`k`U`f`Y`i`g`X`z`g`i`f`V`g`c`Z`|`b`z`c`a`U`|`c`b`z`f`Z`f`Y`b`W`g`z`U`b`X`  
|`b`g`f`i`W`|c`b`g`Z`c`f`i`b`b`|`|`h`Y`d`f`Y`g`b`h`U`|`c`b`"  
• G`V`a`|`h`i`k`c`f`R`E`L`78`g`c`f`8`J`8`g`|c`V`Y`f`W`|`Y`X`U`h`h`Y`b`U`|`c`b`U`W`b`h`f`  
Z`c`f`i`X`|`|`b`|`V`n`h`Y`g`W`b`X`:  
f`|`X`h`|`b`A`U`h`U`c`b`|`k`|`h`U`G`U`h`a`Y`b`h`i`c`Z`  
5`g`g`f`U`b`W`Z`c`a`"78`g`c`f`8`J`8`g`g`c`i`X`V`Y`W`U`f`m`i`U`Y`Y`X`k`|`h`h`Y`  
b`L`a`Y`c`Z`h`Y`Y`Y`b`z`g`U`h`Z`d`U`f`|`W`d`U`b`g`|`b`U`a`Y`f`g`z`U`b`X`g`W`c`"  
• A`Y`a`V`f`g`|`f`Y`Y`d`Y`W`|`X`|c`Z`c`ck`U`"U`d`d`|`W`|`W`Y`W`d`n`f`|`|`h`U`k`g`U`b`X`  
a`U`h`Y`X`|`g`e`i`U`|`U`Y`X`|`Z`|`h`a`g`U`f`Y`b`c`h`X`c`W`a`Y`b`h`X`  
• 8`c`W`a`Y`b`h`U`|`c`b`a`i`g`i`|`b`X`|`W`h`h`U`h`h`Y`a`i`g`W`|`g`f`c`n`b`|`h`i`Z`Y`Y`

## Performance Guidelines

### C Preliminary Performance

- 5`a`U`|`a`i`a`c`Z`U`Z`Y`b`f`|`L`U`b`U`|`g`g`|`c`f`U`b`Y`e`i`U`b`i`a`V`f`Z`c`a`  
Y`U`W`|`f`c`i`d`|`k`|`"U`j`U`b`W`|c`h`Y`U`b`U`f`c`i`b`X`  
• H`Y`Y`|`X`c`d`f`c`X`|`W`|c`b`k`|`"V`Y`d`f`Y`X`|`Y`X`U`W`f`X`|`b`|`|c`h`Y`f`U`|`b`|`  
g`Y`h`  
• D`f`Y`g`b`h`U`|`c`b`c`Z`h`Y`b`f`i`m`a`i`g`i`Y`V`W`b`X`|`W`|`X`V`n`d`U`f`|`W`d`U`b`g`  
k`|c`U`h`c`f`Y`X`h`Y`Y`Y`b`h`"b`h`Y`W`g`Y`c`Z`U`h`U`a`"Y`Y`b`z`U`h`Y`g`h`i`  
c`b`Y`U`h`c`f`a`i`g`i`|`j`Y`h`Y`d`f`Y`g`b`h`U`|`c`b`U`h`h`Y`B`@7`^`c`k`Y`Y`z`U`  
h`U`a``a`Y`a`V`f`g`k`c`k`|`g`|c`V`Y`f`W`|`b`h`Y`X`U`g`b`U`|`c`b`U`k`|`b`b`Y`f`g`  
a`i`g`i`f`Y`|`g`h`f`Z`c`f`h`Y`B`@7`"B`c`f`Y`d`U`W`a`Y`b`c`i`f`g`V`g`h`h`g`k`|`"V`Y`  
U`c`k`X`  
• H`Y`d`f`Y`g`b`h`U`|`c`b`|`g`U`b`Y`i`d`U`b`U`|`c`b`c`Z`h`Y`X`|`|`H`U`j`|`|`X`c`d`f`c`X`|`W`|c`b`"  
H`Y`X`|`|`H`U`j`|`|`X`c`c`f`d`c`f`|`c`b`g`c`Z`h`Y`j`|`|`X`c`a`U`h`Y`g`c`k`b`|c`  
h`Y`i`X`|`Y`g`H`Y`d`f`Y`g`b`h`U`|`c`b`g`c`i`X`|`b`W`X`Z`V`i`h`b`c`h`V`Y`|`a`|`h`X`  
|c`g`i`f`W`g`i`g`X`|c`f`Y`g`U`f`W`h`Y`|c`d`|`W`X`Y`Y`c`d`a`Y`b`h`U`b`X`X`g`|`b`  
d`f`c`W`g`g`i`g`Y`c`Z`X`Z`Z`f`Y`b`h`j`|`X`c`h`W`b`|e`i`Y`g`U`|`g`h`c`Z`Y`e`i`|`d`a`Y`b`h`U`b`X`  
g`c`Z`k`U`f`Y`i`g`X`U`b`X`W`d`n`f`|`|`h`|`g`g`Y`g`k`|`h`d`|`W`i`f`Y`g`z`a`i`g`W`|c`f`c`h`Y`f`  
|`h`a`g`  
• D`U`f`|`W`d`U`b`g`U`f`Y`f`Y`g`|c`b`g`V`Y`Z`c`f`V`|`b`|`|`U`W`d`n`c`Z`h`Y`78`#8`J`8`  
g`V`a`|`h`X`|c`i`g`Y`|`b`h`Y`d`f`Y`g`b`h`U`|`c`b`"  
• J`|`g`|`U`U`X`g`f`Y`U`h`X`|c`h`Y`d`f`c`W`|`a`U`h`Y`i`g`X`^`c`k`Y`Y`z`b`c`|`h`a`g`  
a`U`h`Y`Y`Z`i`k`|`h`h`Y`i`X`|`Y`g`

guidelines continue

8 // [H U J] [Xc Dfc X Wcb] [i XY] bYg Wshbi X

- : j Ya ]bi h'g'f Lk] "WU'ck YXlc' g'hi d'UbXfYa cj Y'ei Jda YbhUbX# cf d'fYgbhUjcb ]h'a g'H YWUdhf' a i gidfcj ]XYU' 'ei Jda YbhZcf'h Y d'fYgbhUjcb"
- HYa gk] "U' Y Y'g' Yb fLa ]bi h'g'lc' X'g'W'Y'h Ydfc' YW'
- 5 ]ha Y\_Y'dYf'k] "g'UbXUhg] 'fLa ]bi h'g' UbXU'Ub'Uhg' Yb fLa ]bi h'g' K \ Yb'h Y d'fYgbhUjcb ]g'Ub]g' Yzh' Yha Y\_Y'dYf' k] "fYWfX'h Yha Yi g'X'z'bc]b] 'U XYX' W'cb'c'Z'U' Yf' Ldc ]bg'Zcf' Ubn]ha Y cj Y'g' Yb fLa ]bi h'g' "
- : c'ck ]b] 'YUW d'fYgbhUjcbz'1 X' Y'g'k] "WbX' W'U'h'f'Y'f'La ]bi h'ei Y'g]cb! U'gk' Y'f' d'Y]cX"
- DfY]a ]b]f'm]d'Y'Z'fa UbW'g'f'Y'bc]cd'Yb' lc' W'bZ'f'Y'b'W'U'h'b'X'Y'g' "

**C Final Performance**

- H Y'U'U' [i XY] bYg'U'f'Y'h Y'g'a Y'U'g' h Y'df]a ]b]f'm] [i XY] bYg' X'g'W'Y'X' U'ej Y'UbX'h Y'U'U' d'Y'Z'fa UbW' ]g'cd'Yb' lc' W'bZ'f'Y'b'W'U'h'b'X'Y'g'k' \c' U'f'Y'bc] d'Y'Z'fa ]b] d'U'h]M]U]b]g'c'Z'h ]g'Y' Yb'h

**Project Competencies**

- Xc'Wa Ybh'U'X'f'Y'g'g'f'cd]W'bX' ]g' "U'ddf'cd]U'Y'Z'f'h'Y'U' X'Y'b'W'
- [f'U' \ ]g'z'h h'f'Y'U'a Yb'z'Ub'X'g' ]W'U' Y'Z'Y'g' "g'ck' W'U'h] ]h'm'Ub'X'W' \ ]g] Yb'Y'g'c'Z'X'g] ]b

- U'ddf'cd]U'Y'g'Y'W' ]cb'c'Z'Z'bc]g'Ub'X'h'm]Y'g'n]Y'g'
- c] Y'U' "U'ni h'Ub'X'X'g] ]b' ]g'W'U'h] Y'Ub'X'U'dd'Y'U] ]b]
- Ub'U' d'fc'X' ]W' ]b'X' ]W'h'g'U'W'U'f'h'ci [ \h'dfc'W'g'Ub'X'Ub' ]b'h'b'X'X'z'd'Ub'b'X' "X'f'W' ]cb'k' ]h' Z'fa i 'U'h'cb'Ub'X'Y' ]W' ]cb'c'Z'U'U'fa ]XYU'
- f'ei ]f'X' ]b'Z'fa U'h'cb' ]g'Y'Z'Y'W' ] Y'm'W'a a i b]W'X'X'
- W'dn] ] \h'U'k'g'Z' "ck' YX'

**Performance Competencies**

- Y' d'Ub'U'h'cb'c'Z'h Y'dfc] f'U'a ]g'c] ]W'Ub'X'g'g' ]ha U'h]W'
- X'g] ]b' d'fc'W'g' Y'Z'Y'W' ] Y'm'W'a a i b]W'X'X'
- h'g'z'h'W'b]ei Y'g'z'Ub'X'lc'c'g'i g'X'U'Y'd'f'Y'g'b'h'X'
- j c] ]W'ei U] ]m'Ub'X'X'W' ]cb' U'Y'U'ddf'cd]U'Y'Z'f'h' Y'g'f] ]b]
- g'z'W'b'U'X'b'W'U'dd'U'f'Y'b'h'h'f'ci [ \ '\_b'ck' 'Y'X' Y'c'Z'W'b'h'h'b'h'Ub'X'U'h]W'U'h'cb' of ideas
- Y'Z'Y'W' ] Y'm'U'g'k' Y'f'ei Y'g]cbg'

**NBEA Standards Reinforced by Event**

- 7ca a i b]W'h'cb. h'W'bc'c] ]W'z'cf] ]b]n]U'h'cb'U'
- =b'Z'fa U'h'cb' h'W'bc'c] ]m] ]b'Z'fa U'h'cb' h'W'bc'c] ]m] ]b'X'a U'cf' ]vi' g'b'Y'g'g' Z' b'W' ]cb'g'z'U'dd' ]W'h'cb'g'z'k' U'Y'z' ]b'di h'W'bc'c] ]g'z' ]b'Z'fa U'h'cb' f'Y'f] ]Y' U'

Career Cluster: =b'Z'fa U'h'cb' h'W'bc'c] ]m]

REFERENCE: Digital Video Production—Production RATING SHEETS-17.  
REFERENCE: Digital Video Production—Performance RATING SHEETS-18.



## E-BUSINESS

CbYVWfWYá Yh|bUVgbYgñg Wg|b|cXñg  
[cU'aUf\_Yh|ghYUM|lntc'g' d'cXVgUbxg|f|Wg  
lc'hYVg'a Y'j|UHáY-bhfV'i'H|gY'YhfYd|bn'g  
: 6@5 'a Yá Vfgk\c\UjYXYcdXdcU'WVw|b'hY  
WU|cbUbxXg|b'cZK V'Vá a YVg|hg'

### Eligibility

9UW'gUf'a Uhg Va |h|k c' fR'Eb|f|Yg'WUHX  
Vn|b|bXj |X| U'cf'Vn|U|Há 'cZ|k c' fR'cf'  
h'fYf|Ea Yá VfgZ'ca U'Wj Y'cW'WUd|hf'g'  
cb'fYw'fX|b'h Yb|U|cbU'Wb|hf'Ug'\U| |b| 'dUX  
X| Yg'Vn|A fW%'cZ|h YWf|Yb|hg|W'cc'`m|Uf"  
B'c'a cfY'hU'cbYf|H|Há 'a Yá Vf'a Uñ  
\Uj Y'W'a dYhX|b'h|g'Y Yb|hU|Udf|cf|B @7'cf'  
\Uj Y'W'a dYhX'a cfY'hU'lk c' fR'Ln|Ufg|U|h|Y  
b|U|cbU'`Yj Y"

### Overview

H|g'Y Yb|Wb|g|g'cZ|k c' fR'ld|f|g U  
dfY| X| YXdfc'Wm|U'XUd|fZ'fa UbW  
Wá dcb|b|h'Duf|W|U|b|g|UfYf|e| |fYX|c'  
Wá d'Yh'Vch' d|f|g|c' VY|Y| |VY|c' k|b|U'  
Uk|fX'

5' dfY| X| YXdfc'Wm|g'c| X'VYXj YcdYX  
V|g'X'cb'h Yb|U|cbU'kd|W|g|X'

### 2009 National Topic

Duf|W|U|cb|b'h|g'Y Yb|h|k|`U'ck 'a Yá Vfg  
lc' Xá cbg|fUf' d'cU'Wb|W|b'Wb|Wd|h U|n|b|z  
X|g| |b|b|z|U'X'W|U|b| YZU'W|b|U'X  
a Uf\_Y|U'VY9|V| g|b|Yg|g|h'g' H'Y'hcd|W  
lc' VYU'X'fYg'X'Vn|h Yg|h'Y'Xj YcdYX'Z'f'  
Wá dYh|cb|U|h|Y&S' B @7' k|`VY

*Your FBLA chapter has asked you to design a K W'g|h'Z'f'U'ck'f'U'bd|U'h|g'Y'7'fYU'K W'g|h'k'Y'Y'W'g'a Y'g'W'b'd'f'Y'X'f'U'k'Y'g'U'bd|U'h|g' H'Y'g|h'g'a X'W'X'g|b'X'lc'|Y'V'U'f'Y'Y'Y'Z'f' H'Y'W'U'h'f'`b'W'X'X|b'h Y'g|h'g'a X'W'U'b|j|U|cb' V'f'lc'U'ck V'g'a Y'g|c'j|Y'k U'bx'g'Y'W'Z'f' d' f'W'g'Y' all items for sale. It must also offer a shopping W'z'd'f|W'U' U'bd|U'a Y'h|b'z'fa U|cb|` |b'W'X|b|` d'U'a Y'hcd|cb'g'X|j| Y'n'cd|cb'g'U'bx'g'W|h'g'f|j|W' information.*

**Copyright and Fair Use Information.** -h|g  
h'Y'c|W'rc'Z: 6@5|D6@lc' Wá d'nk |h' g|Uf'  
U'X'Z'X'f'U'W'dn| |h'U'k'g'M'ei 'a Uñ g'Y'h'Y  
Z'c'ck|b| K Y'g|h'g'U'g'U'f'Z'f'Y'W'

- 7cdn| |h|U'X: Uf'I g'y; i |X|b|Y'Z'f'  
H'U'W'Y'g'U'h|H'd.##k k k'a Y'X|Z'g'j|U'  
cf| #W'dn| |h'W'U'h|a`

- I "G"7cdn| |h|C Z'U'W'U'h|H'd.##k k k "W'dn| |h| |c|j #cf\H'd.##  
k k k "W'dn| |h| |c|j #h|Y%#W'W'g'd'Z

### Project Guidelines

- DfY| X| YXdfc'Wm|
- Gi X|b|h|a Yá Vfg'z'bc|U'j |g'f'g'a i g|d'f'Y'U'f'Y' d'c'W'g'
- 5 'G|U'h|a Yb|h'c'Z'5'g| f|U'W'Y'b|f'm'Z'c'f'a 'a i g|h'V'W'a d'Y'h'X|U'X  
g Va |h|h'X'Vn|h Y'g|U'f'W'U'f'cf'X|g| |b'Y'U'X'f'W'j Y'X'Vn|h Y'  
b|U|cbU'Wb|hf' Vn|h Y'g'W'b|X: f|X|U|b|A U'h|
- H'Y'K W'g|h'Y'a i g|h'V'U'U'V'Y'Z'f'j |k| |b| 'cb'h'Y-b|h'f'b|Y|h|h'Y  
h|a Y'c'Z'1 X| |b| "B'c'W'U'b| Y'g'W'b'V'Y'a U'X'Y'c' h'Y'K Y'g|h'Y'Z'f'  
h'Y'c'Z'U'W'Y'b|f'm'X'U'f'g'W'b|X: f|X|U|b|A U'h|`a X| |b| 'c'Z'h'Y'9!  
V| g|b|Y'g'g|h'k|`" H'U'Y'd'U'W'V'Z'f'Y'h'Y'B @7"
- 5 b'n'd|c|c|f'U'd|g'z|h|l|z|h'U'K'a U'g'z'cf'b|U'a Y'g|h'U'h'U'f'Y'i g'X'cb'h'Y  
g|h'Y'a i g|h'V'Y'g' d'c'f'h'X'Vn'd'f'c'd'f'X'c'W'a Y'b|U|cb|U'X'U'd'f'c'j U'g'  
|b|X|W'h'X'cb'h'Y'g|h'Y'A Yá Vfg'U'f'Y'i d'Y'W'X'lc' Z'c'ck U'  
U'dd|W'W'Y'W'dn| |h'U'k'g'U'X'a U'h'V'X|g'e|U|U'X'Z|j|h|a g'U'f'Y'i g'X'  
|b|U'd'f'c'd'f|U'Y'm|U'X'b'c'h'X'c'W'a Y'h'X'
- 9!V| g|b|Y'g'g|h'g'g'c| X'V'Y'X|g| b'X'lc' U'ck Z'f'j |k| |b| Vn|g'  
a U'm'X|Z'f'Y'h'd|U'Z'c'f'a g'U'g'd'c'g|V'Y'

### Performance Guidelines

#### • Preliminary Performance

- 5 'a U|j a i a 'c'Z'U'W'b'f|U'U'U'g|g' cf'U'b'Y'e|U'bi a V'f'Z'ca`  
Y'U'W'f'c|i d|`k|`U'j U'W'lc'h'Y'U'U'f'c|i b'X'
- H'Y'd'f'g'g'b|U|cb|g'U'b'Y|d'U'U|cb'c'Z'h'Y'9|V| g|b|Y'g'K W'g|h'z'  
U'X'h'Y'K W'g|h'Y'a U'h'Y'g'c'k'b'lc'h'Y'1 X| Y'g'k'\b'Y|d'U'U|b|`h'Y  
g|h'Y'h'Y'h|a g'cf|b|X| |X| U'g'k|`V'Y'U'Y'lc' U'W'g'h'Y'f'I F@'H'Y'  
Y|d'U'U|cb'g'c| X|b'W'X'z'V| h'c'h'V'Y'a |h'X'lc'. X'j Y'c'd'a Y'h|  
c'Z'h'Y'lc'd|W'X'j Y'c'd'a Y'h|U'X'X'g|b'd'f'c'W'g'i g'U'X'  
|a d'Y'a Y'h|U|cb'c'Z|b'bc'j U'j Y'h'W'b'c'c|m| g'U'X'X'j Y'c'd'a Y'h|  
c'Z'a Y'X|U'Y'a Y'b|g|U'X'W'dn| |h|g'g' Y'g'k|h' d|W'f'Y'g'a i g'W'U'X'  
c'h'Y'f|h|a g'
- D'f'g'g'b|U|cb'c'Z'h'Y'b|f'm'a i g|h'V'W'b|X| W'X'Vn'd'f'U'f'U'U'U'f'g|  
k\c'U'h'c'f'X'h'Y'Y'Y'Y'h|`b'h'Y'W'g'Y'c'Z'U'h|U'a Y'Y'z'U'h'Y'g|h|  
cb'Y'U'h'c'f'a i g|h|j Y'h'Y'd'f'g'g'b|U|cb|U'h|Y'B @7'^ck Y'f'z'U'  
h|U'a 'a Yá Vfgk\c'k|g'lc' V'Y'f'W'|b'n|X'U'g'b|U|cbU'k|b'Y'f'g'  
a i g'h'Y|g|h'f'Z'f'h'Y'B @7" B'c'f'Y'd'U'W'a Y'b|c'f'g' V'g|h|h'g'k|`V'Y'  
U'ck X'
- J |g| U'U'X'g'U'X'g|d'a d'Y'g'f'U'h'X'lc'h'Y'd'f'c'W'á U'h'V'i g'X'  
\c'k Y'f'z'bc|h|a g'a U'h'V'Y'Z'ik|h'h'Y'1 X| Y'g'
- 5 K |b'X'c'k'g'U'g'X'W'a d'i h'f'z'f'c'W'W'cb'X'j |W'Z'U'X'g'W'Y'b'k|`V'Y'  
d'f'c|X'X'Z'f'h'Y'd'f'g'g'b|U|cb'k|h'U'b'`b|h'f'b|Y'h'W'b|W'cb"i g'Y'c'Z'  
U: `U'g' X'j Y'g'U'ck X'cb'h'Y'Y'e|j|a Y'h|d'f'c'j |X'X'
- H'Y|b|X| |X| U'cf'U'U'a `U'g'U'Y'f|Ea |b|h'g'lc' d'f'g'g'h|
- 5 |h|a Y'Y'd'f'k|`g'U'X'U'Z'c'i f'f|Ea |b|h'g'U'X'U'U'b'U'h|U'Y'f|E  
a |b|h'g'K \b'h'Y'd'f'g'g'b|U|cb|g'U'g'g'Y'z'h'Y'h|a Y'Y'd'f'k|`  
f'Y'W'X'h'Y'h|a Y'i g'X'z'bc|h|b| U'X'X| W'cb'c'Z'U'Y'f|E'd'c|b|g'Z'f'U'm  
h|a Y'c'j Y'U'Y'f|Ea |b|h'g'
- : c'ck|b| Y'U'W'd'f'g'g'b|U|cb'z'1 X| Y'g'k|`W'b|X| W'U'h'f'Y'f|E  
a |b|h'Y'e|Y'g'j'cb|U'g'k'Y'f'd'f'c'X'
- D'f'Y'a |b|f'm'd'f'Z'c'f'a U'W'g'U'f'Y'b'c'h'd'Y'b'lc' W'b'Z'f'Y'W'U'h'b'X'Y'g'

*guidelines continue*

9!M gbYgg/i |XY|bYgWbhi X

**Final Performance**

- HNYÜU [i |XY|bYgUFYh Ygä YÜghY dfY|a |b|fni |i |XY|bYgXgM|VXUcj Y/ ÜbXhYÜU dYfZfa ÜbW|g'cdYb'lc' WbZfYbWUhbXygzk \c' UYbch dYfZfa |b| dUf|W|Üb|g'cZ|gY'Yb|

**Project Competencies**

- XcWa YbhUXYgg'g'cd|WbX|g' Üddfcdf|UH'Zcf'hYU X|YbW
- [fÜ\|Yg'h| hfYUa Yb|ÜbX'g|WU'YZZMg' g'ck WYUj |m|ÜbX'W'Yg| YbYgg'cZXYg|b
- Üddfcdf|UH'g'Ym|cb'cZ'cb|g'ÜbX'hdY' g'h'g'
- c'j YfU' Ümi hÜbX'X'g| b'g'WYUj YÜbX' ÜdYU|b|
- ÜbU'dfcXi W|bX|WNg'UWUf'hci [\hi' d'fcW'g'ÜbX'Üb|bh'X'Z'd'ÜbY'X'f'W'cb' k|h'Z'cfa i' U'cb'ÜbX'Y'W'cb'cZU'fa' idea
- Yei |fX|bZ'cfa U'cb|g'YZZMj Ym' Wa a i b|W'X
- Wdnf|[\h'U'g'Z'ck YX
- k Y'g'h'Z b'W'cbgk |h'ci h'Y'fcf

**Performance Competencies**

- dfYg'bh|U'cb'cZ'fc'W'W|g'X'Y' YcdX'c| |W'm|ÜbX'g'gh'a U|W'm
- X'g| b'dfcW'g'YZZMj Ym'Wa a i b|W'X
- |hg'z'h'W'b|ei Yg'ÜbX'lc'g'i g'X'U'Y'd'f'g'bh'X
- U| |h'nc' a U'YU'Vi g|bYgg'| YdfYg'bh|U'cb
- g'Y'Z'W'b'Ü'X'b'W'Ü'd'd'f'Y'b'h'h'f'ci [\ '\_bck' YX| YcZ'W'b'h'bh'ÜbX' Ü'f|h'W'U'cb'cZ|X|g'

**NBEA Standards Reinforced by Event**

- 7ca a i b|W'cb. h'W'bc'c| |W'
- 9Wbca |W|ÜbX'DY'f'g'cbU': |bÜbW'U'c'W'cb'cZ'f'g'ci f'W'g'za U'f'Y'g' ÜbX'df|W'g'za U'f'Y'g'f' |cc'X'g'ÜbX'g'f| |W'g'
- 9bfYdfYbY'f'g'|d' a U'f'Y|b|
- -bZ'cfa U'cb' h'W'bc'c| m|bdi h'W'bc'c| |Y'g'z'b'Y'k'cf' \_' Üdd' |W'cb'g'z'd'f'j U'W'ÜbX'Y'h' |W'g'
- A U'f'Y|b| . W'bg a Y'g'ÜbX'h'Y'f'V'Y'U'j |c'f'z'h'Ya U'f'Y|b| 'a |l

**Career Clusters.** 'Gi g|bYgg'Z A ÜbU'Yá YbhÜbX'5Xa |b|g'f|U'cb/: |bÜbW' -bZ'cfa U'cb' h'W'bc'c| m'A U'f'Y|b| z'GUY'g'ÜbX'G'fj |W'

REFERENCE: E-business—Production RATING SHEETS-19.  
REFERENCE: E-business—Performance RATING SHEETS-20.



**ECONOMICS**

H|g'Y'Y'h'd'f'j |X'g'f'Y'W'b| |h'cb'Z'f': 6@5 'a Yá V'f'g' k\c' W' |X'h'Z'z'i b'X'g'ÜbX'ÜbX'Ü'd'm'W'bc'a |W' principles to contemporary social, political, and Y'c'| |W' d'c'V'Y'g'

**Eligibility**

9UW'g'U'Y'a Ü'h'bh'f'h'f'Y'f'i L'd'f|h'|W'Üb|g' k\c' U'f'Y'a Yá V'f'g'Z'c'a 'U'W'j Y'c'W'W'Ü'd'h'f'g'z' cb'f'Y'W'f'X|b'h'Y'b|U'cb'U'W'bh'f'Ü'g'\U'j |b| 'd'UX' X' Y'g'V'n'A U'f'W%'c'Z'h'Y'W'f'f'Y'bh'g'W'cc'`n'Ü'f'

**Overview**

5'cbY'f'W'Ä'ci f'c'V'Y'W'j Y'h'g'h'k|`V'Y' Ü'Xa |b|g'h'f'Y'X'V'g'Y'cb'h'Y'W'a d'Y'h'b'W'g' |g'Y'X' B'cb| f'Ü'|\b| 'W'W'U'c'f'g'k|`V'Y' d'fcj |X'X'

**Objective Test Competencies**

- Y'W'bca |W'f|b'W'Y'g'f'Y'U'h'X'lc' h'Y'dc' |W'g' Ü'X|c'U'g'c'Z'h'Y'I b|h'X'G'U'h'g'W'bc'a m'
- W'a d'f|g'cb'c'Z'h'Y'5'a Y'f|W'b' W'bc'a |W' g'gh'a'lc'ch'f'g'gh'a'g'
- g' dd'n|Üb'X'X'a ÜbX'
- |bh'f'b|U'cb'U'f'U'X'Y'
- a U'f'Y'g'f'i W'f'Y'g'
- investments and interest rates

- a'cbY'f'm|Üb'X'Ü'g'W'dc' |W'h'
- h'm'Y'g'c'Z'V' g|bYgg'g'
- V' g|bYgg'W'W'Y'g'
- f'c'Y'c'Z|c'j Y'f'ba Y'bh'
- `U'cf'f'Y'U'cb'g'
- Y'bj |f'c'ba Y'bh'U' |gg' Y'g'

**NBEA Standards Reinforced by Event**

- 9Wbca |W|ÜbX'DY'f'g'cbU': |bÜbW'U'c'W'cb'cZ'f'g'ci f'W'g'z' Y'W'bca |W'g'gh'a'g'z'W'bc'a |W'g'h'i h'cb'g'ÜbX|b'W'bh'j Y'g'za U'f'Y'g' ÜbX'df|W'g'za U'f'Y'g'f'i W'f'Y'g'z'd'f'c'X' W'j |h'z'f'c'Y'c'Z|c'j Y'f'ba Y'bh'z' |b'h'f'b|U'cb'U'Y'W'bca |W'W'b'W'd'g'
- 9bfYdfYbY'f'g'|d' Y'W'bca |W'g'z'|f'Y|U'Y'g' dd'n|Üb'X'X'a ÜbX'
- -bh'f'b|U'cb'U' 'Gi g|bYgg' |c'V'U'Vi g|bYgg'Y'bj |f'c'ba Y'bh'
- A ÜbU'Yá Ybh'cf|Üb|n'X'U'cf'

**Career Clusters.** 'Gi g|bYgg'Z A ÜbU'Yá YbhÜbX'5Xa |b|g'f|U'cb/: |bÜbW' A U'f'Y|b| z'GUY'g'ÜbX'G'fj |W'



## ELECTRONIC CAREER PORTFOLIO

An electronic career portfolio is a purposeful collection of artifacts that demonstrate your skills, knowledge, and experiences. It is a dynamic document that you can update as you gain new experiences and skills. Your portfolio should be organized in a way that is easy to navigate and understand. It should also be a reflection of your unique personality and career goals.

### Eligibility

Students who are currently enrolled in a high school or college program and are pursuing a career in the field of business, management, or education are eligible to participate in this event. Students must be at least 16 years old and have completed at least one semester of high school or college coursework.

### Overview

The Electronic Career Portfolio event is a written test that assesses a student's ability to create a professional and informative electronic portfolio. The portfolio should include a variety of artifacts that demonstrate the student's skills, knowledge, and experiences. The artifacts should be organized in a way that is easy to navigate and understand. The portfolio should also be a reflection of the student's unique personality and career goals.

### Guidelines

- The portfolio should be a reflection of the student's unique personality and career goals.
- The portfolio should include a variety of artifacts that demonstrate the student's skills, knowledge, and experiences.
- The artifacts should be organized in a way that is easy to navigate and understand.
- The portfolio should be a professional and informative document.
- The portfolio should be updated as the student gains new experiences and skills.

- The portfolio should be a reflection of the student's unique personality and career goals.
- The portfolio should include a variety of artifacts that demonstrate the student's skills, knowledge, and experiences.
- The artifacts should be organized in a way that is easy to navigate and understand.
- The portfolio should be a professional and informative document.
- The portfolio should be updated as the student gains new experiences and skills.

### Project Competencies

- [ccXk f]Hb Wa a i b]Mhcb.g.]`g
- cf[ U]nUhcBU.g.]`g
- WUj]hm
- WYf Xj Ycda Ybh
- Hwbc[c]ng.]`g =bhfYzWa di hf dfc[fla g
- a i`ha YXU
- gYzUggg Ybh
- \_bck`YX YcZYa d`cnbV]`hmg.]`gUbXhfYbXg

### NBEA Standards Reinforced by Event

- 7Uyf`8 Yj Ycda Ybh kcf\_d`UYI d`WUhcBg
- 7ca a i b]Mhcb. Zci bXUhcBzYa d`cra Ybh
- =Zcfa UhcB`HWbc`c[m]bZcfa UhcB`fYf]Yj Uzdfj] U`WUBXYh]Mz Udd]Mhcb`g`Zk UY

**Career Clusters.** 6i g]bYggA UbU Ya YbhUbX5Xa ]b]fUhcB/ =Zcfa UhcB`HWbc`c[m]a Uf\_Y]b]ZGUYgUbXGf] JW

REFERENCE: Electronic Career Portfolio—Production RATING SHEETS-21.



## EMERGING BUSINESS ISSUES

*HlgY Ybhdj JXg: 6@5 'a Ya Vfgk Jh Ub' cdbfi bJhnc Xy Ycd UbXXa dgtUYg.] 'g]b' fglUWbl UbXdYgBhJb Ub Ya Yf]b] Vgbygg] Y' HAYy YhlgVgXcb HCa fUhf hUb Jbxj JXU' participation. In addition to learning research skills, HCa dUfMUbhg Xy Ycd gNU ]b] Uj ]hmUbXcb]y through oral presentations.*

### Eligibility

9UW gUY'a UnYbhf'k c fREHLA gWa dcgX cZk c fREcf h'fYfL Ea Ya VfgZca UWj Y 'cW' WdUhfzcb fYWF'X]b h YbUjcbU' Wbhf' U'g\j ]b] dUXX YgVmA UFW%cZ h YWffYbh gWcc`mU' B c'a cfYh Ub cbYfREHLA ' a Ya Vfa' UnUj YWa dYHX]b hlg'Y YbhiUd df]cf B @7' cf\j YWa dYHXa cfYh Ub'k c' fREnYfgUih YbUjcbU' y' Y"

### Overview

Hlg'Y YbhdjggcZUdfygbhUjcb Zcf h'Y hcd]W]ghXU ]b] h'YUZfa Uj Ycf bY Uj Y Uf]i a YbH'HYHLA gUfYcbng'ei YghfX]b' h'YU'fci bX'

### 2009 National Topic

H'Yhcd]Wc' VYfYgUfWYXUbXdYfYgbhX Xi f]b] h'Y&&S' B @7'k ]' VY'

*-h'lgVWb'dcagXhUih Y: WYU; g Yba YhcZf' HAdfUnkcf\_ Y' gUhgic i bXWA YbXA Y'UbX kca Y'bk Ya danX]b h'Y b]hXGhUgUbXh'cgy ]bZf]b Wb]h]gk\c\j YWb'cZfX'Ya dca Yh \YfYH'kcf\_ Ygi bXf' HAdfUnghUigai ghdUm Ucb]ha YZfYc fY]gYf]b h'YdfcfLa zUW'XVn h'Yfi Yg'UbXfYf'ca YUZf' h'Yf' d]cXcZkd\_ Y d]f'g' HAY'ka' XW'Ub cdbfi b]hmZf' fYbKU' -b h'YZh'fZcbn'cd'Ya lgX'Yh'Yi "G" a Uhc]b' h'YhAdfUnkcf\_ Y' dcf]La zUbXh'Yk]'' WUb' dXfngg'ha ]b dUWc' UXYg'h YbYg'cZkd\_ Yg UbXwa dUbg' Mi' ga' XW'dYfUfXh' Uf]i Yh'Y UZfa Uj YhUihAdfUnkcf\_ Y' dcf]La ]g'Yg'bhU' h'YbUjcbU' YWca n'af h'Yb]Uj YhUih YW'cam Wb\UbXh'Yh] \h'bj] cZ]a a ]f]h'cb' Uk'gk]h'ad h'U HAdfUnkcf\_ Y' dcf]La"*

Duf]MUb]gk ]' VYi dYMXh'c' fYgUFW'h'Y hcd]Wd]cf' h'c' h'Y WbZfYbW'UbXVYdfYdYfX h'c' dYfYgbhYh'Yf' Ub UZfa Uj Ycf bY Uj Y Uf]i a YbZ'Vg'Xcb fUbXca' g'YW]cb Uih Y B @7'' =XU'mh ]g'hcd]Wk ]' Ugc' Yi g'XZcf' Wa dYh]cb Uih YgUY' Y' Y'' 7\Udhfg'g'ci X WYw'k ]h' h'Yf' gUY'WUf' #gUY'Uj ]g'f' h'c' WbUfa' h'Yhcd]Wc' VYi g'XZcf' h'Yf' gUY' Wa dYh]cb''

### Performance Guidelines

#### • Preliminary Performance

- 5'a U ]a i a 'cZUZYb' f] LUbU]g] cf'Ub Yei U'bi a Vf'Zca ' YUW ]fci d' k ]' Uj UbW'lc' h'YU'fci bX'
- 9UW h'La ]g'dfYgbhUjcb a i gh'VYh'YfYg' h'cZ] ]g'ck b ]bXXdYbXb h' kcf\_": U]g'UbXkcf\_ ]b] 'XU'Ua Un'Yg'YMFYXZca 'Unng'ci fW' H'Yg'i Xbha Ya Vfg'zbc h'Uj ]g'f'za i gh'dfYdYfYdfYgbhUjcbg' 5'' a Ya Vfg'cZ h'YHLA 'a i gh'df]M'UfY ]b' h'YUj UbW'fYgUFW'cZ h'Yhcd]WbX]b h'YUW' U' dYfYgbhUjcb''
- H'La gk ]' bchVYg'ei YghfX]b h'YdfY]a ]bUmfci bX' H'La ' a Ya Vfgk ]' X'Uk' h'c' X'h'fa ]bYk \Yh'Yf' h'Yrk ]' dYfYgbhU' UZfa Uj Ycf bY Uj YUf]i a YbH' H'La gk ]' h'Yb' Uj Yj Yf] E' a ]b] h'g'ic' UbU]h'Yh'Yf' dYdUfUjcbg''
- H'La gk ]' VYdYfa ]h'X'lc' V]b] d'YdYfYXbc h'g'ic' h'YdYdUfUjcb' UbXdYfYgbhUjcb' fYg' -b UXX]cbz]k c' fRE( I ' \* I VUb\_ bch'W'Xg' k ]' Ugc' VYdfcj ]XXZcf' YUW' h'La 'a Ya Vf'UbXa Un'Yi g'XXi f]b] h'YdYdUfUjcb' UbXdYfZca UbW'cZ h'YdYfYgbhUjcb'' -bZ'fa Ujcb' a Un'Yk f]h'cb' Vch' g'Xg'cZ h'Ybch'W'Xg''
- Bc' fYZfYbW'a Uhf]Ug] ]g' U'U'X'zcf' YW'fcb]W'Xj ]W'ga Un'Y V'ci [ \h'ic' cf]i g'XXi f]b] h'YdYdUfUjcb' cf' dYfZca UbW'
- H'La gk ]' Uj Yj Yf] E' a ]b] h'g'ic' dYfYgbh' h'YW'g' 5'' h'La ' a Ya Vfga i gh'df]M'UfY ]b' h'YdYfYgbhUjcb''
- H'La g'g'ci X]b]f'c' X' W'h' Ya g'Y Yg'Xg'Y]V'h'Yg'h Ujcbza U'Y h'Yf' fYwa a YbXUjcbz' UbXg' a a U]h'Yh'Yf' W'g''
- 5' ha Y' YdYf' k ]' g'UbXUzci f' f] E' a ]b] h'g'UbXUjcb' Uj Yf] E' a ]b] h'g' K \Yb' h'YdYfYgbhUjcb' ]g'Ub]g' Yz'h' Y]ha Yi g'Xk ]' VY' fW'fYXZbc]b] UXXi W'cb' cZUj Yf] E' d'c ]bg'Zcf' Ubn'dfYgbhUjcb' c] Yf' Uj Yf] E' a ]b] h'g''
- : c'ck ]b] YUW' dYfYgbhUjcbz' i X] Ygk ]' WbX' W'U' h'fYf] E' a ]b] h'Y ei Yg]cb] Ubk' Yf' dYf]cX''
- H'YdfY]a ]bUmfYfZca UbW' ]g'bc h'cd'Yb' h'c' WbZfYbW' Uhb'X'Yg''

#### • Final Performance

- H'YU'U' ]i ]X]b] Yg'UfYh'Yg'La YUgh'YdfY]a ]bUmf]i ]X]b] Yg' Xg'Y]W'XU'c] Y'Y' Wd'h'Yh'La 'a Ya Vfgk ]' VYg'ei YghfX'ci b] dYfZca UbW]ha Y' H'YU'U' dYfZca UbW' ]gcd'Yb' h'c' WbZfYbW' Uhb'X'Yg'k\c' fYbch'dYfZca ]b] dUf]M'Ubg'cZ h'lg'Y YbH'

### Performance Competencies

- i bXf]g'UbX]b] 'cZ]cd]W]j ]Xb h
- hcd]WdYfYgbhX]b U'c] ]W'a UbYf
- U' h'La 'a Ya Vfg'Wb]f]V'i h'Yh'c' dYfYgbhUjcb
- Uf]i a Yb]g'UfYdfYg' Uj] YUbXfY'Y Uhc' h'cd]W
- ei Yg]cb] Ubk' Yf'X'YZZ]W] Ym

### NBEA Standards Reinforced by Event

- 7ca a i b]W]cb. Zi bXUjcbz' Ya d'cra Yb h
- 9Wbca ]WbX'DYf'g'c'U': ]bUbW' a U' Y'gh'f] W' fYg'fc' YcZ [c] Yba YbZ'dYf'g'c'U' XW]g'cb' a U ]b]
- -b]h'UjcbU' Gi g]bYgg' [ 'cVU'Vi g]bYgg' Yj ]f'cba Yb h
- A Ub] Ya Yb'Yh' ]g'UbXg' WU' fYg'cbg] ]h'z'UbUbWU' XW]g'cb' a U ]b]

**Career Clusters.** '6i g]bYgg' A Ub] Ya Yb'UbX'5'Xa ]b]g'f]Ujcb/ -bZ'fa Ujcb' H'W'bc' c] m

REFERENCE: Emerging Business Issues—Performance RATING SHEETS-22.



# ENTREPRENEURSHIP

Ckblj UbXa UbUjbl UM gbyggjghY[dU cZa Ubn  
5a YfWbg HNgY YbhfYb)hng: 6@5 'a Y Vfg  
k\c Xa dgtUfYhY\_bk YfYUbxg.]`gbYXXlc`  
YHUjg UbXa UbUYUM gbygg HNgY YbhfVgX  
cb hKa fUHY hUb)bxj X U dufUjcb" `b`  
UXhcb lc` Yfb)bl UbXUdthbl Vi gbyggXWjcb  
a U jbl g.]`g hKa dufUjcb X Ycdg NU jbl`  
Uj]m UbXcd)ghfa [\ dU dYgBUjcbg`

## Eligibility

9UW gUfYa Uhg Va Jhlc fRE hKa g  
Wa dggXcZhc fRE cf hfYfYf La Ya Vfg  
Zca UWj Y`cW WUdHfgzcb fYwfX j`hY  
bUjcbU Wbhf Ug\j jbl dUXXi YgVm A UW  
%cZh YWmfYbhfWcc`mUf`B c`a cfYhUb`  
cbYfRE hKa `a Ya Vf`a UhUj YWa dYhX jbl`  
hJgY YbhUdUjcf B @7`cf`Uj YWa dYhX  
a cfYhUb`k c fRE mUfg Uhh YbUjcbU`Yj Y`

## Overview

HNgY YbhWbgdggcZhc fRE dUfng Ub`  
cVYWj Yhg hUbXUdYzfa UbWwa dcbYbl`  
5`cbYfRE ci f`cVYWj Yhgk j`VY  
Ua jbl mYXVgXcb hYwa dYhVWjg  
jg hX`hKa `a Ya Vfgk j` HU YcbYcVYWj Y  
hg hW`UcfUj YmB cb fUd\jbl W WUcf g  
k j`VYdfcj jXX`

H YWgy gi Xrk j` WbgdgcZUXWjcb!  
a U jbl dfcVYa YbWi bhfYXVm  
YbhfYfYbY fg j`cbYcf`a cfYcZh YZ`ck jbl`  
UfYg Vi gbygg dUbb)l z`i a Ub fYUjcbgZ  
UbUWU`a UbU Ya YbzUbXa Uf\_Yjbl`"5`h Y  
ei Yg jcbg fUgX j`h YWgy a i ghVYUXfYggX  
Xi f)bl` h YdfYgBUjcb`

## Guidelines

- H Ylced h b fRE hKa gk jh`h Y\j\`Ygi  
gWfYcb h YcVYWj Yhgk j`Uj UbWlc`  
h YUbU`fci bX`-b`h YWgy cZUjYzhY  
cVYWj Yhg hWfYk j`VYi gXlc` VYU`  
h YHj`
- 5`hKa gk j`VYgYei Yg hYXVZcfYhY  
UfghdYzfa UbWlc` fYWj Yjbgfi Wjcbg  
UbX)h YUggj ba Ybg`
- Hk YbhfRE La jbi hgVZcfYhY  
dYzfa UbWYUW`hKa k j`fYWj YhY  
Wgy gi Xi`
- Hk c fRE (I l \*I` bchYWXgk j`VY  
dfcj jXXZcf YUW`hKa `a Ya Vf`UbX  
a U mYi gXXi f)bl` h YdfYdUfUjcb UbX  
dYzfa UbWcZh Yj Yb h`-bZfa Ujcb`

- a U mYk f)h b`cb Vch`g Xg cZh YbchYWXg`B chYWXgk j`VY  
W`YWXZc`ck jbl` h YdfYgBUjcb`
- B c fYzYbWYa UhfUjg jg U U XgZcf YWmfcb WXY jWga U mY  
Vci [\ hlc`cf i gXXi f)bl` h YdfYdUfUjcb`cf dYzfa UbW`
- HmKa g`Uj YgY Yb fLa jbi hg`lc`dfYgBUjcb`
- HmKa g`g`ci`X jblfcXi W h Ya gYj Yg Xg Wj VY h Ygli Ujcbza U Y  
h Yf fYWa a YbXUjcbg UbXg a a U f)h Yf Wgy`5`hKa`  
a Ya Vfga i gh dUfUjcb`h YdfYgBUjcb`
- 5`ha Y`Ydf`k j`g UbXUjg` fLa jbi hg`UbXUj Uj`UhgY Yb`  
fLa jbi hg`K`Yb YUW`hKa`jg`Ujg Yzh Yha Yi gXk j`  
VYfYWX`5`Uj Yf Edc jhXXi Wjcb`k j`VYa UYzcf`  
dfYgBUjcbg`Yf`gY Yb fLa jbi hg`
- : c`ck jbl` YUWdfYgBUjcbz`i Xj Ygk j`WbXi WU h fYfYf E`  
a jbi h`ei Yg jcb! Ubg Yf`dYf`cX`
- H YUbU`dYzfa UbWjg`cdYb`lc`WbZfYbWU h bX Ygk`c`UfY  
bchdYzfa jbl` dUfUjcb`g`cZh`jgY Yb h`

## Objective Test Competencies

- c`Vi gbygg dUbg`
- c`Wa a i b]m`Vi gbygg fYUjcbg`
- c`Y U`gg Yg`
- c`jbl`U`Wd]U`UbXWXX]i`
- c`dYf`g`bbY`a UbU Ya Yb h`
- c`UbUWU`a UbU Ya Yb h`
- c`marketing management`
- c`taxes`
- c`[cj Yfba YbhfY i`Ujcbg`

## Performance Competencies

- c`lc`d]WdfYgBUjcb`U`c`[ jW`a Ubbyf`
- c`Wa a i b]Wjcb`g`j`gY jXbh h`fci [\ j`c]Wdfc`Ym`cb`UbXX]Wjcb`
- c`Wj]W`h`j`jbl`#dfcVYa`g`j`jbl`i`gXlc`fYg`j`YWgy`
- c`dfYgBUjcb`jbl`W`Xg`dc`g]j`Y`UbX`bY`Uj`Y`Ug`Ym`g`c`  
`j`a`d`Ya`Yb`Ujcb`
- c`U`hKa`a`Ya`Vfg`Wbhf]Vi`h`lc`dfYgBUjcb`
- c`Ubgk Yf`ei`Yg`jcbg`YZZ`Wj`Ym`

## NBEA Standards Reinforced by Event

- 5Wbi b)bl` . h YUWbi b)bl` dfcWggZg]WU`Ud`jWjcbg`
- 7ca a i b]Wjcb` . Zi bXUjcbgZcf] Uj]UjcbU`
- 9bhYdfYbY fg]d`a Uf\_Yjbl`zYWbca`jgZ`UbUWZUWbi b)bl`z  
[`cVU`a Uf\_Yz`Y UZVi gbygg dUbg`
- A UbU Ya Yb h`a UbU Ya Yb hZ`bWjcbgZ`i a Ub fYgci fW  
management`
- A Uf\_Yjbl` . Zi bXUjcbg`cZa Uf\_Yjbl`zh`Ya Uf\_Yjbl` `a j]zh`Y  
a Uf\_Yjbl` d`Ub`

**Career Clusters.** Gi gbygg A UbU Ya Yb hUbX5Xa jbl`Ujcb/: j)UbW/  
A Uf\_Yjbl`z`CUYg`UbXGmf] jW`

REFERENCE: Entrepreneurship—Performance RATING SHEETS-23.



# FBLA PRINCIPLES AND PROCEDURES

A Yá Vfg]b: 6@5 gá XV\_ bK WYUVUá hi  
the association and the information found in the  
ZMU`d V]W]dg`H\gY`Bhdj]Xgfyb]hcbZf`  
: 6@5 `a Yá Vfgk\c`fY]b]fYX]b`Yfb]b] Uá hi  
hYUW]fa bXUbXWfYh]bZfa U]cb`Z: 6@5 "

## Eligibility

9UW`gUY`a UmYbhf`h`fYfi Eduf]W]Ubg`  
k\c`fY`a Yá Vfg`Zca` U]j`Y`cW`WUdhf`g`  
cb`fYWfX]b`h`YbU]cbU`Wbhf`Ug`U]b]`dUX`  
X`Yg`VniA`fW`%cZ`h`YWffYb]g`Wcc``mUf`  
C`b`na`Yá Vfg`Ybfc``YX]b]`fUX]g`-`h`fci`[\`  
%\$Ug`cZA`Um`S`cZ`h`YWffYb]g`Wcc``mUf`fY`  
Y]`[`JY`Y`

## Overview

5`cbYf%`\ci`f`cVW]j`Yh]gk]`WYU`a`]b]g]fYXV]gXcb`h`Y`  
Wa`dYfYb]W]g`]gYX`B`cb]`fUd`]b]`W]W`Uc]fgk]`WYdfcj`]XX`

## Objective Test Competencies

- c : 6@5 `cf[`Ub]nU]cbz`Vm]k`g`UbX`\UbXVcc`\_
- c : 6@5 `bU]cbU`Uk`fX]g`dfc[`fUa`
- c : 6@5 `bU]cbU`di`V]W]hcbg`
- c : 6@5 `WYXUbXbU]cbU`[`cUg`



# FUTURE BUSINESS LEADER

H\gY Yh\ dafg\ h\U\bl: 6@5`a`a`Vf\gk\c` \jYXá dgtU\X`YXf\g\de\ U\H\Z\dfH\U\cb` \b: 6@5`z\U\X\Y\X\W\Z`\_b\k`W`Y\U\X\g`]\`g` Y\g\H\U`Z\`g`W\Z`\_W`Y\Y\g\`b`V`g\Y`g`

### Eligibility

9UW`g\U\Y`a`U`m\h\h`f`k`c`f\&E\dfH\U\U\bg\k` \c` fY`a`Y`a`Vf\g`Z`c`a`U`b`U`M`j`Y`c`W`W`U`d`h`f`U`b`X` fY`c`b`f`Y`W`f`X`]\`h`Y`b`U`h`c`b`U`W`b`h`f`U`g` \`j`]\`b`]\` d\U`X`i`Y`g`V`n`a`U`f`W`%`c`Z`h`Y`W`f`f`b`h`g`W`c` `m`U`f`

### Overview

H\g`Y`Y`h`b`w`b`g`g`c`Z`h`f`Y`f`l`E`d`U`f`g` `g`V`a`g`g`c`b`c`Z`U`Y`h`f`c`Z`U`d`]\`M`h`c`b`k`]\`h`U` fY`g`a`Y`Z`b`c`V`W`M`j`Y`h`g`z`U`b`X`U`]\`b`h`f`j`]\`k`"

5`Y`h`f`c`Z`U`d`]\`M`h`c`b`U`b`X`f`Y`g`a`Y`a`i`g`h`V`Y` g`V`a`]\`h`X`]\`b`g`]\`Z`X`f`g`d`f`c`f`h`c`h`Y`B`@`7`V`m` h`Y`g`U`h`W`U`f`c`f`X`g`]\`b`Y`U`b`X`f`W`M`j`Y`X`V`n`h`Y` b`U`h`c`b`U`W`b`h`f`V`n`h`Y`g`W`b`X`:`f`]\`X`]\`m`]\`b`A`U`h`

D\U`h`]\`M`U`b`g`U`f`Y`f`e`i`]\`f`Y`X`h`c`W`a`d`Y`h`U` `d`U`f`g` h`c`V`Y`]\`]\`Y`h`c`k`]\`b`U`b`U`k`U`f`X`5`c`b`Y`f`E` \`c`i`f` c`V`Y`M`j`Y`h`g`h`k`]\`V`Y`U`X`a`]\`b`g`h`Y`X`V`U`g`X` c`b`h`Y`W`a`d`Y`h`W`M`j`g`]\`h`X`B`c`b`]\`f`U`]\`b`]\` W`W`U`e`f`g`k`]\`V`Y`d`f`c`j`]\`X`X`9`U`W`d`U`h`]\`M`U`b`h` k`]\`V`Y`g`W`Y`X`]\`X`Z`c`f`U`h`b`f`]\`E`a`]\`b`i`h`Y` d`f`Y`a`]\`b`U`f`m`]\`b`h`f`j`]\`k`"

### Guidelines

#### Letter and Resume

- G\l`f`f`E`W`d`]\`Y`g`c`Z`h`Y`Z`c`k`]\`b`]\`h`a`g`a`i`g`i` V`Y`g`V`a`]\`h`X`V`n`h`Y`g`W`b`X`:`f`]\`X`]\`j`]\`b` A`U`h`
  - 5`c`b`Y`d`U`Y`Y`h`f`c`Z`U`d`]\`M`h`c`b` `f`f`]\`]\`b`U`c`f`W`d`h`Z`c`f`h`Y`U`k`U`f`X` U`X`f`Y`g`g`X`h`c`A`g`>U`b`6`i`W`Y`n`a` D`f`Y`g`X`b`h`U`b`X`7`9`C`z`:`6`@`5`!`D`6`@`z` -b`V`Z`%`&`5`g`g`V`U`h`c`b`8`f`j`Y`Z` F`Y`g`c`b`z`J`5`&`8`%`H`Y`Y`h`f`g`c`i`X` g`U`Y`h`Y`f`Y`g`c`b`g`h`Y`d`U`h`]\`M`U`b`h`g` X`Y`g`f`j`]\`c`Z`h`Y`c`b`c`f`c`Z`h`]\`g`U`k`U`f`X`
  - 5`V`f`]\`Z`f`Y`g`a`Y`f`f`]\`]\`b`U`c`f`W`d`h`i` b`c`h`i`c`Y`]\`W`X`h`k`c`f`f`E`d`U`Y`g`" D`c`h`c`]\`f`U`d`g`U`f`Y`b`c`h`U`c`k`Y`X`
  - 5`W`d`]\`Y`g`c`Z`h`Y`U`W`c`j`Y`a`U`h`]\`U`g`a`i`g`h`V`Y` g`V`a`]\`h`X`]\`b`g`]\`f`f`E`g`U`b`X`U`f`X`U`Y`Z`c`X`f`g`" H`Y`h`U`V`c`Z`h`Y`Z`c`X`f`g`a`i`g`h`V`Y`U`Y`Y`X` k`]\`h`h`Y`Y`Y`h`h`]\`Z`d`U`h`]\`M`U`b`h`g`]\`b`U`a`Y`Z` g`U`h`Z`U`b`X`g`W`c`" -b`W`X`Y`d`U`h`]\`M`U`b`h`g`]\` b`U`a`Y`c`b`U` `d`U`Y`g`g`V`a`]\`h`X`"

- 5`X`X`i`]\`M`h`c`b`c`Z`U`j`Y`f`]\`E`d`c`]\`b`g`k`]\`V`Y`a`U`X`Y`Z`c`a`]\`h`Y`g`W`f`Y`c`Z` d`U`h`]\`M`U`b`g`k`]\`c`g`V`a`]\`h`a`U`h`]\`U`g`V`n`h`Y`g`U`h`X`X`U`X`]\`b`Y`V`i`h`X`c` b`c`h`U`X`Y`Y`h`c`]\`h`Y`Y`Y`h`h`i`]\`]\`X`Y`]\`b`Y`g`Z`c`f`h`Y`g`V`a`]\`g`g`c`b`c`Z`d`f`c`d`Y`f` a`U`h`]\`U`g`"

### Preliminary Interview

- 5`a`U`]\`a`i`a`c`Z`U`Z`Y`b`f`]\`E`U`b`U`]\`g`g`]\`c`f`U`b`Y`e`i`U`b`i`a`V`f`Z`c`a` `Y`U`W`]\`f`c`i`d`]\`k`]\`U`X`]\`U`b`W`h`c`]\`h`Y`U`b`U`f`c`i`b`X`"
- D\U`h`]\`M`U`b`g`k`]\`V`Y`g`W`Y`X`]\`X`Z`c`f`U`h`b`f`]\`E`a`]\`b`i`h`Y`]\`b`]\`U`]\`]\`b`h`f`j`]\`k`"
- i`X`]\`Y`g`k`]\`V`Y`d`f`c`j`]\`X`X`k`]\`h`U`W`d`n`i`c`Z`Y`U`W`d`U`h`]\`M`U`b`h`g`]\`U`d`]\`M`h`c`b`a`U`h`]\`U`g`B`c`U`X`]\`h`c`b`U`]\`h`a`g`W`b`V`Y`V`f`c`i`]\`]\`h`]\`b`h`c`]\`h`Y`]\`b`h`f`j`]\`k`]\`c`f`Y`Z`i`k`]\`h`h`Y`i`X`]\`Y`g`"
- :`]\`b`U`f`U`b`\_`k`]\`V`Y`X`h`f`a`]\`b`X`V`n`h`Y`c`V`Y`M`j`Y`h`g`i`g`W`f`Y`U`b`X`h`Y`]\`b`h`f`j`]\`k`]\`g`W`f`Y`"
- B`c`]\`h`a`g`Z`f`Z`f`Y`b`W`a`U`h`]\`U`g`j`]\`g`U`U`X`g`c`f`Y`W`f`c`b`]\`W`X`j`]\`W`g`a`U`h` V`Y`V`f`c`i`]\`h`c`f`i`g`X`X`i`]\`f`]\`b`]\`h`Y`]\`b`h`f`j`]\`k`"

### Final Interview

- H`Y`U`b`U`]\`i`]\`X`Y`]\`b`Y`g`U`f`Y`h`Y`g`d`a`Y`U`g`h`Y`d`f`Y`]\`a`]\`b`U`f`n`i`]\`i`]\`X`Y`]\`b`Y`g` X`Y`g`]\`V`X`U`V`c`j`Y`Y`]\`W`d`h`h`Y`]\`b`h`f`j`]\`k`]\`h`a`Y`]\`g`U`Z`Y`b`f`]\`E`a`]\`b`i`h`g`"

### Objective Test Competencies

- [Y`b`Y`U`V`i`g`b`Y`g`g`W`b`W`d`g`U`b`X`\_`b`c`k`]\`Y`X`Y`h`]\`z`U`W`i`b`h`]\`z` `Y`W`b`c`a`]\`g`Z`U`k`z`W`a`a`i`b`]\`W`h`c`b`g`Z`a`U`h`z`h`W`b`c`c`]\`n`a`V`i`g`b`Y`g`g` `]\`d`f`c`W`X`i`f`Y`Z`W`b`c`a`]\`g`Z`a`U`f`\_`Y`h`]\`z`]\`b`h`f`b`U`h`c`b`U`V`i`g`b`Y`g`g`:
- :`6`@`5`!`D`6`@`]\`g`c`f`r`z`d`f`c`]\`f`U`a`g`Z`U`b`X`V`n`h`U`k`g`
- d`U`f`]\`U`a`Y`b`U`f`n`i`d`f`c`W`X`i`f`Y`

### Performance Competencies

- U`]\`]\`m`h`c`U`b`g`Y`f`e`i`Y`g`]\`c`b`g`Y`Z`Z`Y`M`j`Y`m`
- X`Y`a`c`b`g`f`U`h`g`g`Z`W`b`U`X`b`V`Z`]\`b`]\`U`h`j`Y`z`U`b`X`U`g`g`h`j`Y`b`Y`g`g`
- U`]\`]\`m`h`c`W`a`a`i`b`]\`W`Y`W`Y`f`\_`b`c`k`]\`Y`X`]\`Y`U`b`X`d`U`g`
- d`U`h`]\`M`U`h`c`b`]\`b`g`W`c`z`W`a`a`i`b`]\`h`z`U`b`X`U`X`f`g`]\`d`U`M`j`]\`h`Y`g`

### NBEA Standards Reinforced by Event

- 5`W`i`b`h`]\`h`Y`U`W`i`b`h`]\`W`W`Z`h`Y`U`W`i`b`h`]\`d`f`c`W`g`g`
- 6`i`g`b`Y`g`g`@`k`.\`V`g`]\`g`c`Z`h`Y`U`k`
- 7`U`Y`f`8`Y`j`Y`c`d`a`Y`h`k`c`f`\_`d`U`W`Y`i`d`Y`M`U`h`c`b`g`
- 7`c`a`a`i`b`]\`M`h`c`b`Z`c`i`b`X`U`h`c`b`g`Z`g`W`U`Z`Y`a`d`c`r`a`Y`b`l`z`c`f`]\`U`h`]\`h`c`b`U`
- 7`c`a`d`i`]\`h`c`b`a`U`h`Y`a`U`h`W`z`d`f`c`V`Y`a`!\`g`j`]\`b`]\`U`d`]\`M`h`c`b`g`
- 9`b`h`f`Y`d`f`Y`b`Y`f`g`]\`d`.\`Y`b`h`f`Y`d`f`Y`b`Y`f`g`U`b`X`Y`b`h`f`Y`d`f`Y`b`Y`f`]\`U` opportunities
- -b`h`f`b`U`h`c`b`U`6`i`g`b`Y`g`g`Z`c`i`b`X`U`h`c`b`g`c`Z`]\`b`h`f`b`U`h`c`b`U`V`i`g`b`Y`g`g`
- A`U`b`U`Y`a`Y`h`a`U`b`U`Y`a`Y`b`h`Z`b`W`]\`c`b`g`
- A`U`f`\_`Y`h`]\`Z`c`i`b`X`U`h`c`b`g`c`Z`a`U`f`\_`Y`h`]\`

Career Clusters. 6`i`g`b`Y`g`g`A`U`b`U`Y`a`Y`b`h`U`b`X`5`X`a`]\`b`]\`g`f`U`h`c`b`/` -b`z`c`f`a`U`h`c`b`H`W`b`c`c`]\`n`a`U`f`\_`Y`h`]\`z`G`U`Y`g`U`b`X`G`f`j`]\`W`

REFERENCE: Future Business Leader—Interview Preliminary RATING SHEETS-24.

REFERENCE: Future Business Leader—Interview Final RATING SHEETS-25.



## GLOBAL BUSINESS

HAY cVU YWca nlgUW dY zVW hbi Unl k|b|  
 UxWgU biniWU|b| bYk d' cZ|bZfa U|cbz  
 [ccXgZf] WgUxW hifg' A qhibU|cbgfyriob  
 other nations for natural resources to supply their needs  
 UxkUbg'; cVU Vi gbyggUg: dfj JXgbyk a U\_ Yg  
 Ux|lj Yga Yhccbfli b|lygUgk Y Ugdca d|cb cZ  
 W h f fYU|cbgY|g'

### Eligibility

9UW gU h'a Urig Va |h|k c' fR|Yb|fYg  
 Wa dcyXcZk c' fR|c f' h'fYf|Ea Ya Vfg  
 Zca U|Wj Y'cW' WU|h'f'g'cb fYw'fX|b h'Y  
 bU|cbU' Wbhf U'g' U|j| b| dUXXi YgVnA UFW  
 %cZ h'Yw'fYb|hg'Wcc' nYU' B'c'a c'fYh'U'  
 cbYfR|hU'a 'a Ya Vf'a U'h'U' Y'Wa dYhX|b'  
 h'lg'y YbhU|Udf|cf B @7' cf' U'j Y'Wa dYhX  
 a c'fYh'U'lk c' fR|nYU'f'g'U|h' YbU|cbU' Y'j Y''

### Overview

H'lg'y YbhWbg|g'cZk c' fR|dU'f'g' U'  
 cVYWj Yh'g|UxUdYz'ca U'W'Wa dcbYb|  
 5'cbYfR'ci f'cVYWj Yh'g|k|' W'  
 U'a |b|g'fYXVg'X'cb h'Y'Wa dYh'W'g'  
 |g'hX' hU'a 'a Ya Vfgk|' h'U'Y'cbY'cVYWj Y'  
 h'g|h'W' U'cfU'j Y'n'H'Y'ed' h'b' fR|S|hU'a g'  
 k| h' h'Y' | | \ Y'g|h'W'fYk|' VYgW'X' Y'X'Z'f'  
 h'YdYz'ca U'W' B'cb| fU' |b| ' W'W'U'c'f'g'  
 k|' W'd'f'c'j |X'X'

5 WgYgi Xrik|' WY|j YbVg'X'cb h'Y  
 Wa dYh'W'g' |g'hX' h'Y'W'g'Ygi Xrik|'  
 Wb'g|h'cZUd'f'cV'a Y'W'bi bh'fYX|b h'Y  
 |b'h'f'U|cbU'#| cVU'U'f'Y'U'5'' h'Y'ei Y'g|h'cbg'  
 fU'g'X|b h'Y'W'g'Y'a i g'h'Y'U'X'f'Y'g'X'X' f|b|'  
 h'Yd'f'Y'g'bh'U|cb'

### Performance Guidelines

- H'Y'ed' h'b' fR|S|hU'a gk| h' h'Y' | | \ Y'g|h'W'fYcb h'Y'cVYWj Yh'g|h'k|' U'j U'W' h'c' h'Y'U'U'f'ci bX' =b h'Y'W'g'Y'cZU'h'Z'h'Y' cVYWj Yh'g|h'W'fYk|' WYU'X'X'h' V'fYU' h'Y'h'y'
- 5'' hU'a gk|' VYg'ei Y'g'h'Y'X'V'Z'f'Y'h'Y' U'f'g'h'Y'z'ca U'W' h'c' fYW'j Y|b'g'h' W'cbg' U'X|h'a YU'g|' ba Y'bg''
- H'k' Y'bh'f'R|S'La |b| h'g'V'Z'f'Y'h'Y' dYz'ca U'W'Z'Y'U'W'hU'a k|' fYW'j Y'h'Y' W'g'Ygi X'ri
- H'k'c' fR|(1'1 \*I' b'ch'Y'W'f'X'g'k|' WY' d'f'c'j |X'X'Z'f' Y'U'W'hU'a 'a Ya V'f'U'X' a U'h'Y'i g'X'X' f|b| h'Yd'f'Y'd'U'f'U|cb U'X' dYz'ca U'W'cZ'h'Y'g' Y'h'i' =bZ'ca U|cb'

- a U'h'Y'k'f| h'W'c'b'V'ch' g'X'g'cZ'h'Y'bc'h'Y'W'f'X'g' B'ch'Y'W'f'X'g'k|' WY' W' W'X'Z'c'ck|b| h'Yd'f'Y'g'bh'U|cb'
- B'c'f'Y'Z'f'Y'W'a U'h'f'U'g'z'j |g' U'U'X'g'z'f' Y'W'f'cb|W'X'j |W'g'a U'h'Y' V'ci | \ h'c'c'f'i g'X'X' f|b| h'Yd'f'Y'd'U'f'U|cb'c'f' dYz'ca U'W'
- H'Y'hU'a \ U'g'g'y Y'b'f'La |b| h'g'c' |b'h'f'U'W'k| h' U'd'U'Y'cZ'1 X'j Y'g' U'X'd'f'Y'g'bh'U'Y'g' i h'c'b' h'c' h'Y'W'g'Y' H'Y'1 X'j Y'g'k|' d'U'h'Y'f'c' Y' cZ'h'Y'g'W'b'X'd'f'U'h'U' h'Yd'f'Y'g'bh'U|cb U'X'f'Y'Z'f' h'c' h'Y'W'g'Y'Z'f' g'd'W'U'g'
- H'U'a g'g'c'i X|b'f'c'X' W'h'Y'a g'y Y'g'X'Y'W'V'h'Y'g'h' U|cb'za U'Y' h'Y'f'f'Y'W'a a Y'b'U|cb'g'Z'U'X'g' a a U'f'n'Y'h'Y'f'W'g'Y'5'' hU'a ' a Ya V'f'g'U'f'Y'i d'Y'W'X'h'c' U'W'j Y'n'd'U'h'U'U'f'U' |b| h'Yd'f'Y'z'ca U'W'
- 5' h'a Y'U'f'k|' g'U'X'U'g'l' f'f'La |b| h'g'U'X'U' U'j U'g'y Y'b'f'La |b| h'g'
- H'Y'U'U' dYz'ca U'W'g'c'd'Y'b' h'c' W'b'Z'f'Y'b'W'U'h'W'X'Y'g'z'k' c' U'Y' b'ch'd'Y'z'ca |b| d'U'h'U'U'U'g'cZ'h' |g'y Y'h'i'

### Objective Test Competencies

- ownership and management
- Wa a i b|W|cb|b'W'X|b| U| i U'Y'U'X'W'h'f'Y'
- Y|U'g'g' Y'g'
- U'c'U'Vi g'ly'g'Y'j |f'c'ba Y'bh
- treaties and trade agreements
- H'U'Y'g'U'X'|c'j Y'f'ba Y'bh'f'Y'i U'h'cbg'
- marketing
- W'f'f'Y'W'W' W'U' | Y'
- U'ia U'f'Y'g'i f'W'a U'U' Ya Y'bh
- U'U'W'
- Y'h'W'

### Performance Competencies

- W|h'W'h' |b| U'X'd'f'cV'a 'g'c'j |b|
- X'g'W'V'W'g'Y'gi X'ri U'X'Y' d'U'j'f'W'a a Y'b'U|cb'g'
- Wa a i b|W|cb'g' |g'
- Y' d'U'j'g'f'Y'b| h'g'U'X'k' Y'U' b'Y'g'c'Z' d'f'c'd'g'Y'g' i h'c'b
- Y'Z'W'j Y'n'U'g'k' Y'f'ei Y'g|h'cbg'

### NBEA Standards Reinforced by Event

- 5W'bi b|h| . h'Y'U'W'bi b|h| W'W'Y'
- 9W'bc'a |W'U'X'D'Y'f'g'c'U' : |b'U'W' Y'W'bc'a |W'g'h'a g'z|b'h'f'U|cb'U' Y'W'bc'a |W'W'W'd'g'
- 9b'f'Y'd'f'Y'f'g' |d' | c'V'U'a U'f' Y'g'
- =b'h'f'U|cb'U' 6i g'ly'g'Z'ci b'X'U|cb'g'cZ|b'h'f'U|cb'U'Vi g'ly'g'z' c'f| U|n'U|cb'g'f'i W'f'Y'g'Z'f' |b'h'f'U|cb'U'Vi g'ly'g'U'W'j |h'Y'g'z' |b'h'f'U|cb'U'f'U'X'Y'f'U|cb'g'z|b'h'f'U|cb'U'a U'U' Ya Y'bz' |b'h'f'U|cb'U'a U'f' Y'h|z| |b'h'f'U|cb'U' U'U'W'
- A U'U' Ya Y'bh' | c'V'U' d'Y'g'Y'W'j Y'
- A U'f' Y'h| . Z'ci b'X'U|cb'g'c'Z'a U'f' Y'h|z| z'h'Ya U'f' Y'h|z| 'a |

Career Clusters: 6i g'ly'g'z' A U'U' Ya Y'bh'U'X'5'X'a |b|g'f'U|cb'/: |b'U'W' ; c'j Y'f'ba Y'bh'U'X'D'i V|W'5'X'a |b|g'f'U|cb'/A U'f' Y'h|z| z'G'U'Y'g'U'X'G'f' |W'

REFERENCE: Global Business—Performance RATING SHEETS-26.



# GOLD SEAL CHAPTER AWARD OF MERIT

## HOLLIS AND KITTY GUY AWARD

HAY< c`lgUBX? ]hm i n5 kUXFYd/bnYg  
 d lgtUx]b] `cW`WUdhfghU\jYUWY Ym  
 dUf]MUBX]b d`c`Yg`UbXdrc[fla g]XfHUXk]h`  
 hY[dUgcZ: 6@5!D6@"

### Eligibility

5Wj Y`cW`WUdhfga i ghVYbca ]bUX  
 Vn`h YgUWUf`UbXVYcb`fWfX]b`h`Y  
 bU]cbU`Wbhf`Ug`U`j`b]`dUX`X`Yg`Vm`A`UW`  
 %cZ`h`Y`W`f`y`b`h`g`W`c`n`U`f`"

### Guidelines

- H`Y`g`U`W`U`f`c`f`X`g`j`b`Y`a`i`g`i`  
 W`a`d`Y`h`Y`b`h`m`z`f`a`U`b`X`W`h`Z`h`Y`  
 W`U`d`h`f`g`]`g`X`U`j`Y`a`Y`h`Y`f`g`U`h`g`;  
 c`X`G`U`5`k`U`X`c`Z`A`Y`f`h`W`h`f`U`
- 9UW`g`U`Y`a`U`h`g`Y`W`h`k`c`f`R`E`W`U`d`h`f`g`c`f`  
 i`d`h`c`%`d`Y`W`b`h`c`Z`]`g`h`c`U`b`i`a`V`f`c`Z`  
 U`W`j`Y`c`W`W`U`d`h`f`g`k`U`W`j`Y`f`g`[`f`Y`U`h`f`  
 f`Z`h`Y`d`Y`W`b`h`U`Y`f`g`]`g`]`b`U`Z`U`W`c`b`U`  
 b`i`a`V`f`z`]`h`g`f`c`i`b`X`X`h`c`h`Y`b`i`h`h`U`f`  
 b`i`a`V`f`i`Y`[`Z`]"`&c`f`"``\*`k`c`i`X`V`Y`(`L`  
 D`f`c`f`h`c`b`ca`]`b`U`]`c`b`z`Y`U`W`c`W`W`U`d`h`f`  
 a`i`g`h`g`V`a`]`h`U`W`d`n`c`Z`h`Y`c`W`7`U`d`h`f`  
 5`b`i`U`6`i`g`b`Y`g`F`Y`d`c`f`h`c`h`Y`g`U`h`Y`  
 W`U`f`#`g`U`Y`U`j`]`g`f`"
- =Zbc`g`U`Y`W`U`d`h`f`Y`]`g`g`z`b`ca`]`b`U`]`c`b`g`  
 a`U`h`Y`a`U`X`Y`X`f`Y`W`m`h`c`h`Y`b`U`]`c`b`U`  
 W`b`h`f`"

### Suggested Criteria

H`Y`Z`c`k`]`b`[`]`h`a`g`g`c`i`X`g`f`Y`U`g`U`i`[`X`Z`c`f`h`Y`g`U`h`Y`W`U`d`h`f`]`b`h`Y`  
 Y`j`U`i`U`]`c`b`d`f`c`W`g`g`7`f`]`h`f`]`U`a`U`h`]`b`W`V`X`Y`

- D`U`X`g`U`Y`U`b`X`b`U`]`c`b`U`X`i`Y`g`V`n`i`C`W`c`V`f`&S`
- 7`c`b`X`i`W`X`d`f`c`Y`W`g`c`f`d`f`c`[`f`l`a`g`]`X`b`h`]`U`X`k`]`h`h`Y`[`c`U`g`c`Z`  
 :`6`@`5`!`D`6`@`
- F`Y`W`i`]`h`X`d`f`c`Z`g`g`c`b`U`a`Y`a`V`f`g`
- G`b`h`f`Y`d`f`Y`g`b`h`U`j`Y`g`h`c`:``6`@`5`W`b`Z`f`Y`b`W`g`g`c`b`g`c`f`Y`X`V`n`h`Y`g`U`h`Y`  
 W`U`d`h`f`U`b`X`b`U`]`c`b`U`U`g`g`W`U`]`c`b`
- D`U`h`]`W`U`h`X`]`b`h`Y`6`i`g`b`Y`g`g`5`W`j`Y`Y`a`Y`b`h`5`k`U`X`g`D`f`c`[`f`l`a`
- 9`b`W`i`f`U`Y`X`c`h`Y`f`g`W`c`g`h`c`f`[`U`b`h`Y`:``6`@`5`c`f`D`6`@`W`U`d`h`f`g`
- D`U`h`]`W`U`h`X`]`b`g`U`h`Y`U`b`X`b`U`]`c`b`U`d`f`c`Y`W`h`Z`c`f`h`Y`W`f`Y`b`h`m`U`f`
- D`U`b`b`Y`X`j`]`g`]`g`h`c`V`i`g`b`Y`g`g`U`b`X`]`b`X`]`g`f`m`
- 7`c`b`X`i`W`X`U`b`U`W`U`X`j`Y`c`d`a`Y`b`h`d`f`c`Y`W`g`g`Z`U`c`k`Y`X`V`n`g`W`c`c`  
 administration`
- -`b`j`]`h`X`V`i`g`b`Y`g`g`]`f`g`c`b`g`U`b`X`c`h`Y`f`d`f`c`Z`g`g`c`b`U`g`h`c`V`W`W`a`Y`  
 ]`b`j`c`j`Y`X`]`b`W`U`d`h`f`U`W`j`]`h`Y`g`
- D`f`c`a`c`h`X`:``6`@`5`!`D`6`@`
- 7`c`b`X`i`W`X`U`d`i`V`]`W`Y`U`]`c`b`g`d`f`c`[`f`l`a`]`b`h`Y`g`W`c`c`U`b`X`  
 W`a`a`i`b`]`h`i`U`b`X`c`W`a`Y`b`h`X`h`Y`U`W`j`]`h`Y`g`k`]`h`b`Y`k`g`U`d`f`  
 W`d`d`]`b`[`g`U`b`X`f`Y`d`c`f`g`c`Z`f`U`]`c`#`U`W`j`Y`f`U`Y`

I`d`c`b`f`Y`W`d`h`c`Z`b`ca`]`b`U`]`c`b`g`z`h`Y`b`U`]`c`b`U`c`Z`U`W`f`Y`W`f`X`g`k`]`V`Y`  
 U`X`]`h`X`Z`c`f`U`X`Y`f`Y`b`W`h`c`h`Y`f`Y`[`i`U`]`c`b`g`"

### National Awards

H`Y`b`i`a`V`f`c`Z`b`ca`]`b`U`]`c`b`g`j`Y`f`]`U`X`V`n`h`Y`b`U`]`c`b`U`c`Z`U`W`X`h`f`a`]`b`Y`g`  
 h`Y`b`i`a`V`f`c`Z`U`k`U`X`g`d`f`Y`g`b`h`X`U`h`Y`B`@`7`"

# HELP DESK

HAYUJ]hnic dfj |XYHWb|W Ugg|UBMc'AY  
 i gfg'Zwa d hf \UFk UFYUBXgZk UFYlg'gBHU'  
 lc'hYg Wgg'cZbnidf|Ubn|Ujcb'UbX|g'Wb|bi'X'  
 adfUjcb'"HNg'Ybhd'fj|Xg'fYb|jcb'Zf': 6@5'  
 a Ya Vfgk'cXa d'gfUfUbi' bXfg'ubX|b|'cZUBX  
 UJ]hnic' dfj |XYHWb|W Ugg|UBMc' YXi gfg'

## Eligibility

9UW'gUfYa Unibhf'lk'c'fRL'dUf]M|Ub|gk'c'  
 fYa Ya Vfg'Zca 'UWj'Y'c'W'Wd'hf'g'cb'  
 fYwfX|b'h'YbUjcbU'Wbhf'Ug'Uj|b|'dUX  
 Xi Yg'VniA fW%'cZ'h'YwffYbhg'Wcc''mUf''

## Overview

HNg'Y'Yb|Wb|g'g'c'Zk'c'fRL'dUf]g'Ub'  
 c'VYWj'Yhg|UbX'Ud'fZ'cfa'UbW'Wa'dcb'Yb|'  
 5'cb'Yf'f'c'f'c'VYWj'Yhg|k|''VY'  
 Ua|b|g'fYX'U'g'X'cb'Wa'd'Yb'W'g'|g'X'  
 H'Y'ed'U'Z'Yb'f'g'Ed'f]M|Ub|g'k|''VY'  
 g'WYX'Y'Z'c'f'h'Y'd'fZ'cfa'UbW'

## Guidelines

### Final Performance

- H'Y'ed'U'Z'Yb'f'g'Ed'f]M|Ub|g'k|''VY'  
 \||\Y'g'f'Y'cb'h'Y'c'V'W'j'Y'h'g'k|''  
 U'j'Ub'W'lc'h'Y'U'b'U'f'c'i'b'X''-b'h'Y'W'g'Y'c'Z'  
 U'h'Z'h'Y'c'V'W'j'Y'h'g'f'Y'k|''V'Y'i'g'X'  
 lc'f'Y'U' h'Y'h'Y'
- 5''d'U'f]M|Ub|g'k|''V'Y'g'e'i'Y'g'f'Y'X'  
 V'Z'c'f'Y'h'Y'U'f'g'h'd'fZ'c'fa'Ub'W'lc'f'Y'W'j'Y'  
 |b'g'f'i'W'c'g'U'X'h'a'Y'U'g'g'|b'a'Y'b'g''
- H'Y'b'f'g'La|b|i'h'g'V'Z'c'f'Y'h'Y'  
 d'fZ'c'fa'Ub'W'Z'Y'U'W'd'U'f]M|Ub|g'k|''f'Y'W'j'Y'  
 h'Y'g'W'b'f'c''
- H'k'c'f'RL'(I'1' \*I' b'c'h'W'f'X'g'k|''V'Y'  
 d'f'c'j|X'X'Z'c'f'Y'U'W'd'U'f]M|Ub|g'k|''U'h'  
 V'Y'i'g'X'X'i'f|b|'h'Y'd'f'Y'd'U'f]U'j'cb'Ub'X'  
 d'fZ'c'fa'Ub'W'c'Z'h'Y'g'W'b'f'c''-b'Z'c'fa'U'j'cb'  
 a'U'h'Y'k'f|]h'b'c'b'V'c'h'g'X'g'c'Z'h'Y'  
 b'c'h'W'f'X'g'k|''B'c'h'W'f'X'g'k|''V'Y'W'Y'W'X'  
 Z'c''c'k|b|'h'Y'd'f'Y'g'b'h'U'j'cb''
- B'c'f'Y'Z'f'Y'b'W'a'U'f]U'g'g'j'g'U'U'X'g'  
 c'f'Y'W'f'c'b|W'X'j'W'g'a'U'h'Y'V'f'c'i'[\h'  
 to or used during the preparation or  
 d'fZ'c'fa'Ub'W'
- H'Y'd'U'f]M|Ub|g'k|''U'g'U'j'Y'f'f'La|b|i'h'g'  
 lc'|b'h'f'U'W'k|]h'U'd'U'Y'c'Z'1'X'j'Y'g'U'b'X'  
 X'a'c'b'g'f'U'f'\c'k'\Y'g'Y'k'c'i'X'g'c'j'Y'h'Y'  
 d'f'c'V'Y'a''H'Y'1'X'j'Y'g'k|''d'U'h'h'Y'f'c'Y'c'Z'  
 h'Y'g'W'b'X'd'U'f]M|b'h'Y'd'f'Y'g'b'h'U'j'cb'/f'Y'Z'f'  
 lc'h'Y'W'g'Y'Z'c'f'g'Y'W'U'g'H'Ng'lg'U'f'c'Y'  
 d'U'h'j'Y'b|i''

- 5'ha'Y'Y'd'f'k|''g'U'X'U'h'z'i'f'f'f'La|b|i'h'g'U'X'U'U'j'U'j'Y'f'f'La|b|i'h'g''
- H'Y'U'U'd'f'Z'c'fa'Ub'W'lg'c'd'Y'b'lc'W'b'Z'f'Y'b'W'U'h'b'X'Y'g'k'c'U'f'Y'  
 b'c'h'd'f'Z'c'fa|b|'d'U'f]M|Ub|g'c'Z'h'lg'Y'Y'b|i''

## Objective Test Competencies

- c'cd'f'U'j|b|'g'g'La'g'\UF'k'UF'Y'U'B'X'g'h'ni'd'U'X'c'd'f'U'j'cb
- c'g'Z'k'UF'Y'U'd'd'j'W'h'c'g'b
- c'Ya'U'
- c'bh'f'Y'h'U'W'W'g'g
- c'printing
- c'b'Y'k'c'f\_|b|'U'X'b'Y'k'c'f\_|'W'b'b'W'W'c'b'|g'g'Y'g'
- c'\UF'k'UF'Y'd'f'c'h'W'c'b|b'W'X|b|'g'U'a'z'j'f'i'g'd'f'c'h'W'c'b'z'U'X'W'h'W'  
 updates
- c'Wa'a'i'b|W'h'c'b'g\_|'g'

## Performance Competencies

- c'X'b'h'Z'n'Wa'd'i'f'f'c'f'b'Y'k'c'f\_|b|'d'f'c'V'Y'a'g'
- c'Wa'a'i'b|W'h'c'b'g\_|'g'
- c'f'U'g'U'h'W'g'Y|b'c'Y'Z'W'j'Y'Z'U'W'b'z'U'X'g'c'b'h'U'Y'c'i'g'U'W'c'b|'
- c'k'c'f\_|'W'c'd'f'U'j'Y'n'k|]h'c'h'Y'f'g'
- c'd'c'g'Y'g'g'|c'c'X'X'W'g'c'b|a'U\_|b|'U'X'd'f'c'V'Y'a'!g'c'j|b|'g\_|'g'
- c'f'c'i'V'Y'g'c'c'h'id'f'c'V'Y'a'g'
- c'd'f'c'Z'g'g'c'b'U'd'f'Y'g'b'h'U'j'cb
- c'V'Y'f'Y'g'c'b'g'V'Z'f'Y|U'V'Z'U'X'f'i'g'k'c'f'h'm

## NBEA Standards Reinforced by Event

- 7ca'a'i'b|W'h'c'b'Z'e'i'b'X'U'j'c'g'z'Y'a'd'c'm'a'Y'b|i'
- b'Z'c'fa'U'j'cb'HW'W'c'c|m|b'Z'c'fa'U'j'cb'f'Y'f'Y'U'z'd'f'j'U'W'U'X'Y'h'W'g'  
 U'd'd'j'W'h'c'b'g'Z'k'U'f'Y'

## Career Clusters

6i'g'l'b'Y'g'g'Z'A'U'U'Y'a'Y'b'h'U'X'5'X'a|b|g'f'U'j'cb|'  
 -b'Z'c'fa'U'j'cb'HW'W'c'c|m

REFERENCE: Help Desk—Performance RATING SHEETS-27.



## IMPROMPTU SPEAKING

HAYUJ]hnic Y d'YgcbYghai [Nlgk]haci hcf]d' dYdUfUjcb]gUj Ui UVYUgZUgUYcb]gZgZ WbUXbWZUbXd[UbhUjcb cZUW' HNgY'Ybh fYd]bn'g: 6@5 'a Ya Vfgk'c XYcde'ei U]H'g cZM gb'gg' YXX'g'd'Vn'ka Vb]b] 'ei ]WUbxWd' h/]b\_]b]'k]h' Wbj Ygd]hcbU'gNU\_]b]"

### Eligibility

9UW'gU'Y'a UnYbhf'hk'c fRL'duf]M]Ublgk' \c' UfYa Ya VfgZca 'UW] Y'cW'WUdhf'gZcb' fYw'X]b'h'YbUjcbU'Wbhf'Ug'Uj ]b] 'dUX Xi Yg'VriA UfW' %cZh'YWffYbh'gWcc'`mUf"

### Overview

Duf]M]Ublgk]'`VY[]j Yb'Uhd]WYUHX'ic' cbYcf'a c'fYcZh'YZ'`ck ]b] .: 6@5!D6@ ; cUgZ: 6@5!D6@UW] ]h'gZ: 6@5!D6@ WffYbhbUjcbU' d'fc] f]a gZ'WffYbh'y Yb'gZ Ubx#cf'fY'y UbhVi gbYgg]hcd]Wg'

### Guidelines

#### • Preliminary Performance

- 5 'a U ]a i a 'cZUZYb' f]L'U'U]g] cf' U'Ye' U'bi a V'f'cZd'uf]M]UblgZca ' YUW'[fci d] k]'`Uj U'W'ic' h'Y'U'U' fci bX'
- 5 ``d'uf]M]Ublgk]'`V'Y'g'e'i Yg'fYX' VZc'fY'h'Y'U'g'h'd'Y'Z'c'fa U'W'ic' f'Y'W] Y ]bg'fi W'jcb'g'U'X'h'a Y'U'g] ]ba Ybh'
- Duf]M]Ublgk]'`VY[]j Yb' h'cd]W'U'X' \Uj Y'h'b' f]a ]bi h'g'ic' d'f'Y'd'U'f'Y'h' Y'f' g'd'Y'W'W'g'd'f'c'f'ic' U'd'd'Y'U'f]b] 'VZc'fY'h'Y' 'i X] Yg' 5 ``d'uf]M]Ublgk]'`U'X'f'Y'g'h'Y' g'a Y'ic'd]W'b'h'Y'f' g'd'Y'W'W'g'
- Hk'c' fRL'(I' l' \*I' b'ch'Y'W'X'g'k]'`VY[]j Yb' ic' YUW'duf]M]Ublh'U'X'a U'h'i'Y'i g'X' Xi f]b] 'h'Y'd'f'Y'd'U'f'U'jcb' U'X'd'Y'Z'c'fa U'W' -b'Z'c'fa U'jcb'a U'h'i'Y'k'f]h'h'b'c'b'V'ch' g'X'Y'g'c'Z'h'Y'b'ch'Y'W'X' B'ch'Y'W'X'g'k]'`VY' W'`Y'W'X'Z'c'`ck ]b] 'h'Y'd'f'Y'g'b'h'U'jcb"

- Bc'f'Y'Z'f'Y'b'W'a U'h]U'gZ] ]g' U'U'X'gZ'cf' Y'W'f'cb]W'X'y ]W'g'a U'h'i'Y' V'ci []\h'ic' c'f'i g'X'Xi f]b] 'h'Y'd'f'Y'd'U'f'U'jcb' c'f' d'f'Y'g'b'h'U'jcb"
- 9UW'g'd'Y'W'g'ci 'X'V'Z'ci f'f]E'a ]bi h'g' ]b'`Yb[h]"
- 5 'h'a Y'Y'd'f'k]'`g'U'X'U'h'h'f'Y'f]E'a ]bi h'g'U'X'U'U'b'U'h'Z'ci f' f]E'a ]bi h'g'K' \b'h'Y'g'd'Y'U'f' ]g'U' ]b]g' Y'Z'h'Y'h'a Y'i g'X'V'ri'h'Y' d'uf]M]Ublh'k]'`V'Y'f'Y'w'f'X'X'Z'b'ch]b] 'U'X'Xi W'jcb'c'Z'Uj Y'f]E'dc ]b]g'Z'c'f' h'a Y'i b'X'f'`'`%c'f'c'j Y'f'(.&'a ]bi h'g'
- H'Y'd'f'Y'a ]b]U'f'm'd'Y'Z'c'fa U'W' ]g'b'ch'ic'd'Y'b'ic' W'b'Z'f'Y'b'W'U'h'h'b'X'Y'g'

#### • Final Performance

H'Y'U'U' ]i ]X'Y]b'g'U'f'Y'h'Y'g'a Y'U'g'h'Y'd'f'Y'a ]b]U'f'ni ]X'Y]b'Y'g'X'g'W'V'X' U'c'j Y'U'X'h'Y'U'U' d'Y'Z'c'fa U'W' ]g'c'd'Y'b'ic' W'b'Z'f'Y'b'W'U'h'h'b'X'Y'g'k' \c' U'f'Y'b'ch'd'Y'Z'c'fa ]b] 'd'uf]M]Ublg'c'Z'h' ]g'y' Ybh'

### Performance Competencies

- Y'h'a d'c'f'U'Y'ci g'ng'd'Y'U'`cb'U'g' V'Y'W'
- W'f]h'ic'Z]c]W'
- W]h]W'h' ]b\_]b] 'U'X'd'f'c'V'Ya'`g'c] ]b]
- poised manner
- d'f'c'Z'g'g'c'U'U'd'd'Y'U'f'U'W'

### NBEA Standards Reinforced by Event

- 7ca a i b]W]h'cb. Z'ci b'X'U'j'cb'g'g'W'U'

**Career Clusters.** 'Gi g]b'Y'gZ'A U'U' Ya Ybh'U'X'5'X'a ]b]g'f'U'jcb/A U'f'Y'h]b]z' G'U'Y'g'U'X'G'f] ]W'

REFERENCE: Impromptu Speaking—Performance RATING SHEETS-28.



# INTERNET APPLICATION PROGRAMMING

K jh YgZcZg ddbhVbl i dYfa qhjb hYa jbxg  
 cZVa dUjYg jlcXhga Uf YzdfcfLa ghUhgY  
 jJUUb-hbfbYVdkgfUYZgYf Ubxai WYgYf  
 to maintain. Internet Application Programming  
 ZVgYgcb ggYg ghUfYi gXgY f hY-bhbYhd  
 Uj b hUfYi HNgY YbhHg ghYdcfLa a Yngj ]` j`  
 Xg j b b l ` U i g z z Z V W b z U b X Z W Y Y d c f l a "

Ya U z d c b Y b i a V f g X b b Y f a U g Y W Y d e " - b W X Y j b h Y g a a U f n U l a U c z  
 U " U n b X Y g H N g g a c X W Y a l a i h j b U z f a U n X j g i  
 5 X j h b U m U d k h Y j b Y U j c b c Z U z f a U n X j g h c z h Y b l a Y g Y a U j g  
 U b X d c b Y b i a V f g c Z h c g Y b c h U n b X j b "  
 - Z X H U g Y H V g U f Y i g X Z f h Y U d i j W j d z j b V X Y H V Y U d i h j b z f a U j c b  
 U d b j k j h h Y g Y d g W X X Z f h Y f g h c z h Y U d i j W j d z "

## Eligibility

9UW gUfYa Unibhf k c f R L d U f j W d U b g k \ c  
 fY a Ya V f g Z c a U W j Y c W W d h f g z c b  
 f Y W f X j b h Y b U j c b U W b h f U g \ U j b l d U X  
 X i Y g V n A U W % c Z h Y W f f b h g W c c ` n U f "

Sample of data in table/file 1 (goes across on one line).

Key	FirstName	LastName	MailingAddress	City	State	Zip
1	John	Smith	112 Main St.	Home Town	VA	20107
2	Jane	Doe	987 Elm Drive		FL	32006
3	John	Smith	456 Oak Avenue		Orange	IA 50836

  

E-mailAddress	WorkPhone	HomePhone	CellPhone	NumAttending
s@b.com	999 999 9999	888 888 8888	777 777 7777	0*
r@o.edu	789 789 7878	456 456 4545	123 123 1212	3
t@b.org	321 321 9510	654 654 7530	987 987 8529	1

\*Value of 0 in NumAttending means not attending

## Overview

H l g Y j Y b h W b g d g c Z h k c f R L d U f j U  
 d f Y i X j Y X d f c f l a U b X U d Y z c f a U b W  
 W a d c b y b h d U f j W d U b g U f Y f e i j f Y X l c  
 W a d Y Y U d U f g t e V Y Y j j V Y l e k j b  
 U b U k U f X H Y d f c f l a a i g h U X Y g g h Y  
 l e d j W j j Y b " D Y z c f a U b W g a c i X X Y g M V Y  
 h Y d f c f l a W a d Y X " G d Y W U W n a h Y  
 d Y z c f a U b W g a c i X U X Y g g h Y d f c f l a  
 W U j c b z d f c W g g Y g i g X z U b X f Y g j g c Z h Y  
 d f c f l a "

Sample of data in table/file 2.

Key	KeyFrom1	Entrée 1	Entrée 2	Entrée 3	Dessert 1	Dessert 2	Dessert 3
1	2	1	2	0	1	1	1
2	3	0	0	1	0	1	0

5 ` d U f j W d U b g k j ` W a d Y Y j b U d f Y j a j b f m  
 d Y z c f a U b W

## Program Guidelines

### C Prejudged Program

- Hk c f R L 78 #8 J 8 g W b h U j b l h Y j h a g j g Y X j b h Y b Y h V ` Y h  
 a i g h Y Y f W j Y X V n h Y b U j c b U W b h f Z c f i X j j b V n h Y g W b X  
 : f j X h j b A U h U c b j k j h U G U h a Y b h c Z 5 g f U b W H Y 78 #  
 8 J 8 g a i g h Y Y U Y X k j h h Y b l a Y c Z h Y Y j Y b z g U h z b l a Y c Z  
 d U f j W d U b z U b X g W c c "
- H Y I F @ a i g h Y Y U j U V Y Z c f j j k j b l c b h Y - b h b Y h U h Y  
 h a Y c Z i X j b l " B c W U b j Y g W b V Y a U X Y l e h Y K Y W g h U Z M f h Y  
 c Z W j U b h m f g W b X : f j X h j b A U h e : a X j b l c Z h Y d f c f l a k j  
 H U Y d U W V Z f Y h Y B @ 7 "
- H Y g c i h c b a i g h i b k j h b c d f c f l a a j b l Y f c f g U b X Y b h j Y g  
 k j ` V Y i X j Y X W f X j b l l e h Y f U j b j g Y h i
- D c j b g k j ` V Y X X i W X Z f U b m i c j W Y f c f g "
- D f c f l a g a i g h Y U W a d U j Y X V n U f Y U X a Y U Y b c h j b l  
 g c Z k U f Y i g X b l a Y c Z d U f j W d U b z g W c c z U b X g U W g c i f W c Z  
 j b z c f a U j c b U b X j b g f i W c b g c b f i b b j b l h Y d f c f l a "
- D f c f l a a i g h - b h b Y h i 9 l d c f Y \* " S c f \ j l \ V " C h Y f V f c k g Y g  
 a U h U g V Y i g X Z c f f U X j b l "
- D f c f l a d f c X i W X a i g h Y d f Y d U f X V n h Y d U f j W d U b h i
- 78 #8 J 8 g g a c i X W Y Z Y c Z j j i g g # a U k U f Y
- H Y d f c f l a k j ` W b g j h h r + S d Y W b h c Z h Y U b U g W f Y

## 2009 National Topic

H Y & S - B U j c b U @ U X f g j d 7 c b Z f Y b W  
 d f c f l a j g

7 f X h U k Y U d i j W j d h U h k j ` U d k d d Y  
 l e F G j D z f U d U b X X j b b Y f Y b h i H g g a X  
 j b W X U k Y Z f a k j W k j ` U d k d d Y l e Y h Y f  
 W a g Y l e U n b X h Y z b W b c d X W b Y h Y j j h U b "

H k c U y g d h U Y g g a X W j b W X X c b U k W  
 g f j Y z c b Y H V # U Y k j ` h U W U g h b l a Y U h b l a Z  
 a U j b l U X Y g z Y a U U X Y g z d c b Y i a V f g U b X  
 k \ h Y f d b c h h Y k j ` W U n b X j b " H Y g W X  
 H V Y # U Y k j ` h U W j j U U z f Y j b \_ Y n z c a h Y U f g i  
 H V Y # U Y h Y h U b i a V f U n b X j b j Y W d U f m U b X  
 h Y W Y U X k b c z h Y X j b b Y a U g Y W b f H A Y Y  
 g a X Y U h Y g h f Y Y W g W g W Z f h Y Y b f Y U b X  
 h Y X g j f l z f h Y f a d H Y b i a V f c Z Y h f g U b #  
 d X g f H g g a X b c h Y U f Y f h U b h Y b i a V f j b h Y  
 d U f h - b W X j U j X j c b l e Y g f Y X d j W Y Y h j Y g U Y  
 not made in the attending list.

7 f X h U g Y W X j b h Z W h U h k j ` U d k h Y Y b h  
 a U b j a Y h i c g a a U f j n h Y b l a Y c Z h c g d U f j Y  
 U n b X j b k j h h Y f j b W X X b i a V f c Z U n b X Y g U g  
 k Y U g h Y d h Y j b z f a U j c b f e i g X X U X Y g z

## Performance Guidelines

### C Preliminary Performance

- H Y l e d h b f f e l j b X j j X j U g c f U b Y e i U b i a V f Z c a Y U W  
 f c i d l k j ` V Y g W X i Y X Z c f U b U d f Y g b h U j c b "
- b X j j X U a i g h d Y z c f a U U g d Y W g c Z h Y d f Y g b h U j c b "
- H Y j b X j j X U a U g g Y j b f L a j b i h g l e d f Y g b h h Y W g Y X g M j b l  
 h Y d f c f l a "
- 5 h a Y Y d Y f k j ` g U b X U g l f f L a j b i h g U b X U j b U h g Y j b f L  
 a j b i h g K \ Y b h Y d f Y g b h U j c b j g U b j g Y z h Y h a Y Y d Y f k j ` f W f X h Y h a Y i g X z b c h j b l U X X i W c b c Z U j Y f l e d j b g Z c f U m  
 h a Y c j Y f g Y j b f L a j b i h g "

guidelines continue

*Internet Application Programming guidelines continued*

- J |g| U`U`g/` g`a` d`y`f`Y`U`X`l`c` h`Y`  
d`f`c`W`M`a` U`n`Y`i` g`X`^`c`k` y` Y`z`b`c` J`h`a` g`  
a` U`n`Y`Y`z`h`k` J`h` h`Y`1` X` Y`g`
- :`c`^`c`k` |`b|` Y`U`W`d`f`y`g`b`h`j`c`b`z`1` X` Y`g`k` |`^`  
W`b`X`i` W`U`h`f`Y`f`i` L`a` |`b|` h`e`i` Y`g`j`c`b|`  
U`b`g`k` Y`f`d`y`f`c`X`
- D`U`f`j`M`U`b`h`|`g`f`Y`g`d`c`b`g`V`Y`Z`f`V`f`|`b|` |`b|` U`  
W`d`n`r`c`Z`h`Y`d`f`c`|`f`U`a` "
- 5`K` |`b`X`c`k`g`V`U`g`X`W`a` d`i` h`f`z`d`f`c`^`M`j`c`b`  
X`y` |`W`z`U`b`X`g`Y`Y`b`k`|^` Y`Y`d`f`c`j` |`X`X`  
Z`f`h`Y`d`f`y`g`b`h`j`c`b`k` |`h` U`b`-`b`h`f`b`Y`h`  
W`b`b`Y`M`j`c`b`"I` g`Y`c`Z`U`U`g`^`X`f`j` Y`|`g`  
U`c`k`Y`c`b`h`Y`Y`e`i` |`d`a` Y`b`h`d`f`c`j` |`X`X`  
• D`f`Y`|`a` |`b`U`f`m`d`Y`Z`f`a` U`b`W`g`U`f`Y`b`c`h`c`d`Y`b`  
l`c` W`b`Z`f`Y`b`W`U`h`b`X`Y`g`"

**Final Performance**

- H`Y`U`b`U`|`i` |`X`Y`|`b`g`U`f`Y`h`Y`g`d`a` Y`U`g`  
h`Y`d`f`Y`|`a` |`b`U`f`m`|`i` |`X`Y`|`b`g`X`Y`g`M`V`X`  
U`v`j` Y`U`b`X`h`Y`U`b`U`d`Y`Z`f`a` U`b`W`|`g`c`d`Y`b`  
l`c` W`b`Z`f`Y`b`W`U`h`b`X`Y`g`k`^`c` U`f`Y`b`c`h`  
d`Y`Z`f`a` |`b|` d`U`f`j`M`U`b`h`|`b`h`Y`Y` Y`b`h`

**Project Competencies**

- X`c`W`a` Y`b`h`U`X`Y`g`g`Y`g`l`c`d`|`W`b`X`|`g`  
^`U`d`f`c`d`f`|`U`Y`Z`f`h`Y`U` X`Y`b`W`
- |`f`U`^`|`g`z`h`i` h`f`Y`U`a` Y`b`z`U`b`X`g`|`W`U`^`Y`Z`M`g`  
^`g`c`k` W`Y`U`h`j` |`h`m`U`b`X`W`^`Y`g`j` Y`b`Y`g`g`c`Z`X`Y`g`|`b`
- U`d`f`c`d`f`|`U`Y`g`Y`M`j`c`b`c`Z`c`b`g`U`b`X`h`d`Y`  
^`g`h`g`
- c`j` Y`f`U`^`U`m`i` h`U`b`X`X`Y`g`|`b`|`g`W`Y`U`h`j` Y`U`b`X`  
^`U`d`Y`U`|`b|`
- U`b`U`d`f`c`X`i` W`|`b`X`|`W`h`g`U`W`U`f`h`c`i` |`^`h`i`  
^`d`f`c`W`g`U`b`X`U`b`|`b`h`b`X`Y`z`d`U`b`Y`X`X`f`W`j`c`b`  
^`k` |`h` Z`f`a` i` U`j`c`b`U`b`X`Y`i` W`h`j`c`b`c`Z`U`f`a`  
idea

- F`y`e`i` |`f`X`|`b`Z`f`a` U`j`c`b`|`g`Y`Z`M`j` Y`m`  
^`W`a` a` i` b`|`W`h`X`
- W`d`n`f`|`|^`h`i`U`k`g`Z`^`c`k` Y`X`

**Performance Competencies**

- Y`d`U`b`U`j`c`b`c`Z`h`Y`d`f`c`|`f`U`a` |`g`^`c`|` |`W`U`b`X`  
^`g`h`a` U`j`W`
- i`b`X`f`g`U`b`X`|`b|` U`d`f`c`|`f`U`a` ^`U`b`|`i`U`Y`|`g`  
evident
- X`y`g`|`b`d`f`c`W`g`Y`Z`M`j` Y`m`W`a` a` i` b`|`W`h`X`
- h`d`g`z`h`W`b`|`e`i` Y`g`z`U`b`X`l`c`c`g`i` g`X`U`Y`  
presented
- d`f`c`Z`g`g`c`b`U`d`f`Y`g`b`h`j`c`b`
- g`Y`Z`W`b`U`b`W`U`d`d`f`Y`b`h`h`f`c`i` |`^`\_`b`c`k`^`Y`X` Y`c`Z`W`b`h`b`h`U`b`X`  
^`U`h`j`W`U`j`c`b`c`Z`|`X`|`g`U`b`X`Y`Z`M`j` Y`m`U`b`g`k`Y`f`e`i` Y`g`j`c`b`g`

**NBEA Standards Reinforced by Event**

- -`b`Z`f`a` U`j`c`b`H`W`b`c`c`|`m`W`a` d`i` h`f`U`f`W`|`h`W`i`f`y`/`c`d`Y`U`|`b|`  
g`g`h`a` g`z`Y`j`|`f`c`b`a` Y`b`g`z`U`b`X`i`h`|`h`Y`g`/`g`g`h`a` g`U`b`U`n`g`U`b`X`X`Y`g`|`b`/  
W`a` a` i` b`|`W`h`j`c`b`g`U`b`X`b`Y`k`c`f`\_`|`b|` |`b`Z`U`g`f`i` W`i`f`Y`g`b`Y`k`c`f`\_`  
U`d`d`|`W`h`j`c`b`g`
- A`U`b`U`Y`a` Y`b`h`h`W`b`c`c`|`m`U`b`X`|`b`Z`f`a` U`j`c`b`a` U`b`U`Y`a` Y`b`h`

**Career Clusters.** |`G`i`g`|`b`Y`g`z`A`U`b`U`Y`a` Y`b`h`U`b`X`5`X`a` |`b`|`g`f`U`j`c`b`/  
-`b`Z`f`a` U`j`c`b`H`W`b`c`c`|`m`

REFERENCE: Internet Application Programming—Production RATING SHEETS-29.

REFERENCE: Internet Application Programming—Performance RATING SHEETS-30.



## INTRODUCTION TO BUSINESS

*How a business system and its effect on consumers, employees, and entrepreneurs.*

### Eligibility

9th grade students who are currently enrolled in a business course. This event is for students who are currently enrolled in a business course. This event is for students who are currently enrolled in a business course.

### Overview

This event is designed to assess students' knowledge of business concepts and their ability to apply this knowledge in a practical setting. The event consists of a series of questions that cover a wide range of business topics.

### Objective Test Competencies

- **C** Business Law
- **C** Business Math
- **C** Business Management
- **C** Business Operations
- **C** Business Systems
- **C** Business Technology
- **C** Business Writing

### NBEA Standards Reinforced by Event

- 7.1.1.1 - Business Law
- 7.1.1.2 - Business Law
- 7.1.1.3 - Business Law
- 7.1.1.4 - Business Law
- 7.1.1.5 - Business Law
- 7.1.1.6 - Business Law
- 7.1.1.7 - Business Law
- 7.1.1.8 - Business Law
- 7.1.1.9 - Business Law
- 7.1.1.10 - Business Law

**Career Clusters:** Business Administration, Business Management, Business Operations, Business Systems, Business Technology, Business Writing



## INTRODUCTION TO BUSINESS COMMUNICATION

*Learning to communicate in a manner that is effective and professional.*

### Eligibility

9th grade students who are currently enrolled in a business communication course. This event is for students who are currently enrolled in a business communication course.

### Overview

This event is designed to assess students' knowledge of business communication concepts and their ability to apply this knowledge in a practical setting. The event consists of a series of questions that cover a wide range of business communication topics.

### Objective Test Competencies

- **C** Business Law
- **C** Business Math
- **C** Business Management
- **C** Business Operations
- **C** Business Systems
- **C** Business Technology
- **C** Business Writing

### NBEA Standards Reinforced by Event

- 7.1.1.1 - Business Law
- 7.1.1.2 - Business Law
- 7.1.1.3 - Business Law
- 7.1.1.4 - Business Law
- 7.1.1.5 - Business Law
- 7.1.1.6 - Business Law
- 7.1.1.7 - Business Law
- 7.1.1.8 - Business Law
- 7.1.1.9 - Business Law
- 7.1.1.10 - Business Law

**Career Clusters:** Business Administration, Business Management, Business Operations, Business Systems, Business Technology, Business Writing



## INTRODUCTION TO PARLIAMENTARY PROCEDURE

*HlgYBhfYd/bjng: 6@5 'a Ya Vfgk\c'  
Xá dgUUY\_bk 'WYcZMgWd/bM'gcz  
df]Lá YHfmdfcWx fYUcb] k]h' Ub' bXfgubXb]'  
cz: 6@5 gdc]Uj]rUjcb'UbXdfcWx f'g'*

### Eligibility

9UW'gUya Unybhf'hfYfi Eduf]MUBlg'  
k\c'UfYa Ya VfgZca 'UWj' Y'cW'WUdhfgz'  
cb'fYwX]b'h'YbUjcbU'Wbhf'Ug'\j]b]' dUX  
Xi YgVnA UFW%cZh'YWffYbhgWcc`mUf"  
Cb'na Ya VfgYbfc`X]b]' fUXg- 'h'fci [\`  
%\$UgcZA Um&S'cZh'YWffYbhgWcc`mUf'UfY  
Y][JY'

### Overview

5'cbYfL\ci f'cVYWj' Yhgk]`'WYUa ]b]h'fYXVgXcb'h'Y  
Wá dYbVWg' ]gX' Bcb] fUd\]b] 'WwUc'fgk]'`'Ydfcj ]XX'

### Objective Test Competencies

- c** dUf]Lá YbHfmdfcWx fYdf]bM'Yg'fH'fci [\`UdUfb'Yg\]d'k]h'`  
...h'YB UjcbU'5gg'WUjcb'cZDUf]Lá YbUf]Ubgzei Yg]cbgZcf'h'Y  
...dUf]Lá YbHfmdfcWx fYdf]bM'Yg'dcf]cb'cZh'Yf]Lá 'k]`'Y'  
...XUk'b'Zca 'B UjcbU'5gg'WUjcb'cZDUf]Lá YbUf]Ubg'cZMU'h'g'i  
...Ud\_`L
- c**: 6@5 '6mUk'g



## INTRODUCTION TO TECHNOLOGY CONCEPTS

*The processing of data is important to the successful  
cdUjcb'cZM'g]Yg'HlgYBhfYd'g]Xg'fYd]h'cb'  
Zf: 6@5 'a Ya Vfgk\ci bXfgubXh'YUgW  
df]bM'Yg]b]c]X]b]Wá d'hf'HWbc'd'm'*

### Eligibility

9UW'gUya Unybhf'hfYfi Eduf]MUBlg'  
k\c'UfYa Ya VfgZca 'UWj' Y'cW'WUdhfgz'  
cb'fYwX]b'h'YbUjcbU'Wbhf'Ug'\j]b]' dUX  
Xi YgVnA UFW%cZh'YWffYbhgWcc`mUf"  
mUf"Cb'n'h'Ya Ya VfgYbfc`X]b]' fUXg  
- 'h'fci [\`%\$cZh'YWffYbhgWcc`mUf'UfY  
Y][JY'

### Overview

5'cbYfL\ci f'cVYWj' Yhgk]`'WYUa ]b]h'fYXVgXcb'h'Y  
Wá dYbVWg' ]gX' Bcb] fUd\]b] 'WwUc'fgk]'`'Ydfcj ]XX'

### Objective Test Competencies

- c** Ujcb'Wá d'hf' df]bM'Yg'
- c** h'fa ]bc'c]m
- c** Wá d'hf'Ud]WUjcb'WbWdl'g'
- c** d'fc]fLá a ]b] 'Ujcb'WbWdl'g'
- c** Wá d'hf'Yei ]da Ybh

### NBEA Standards Reinforced by Event

- -bZ'fa Ujcb'HWbc'c]m'cd'YUj]b] 'g'g]á g'Yb] ]f'c'ba Yb]g'UbX  
i ]h]h'g'Z'Ud]WUjcb'g'Zk'UfY]b]di h'HWbc'c] ]Yg

Career Cluster: -bZ'fa Ujcb'HWbc'c]m'



## JOB INTERVIEW

*HlgY YbhYbhlhg: 6@5 a Y Vfgk\cXá dghUY  
dUUVWVbUddhjb Zf Yá dca Yhjb V gbyg'*

### Eligibility

9UW gUHYa Unj Va Jhlc c f&LduhMUbhg  
k\c UfYa Ya VfgZca UWj YcW WUdhfz  
cbfWfXJb hYbUjcbU Wbhf Ug\j Jb dUX  
Xí YgVriA fW%cZHYWffYbhgWcc`nU"

### Overview

HlgY YbhWbgdgcZhfYfEdUfUg UYhf  
cZúdd JWhcb UxYfg a YZUcVúdd JWhcb  
Zefa ZbXU bJbhj Jk "DufhMUbhgUfY  
fYei JfYXlc Wá dYHU`dUfUg VYY J JY  
lc k Jb Ub Uk UfX: 5`Yhf cZúdd JWhcb Ux  
fYg a Ya i ghVYg Va JhX Jb gl Zc Xfgdfjcf  
lc hYB @7 Vrih YgUHWUf cf Xygl bYUbx  
fWj YXVrih YbUjcbU Wbhf Vrih YgWbX  
: fXhjb A Un

9UW dufhMUbha i ghúdd nZcf Uvi gbygg  
cf Vi gbygg fYUHX`cVUa Yfh7cfdfUjcb"  
HAYcVa i ghVYcbYZcf k\JW`Y#g Ylgbc  
ei UJÚXcf Zcf k\JW`Y#g Yk J`VYei UJÚX  
Uih YWá d Yjcb cZHYWffYbhgWcc`nU"

Hlfmfl SLa Jbi hfgk J`VY Jj Yb Zcf  
dufhMUbhgUfY Wá dYHU`cVúdd JWhcb  
Zefa Uih YB @7 HAY dufhMUbha UnM Jb  
U UXX JhcbU WdnrcZ\Jg# Yf Yfg a YUx  
UcbYdU Yg YhcZfYZfYbWgUc Uggghj b  
Wá d Yjcb cZHYcVúdd JWhcb Zefa "Bc  
ch Yf fYZfYbWá Uhf Uga UnYi gX" 5`  
dufhMUbhgk J` YgWYXí XZcf Uhb fSLa  
a Jbi hYdfY Jb Uf nJbhj Jk "

### Guidelines

#### Letter and Resume

- DufhMUbhgk J` Udd nZcf Udcghjcb U  
A Yfh7cfdfUjcb" A Yfh7cfdfUjcb  
JgUf J YUWcbU bUjcbU WfdefUjcb  
YUei UhfYX Jb K Uj Jb lcbz8 7"  
7ca dUbnVbYUg JbWXY dUX`c JXhg  
Uxj UWhcbgZgW` Yj YZUfYfYa Ybh  
dUzUx`YU h Jbg fUbw GUfrik J`  
VYWá a Ybg fUyk Jh Y dYfYbWUbx  
YXí Wjcb" A Yfh7cfdfUjcb JgUf Yei U  
cdcfh bJmá d`cnYf"
- Ql fE WdJYgcZHYZc`ck Jb Jhá ga i gh  
VYg Va JhX Vrih YgWbX: fXhjb  
A Un
  - 5`cbYdU Y`Yhf cZúdd JWhcb  
fE J JbU`cf WdnrcZca hY

dufhMUbhUXXYggXlc: 8 f" Hfmr9">c\bgcbz8 JfYMc f cZ  
< i a Ub F Ygi fWgZa Yfh7cfdfUjcbz% (S: fUb Jb DUWZ  
K Uj Jb lcbz8 7`&S(%

- 5`V JZfYg a YfE J JbU`cf WdnrcZca hY WYXlc f&Ldu Yg  
D`cUc fUd`gUfYbchU`ck YX'
- 5`WdJYgcZHYUWcJ Ya Uhf Uga i ghVYg Va JhX Jb gl fE  
gUxUfYUz`Xfg HAYUcZHYZc Xfg a i ghVY UYXk Jh  
h Yj Ybh Jh YZ dufhMUbhgUfY UZgUzUbxgWcc`-bWXY  
dufhMUbhgUfY YcbU`dU Ygg Va JhX"
- 5`XXí Wjcb cZUj Yf Edc Jb gk J` VYa UYZca h YgWfYcZ  
dufhMUbhgk\c`g Va Jha Uhf Uga hX`bchUx YfYlc h Yj Ybh  
Ji Xy Jb Yg Zcf h Yg Va Jgcb cZdfcf`a Uhf Uga
- Gi Xbha Ya VfgZcbUj JgYgza i ghdfUfYh Y`Yhf cZ  
údd JWhcb UxYfg a Yg"

### Application

- 9UW dufhMUbha i ghWá d YHU`cb Jb YcVúdd JWhcb Zefa U  
h YB @7"
- HAY dufhMUbha UnM Jb U UXX JhcbU WdnrcZ\Jg# Yf Yfg a Y  
UxUcbYdU Yg YhcZfYZfYbWgUc Uggghj b Wá d Yjcb cZHY  
cVúdd JWhcb Zefa "Bc`ch Yf fYZfYbWá Uhf Uga UnYi gX"
- Hlfmfl SLa Jbi hfgk J` VYU`ck YXZcf h JgdfUjcb cZHY Yj Ybh

### Interview Guidelines

#### Preliminary Interview

- 5`a U J a i a`cZUZYb fSLa Ubu JgU` cf Uf Yei U`bi a Vf Zca  
YUW J fci d` k J` Uj UbWlc h YUbu fci bX'
- DufhMUbhgk J` YgWYXí XZcf Uhb fSLa Jbi hYdfY Jb Uf n  
Jbhj Jk "
- Bc`a Uhf Uga UnYVfci J` hlc h Y Jbhj Jk "
- 5`X J Ygk J` VYdfc J Xk Jh U WdnrcZYUW dufhMUbhg  
údd JWhcb`a Uhf Uga Bc` UXX JhcbU Jhá gWb VYfci J` hJb h Y  
Jbhj Jk cf`YZk Jh h Yí X Yg'

#### Final Interview

- HAYUbu Ji Xy Jb YgUfYh Ygá YUg h YdfY Jb Uf n Ji Xy Jb Yg  
Xy gWVXUWcJ Yf Wdh h Y Jbhj Jk Jh Y JgUZYb fSLa Jbi hfg

### Performance Competencies

- h`Jb` WjWm
- i gY YfU Wá a i b JWhcb lc fYgcbXlc Jbhj Jk ei Yg Jcbg
- Y` Jh Udfc ZggcbU UbXdc JgXUd YUfUW
- U J` hrc Wá a i b JWHY WYf`\_bck YX YUbx dUbg

### NBEA Standards Reinforced by Event

- 7UYf 8 Y Jcda Ybh gYZUk UfYgg WYf fYgUWZk cf`dUW  
Y dWUjcbgZ WYf` gUfU Jg
- 7ca a i b JWhcbg Ya d`cra Ybh

**Career Clusters:** 6i gbyggA UbU Ya YbhUx5Xa Jb JfUjcb/: JbUw  
A Uf Yh Jb ZUgUbxGf J W

REFERENCE: Job Interview—Interview RATING SHEETS-31.



# LOCAL CHAPTER ANNUAL BUSINESS REPORT

## HAMDEN L. FORKNER AWARD

6i gbyggfYdflgUfYi gXYHfGj Ynrc JbZfa  
management, staff, stockholders, and the general  
d VjWá hU UgMgZHYM gbygg HAY- Lá XB  
@": d bf'5 kUXFYWblng: 6@5 WdHghU  
ZZWY Yng a a UfnYh Yf nLHgUWY JHg HAYYbH  
dfj XGdUfWUbgk Jh jUi UYYY dYfWVb  
dYdUfJl Ubbi U'V gbyggfYdflg'

### Eligibility

9UW gUYa Urng Va Jhkc fRfYdclfgZca  
UWj Y'cW WdHfGZcb fWfXJb h YbUfcbU  
Wbhf Ug\Uj bl dUXX YgVnA UfW%cZh Y  
WfYbhgWcc`mU'

### Overview

HAYfYdclfg'ci XJbWXYh YWdHfG  
Ubbi U'Vi gbyggZ'ck h YfUfJl g Yh  
gYei YbWJb k fJhJl h YfYdclfg'Dfc Wmgi gX  
Zcf'ch Yf: 6@5 fYdclfga UnVJbWXX"

### Guidelines

#### General

- Gi Xybia Ya VfGZbchUj Jgfgza i gi dYdUfYfYdclfg'
- Hkc fRfWdJgZcZh Yk fJhYfYdclfga i gi VYgbbVnH YgUYWUf#gUYUj Jgf UbXfWj YXVnH YbUfcbU Wbhf Zcf' f XJl VnH YgWbX: fXlnJb A Un
- FYdclfga i gixgMjVYUWj JHgZcZh Y WdHf'h Uik YfYWbX WXXVnK Yb the start of the previous State Leadership 7cbZfYbWUbxgUfncZh YWfYbhGUY @UXfgJd 7cbZfYbW'
- FYdclfgg Va JhXZcf'Wa dYfJcb VVWa Yh YdfcdYfncZ: 6@5!D6@z -bWH YgYfYdclfga UnVYi gXZcf di VJWJcb UbX#cf'fYdclfgi WXXZcf gUY VnH YbUfcbU Ugg WJcb UbXk J`bch VYfYi fbYX'
- DYbUmrclJbJgk J`VY Jj Yb ZH Yk fJhYb dfc WmXc YgUUX YfYc h YfYdclfgWj Yf UbXfYdclfgWbHhJl i JXYJbYg'

#### Report Cover

- FYdclfgWj Yfga i ghVYWj Yf gUWZJbXl gUWZcf WfXgUWUbx JbWXYVch UZcbhUbXVUW Wj Yf"
- FYdclfgWj YfgUfYbchWb bhXUJ UbgJh YdU Y'Ja JhUbXa Un WbHJb'ch Yf JbZfa Ufcb"
- 7cj Yfga UrnchVYJb d'UgJWJbXfGZ'La JbUWZcf\Uj YUDUgJW g Yhfc Yf UfJl h YdfJbhXWj Yf" Bc JhA gZg W'Ug UYgcf' XWgza UnVYUHUWXXlc h YZcbhWj Yf" Hk cl' cf h fYfJl' VJbXfGfUfYbchUWdHUYfYdclfgWj Yfg"
- 7i Jci hWj YfgUfYUck YZVi h h YdU YWbHJbJl h YWj Yf JbZfa Ufcb JgJbW XXJb h YdU YWb bh"
- : fcbhWj Yf WbHJbgh YZ'ck Jbl JbZfa Ufcb. bLa YcZh Y gWcc ZgUWZbLa YcZh Yj YblZUbXmUf fRfS J S L
- 5`fYdclfga i ghVYVci bXfM' "ZhdYVJbXJl ZgdJfU VJbXJl E"

#### Report Contents

- HUYcZWbHbJgk Jh dU Ybi a VfG'
- : c`ck h YfUfJl g Yh gYei YbWJb k fJhJl h YfYdclfg'Z JbZfa Ufcb JgJbchUj U'UYZcf UdUfJW Uf WJhJcbZJbWXYU gUha YbHc h UYZZWJb h YfYdclfg'
- DU YgUfYbi a VYfXUbXa i ghVYcb', %&I l %J' dUdYf'9UW' gXYcZh YdUdYf' dfcj JXJl JbZfa Ufcb JgWb bhXUgUdU Y' DU Yga i ghbchVY'La JbUWZcf Vci bXJb g YhdclfgWfG'
- FYdclfga i ghbchVY WXX" S'dU Yg' fS h h YdU YZ Xj JXf dU YgZ UbXUdYbXJWgUfYcdJcbU UbXUfYJbW XXJb h YdU YWb bhL
- Bc JhA ga UnVYUHUWXXlc UbrdU YJb h YfYdclfg'

#### Report Competencies

- FYdclfgJb dYdYf Vi gbygg g mYUbX'c J WmUfUbl YX
- gY'Jbl UbXJ fLa a Uf WfYWM
- XgMjVYfYdclfgXj Ycda YbH
- cW WdHf'cf UJnUfcb UbXWUWmJgJWgZcZWdHf Y dUjYX
- dYcX Wj JmUbXfWJblJcb cZWdHf XcWa YbHx

#### NBEA Standards Reinforced by Event

- 7ca a i bJWJcb. Zi bXUfcbgZhWbc`c J W
- -bZfa Ufcb HWbc`c mUdd JWJcb gZk UY
- A Uf YfJl. Zi bXUfcbg

Career Clusters. 6i gbyggZ' A UbU Ya YbUbX5Xa JbJfUfcb/: JbUW -bZfa Ufcb HWbc`c mUd Uf YfJl ZGUYgUbXGfJ W

REFERENCE: Local Chapter Annual Business Report—Report RATING SHEETS-32.



# MANAGEMENT DECISION MAKING

A U ]b[ VhVW XWgcbghUdcfg jXhYfj\ \h  
 XfYVcb UxUk ]bb[ dcljcb ]b'lcXfng  
 V gbyggkcd Xlg YgghU'lc[ccXa Ubj'Y Yh'  
 Gi gbygg'Y VVhj Yga i gha U Yj\ \lei U ]hzbXfm  
 ]bgUhbYi gXWgcbgU' hYhja Y'HYUJ ]hnic'  
 a U YhYfj\ \hXWgcbg VbVb]b] j ]gcbz[ fckhZ  
 fgi fVg'ghYh'g UbXk U b'gg' YXg'lc U  
 g Wgg' V gbygg' -higa Ubj'Y Yh'f'gcbgV ]hni  
 lc'a Ubj'Yf'lcXhUbXca d'ckzlc'a Ubj'Yf'  
 cdhja i a Y'VbVbUbXlc'a Ubj'Ylc' Vd d'f' ]b'hY  
 marketplace.

## Eligibility

9UW gUy'a Uhg Va ]hlc c' f'ELhUa g  
 Wa d'cg'XcZhc c' f'ELc' h'fYf'El'a Ya Vfg'  
 Zca U'Wj Y'cW' WUdhf'g'cb' f'Ywf'X ]b'hY  
 bUjcbU' Wbhf' U'g' \ ]b[ d'UXXi Yg'Vm'a U'W'  
 %cZh YWf'f'bhg'Wcc' n'Uf' B'c'a c'fYh'Ub'  
 cbY'f'ELhUa 'a Ya V'f'a U'h'Uj Y'Yb'h'f'YX'h ]g'  
 Yj YbhU'Udf'cb' B @7 c'f' \ ]j Y'Wa d'Yh'Xa c'fY'  
 h'Ub'lk c' f'ELn'Uf'g'U'h'Yb'UjcbU' 'Yj Y''

## Overview

H'lg'Yj Ybh'Wbg'gg'cZhc c' f'ELd'Uf'g' Ub'  
 c'V'W'Wj Y'h'g' ]b'X'U'd'f'Z'ca Ub'W'Wa d'cb'Yb'h'

5'cbY'f'EL' \ci f'c'V'W'Wj Y'h'g'ik ]' VY'  
 U'a ]b]g'h'f'Y'X'V'g'X'cb'h'Y'Wa d'Y'h'b'V'g'  
 H'YLa 'a Ya V'fg'k ]' H'U'Y'cb'Y'c'V'W'Wj Y'  
 h'g'h'W' U'c'f'U'j Y'n'H'Y'h'b'f'f'ELhUa g'  
 k ]h'h'Y' \ ] \ Y'h'g'W'f'Y'g'k ]' V'Y'g'W'Y' X'  
 Z'c'f'h'Y'd'f'Z'ca Ub'W'd'c'f'h'cb'c'Z'h'Y'j Yb'h'  
 B'cb[ f'U' \ ]b[ 'W'W'U'c'f'g'k ]' V'Y'd'f'c'j ]X'X'

H'Y'W'g'Y'gi X'ra U'h'W'bg'gh'c'Z'U'd'f'c'V'Ya '  
 Y'b'Wi b'h'f'Y'X'V'ra Ubj'Y'f'g' ]b'cb'Y'c'Z'h'Y'  
 Z'c'ck ]b[ 'U'Y'g' \i a Ub'f'Y'g'i f'W'a Ubj'Y'a Yb'z'  
 Ub'U'W'U'a Ubj'Y'a Yb'z'a U'f' Y' ]b[ '  
 a Ubj'Y'a Yb'z'c'f' ]b'Z'ca U'j'cb' g'gh'a g'  
 a Ubj'Y'a Yb'h' 'A Ya V'fg'c'Z'h'Y'h'Ua 'k ]' '  
 U'gg' a Y'h'Y'f'c' Y'f'g'c'Z'a Ubj'Y'a Yb'h'U'X'd'f'Y'g'bh'  
 U'g' i h'cb'lc' h'Y'W'g'Y'd'f'c'V'Ya "

## Final Performance Guidelines

- H'Y'lc'd'h'b'f'f'ELhUa g'k ]h'h'Y' \ ] \ Y'g'i  
 g'W'f'Y'cb'h'Y'c'V'W'Wj Y'h'g'ik ]' U'j' Ub'W'  
 lc' h'Y'Ub'U'f'ci b'X' -b'h'Y'W'g'Y'c'Z'U'h'Z'h'Y'  
 c'V'W'Wj Y'h'g'W'f'Y'k ]' V'Y'i g'X'lc' V'f'Y'U'  
 h'Y'h'Y'
- 5' h'Ua g'k ]' V'Y'g'ei Y'h'f'Y'X'V'Z'c'f'Y'h'Y'  
 U'f'g'h'Y'Z'ca Ub'W'lc' f'Y'W'j Y' ]b]g'f'i W'cbg'  
 Ub'X'h'a Y'U'gg' ]ba Y'bg'

- Hk Ybmf'f'EL'a ]bi h'g'V'Z'c'f'Y'h'Y'd'f'Z'ca Ub'W'Z'U'W'h'Ua 'k ]' '  
 f'Y'W'j Y'h'Y'W'g'Y'gi X'ra
- H'k c' f'EL' (1 1 \*1' b'ch'W'f'X'g'k ]' V'Y'd'f'c'j ]X'X'Z'c'f' Y'U'W'h'Ua '  
 a Ya V'f' Ub'X'a U'h'Y'i g'X'X'i f' ]b[ h'Y'd'f'Y'd'U'f'U'j'cb' Ub'X'd'f'Z'ca Ub'W'  
 c'Z'h'Y'j Yb'h' -b'Z'ca U'j'cb'a U'h'Y'k'f' ]h'b'c'b' V'ch' g'X'g'c'Z'h'Y'  
 b'ch'W'f'X'g' B'ch'W'f'X'g'k ]' V'Y'W' Y'W'X'Z'c'ck ]b[ h'Y'd'f'Y'g'bh'U'j'cb'
- B'c'f'Y'Z'f'Y'b'W'a U'h'f'U'g'z' ]g' U'U'X'g'z'c'f' Y'Y'W'cb' ]W'X'j ]W'g'a U'h'Y'  
 V'f'ci [ \h'lc'c'f'i g'X'X'i f' ]b[ h'Y'd'f'Y'd'U'f'U'j'cb'c'f' d'Y'Z'ca Ub'W'
- H'YLa g' \ ]j Y'g'Y' Yb'f'EL'a ]bi h'g'lc' ]b'h'f'U'W'k ]h' U'd'U'Y'c'Z'i X' ]g'  
 Ub'X'd'f'Y'g'bh'h'Y'g' i h'cb'lc' h'Y'W'g'Y' H'Y'i X' ]g'k ]' d'U'h'Y'f'c'Y'  
 c'Z'h'Y'g'W'W'X'd'U'h' ]b' h'Y'd'f'Y'g'bh'U'j'cb' Ub'X'f'Y'Z'f'lc' h'Y'W'g'Y'Z'c'  
 g' ]W'U'W'g' 5' h'Ua 'a Ya V'fg'a i g'h'U'f' ]W'U'Y' H' \ ]g' ]g'U'f'c' Y'd'U'h'  
 Y' Yb'h'
- 5' h'a Y' Y'd'f'k ]' g'Ub'X'U'g' ]f'EL'a ]bi h'g'Ub'X'U' ]b' U'h'g'Y' Yb'f'EL'  
 a ]bi h'g'
- D'Y'Z'ca Ub'W'g'U'f'Y'c'd'Y'b'lc' W'b'Z'f'Y'b'W'U'h'b'X'Y'g'k \c' U'f'Y'b'ch'  
 d'Y'Z'ca ]b[ d'U'h' ]W'U' ]b'g'c'Z'h' ]g'Y' Yb'h'

## Objective Test Competencies

- c Vi gbygg'UbX ]g'Yj ]f'cba Yb'h
- c Z'ca g'cZ'Vi gbygg'ck b'f'g' ]d'Ub'X'h'Y'U'k '
- c Y'h' ]g'Ub'X'g' ]W'U'f'g'c'cbg'V ]h'ni
- c ]b'Z'ca U'j'cb'Ub'X'Wa a i b' ]W'h'cb'g'gh'a g'
- c d'U'bb]b[ 'Ub'X'g'f'U' ]W'a Ubj'Y'a Yb'h
- c Ub'U'W'U'a Ubj'Y'a Yb'h
- c \i a Ub'f'Y'g'i f'W'a Ubj'Y'a Yb'h
- c W'f'Y'f'g'

## Performance Competencies

- c W'h'W'h' ]b' ]b[ 'Ub'X'd'f'c'V'Ya 'g'c' ]b[
- c X'g'W'f'Y'W'g'Y'gi X'ra Ub'X'Y' d'U' ]b'f'Y'Wa a Yb'X'U'j'cbg'
- c Wa a i b' ]W'h'cb'g' ]g'
- c Y' d'U' ]b' g'f'Y'b[ h'g'Ub'X'k Y'U' b'Y'gg'c'Z'f'c'd'c'g'X'g' i h'cb'
- c Y'Z'W'W'j Y'n'U'bg' Y'f'ei Y'g' ]cbg'

## NBEA Standards Reinforced by Event

- 5'W'wi b'h]b[ . Ub'U'W'U'g'U'h'a Yb'g'z'g' ]W'U'U'd' ]W'h'cbg'
- 6i gbygg'@U' . Vi gbygg'cf[ ]b' ]h'U'j'cbg'
- 7ca a i b' ]W'h'cbg' Z'ci b'X'U'j'cbg'cf[ ]b' ]h'U'j'cbU'
- 9'W'bc'a ]g'Ub'X'd'f'g'cbU' : ]b'U'W' . Y'W'bc'a ]W'g'gh'a g'za U'f' Y'g'Ub'X'  
 d'f' ]W'g'
- 9'b'f'Y'd'f'Y'b'Y' f'g' ]d' . Y'b'f'Y'd'f'Y'b'Y' f'g'Ub'X'Y'b'f'Y'd'f'Y'b'Y' f' ]U'  
 opportunities
- b'Z'ca U'j'cb' H'W'bc'c' ]m' ]a d'U'W'ic'bg' ]W'f'f'm
- A Ubj'Y'a Yb'h'a Ubj'Y'a Yb'h'Z' b'W'ic'bg'Z'Vi gbygg'cf[ ]b' ]h'U'j'cbz'  
 Y'h' ]g'Ub'X'g' ]W'U'f'g'c'cbg'V ]h'ni a Ubj'Y'a Yb'h'h'Y'c'f' ]g'z' Ub'U'W'U'  
 X'W'g'cb'a U' ]b[

Career Clusters. 6i gbygg'Z'a Ubj'Y'a Yb'h'Ub'X'5'X'a ]b]g'f'U'j'cb/  
 A U'f' Y' ]b[ z'c'U'Y'g'Ub'X'G'f' ]W'

REFERENCE: Management Decision Making—Performance RATING SHEETS-33.





## MARKETING

A U\_ Yfb |ljcj YhYXdf|V hcb'ZdfcX VgUbX  
 gdf|Vgk'hYVWg a Y''HNgY'Yhdg |XgfyVb|hcb'  
 Zf': 6@5 'a Y'Vfgk\c'dg'g' bck Y'YcZAY  
 VgVdf|bVd'g'cZa U\_ Yfb|''

### Eligibility

9UW'gU'Ya UmYbhf'h'fYf|Eduf|VdUbg'  
 k\c'UfYa Ya VfgZca 'UWj Y'cW'WUdhfg'  
 cb'fWfX]b'h'YbU]cbU'Wbhf'Ug'\j |b| 'dUX  
 Xi YgVriA fW%'cZh'YWffYbhgVcc''mUf''

### Overview

5'cbYf'k'ci f'cV'W'Wj Y'h'g'k]'~'Y'  
 Uxa ]b|g'f'Y'X'V'g'Y'cb'h'Y'Wa d'Y'h'b'V'g'  
 'g'Y'X' Bcb| f'd'\|b| 'W'W'U'c'fg'k]'~'Y'  
 dfcj ]XX'

### Objective Test Competencies

- U'gV'a U\_ Yfb| 'Z bX'a YbU'g'f'df|W'zdfcXi W'zd'U'W'Z'U'X'dfca ch'cbL
- W'ubBY'g'cZ'X'g'f|M'h'cb'
- 'Y|U'UbX'g'V'U'U'g'Y'W'g'cZa U\_ Yfb|'
- U'j Y'h'g|b| 'a Y'X|U'c' ]b'W'X'Y'W'a a Y'f'W'
- ]b'h'f'b'U]cbU'a U\_ Yfb|'
- 'a U\_ Yfb| 'f'Y'g'U'f'W'
- marketing/information management
- Y'h'W'g'

### NBEA Standards Reinforced by Event

- 9b'h'f'd'f'Y'b'Y' f'g' ]d' 'a U\_ Yfb| z'Y|U
- A U\_ Yfb| . Z'ci b'X'U]cb'g'c'Za U\_ Yfb| z'W'bg a Y'g'U'X'h'Y'f'  
 V'Y'U ]c'f'z'Y'h'f'b'U'Z'W'c'f'g'z'h'Ya U\_ Yfb| 'a ]l'za U\_ Yfb| 'f'Y'g'U'f'W'z  
 h'Ya U\_ Yfb| 'd'U'

Career Clusters. '6i g|b'Y'g'z'A UbU'Ya Yb'U'X'5'X'a ]b|g'f'U]cb/  
 A U\_ Yfb| z'G'U'Y'g'U'X'G'f' ]W'



## NETWORK DESIGN

HAYUJ]hnik YUi UYhYbWYgcZUbdf[UbnUjcb' UbxhYbXg]bUbxAdYa YhbYkcf\_ gci hcbg]g UjUi UYyg.]`b'hcXh]gVbWkcf\_dUWH]g YYhdj]XgYfWb]hcbZf: 6@5`aYa Vfgk\c` XAdg]UYUbi bXg]Ubx]b' cZUbxUJ]hnik Uddm these skills.

### Eligibility

9UWgUya Urng Va ]hlc c fRLHMa g Wa dcyXcZhc c fRLc hfYf]Ea Ya Vfg Zca UWj YcW WUdhf gcb fYwfX]b hY bUjcbU Wbhf Ug\j ]b[ dUXXi YgVmA UFW %cZh YWffYbhgVcc`nYf`Bc`a cfYhU` cbYfRLHMa`a Ya Vfa UnUj YbWYXh]g Yj YbhUdf]cf B@7`cf\j YWa dYXa cfY hUblk c fRLnYfUghYbUjcbU`Yj Y`

### Overview

H]gYj YbhWbg]g cZhc c fRLdUf]g Ub` cVYWj Yhg]UbxUdfZfa UbWwa dcbYb]`

5`cbYfRL\ci f`cVYWj Yhg]k]`VY Ua ]b]gYXVg]XcbhYwa dYhbVg ]gX`HMa`a Ya Vfgk]`Hj YcbYcVYWj Y hg]W`UcfUj YmH Yhb fRLHMa gk ]h` hY\]]\Yg]gWYk]`VYgWXi`YXZcfU dYfZfa UbW`Bcb[fUd]b[ WUWUcf]gk]`VY dfcj ]XX`

5`Wgygi Xrik]`VY]j Yb`ci h]b]b[ Uga U` cf[U]nUjcb Ubx]gWa di h]b[ Ybj ]fcb Ybh UbxYXg`DUf]WUbgk]`hYb VYfYe ]fYX hc UbUmYh Yg]h Ujcb UbxYwa a YbXU bYkcf\_ gci hcbhc UXXYg]h Y]g] YgfUg]X ]b hYWgygi Xri`

### Performance Guidelines

- H Ylced h]b fRLHMa gk ]h`hY\]]\Yg] gWfYcb`hYcVYWj Yhg]k]`Uj UbW hc`hYUbu fci bX`-b`hYWgy cZUfYzh Y cVYWj Yhg]gWYk]`Yi gXhc`VYU` hYhY`
- 5`hMa gk]`VYgei Yg]YXVZcfYhY Uf]gdYfZfa UbWlc`fYWj Y]bg]i Wcbg UbX]a YUg]l ba Ybg`

- Hk YbmfRSLa ]bi hgVZcfYh YdfZfa UbWZUW`hMa`k]` fYWj Yh YWgygi Xri`
- Hkc`fRL(I`l`\*I` bchYWYgk]`VYdfcj ]XXZcf`YUW`hMa` a Ya Vfa Ubx`a UnYi gXxi f]b[`hYdfYdUf]cb UbxdfZfa UbW cZh Yy Yb]`-bZfa Ujcb`a UnYk f]h]b`cb Vch`g]Xg cZh Y bchYWYg`B chYWYgk]`VYw`YMXZc`ck ]b[`hYdfYg]b]Ujcb`
- 5`Uj dWUf]Ubx`a Uf`Yfgk]`VYdfcj ]XX`
- Bc`fYZfYbWa Uf]Ug]j ]g U`U]Xg]cf`YWMcb]WYj ]Wga UnY` Vci ]\hlc`cfi`gXxi f]b[`hYdfYdUf]cb`cf`dYfZfa UbW`
- HMa`g`Uj Ygy Yb`fLa ]bi hg]c`dfYg]b]hY Wgy`
- HMa`g`gci`X]b]fcXi`WYh`Ya`g]j`Yg]Xg]WYh`Yg]h`Ujcbza`U`Y`h`Yf`fYwa`a`Yb`Ujcbg]Ubx]g`a`a`U]nYh`Yf`Wgy`5`hMa``a`Ya`Vfga`i`gidUf]WUW]b`h`YdfYg]b]Ujcb`
- 5`]a`Y`Ydf`k]`]g`UbxUg]l`fLa ]bi hg]UbxU]Uj`Uhg] Yb`fLa ]bi hg]`K`Yb`YUW`hMa`]g]U]g]YXh`Yh`Yi`gXk]`VYfYw]X`5`Uj`Yf]Edc]b]hXXi`W]cb`k]`VYa`UXZcf`dfYg]b]Ujcbg]c]j`Yf`gy`Yb`fLa ]bi hg]`
- :`c`ck ]b[`YUW`dfYg]b]Ujcbz`i`X]`Ygk]`WbXi`WU]h`fYf]E`a ]bi h`ei`Yg]cb]Ugk`Yf`dY]cX`
- HAYUbu dYfZfa UbW]g]cdYb`hc`WbZfYbWU]h]b]X]Ygk`c`Uf` bchdfZfa ]b[`dUf]WU]b]g`cZh`]g]Y`Yb]`

### Objective Test Competencies

- c`bYkcf\_ ]bg]U]jcb]`d`Ubb]b[`Z`WbU]i`fU]cbz`Ubx]hc`dc`c[m`
- c`dfcVYa`g`j ]b[`Ubx]fci`VYg]cch]b[`
- c`bYkcf\_`Ua ]b]g]Ucf`Z`b]Wcbg`
- c`WbU]i`fU]cb`cZ`-b]h]b]Yf]Yg]i`fWg`
- c`UW]d`Ubx]g]g]h]f`fYWj`Yfm`
- c`WbU]i`f]b[`bYkcf\_`fYg]i`fWg]Ubx]g]j`]Wg`

### Performance Competencies

- c`UbUmYh`Ywa`di`h]b[`Ybj`]fcb`Ybh`Ubx`YXg`
- c`Xa`cbg]fU]U`i`bX]f]Ubx]b[`cZ]h`YWgy`
- c`Yl`d`U]bz]Xg]Wg]g]Xg]W]YfYwa`a`Yb`Ujcbg`
- c`Wa`a`i`b]W]cb`g`]`g`
- c`W]h]W`h`]b`]b[`#dfcVYa`g`j ]b[`
- c`U]h]m]c`kcf\_`Ug]U]hMa`

### NBEA Standards Reinforced by Event

- 7ca`a`i`b]W]cb.`hYwbc`c[ ]W]zcf[ ]b]n]UjcbU`
- bZfa Ujcb`hYwbc`c[ ]m`Wa`di`hf`UfW]h]W]f]Zcd`Yf]b[`g]g]h`g`Ybj`]fcb`Yb]g]Ubx]i`h]h]Yg]g]h`Ya`g`Ub`Ung]g]Ubx]X]g]l`bz`Wa`a`i`b]W]cbg]Ubx]bYkcf\_]b[ ]bZ]U]fi`W]fYg]z`bYkcf\_]`Udd`]W]cbg`
- A`U]U`Ya`Ybh`hYwbc`c[ ]n]Ubx]bZfa`Ujcb`a`U]U`Ya`Ybh`

Career Cluster: -bZfa Ujcb`hYwbc`c[ ]m`

REFERENCE: Network Design—Performance RATING SHEETS-35.



# NETWORKING CONCEPTS

5 W r f f b U \ [ \ ' Y Y c Z Z a ] j U f n U h c b U b X  
d c U W W b k d \_ j b k h b Y k d \_ g l g Y g b h U '  
j b h X i g V b b W X k d \_ d U W H N g Y Y b h d f j X g '  
f Y W b h c b Z f : 6 @ 5 a Y a V f g k \ c \ U j Y U b '  
i b X f g U b X b ' c Z b Y k d \_ H W c c d j Y g '

## Eligibility

9 U W g U Y a U m b h f h f Y Y f l E d U f j W d U b i g '  
k \ c U Y a Y a V f g Z c a U W j Y c W W U d h f g z '  
c b f W f X j b h Y b U h c b U W b h f U g \ U j b l ' d U X '  
X i Y g V n A U W % c Z h Y W f f Y b h g W c c ' m Y U "

## Overview

5 ' c b Y f A \ c i f c V W W j Y h g k ] ~ ' Y '  
U X a j b g d Y X V g Y c b h Y W a d Y m b V j g '  
j g Y X B c b [ f U d \ j b l ' W W U c f g k ] ~ ' Y Y '  
d f c j ] X X X "

## Objective Test Competencies

- [ Y b Y U b Y k c f \_ h f a j b c c [ m ]
- b Y k c f \_ c d Y U j b l ' g g h Y a ' W b W d l g '
- Y e i j d a Y b h Z c f b Y k c f \_ U W g g '
- C G = a c X Y U b X Z b W j c b U j m ]
- b Y k c f \_ h c d c c [ j Y g U b X W b b Y W j j l m ]
- b Y k c f \_ g Y W f j l m ]

## NBEA Standards Reinforced by Event

- = b Z c f a U j c b H W W b c c [ m W a d i h f U W j h W i f Y z c d Y U j b l ' g g h Y a g Y b j f c b a Y b g z U b X i h j h Y g z g g h Y a g U b U n g U b X X y g l b z W a a i b j W h c b g U b X b Y k c f \_ j b l ' j b Z U g f i W i f Y z b Y k c f \_ U d d j W h c b g ]
- A U b U Y a Y b h h W b c c [ m U b X j b Z c f a U j c b a U b U Y a Y b h

Career Cluster: = b Z c f a U j c b H W W b c c [ m ]



# PARLIAMENTARY PROCEDURE

## DOROTHY L. TRAVIS AWARD

*HAYcdhri@HFUJg5kLFXfYw/bhg: 6@5  
 aYaVfgk\cXAdgHUY\_bkVYcZHyd/bWVg  
 cZdfJLaYbHfndfcVWfYHlgYbHlgVgXcb  
 HLa fUHYhUbJbXjJXUvAdHjcb"HLA  
 dUfMUbhgXYcdghUJb[Uj]mUbxcdjghfa[\  
 vAdHjYdYZfaUW*

### Eligibility

9UWgUYaUrngVaJhkcfRHLA g  
 Wa dcyXcZcZci f f Ecf Uj Yf Edyfgcbgfu  
 dYgXbblzj JWdfygbblz gMMHfnahfYuj fyZ  
 UxUb UXXjcbU'a Ya VFLZca UWj Y'cW  
 WdHfzgbcfYwXJb hYbUjcbU'WbHf'g  
 \Uj]bl dUXXi YgVnA UFW%cZHyWmfYbhi  
 gWcc`nYU"Bc'a cfYhUb'k c fRLa Ya Vfg  
 a UnhUj YdUfHjMUYXUhdUfJcf B@7'cf\Uj Y  
 Wa dYHXa cfYhUb'k c fRLnUfgUihY  
 bUjcbU`y Y"

GYWjcb'cZHybUjcbU'dUfJLa YbHfJb'lg  
 a UXYZca h'cgyHLA 'a Ya Vfgcf Y][VY  
 gUYWbXJLHgk\c gWfY\[\Ygcb hY  
 bUjcbU'dUfJLa YbHfndfcVXi f'gY La  
 Uxk\c'a YhU'chYfUddfcdfJUY'WjHfJ'  
 Refer to the *B UjcbU'cZM7UBXUY; i JY  
 Zc'gYU'WbXJUYf'ei Jfa YbHgUbX  
 dfcVXi f'g'*

### Overview

HlgYj YbHwbgdgcZhc fRLdUf'g Ub'  
 cVYWj YhgUxUdYzfa UvWwa dcbYbH'  
 5'cbYfL'ci f'cVYWj Yhgk]`VY  
 Ux]b]HfYXUgXcb hYwA dYbWVg  
 JgYX'Hfci [\ UdUhbYfg]d'k Jh hY  
 BUjcbU'5ggWjcb'cZDFJLa YbHfJb'g  
 fB5Dzei YgcbgZcf hYdUfJLa YbHfndfc  
 VXi fYdfJbVd Yg gWjcb'cZHyYI La  
 k]`VYXUk bZca B5Dj'cZMU'hghVb\_"  
 HAYHLA gWfYlgXHYfa JbXVnUj YUj]bl  
 hYgWfYgcZJ]ga Ya Vfg'HAYhb fSL  
 HLAgk Jh hY\[\YghUj YUj YgWfYk]`VY  
 gWYX'YXZcfUdYzfa UW

HAYWgYdfcVYa k]`VY][j Yb'hc'ga i UY  
 UfY[i U'WdHf'a YHb]`HAYY La JbUjcb'  
 Ux dYzfa UvWwHfJUZcf hlgYj YbHk]`  
 VYVgXcb'FcVHfFi Y'cZcXfZB K m  
 FyJgXf'cdm][\hSSSE': JbUJgk]`VY  
 gYWXXVgXcb hYgWfYgcZHyVcVYWj Y  
 Hg]5'dUy'cZ1XJgk]`Y UihY  
 dYzfa UvWg"

### Final Performance

- HAYcd h b fSLHLA gk Jh hY\[\YghUj YUj YgWfYcb hY  
 cVYWj Yhgk]`Uj UbWlc hYUbu fci bX`b hYWgYcZUHjZ  
 hYcV'Wj YhgigWfYk]`VYU hYHjY
- 5`HLA gk]`VYg'ei YgHYXVZcfYh Yf U'gh dYzfa UvWlc  
 fWj Y]b]gf VjcbgUbXJha YUg] ba Yb]g"
- Hk YbmfSLa Jbi hgVZcfYh YdYzfa UvWZYUWHLa k]`  
 fWj Yh YWgY gh Xn
- HAYHLA 'a Unh gYh YdYdUfUjcb Hja Ylc Wb]gXf' d'fcVXi fY'  
 DUfJLa YbHfndfcVXi fYfYzYbW'a UhfJUGa UnhYi gXXi f]bl  
 h JgdfYdUfUjcb dY]cXVi hbc hXi f]bl h YdYzfa UvW]lgYZ'HY  
 Z'ck Jbl JhA ga UnhYUj Yb]b'lc h YdYdUfUjcb fcca Ux'a Un  
 VYi gX]b h YdYzfa UvWfcca . U'WdncZHyd'fcVYa Zcf YUW  
 HLA 'a Ya Vff Jj Yb]b h YdYdUfUjcb fcca Ezh YhYUj YfYg  
 fYd'cfz UxU'WdncZHy Ya Jbi hgZca UdfYWj]b] 'a YHb]l "  
 DUfJ]MUb]gUfYbchlc k f]Hcb h YWdncZHyd'fcVYa "
- DYzfa UvWga i gh]bWXYdfYg bUjcb'cZdfcVXi f'gh U  
 UfYi gX]b U'Wa d'YfY[i U'fa YHb]l 'cZHyWdHf'Zca hY  
 Hja Yh Ya YHb]l JgWYXlc'cfXf'i bh] Jh]gU'ci fbYX`Hja g  
 Xy]bl UHX]b h YWgYa i ghVY]bWXX]b h YUddfcdfJUY'cfXf'  
 cZVi ghYgg'Vi hchYf JhA gg'ci XUGc VYUj Yb i dXi f]bl hY  
 a YHb]l "8 i f]bl h YdYzfa UvW h YgWfYk]`Uj Ybch'g'Vi h  
 h Ybch'gk]`bchVYfUbgM]VX]b'lc 'a Jbi hg"
- Bc fYzYbW'a UhfJUGj Jg U'U'g'cf YWfcb]WYj JWga UnhY  
 Vci [\hlc'cf i gXXi f]bl h YdYzfa UvW
- HAYd'fcVYa 'a Unh'fa Unhcb]bWXYUW'Wgg'cZa chcbg'Vi h  
 U'Uj YWgg'g'cZa chcbg' a Ujz'g VgXUfnad]j JY Yz]bVXbHJZ  
 Ux'a chcbg'h Uhf]bl 'Uei Yg]cb Uj Ub VZcfYh YUg]a VnH  
 a i ghVYXa cbg'fUHXxi f]bl h YdYzfa UvW
- DYzfa UvW]h Ya UnhYZca b]bYfL'lc Yy Yb'f'HLA Jbi hg"  
 5 Hja Y YdYf'k]`g UxUHY][\hfl'La Jbi hg"K \Yb YUWHLA Jg  
 Ub]g'YXhYHja Yi gXk]`VYfYwXZcbch]bl UXXi Vjcb'cZ  
 cbYfL'cd]bhZcf YUWZ ``UZA Jbi Hf] S'gWbXg'i bXf b]bYfL'  
 a Jbi hg'cf YUWZ ``UZA Jbi H'c'j Yf'Yy Yb'f'HLA Jbi hg"
- HAYUbu dYzfa UvWgUfYcdYb'lc WbZfYbWUhbXy'gk\c UfY  
 bchdYzfa Jbl dUfJ]MUb]g'cZHygYj YbH

### Objective Test Competencies

- c dUfJLa YbHfndfcVXi fYdfJbVdYg
- c: 6@5 6nIk g

### Performance Competencies

- c WjHw'h]b]bl Ux d'fcVYa 'g'j ]bl
- c Wa a i b]Wjcb'g.]g
- c YZVWj YndfYg bHh YWgY
- c U'HLA 'a Ya VfgWb]f]Vi H'lc dYg bUjcb

REFERENCE: Parliamentary Procedure—Performance RATING SHEETS-36.



## PARTNERSHIP WITH BUSINESS PROJECT

HlgYyBhYdYbNjg: 6@5 WdHfghUxYyad  
 UxJa dYa YbHhYa qhJbbj Uj ZWUj ZUx  
 YZVY YdUfbYgJd dU" HYa fcbgYcZhgdfc WYg  
 lc Yfb Ua hUM gbygg hfa [\ Wa ai bWUcb Ux  
 JbHUYcbk]h hYV gbygg Wa ai bJh

### Eligibility

9UW gUy a Urj Va Jhlc fRLYbhfYg  
 Zca UWj YcW WUdHfgh dlc h fYyOQ  
 a Ya Vfgzcb fYwfx]b h YbUjcbU Wbhf Ug  
 \U jbl dUXX YgVriA fW%cZh YWffYbhi  
 gWcc`mU" A Ya VfgfYdfYg b]b] h Yf  
 WUdHfgh]b h YdfYg b]b]cb dcf]cb cZhg  
 Y Ybha UrWa dYV]b U UXX]cbU ]bXj ]X U  
 Y Ybhi

### Overview

HlgYy BhiWbgJgCZ&dUfHg UdfY X YX  
 fYdcfhiUxUdYzfa UvWwa debYbhi  
 DUHJdUbgUfYfYei ]fYXlc Wa dYH U  
 dUfHc VY] ]VYlc k ]b U Uk UFX Hlg  
 dfe WmXgWVgUWj JhYgXg] bYXlc V]b]`  
 Vi gbygg YUXfgUx: 6@5 a Ya Vfglc ]h Yf  
 ]b Udcghj Ykcf\_]b] fYUjcbgJd h fci [\`  
 ]bbj Uj Ydfe ]fLa g" H YfYdcfHg ci X  
 XgWVYh YdUbb]b] UxJa dYa YbUjcb`  
 cZUWj JhYg hUvi ]XUdUfbYgJd Wk Yb`  
 Vi gbygg YUXfgUxWUdHf` a Ya VfgZcf h Y  
 di fdcgYcZ` Yfb]b] Uci hUM gbygg Hlg  
 Y Ybhgci XbchVYUWUdHf Z bXfUg]b]  
 dfe Wm

5` YbhfYgk]` dUfHJdUy]b h YdfY]a ]bUm  
 dYzfa UvWlc Y dU]b h Ydfc Wm  
 Xj Ycda YbUxJa dYa YbUjcb" GdYUWm nã  
 h YdfZfa UvWgci XUXXYgg h Yvi gbygg  
 dUfbYgJdza Ya Vf ]bj c j Ya YbZUxYg Jg  
 cZh Ydfc Wm

### Report Guidelines

#### Report—General

- Gi Xbha Ya VfgzcbchUj Jgfgza i ghi  
 dYdUfYh YfYdcfhi
- Hkc fRLWd]YgCZh Yk f]h]b dfe Wm  
 a i ghYg b]b]Vrih YgUy WUf#gUy  
 Uj Jgf UxYfWj YXVrih YbUjcbU  
 Wbhf Zcf` i X]b] Vrih YgWbX: f]XUm  
 ]b A Urh
- FydcfHg a i ghYgWVYUWj JhYgCZh Y  
 WUdHf h Ukh YfYvbx WmXVrk Yb`

- h YgUfHcZh YdfY ]ci gUy@UXfgJd`7cbZfYbWUxgUfHcZ  
 h YWffYbhiUy@UXfgJd`7cbZfYbW`
- FydcfHg Va JhXZcf Wa dYH]cb VmWa Yh YdfcdYfHcZ  
 : 6@5!D6@z-bWH YgYfYdcfHg a UrhYi gXZcf di V]WUcb Ux#  
 cf fYdcX WmZcf gUYVrih YbUjcbU Ugg WUjcb Uxk]` bchVY  
 fYh fbyX`
- DybUmdc ]b]gk]` VY] j Yb ]Zh Yk f]h]b dfe WmXc Yg]UX YfYlc  
 h YfYdcfHw] Yf UxYfYdcfHw]b]b]g]i ]X]Yb]g`

#### Report Cover

- FydcfHw] Yfga i ghYVWj Yf gUWz]bXl` gUWzcf WmXgUWUx  
 ]bWXYVch UZcbhiUxVUWVWj Yf`
- FydcfHw] YgfYfYbchWi b]XU] Ubg]h YdU] Y`a ]hUx a Urh  
 WbU]b`ch Xf ]bZefa Ujcb i b Ygg h YriUfYW]ci h`
- 7c j Yfga Ur]bchVY]b dU]W]bXfZVY`Ua ]bUWZcf` \U YU  
 dU]W]g Yh]c Yf U]b]` h Ydf]b]XWj Yf` B c ]hã gZg WUg UYg  
 cf XWUgza UrhYUHUWXXlc h YZcbhWj Yf` Hkc!` cf h fYf]b]`  
 V]bXfYfYbchUWdHUYfYdcfHw] Yfg`
- 7i ]ci hWj Yf gUWVWj YfgUfYU`ck YZVi h h YdU] YWb]b]b]`  
 h YWj Yf ]bZefa Ujcb ]g]bWXX]b h YdU] YW] b]`
- : fcbhWj Yf WbU]b]g]h YZc`ck ]b] ]bZefa Ujcb. bUa YcZh Y  
 gWcc`ZgUWZbUa YcZh Yj YbZUx]mUf fRSL Ì SLE
- 5` fYdcfHg a i ghYVci bXf]` "ZhdYV]b]b] ]g]fU V]b]b]E`

#### Report Contents

- HUVCZw]b]b]gk ]h` dU] Ybi a Vfg`
- : c`ck h YfU]b]` g` Yh]g]ei YbW]b]k f]h]b]` h YfYdcfhi`Z  
 ]bZefa Ujcb ]g]bchU] U`UYZcf UdUf]WUf W]h]cb]b]WXYU  
 gUHa Yb]hlc h UYZZW]b] h YfYdcfhi`
- DU YgUfYbi a VYXUx a i ghYVcb,` %&` Ì` %&` dUdYf` 9UW`  
 gXYcZh YdUdYf dfcj ]X]b] ]bZefa Ujcb ]g]W] b]XUgUdU] Y`  
 DU Yga i gh]bchVY`Ua ]bUWcf Vci bX]b]g` Yhd]fHm]f`g`
- FydcfHg a i gh]bchVY WmX` S`dU] Yg` f] h YdU] YZ]j ]Xf` dU] YgZ  
 UxUdYbX]WgUfYcd]cbU UxUfY]bWXX]b h YdU] YW] b]hL
- 7cd]Yg]gci XWYg]b]fU]h Yf` h U] ]a dcf]b]hcf] ]bU XcWa Yb]g`  
 B c ]hã ga UrhYUHUWXXlc Ur]dU] Y]b] h YfYdcfhi`

### Performance Guidelines

#### Preliminary Performance

- H Ylc d]h]b] fRLYbhfYg` cf UvYei Ubi a Vf Zca` YUW] fci d`  
 k]` Uj UvWlc h YUbu fci bX`
- : ] Yf] Ea ]bi h]gk]` VYU`ck YXlc` g]hi d UxYfa c j Yyei ]da Ybhi  
 cf dYg]b]h]cb ]hã g" H YWUdHf` a i gh]d]c] ]XU` Yei ]da YbZcf  
 h YdfYg]b]h]cb`
- J ]g U`U]gUxg]ã d Ygg]WUW`mfYUXXlc h Ydfc Wmã UrhY  
 i gX`ck Y YZbc ]hã ga UrhY`Zik ]h h Y`i X] Ygcf U X]bW`
- H YH]ã` a Ya Vfga i gh]dYzfa` U` U]g]WgCZh YdfYg]b]h]cbg`  
 f]` Zg]YU ]b] Zg]hi dZcdYfU]b]` U X]c] ]g U`Yei ]da Yb]h]c h Yf`  
 fYdfYg]b]h] YgCZh YWUdHf` a Ur]bch]d]c] ]XUgg]b]UW`
- 5` hUa` a Ya VfgUfYV dYmXlc` UWj Yri]dUf]WUdHf]b] h Y  
 dYzfa UvW`
- H]ã gk]` \U Yg] Yb ]h]ã ]bi h]g]c` XgWVYh Ydfc WmUx]h Y  
 fYg` ]g]c]U]b]X`

guidelines continue

*DufhYfg\dk\h'Gi gbyggDfcWfi |X|bYgVhbi X*

- 5 hā Y Ydf'k]`gUbxUhg| f'f'La |bi h'g' UbxU|U|b'Uhg| Yb f'f'La |bi h'g'K \b'h'Y df'g'bl'U|cb'lg'U|bg'Yz'h'Yhā Y Ydf' k]`f'Ywf'X'h'Yhā Yi g'z'z'bc|b| U X'X' W|cb'cZ|j Yf|Ldc|bg'Z'f'Ubn'f'ā Y cj Y'g'j Yb f'f'La |bi h'g'
- : c`ck |b| YUWdfYg'bl'U|cbz'f' X' Yg'k]` WbX' W|U'h'f'Yf'f'La |bi h'ei Y'g'j'cb| U'g'k' Y'f'f'c'X'
- Df'Y|a |b|f'm'd'f'z'c'f'a U'w'g'U'f'y'b'c'h'c'd'Y'b' l'c' W'b'z'f'y'b'W'U'h'b'X'Y'g'

**Final Performance**

H'Y'U'U'|i |X|b'Y'g'U'f'Y'h'Y'g'ā Y'U'g'h'Y df'Y|a |b|f'm|i |X|b'Y'g'X'g'W'V'X'U'X'h'Y'U'U' d'f'z'c'f'a U'w|g'c'd'Y'b' l'c' W'b'z'f'y'b'W'U'h'b'X'Y'g'z' k\c' U'f'y'b'c'h'd'f'z'c'f'a |b| d'U'h'j'U'U'U'g'c'Z'h'lg' Y'j' Y'b'h'

**Project Competencies**

- \j Y'c'i |g'U'X|b| 'k'f|h'b' U'X'j' Y'f'U' W'a a i b|W'h'c'b'g\_|`g
- f'Y'd'c'f'h|b' d'f'c'd'f' V'i g'b'y'g'g'm'Y
- g'Y' |b| 'U'X| f'U'a a U'f' W'f'f'W'i
- X'g'W|Y'd'f'c' W'W'X'j' Y'c'd'a Y'b'h'U'X'j'a d'Y'a Y'b'h'U|cb
- Y' d'U'b' V'i g'b'y'g'g'd'U'f'h'Y'g' |d
- f'Y'd'c'f'h'f'Y'g' |g'c'Z'h' Y'd'f'c' W'U'U'X'U'U'm'Y'd'f'c' W'W'g'g' W'g'g'Y'g' U'X' areas for improvement

**NBEA Standards Reinforced by Event**

- 7U'Y'f'8 Y'j' Y'c'd'a Y'b'h'k'c'f'\_d'U'W'Y'i d'W'U'h'c'bg
- 7c'a a i b|W'h'c'b' Z'c'i b'X'h'c'g'z'c'f| U'b|h'U|c'b'U
- 9b'h'f'Y'd'f'y'b'Y' f'g' |d' a' U'U' Y'a Y'b'h
- =b'z'c'f'a U|c'b' H'W'W'c'c' |m'U'd'd' |W'h'c'b'g'z'k' U'Y'z'|b'd'i h'i'h'W'c'c' |Y'g'z' |b'z'c'f'a U|c'b'f'Y'f'j' U'z'd'f'j' U'W'U'X'Y'h' |W'g'
- A' U'U' Y'a Y'b'h' a' U'U' Y'a Y'b'h'z' b'W'h'c'bg

**Career Clusters.** 'Gi g'b'y'g'z' A' U'U' Y'a Y'b'h'U'X'5'X'a |b|g'f'U|c'b| / =b'z'c'f'a U|c'b' H'W'W'c'c' |m'A' U' Y'h|b| z'G'U'Y'g' U'X'G'f'j' |W'

REFERENCE: Partnership with Business Project—Report RATING SHEETS-37.

REFERENCE: Partnership with Business Project—Performance RATING SHEETS-38.

**PERSONAL FINANCE**

*: |b'U'U' |h'U'W'g'Y'g'g'U' |b'a Y'f|b' h'Y'U'U'U' W'U'Y' |g'c'Z'h'Y'g'g'W'h'f'f'h' |g'Y'Y'h'f'Y'W'b'h'g' g'i X'g'k'c'd'g'g'g'g'g'U' \_ b'k' Y'Y'U'X'g' |`g' f'Y'U'X'c' U'U'U' |g'g' Y'z' W' U'U'm'Y'h'Y'f| \N'g'U'X' f'Y'g'g'V' |h'Y'g'c'Z'W'g' a Y'g'z'U'X'U'd'h'm' b'k' Y'Y'U' U'U'U' |g'h' U|c'g'*

**Eligibility**

9U'W'g'U'Y'a U'm'b'h'f'h'f'Y'f'f' L'd'U'h'j'U'U'U'g' k\c' U'f'Y'a Y'a V'f'g'Z'c'a U'W'j' Y'c'W' W'U'U'h'f'g'z' c'b'f'W'f'X' |b'h' Y'b'U|c'b'U' W'b'h'f' U'g' \U' |b| d'U'X' X' Y'g'V'riA' U'f'W'%c'Z'h' Y'W'f'f'Y'h'g'W'c'c'`m'U'f'

**Overview**

5'c'b'Y'f'U'c'i f'c'V'Y'W'j' Y'h'g'k]` V' U'X'a |b|g'f'Y'X'V'g'Y'X'c'b'h'Y'W'a d'Y'h'b'V'Y'g' |g'Y'X' B'c'b| f'U'd' |b| W'W'U'c'f'g'k]` V'Y' d'f'c'j' |X'X'

**Objective Test Competencies**

- U'U'U'U' d'f|b'V'd' Y'g'f'Y'U'X'c' d'Y'f'g'c'b'U' X'W'g'c'b'a' U' |b|
- Y'f'b|b| 'U' |j' |b| f'f'b'W'a Y'z'h'U' Y'g'z'
- a' U'U' |b| V'i X' Y'g'U'X'U'U'U'W'
- saving and investing
- V'i n'h|b| |c'c'X'g'U'X'g'f'j' |W'g'
- U'b\_ |b| z'W'X' |z'U'X' |b'g' f'U'W'

**NBEA Standards Reinforced by Event**

- 9W'b'c'a |g'U'X'D'Y'f'g'c'b'U': |b'U'U' W'a U'f' Y'g'U'X'd'f' |W'g'z'U'c' W'h'c'b' c'Z'f'Y'g'c'i f'W'g'z'U'b\_ |b| z'V'i n'h|b| |c'c'X'g'U'X'g'f'j' |W'g'

**Career Clusters.** 'Gi g'b'y'g'z' A' U'U' Y'a Y'b'h'U'X'5'X'a |b|g'f'U|c'b|: |b'U'U'





## PUBLIC SPEAKING II

HlgY YbhfYbJnG: 6@5 'a Ya Vfgk\czhf [\`  
d V]VgNU ]bZxá dghUei U]HycZM gbYgg`  
`YXfg\j dVndYghb|` UkY!d[U]bnYz`c]WzUbx`  
g VgUbjUgYXW

### Eligibility

9UW`gUY`a Unbhf`k`c`f&EdUfh]MUbkg\c`  
UfYa Ya VfgZca `UMj`Y`cW`WUdhf`g`cb`  
fWfX]b`h`YbU]cbU`Wbhf`Ug`Uj`|b|`dUX`  
X`Yg`VnA`UW`%cZ`h`Y`Wf`Yb`hg`Wcc`~mU`

### Overview

HlgY`Y`bhf`Wb`g`g`cZUj`Yf]Ea`|bi`h`  
g]YW`H`Yg]YW`a`i`gh`V`cZU`i`gb`Ygg`  
bU`i`fY`U`X`a`i`gh`V`Y`X`j`Y`cd`Y`X`Z`ca`c`b`Y`cf`  
a`cf`Y`c`Z`h`Y`b`|b`Y`f`E: 6@5!D6@;`cUg`H`Y`  
[cUg]bW`X`Y`

- 8 Yj Ycd`Wa`dYnblzU`[fYgg]`Y`i`gb`Ygg`  
`Y`X`f`g`|d`"
- GfYb|h`Y`b`h`Y`W`b`U`X`b`W`c`Z`g`i`X`b`g`|b`  
h`Ya`g`j`Y`g`U`b`h`Y`f`k`c`f`\_`"
- Create more interest in and  
i`b`X`f`g`U`b`X`|b`|`c`Z`h`Y`5`a`Y`f`W`b`V`i`gb`Ygg`  
Y`b`h`f`d`f`g`Y`
- 9bWi`fU`Y`a`Ya`Vfg]b`h`Y`X`j`Y`c`d`a`Y`b`h`  
c`Z`|b`X`j`|X`U`d`f`c`Y`M`g`h`U`h`W`b`h`f`M`h`r`c`  
h`Y`|a`d`f`c`j`Y`a`Y`b`h`c`Z`^`c`a`Y`Z`M`i`gb`Ygg`U`b`X`  
W`a`a`i`b`|h`h`
- 8 Yj Ycd`W`U`W`M`z`d`f`d`U`Y`Z`c`f`i`g`Z`~`  
W`|n`b`g`|d`z`U`b`X`Z`g`Y`f`d`U`f`|c`h`g`a`"
- 9bWi`fU`Y`U`b`X`d`f`U`W`Y`Z`U`W`b`h`a`c`b`Y`n`  
a`U`b`U`Y`a`Y`b`h`
- 9bWi`fU`Y`g`W`c`U`g`|d`U`b`X`d`f`c`a`c`h`Y`  
g`W`c`~`c`n`|h`h`
- 5`g`g`h`g`i`X`b`g`|b`h`Y`g`U`V`|g`a`Y`b`h`c`Z`  
c`W`d`U`h`c`b`U`[cUg`  
: U]M]H`Y`h`Y`f`U`b`g`|c`b`Z`ca`g`W`c`~`h`c`  
k`c`f`\_`"

### Guidelines

#### • Preliminary Performance

- 5`a`U`|a`i`a`c`Z`U`W`b`f`h`E`U`b`U`|g`g`|`c`f`U`b`Y`e`i`U`b`i`a`V`f`Z`ca`  
Y`U`W`[`f`c`i`d`|`k`|`~`U`j`U`b`W`|c`h`Y`U`b`U`f`c`i`b`X`
- G`i`X`b`h`a`Y`a`V`f`g`z`b`c`h`U`j`|g`f`g`z`a`i`g`h`d`f`d`U`Y`g`|Y`W`Y`g`":`U`M`g`U`b`X`  
k`c`f`\_`|b|`X`U`U`a`U`n`Y`g`W`Y`X`Z`ca`U`n`g`i`f`W`
- K`\d`f`d`U`Y`X`V`Z`c`f`Y`h`Y`j`Y`b`h`
- 9UW`g]Y`W`g`c`i`X`V`U`j`Y`f`E`a`|b`i`h`g`|b`~`Y`b`|h`"
- 5`|h`a`Y`Y`d`f`k`|`~`g`U`b`X`U`h`Z`i`f`f`E`a`|b`i`h`g`K`\U`b`|g`Y`Z`h`Y`h`a`Y`i`g`X`V`n`h`Y`d`U`h`M`U`b`h`k`|`~`V`Y`f`W`f`X`X`Z`b`c`h`|b|`  
U`X`X`i`W`c`b`c`Z`U`j`Y`f`E`d`c`|b`g`Z`c`f`U`n`h`a`Y`i`b`X`f`(``%`c`f`c`j`Y`f`)&`  
a`|b`i`h`g`
- 5`~`W`M`f`b`k`|`~`V`Y`U`j`U`Y`Y`B`c`a`|W`c`d`c`b`Y`k`|`~`V`Y`i`g`X`
- H`Y`d`f`Y`|a`|b`U`f`n`d`Y`Z`c`a`U`b`W`|g`b`c`h`c`d`Y`b`|c`W`b`Z`f`Y`b`W`U`h`b`X`Y`g`

#### • Final Performance

- H`Y`U`b`U`[i`|X`Y`|b`g`f`Y`h`Y`g`d`a`Y`U`g`h`Y`d`f`Y`|a`|b`U`f`n`|i`|X`Y`|b`Y`g`  
X`g`M`V`X`U`c`j`Y`U`b`X`h`Y`U`b`U`d`Y`Z`c`a`U`b`W`|g`c`d`Y`b`|c`W`b`Z`f`Y`b`W`  
U`h`b`X`Y`g`k`^`c`U`Y`b`c`h`d`Y`Z`c`a`|b|`d`U`h`M`U`b`g`c`Z`h`|g`Y`Y`b`h`

### Performance Competencies

- W`f`|h`c`Z`j`c`|W`
- W`|h`W`h`|b`\_`|b|`U`b`X`d`f`c`V`Y`a`g`c`j`|b|
- poised manner
- d`f`c`Z`g`g`c`b`U`U`d`Y`U`b`W`

### NBEA Standards Reinforced by Event

- 7ca`a`i`b`|W`|c`b`Z`c`i`b`X`U`h`c`b`g`z`g`W`U`

Career Clusters: 6i`gb`Ygg`A`U`b`U`Y`a`Y`b`h`U`b`X`5`X`a`|b`|g`f`U`h`c`b`/  
A`U`\_`Y`f`|b|`z`G`U`Y`g`U`b`X`G`f`|W`

REFERENCE: Public Speaking II—Performance RATING SHEETS-40.

 **SPORTS MANAGEMENT—NEW**

H Y g c f l g j b x g f i n j g f l d l x n i f c k j b j b h g w b f i n  
U b X h Y k c f X : d U b j b X j j X U t e V y g W X Z U b X  
Y Z W Y j b h g h r d Y c Z k d z U W Y i b X f g U b X b f  
c Z M g b Y g U b X U V a d f Y Y g j Y U k U f Y b Y g c Z g b f g  
b Y Y g f n i e g W X X j b g c f l g a U b j Y a Y h i H g Y Y h i  
d g j X g f Y W b j h c b Z f : 6 @ 5 a Y a V f g k c d g g g  
h Y W g V a j b V a Y g c Z g b f g a U b j Y a Y h i

**Eligibility**

9 U W g U Y a U n i b h f h f Y Y f l E d f i j V d U b j g  
k c U Y a Y a V f g c Z U W j Y c W W U d h f g  
U b X U f Y c b f Y W f X j b h Y : 6 @ 5 ! D 6 @ B U j c b U  
7 Y b h f U g U j b j d U X X i Y g V m A U f W % c Z h Y  
W f Y b h g W c c n i U f

**Overview**

5 c b Y f l c i f c V Y W j Y h g h k j V Y  
U a j b j h Y X V g X c b h Y d f y j c i g m j h X  
W a d Y h V W g B c b f l d l j b j W W U c f g k j V  
Y d f c j j X X

**Competencies**

- g c f l g a U f \_ Y h b j # g f U M j V a U f \_ Y h b j
- Z W j m i U b X Y j Y b h a U b j Y a Y b h
- i a U b f Y g i f W a U b j Y a Y b h C U c f f Y U j c b g Q
- U b U b W b j U b X Y W b c a j W b d i h
- a U b j Y a Y b h U b X Y U X f g d j b j g c f h i
- g c f l g U k
- c j Y f j j k c Z g c f l g j b X j g f m
- W a a i b j W h c b g j b g c f l g
- Y h W g
- j W b g b j
- j g c f m
- g c f h i c j Y f b U b W
- W f Y f

**NBEA Standards Reinforced by Event**

- A U b j Y a Y b h V i g b Y g c f j U b j n j c b z Y h W g i a U b f Y g i f W  
a U b j Y a Y b h z U b U b W X W j c b a U j b j z a U f \_ Y h b j

**Career Cluster:** 6 i g b Y g z A U b j Y a Y b h U b X 5 X a j b j g f U j c b



## SPREADSHEET APPLICATIONS

GdYUg Yhg ] gUfYbWgUfnc Wj YhXUlc  
 ]bzfa Ujcb ]b V gbgg HNgY YhifXWbHg: 6@5  
 a Y Vfgk \c Xa dgfUYhUhh Yh Uj YUW fYX  
 g ] gZf gYUg YhXyYach Yh ]b V gbgg

### Eligibility

9UW gUYa UnYbhf k c fRldUfMUbhgk \c  
 UfYa Ya VfgZca UWj Y cW WUhfzcb  
 fWfX ]b h YbUjcb U Wbhf Ug \j ]b dUX  
 Xi YgVriA UfW %c Zh YWffYbhgWcc `mUf

### Overview

HNgY YhifWbgggcZhc fRldUfg  
 U cVWmj YhghUbxUdfcXi Wjcb hgh  
 DUhMUbhgUfYfYei ]fXlc Wa d YhU`dUfg  
 lc WYI ] ]VYlc k ]b Ub Uk UfX`5`cbYfM`ci f  
 cVWmj Yhghk ]` WYUa ]bghfXVUgXcb  
 h YcVWmj YhghWa dYhVWg`H YgWfY  
 fWmj YXcb h ]gdcf]cb cZh Yy Ybhk ]`  
 Wbg ]h h %` dYfWbhcZh YUbu`y YbhgWfY  
 Bcb ]fU \ ]b WUfUc f gk ]` VYdfcj ]XX`

CbYfM`ci f k ]` WY ]j Yb Zcf h YdfcXi Wjcb  
 hghUfUgWcc`g hYXg ] bUfXVrih YgUY  
 WUf#gUYUj ]gY`7UWUc f gUfYbch  
 Uck YXcb h YdfcXi Wjcb dcf]cb cZh Yhgh  
 Hgga i ghYgYbhVrih YgUYWUf#gUY  
 Uj ]gY UbxYfWmj YXVrih YbUjcbU Wbhf Zcf  
 i X ]b ] Vrih Yh ]fX: f ]Xh ]b A Uh

### Guidelines

- H YdfcXi Wjcb dcf]cb cZh ]gY Yhif  
 ]gUa ]bghfXdf]cf hc h YB @7`H Y  
 Ua ]bghUjcb cZh YdfcXi Wjcb hgh  
 k ]` VYXhfa ]bXVrihmi f gUYWUf`cf  
 gUYUj ]gY`
- 8 cWa YbhgdfcXi WXZcf h ]gY Ybha i gh  
 VYdfYUfXVrih YdUf]MUbhk ]h ci h  
 \YdZca h YUj ]gY`cf Ubrich Yf  
 dYfcb`
- B c fYZfYbWw a Uhf ]UgUfYU`ck YX`
- 7UWUc f gUfYbch Uck YXcb h Y  
 dfcXi Wjcb dcf]cb cZh Yhgh`
- -b h YWgY cZ Uf]Zh YdfcXi Wjcb hgh  
 k ]` VYi gXlc WYU h YhY`

### Objective Test Competencies

- Zcfa i Ug
- Z bWjcbg
- ] fU \ ]gZcf UbUngg
- purpose for spreadsheets
- dlj chUfYg
- a UWg
- UhfUgUxYi hUWjcb cZ XU

### Production Test Competencies

- UjgVa Uh Ya UfW WbWdlg
- XUfUcf ]b ]hUjcb WbWdlg
- i gYXUfVrihUj ] Zcfa i Ug
- i gYZ bWjcbg
- ] YbYUf ] fU \ gZcf UbUngg di fdcgYg
- i gYdlj chUfYg
- WUYa UWg
- Uhf UbxYi hUW XU

### NBEA Standards Reinforced by Event

- 7ca di Hfjcb dfcVYa ]g`j ]b Udd ]Wjcbg
- -bZcfa Ujcb HWWbc`c ] mUdd ]Wjcb`g`Zk UfZ ]bdi hHWWbc`c ] ]gZ  
 ]bzfa Ujcb hHWWbc`c ] mUbx a Ucf Vi gYggZ bWjcbg

Career Clusters. 6i gYggZ A UbU Ya YbUbx`5`Xa ]bghUjcb/  
 -bZcfa Ujcb HWWbc`c ] m



# STATE CHAPTER ANNUAL BUSINESS REPORT

HAYUbi U'VgbygfYdfhWai b)WghYgUWg  
 /fckh'UbXhYa YhcXg'UbXdc'Wgi gX'j'UWY'j'bl'  
 Jlg[dUg'H]gY'Yh'Y'W'j'ng: 6@5'g'U'W'U'W'g'  
 h'U'Y'Z'W'Y'Y'ng'aa'U'f'n'Y'h'Y'f'nc'U'g'U'W'Y'j'Y'g'j'U'  
 V'g'by'gf'Y'bf'i'

## Eligibility

5''U'W'j'Y'g'U'W'U'W'g'U'Y'Y'j'j'V'Y'9'U'W'g'U'Y'  
 a'U'ng'Va'j'hc'b'Y'f'U'f'Y'd'c'f'i'

## Overview

H'Y'f'Y'd'c'f'ig'ci'X'j'b'W'X'Y'h'Y'g'U'W'U'W'g'  
 U'bi'U'V'g'by'gg'D'f'c'W'g'i'g'X'Z'c'f'c'h'Y'f'  
 : 6@5'f'Y'd'c'f'ig'a'U'W'Y'j'W'X'X'

## Guidelines

### Report—General

- G'i'X'ib'ria'Ya'V'f'g'z'bc'h'U'j'lg'f'g'za'ig'i'  
 d'f'Y'd'U'f'Y'd'c'f'ig'
- H'k'c'f'RL'W'd'j'g'c'Z'h'Y'k'f'j'h'b'f'Y'd'c'f'ha'ig'i'  
 V'Y'g'bh'V'nh'Y'g'U'W'U'W'g'U'Y'U'j'lg'f'  
 U'X'f'W'j'Y'X'V'nh'Y'U'j'c'b'U'W'bh'f'Z'c'f'  
 '1'X'j'j'bl'V'nh'Y'g'W'bx'f'X'U'j'j'U'U'U'
- 5'W'j'j'Y'g'j'b'h'Y'g'U'W'U'W'g'f'Y'd'c'f'hi'  
 g'ci'X'W'j'Y'f'h'Y'd'Y'f'c'X'Z'ca'ig'U'W'f'  
 h'Y'd'f'j'j'ci'g'U'W'Y'@'U'X'f'g'j'd'7'c'b'Z'f'Y'W'  
 h'f'ci'[\h'Y'Y'X'c'Z'h'Y'W'f'Y'bh'U'W'  
 @'U'X'f'g'j'd'7'c'b'Z'f'Y'W'
- F'Y'd'c'f'ig'g'Va'j'h'X'Z'c'f'W'a'd'Y'j'hc'b'  
 V'W'Wa'Y'h'Y'd'f'c'Y'f'hc'Z: 6@5!D6@z  
 -b'W'h'Y'g'f'Y'd'c'f'ig'a'U'W'Y'i'g'X'Z'c'f'  
 di'V'j'W'j'c'b'U'X'f'c'f'Y'd'c'X'i'W'X'Z'c'f'g'U'Y'  
 V'nh'Y'U'j'c'b'U'U'g'c'W'j'c'b'U'X'k'j''b'c'h'  
 V'Y'f'Y'i'f'by'X'
- D'Y'U'U'nd'ic'j'bl'g'k'j''V'Y'j'j'Y'b'j'Z'h'Y'k'f'j'h'b'  
 d'f'c'W'X'c'Y'g'p'U'X'Y'f'Y'c'h'Y'f'Y'd'c'f'hi'W'j'Y'f'  
 U'X'f'Y'd'c'f'hi'W'bh'g'j'j'Y'j'Y'g'

### Report Cover

- F'Y'd'c'f'hi'W'j'Y'f'g'a'ig'Y'W'W'j'Y'f'g'c'W'Z'j'X'i'  
 g'c'W'Z'c'f'W'X'g'c'W'U'X'j'j'W'X'Y'V'c'h'U'  
 Z'c'bh'U'X'V'U'W'W'j'Y'f'
- F'Y'd'c'f'hi'W'j'Y'f'g'f'Y'bc'h'W'i'bh'X'U'U'j'bc'h'  
 h'Y'd'U'Y'ja'j'h'U'X'a'U'W'bh'U'j'c'h'Y'f'  
 j'b'Z'c'f'a'U'j'c'b'
- 7'c'j'Y'f'g'a'U'nb'c'h'W'j'b'd'U'g'j'W'j'X'f'g'z'  
 V'Y'la'j'b'U'X'Z'c'f'U'Y'U'd'U'g'j'W'g'Y'h'  
 c'j'Y'f'U'j'bl'h'Y'd'f'j'bh'X'W'j'Y'f''B'c'j'h'a'g'z'  
 g'W'U'g'U'W'Y'g'c'f'X'W'g'z'a'U'W'Y'U'U'W'X'

lc'h'Y'Z'c'bh'W'j'Y'f''H'k'c'f'c'f'h'f'Y'f'j'bl'V'j'b'X'f'g'U'f'Y'bc'h'U'W'U'W'U'Y'  
 f'Y'd'c'f'hi'W'j'Y'f'g'

- 7'i'lc'i'h'W'j'Y'f'g'c'W'W'j'Y'f'g'U'f'Y'U'c'k'Y'Z'V'i'h'h'Y'd'U'Y'W'bh'U'j'bl'  
 h'Y'W'j'Y'f'j'b'Z'c'f'a'U'j'c'b'j'g'j'b'W'X'X'j'b'h'Y'd'U'Y'W'i'bh'
- : f'c'bh'W'j'Y'f'W'bh'U'j'bc'h'Y'Z'c'k'j'bl'j'b'Z'c'f'a'U'j'c'b'bl'a'Y'c'Z'h'Y'  
 g'W'c'c'z'g'U'W'Z'bl'a'Y'c'Z'h'Y'Y'j'Y'bl'z'U'X'm'U'f'f'k'S'S'i'j'j'S'L'
- 5''f'Y'd'c'f'ig'a'ig'Y'W'V'c'i'b'X'f'f'j''Z'h'd'Y'V'j'b'X'j'bl'z'g'j'f'U'V'j'b'X'j'bl'E'

### Report Contents

- H'U'Y'c'Z'W'bh'Y'bl'g'k'j'h'd'U'Y'bi'a'V'f'g'
- : c'ck'h'Y'f'U'j'bl'g'Y'h'g'ei'Y'W'j'k'f'j'bl'h'Y'f'Y'd'c'f'hi'Z'  
 j'b'Z'c'f'a'U'j'c'b'j'g'bc'h'U'j'U'W'Y'Z'c'f'U'd'U'f'j'W'U'f'W'j'f'c'z'j'b'W'X'Y'U'  
 g'U'W'a'Y'bh'c'h'U'Y'Z'W'j'b'h'Y'f'Y'd'c'f'hi'
- D'U'Y'g'U'f'Y'bi'a'V'f'X'U'X'a'ig'Y'V'c'b', %&#i'1'%'d'U'W'f''9'U'W'  
 g'X'Y'c'Z'h'Y'd'U'f'f'c'f'j'X'j'bl'j'b'Z'c'f'a'U'j'c'b'j'g'W'i'bh'X'U'g'U'd'U'Y'  
 D'U'Y'g'a'ig'ib'c'h'V'Y'la'j'b'U'X'c'f'V'c'i'b'X'j'g'Y'h'd'f'c'h'W'f'g'
- F'Y'd'c'f'ig'a'ig'ib'c'h'Y'W'X'j'S'd'U'Y'g'f'f'h'Y'd'U'Y'Z'X'j'X'f'd'U'Y'g'z'  
 U'X'U'd'Y'X'j'W'g'U'f'Y'c'd'j'c'b'U'U'X'U'Y'j'W'X'X'j'b'h'Y'd'U'Y'W'i'bh'L'
- B'c'j'h'a'g'a'U'W'Y'U'U'W'X'c'U'bn'd'U'Y'j'bl'h'Y'f'Y'd'c'f'hi'

### Report Competencies

- f'Y'd'c'f'hi'b'd'f'c'd'Y'f'Vi'g'by'gg'g'm'Y'U'X'c'j'j'W'm'U'f'U'j'Y'X'
- g'U'Y'j'bl'U'X'j'f'la'a'U'f'W'f'Y'W'i'
- X'g'W'j'V'Y'f'Y'd'c'f'hi'X'j'Y'c'd'a'Y'bh'
- g'U'Y'W'U'W'g'c'f'j'U'j'U'j'c'b'U'X'W'U'W'f'g'j'W'c'Z'W'U'W'f'Y'd'U'j'Y'X'
- d'f'c'X'i'W'j'j'm'U'X'f'W'j'bl'j'c'b'c'Z'W'U'W'f'X'c'W'a'Y'bh'X'

### NBEA Standards Reinforced by Event

- 7'ca'a'ib'j'W'j'c'b'Z'c'i'b'X'U'j'c'g'z'h'W'bc'c'j'j'W'
- -b'Z'c'f'a'U'j'c'b'H'W'bc'c'j'm'U'd'j'W'j'c'b'g'c'Z'k'U'Y'
- A'U'f'Y'j'bl'Z'c'i'b'X'U'j'c'g'

Career Clusters: 6'ig'j'Y'g'z'a'U'U'Y'a'Y'bh'U'X'5'X'a'j'bl'g'f'U'j'c'b/  
 -b'Z'c'f'a'U'j'c'b'H'W'bc'c'j'm'U'f'Y'j'bl'z'g'U'Y'g'U'X'G'f'j'W'

REFERENCE: State Chapter Annual Business Report—Report  
 RATING SHEETS-41.



## TECHNOLOGY CONCEPTS

HWbc`dnjghYbk`WadNfjYXfZf`Vgbyg`  
 G`Wgg`Vgbyg`YXfai`gii`bXfgubXhY`adUW`  
 cZHWbc`dnjghYbk`WadNfjYXfZf`Vgbyg`  
 Xfj`YhYf`Vgbyg`Wgg`

### Eligibility

9UW`gUYa`UmYbhf`h`fYf`EdUfH`M`Ubg`  
 k`c`UfYa`Ya`VfgZca`U`Mj`Y`cW`WUdHfg`  
 cb`fY`fX`b`h`YbU`cbU`Wbhf`Ug`U`j`b`l`dUX`  
 Xi`Yg`VnA`UW`%cZ`h`Y`WfY`bHg`Wcc`n`mU`

### Overview

5`cbY`fM`ci`f`cV`W`Mj`Y`h`g`k`j`V`Y`  
 U`Xa`b`l`g`h`f`Y`X`V`g`Y`X`cb`h`Y`W`a`d`Y`h`b`V`g`  
 `g`Y`X`B`cb`l`f`U`d`b`l``W`W`U`c`f`g`k`j`V`Y`  
 d`f`c`j`X`X`

### Objective Test Competencies

- C** bYkcf\_]b[ `WbWdlg`
- C** cdYU]b[ `ggh`a`g`UbX`V`fck`gYf`
- C** Wa`di`hf`U`dd`]`M`h`cbg`/`]`bh`[`f`U`]`cb`
- C** U`g`]`W`W`bc`c`[`m`W`b`W`dlg`
- C** h`Y`W`a`a`i`b`]`M`h`cbg`
- C** =`bh`f`b`Y`ig`Z`m`
- C** Wa`di`hf`Y`ei`]`da`Y`bh`

### NBEA Standards Reinforced by Event

- =bZ`fa`U`]`cb`H`W`bc`c`[`m`cd`Y`U`]`b`[`g`gh`a`g`Y`b`j`]`f`cb`a`Y`bh`U`b`X`  
 i`h`]`h`Y`g`]`b`d`i`h`h`W`bc`c`[`n`d`U`d`]`M`h`cb`g`Z`k`U`Y`

**Career Cluster:** =bZ`fa`U`]`cb`H`W`bc`c`[`m`

# VIRTUAL BUSINESS CHALLENGE

HAY: 6@5 J fhi U'6i gbYg7\U\B|Yf| 67E  
 YWfU|g: 6@5 a Ya Vfglc'hghYf.g.]gU  
 aUB|b| UXgf|V hcb Wbf|bXj|XU'nf'UgU  
 HcA "HAYJ 67 \Ugkcf&LWU\B|YgXf|b| hY  
 nlf'ZU' UbXgf|b|zUbXUWUWU\B|YZWggb  
 XZfVhV gbYg'WbWlg"

### Eligibility

8i f|b| hYgWcc`mUfzgWcc`ga Un  
 duh|VdU|b| Vch.hYZU`cf'gdf|b| J 67`  
 9bhf|Yga UnYVWUXVnUb|bXj| X|U`  
 a Ya Vv'cf'VnUHLA `cZk c f&Lcf'hfY  
 flLa Ya VfgZca U|j Y'cW WdHf'g'cb`  
 fWfX|b|hYbUjcbU'Wbf'Ug\j|b| dUX  
 Xi YgVnA fW%czHYWfYbHgWcc`mUf`-b`  
 hYyY YbhcZUHLA` Ybfrabc`a cfYhUb'cbY  
 fLa Ya Vv'a UnUj YWwa dYX|b|h|gY Ybh  
 UhdYf|ci gB@7"5 hLa` a Ya Vv'Wbbch  
 VYcb'a cfYhUb'cbYfLa` UihUa Y'bc`  
 UX|hcbUHLA` a Ya Vfga UnYUXXcbW  
 UHLA` \UgfY|ghfYX'A Ya VfgUfYi bUWY  
 hc`duh|VdU|b| UbrichYf'Y Ybh|Zh YnUj Y  
 ei U|UXUbXd'Ub'cb`duh|VdU|b| |b|hYUbu`  
 fci bXUihYB @7"

### Overview

Duh|VdU|b|b|h|gY YbhVcggYghY  
 Wf|W|a` UYg'cZ-bhfcX|W|cb'hc`6i gbYggz`  
 -bZ'fa Ujcb'HWbc`c|nUbxAXa UbU Ya Ybh`  
 HAYgi Xb|gk|`a UbU YUga i`UHX  
 Vi gbYgg"8i f|b| hYWU\B|Yz: 6@5`  
 a Ya VfgUfYfYei |fXhc.  
**C** F|j|g|f'Ub|bXj|X|U'cf'hLa` i d'hc'hfY  
 flEdYcdY  
**C** 8ckb'cUXhYg'Zk UY  
**C** Fi b'hYga i`Ujcb`  
**C** I d'cUXUg`  
**C** 7ca dYfYUbXVYfub\_YXU|UjbgichYf`  
 duh|VdU|b| : 6@5 hLa g

### Guidelines

- HAYed Y| \hif'EbUjcbU'nfUb\_YXHLA g`  
 Zca`YUWJ 67I` Vch`ZU`UbXgf|b|`  
 Vi hbc`a cfYhUb'cbYfLa`dYf'gUhzdYf`  
 WU\B|Y| UfY|J|VYhc`Wa dYfU  
 hYB @7"HAYgYgl hYb'f&LHLA gUfY  
 XHf'a |bYXVnU'YgU|b|g|b'hYZU`  
 UbXgf|b| J 67gUa |b|ghfYXj|UHLA Y`  
 -bhfbYnX|f|b| hYgWcc`mUf"

- 5h|hYB @7ZhAYei U|Z|b| hLa gZcf'hYdfY|a |bUfnci bXk|`  
 duh|VdU|b|Ufci bXf'cV|b'Y Ybhk |h`YUW'hLa` duh|VdU|b|`  
 |b|Ua |b|a i a`cZk c f&Lk Ybhf&SLa |b| hYgYgcbg`HLa gk|`  
 VYi gb| Ua i`hd'UfY`Wa dcbYbhlhU'U'ck'ghYa` hc`Wa dYfY`  
 k |h|b|hYgLa Yga i`UHXYWbca n6fUWYhik |bbf'gk|`VY`  
 XHf'a |bYXVgYXcb'hY\| \YghWa i`Uj YdfcU|  
 : cf'hYUbu'fci bXZci f'f'ELHLA gk|`Wa dYfY|b|Uk Ybhf&SLa`  
 a |b| hYgYgcb|gb|`a i`hd'UfY`H`YbUjcbU'k |bbf'k|`VY`  
 XHf'a |bYXVgYXcb'hY\| \YghWa i`Uj YdfcU|  
 B ch`HAY: 6@5 J 67 |g'Ub'cZUWU'Y YbhVci | \hlc: 6@5`  
 WdHf'g'hfci | \ UdfhYf'g|d'k |h`? bck`YX|YA UHf'g`  
 Duh|VdU|b|g|gY\| \nj |g U'ga i`Ujcb'g'Zk UfYf|Yga 7|nh`  
 hc`a UbU YUX|g|V| hcb'Vi gbYgg`HAY: 6@5 J 67`g'Zk UfY|gU`  
 ZY'ja |hXZ bW|cbj Yfgcb'cZHY`YU|b| Vi gbYggga i`Ujcb'Zcf`  
 YX|W|cbZj |fhi U'6i gbYgg| A UbU Ya Ybh:&szk |W|gUg'Zk UfY`  
 dfc|fla` hUkUg'WUUXVn? bck`YX|YA UHf'g'-bW

### NBEA Standards Reinforced by Event

- 5Ww|b|b| . UWw|b|b| d'f'Vggz'YU'Udd |W|hcbg
- 6i gbYgg@k . VgYg'cZHY'Uk
- 7UfYf'8 Y Ycda Ybh'k'cf\_d'UWY|dWU|hcbg
- 7ca a i b|W|hcb. Zci bXUjcbg'zcf| U|b|UjcbU
- 7ca di hUjcb. d'f'cVYa |g'j|b| Udd |W|hcbg
- 9Wbca |Vg'UbXDF'g'cbU: |bUbw'U'cW|hcb'cZfYgci fWg'z`  
 YWbca |Vg'gha gza UbU|b| UbUw'g'UbXV|X|Y|b|zgj|b| UbX`  
 |b|Yg|b|zVub\_|b|zi gb|`WXX|h
- 9bhfYdfYbY fg|d. YbhfYdfYbY fg|UbX'YbhfYdfYbY f|U`  
 cddcfh|b|hYgza UbU Ya Ybh
- bZ'fa Ujcb'HWbc`c| mUdd |W|hcb'g'Zk UfYz|bdi hihWbc`c| |Yg'z`  
 |bZ'fa Ujcb'fYfY|Uzdf|j UW|UbX'Yh|Wg
- A UbU Ya Ybh'a UbU Ya YbhZ bW|hcbg
- A Uf\_Y|b| . hYa Uf\_Y|b| d'Ub

**Career Clusters.** 6i gbYggz`A UbU Ya YbhUbX5Xa |b|ghUjcb|`  
 -bZ'fa Ujcb'HWbc`c| mUf\_Y|b|zGUYg'UbXGf|jW

### 2008-09 Challenge Dates

7\U\B|Y|Y%`%\$#&`#S, I`%#&#`#S,  
 7\U\B|Y|Y&`&#`#S- I`" `#`#S-



# WEB SITE DEVELOPMENT

*HAYUJ]hnic`Vá a i b]WY]XUg]UbXWbW]g`  
UbXlc`Xy]j`f`j`U`i`Y`lc`V]g`ra`Y`g`i`g`b`l`h`Y`-b`h`b`Y`h`  
and related technologies, is an important element in  
U`V`g`b`g`g`j`W]g`H]g`y`b`h`Y`d`b`h`g`: 6@5`  
a`Y`V`f`g`k`c`U`j`Y`X`Y`c`d`X`d`U`V`W`b`h`Y`W`U`j`c`  
UbXX]g]b`c`Z`K`W`g]h`g`*

## Eligibility

9UW`g]U`Y`a`U`h`g`V`a`]`h`l`k`c`f`R`E`Y`b`f`]`Y`g`W`U`U`X`  
V`n`U`b`]`b`X`j`]`X`i`U`c`f`V`n`i`U`H`U`a`c`Z`h`c`f`R`E`c`f`  
h`f`Y`Y`f`E`a`Y`a`V`f`g`Z`c`a`U`W`j`Y`c`W`W`U`d`h`f`g`  
c`b`f`W`F`X`]`b`h`Y`b`U`j`c`b`U`W`b`h`f`U`g`U`j`]`b`]`d`U`X`  
X`i`Y`g`V`n`i`A`U`W`%`c`Z`h`Y`W`f`f`y`b`h`g`W`c`c`n`U`f`  
B`c`a`c`f`Y`h`U`b`c`b`Y`f`U`L`H`U`a`a`Y`a`V`f`a`U`n`  
U`j`Y`W`a`d`Y`H`X`]`b`h`]`g`y`Y`b`h`U`U`d`f`]`c`f`B`@`7`c`f`  
U`j`Y`W`a`d`Y`H`X`a`c`f`Y`h`U`b`l`k`c`f`R`E`n`U`f`g`U`h`h`Y`  
b`U`j`c`b`U`j`Y`Y`"

## Overview

H`Y`Y`j`Y`b`h`W`b`g`l`g`c`Z`h`c`f`R`E`d`U`f`g`U`  
d`f`Y`i`X`j`Y`X`d`f`c`W`M`U`b`X`U`d`Y`Z`c`f`a`U`b`W`  
W`a`d`c`b`Y`b`h`D`U`f`]`W`d`U`b`g`U`f`Y`f`Y`e`i`]`f`Y`X`l`c`  
W`a`d`Y`H`V`e`h`d`U`f`g`h`c`V`Y`Y`]`]`V`Y`l`c`k`]`b`  
U`b`U`k`U`F`X`5`d`f`Y`i`X`j`Y`X`K`W`g`h`Y`X`j`Y`c`d`Y`X`  
U`W`f`X`]`b`]`h`c`Y`l`c`d`]`W`Y`c`k`a`i`g`h`Y`  
W`a`d`Y`H`X`U`b`X`U`j`U`W`Y`Z`c`f`f`j`]`k`V`n`h`Y`  
g`W`b`X`:]`f`]`X`h`j`b`A`U`h`5`d`U`f`]`W`d`U`b`g`k`]`  
W`a`d`Y`H`]`b`U`d`f`Y`]a`]`b`U`f`n`i`d`Y`Z`c`f`a`U`b`W`l`c`  
Y`i`d`U`b`h`Y`X`j`Y`c`d`a`Y`b`h`c`Z`h`Y`f`K`W`g`h`"

## 2009 National Topic

D`U`f`]`W`d`U`b`g`]`b`h`]`g`y`Y`b`h`k`]`U`c`k`a`Y`a`V`f`g`  
l`c`X`a`c`b`g`f`U`Y`d`f`c`U`M`b`W`]`b`W`b`W`d`h`U`h`]`b`  
X`y`g`]`b`]`b`]`z`U`b`X`W`U`j`]`K`W`g`h`g`H`Y`l`c`d`]`W`  
l`c`V`Y`U`X`Y`g`g`X`V`n`h`Y`K`W`g`h`Y`X`j`Y`c`d`Y`X`Z`c`f`  
W`a`d`Y`H`]`c`b`U`h`h`Y`&S`S`Z`B`@`7`k`]`W`:

*S`Y`Y`d`U`K`W`g`h`h`U`k`]`Y`d`h`U`Y`c`Z`i`f`  
W`U`d`h`g`U`i`a`b`]`H`Y`K`W`g`h`k`]`b`Y`X`l`c`U`j`Y`  
U`i`g`f`Z`]`Y`X`n`]`b`h`Z`W`Z`f`i`g`f`g`l`c`Y`b`h`h`Y`f`  
]`b`Z`f`a`U`j`c`b`Y`g`n`U`W`g`c`h`Y`g`]`b`Z`f`a`U`j`c`b`]`k`  
X`Y`U`j`g`b`i`d`á`]`b`]`Y`Y`g`W`U`d`h`g`h`b`g`f`g`d`  
opportunities, and a photo gallery of past and present  
Y`Y`g`U`b`X`U`a`Y`b`g`Z`f`h`Y`U`i`a`b`]`l`c`V`á`a`i`b`]`W`Y`  
k`]`h`d`h`Y`U`i`a`b`]"*

=X`U`n`á`h`]`g`h`c`d`]`W`k`]`U`g`c`V`i`g`X`Z`c`f`  
W`a`d`Y`H`]`c`b`g`U`h`h`Y`g`U`Y`Y`Y`"7`U`d`h`f`g`  
g`c`i`X`W`Y`W`k`]`h`h`Y`f`g`U`H`W`U`f`#`g`U`Y`  
U`j`]`g`f`l`c`W`b`U`f`a`h`Y`l`c`d`]`W`c`V`i`g`X`Z`c`f`  
h`Y`f`g`U`Y`W`a`d`Y`H`]`c`b`"

**Copyright and Fair Use Information.** -h]g`  
h`Y`d`c`]`W`l`c`Z`c`6@5!D6@l`c`W`a`d`n`k`]`h`g`U`Y`

U`b`X`Z`X`Y`f`U`W`d`n`f`]`h`U`k`g`M`e`i`a`U`n`i`g`Y`h`Y`Z`c`k`]`b`]`K`W`g`h`g`U`g`U`  
f`Y`Z`f`Y`b`W`

- 7cdnfi[\hUbx: UfI gY; i ]XY]bYgZcf`HUYWfgUih`hd.##k`k`k`"  
a`Y`X`]`Z`g`j`U`c`f`#`W`d`n`f`]`h`W`U`f`h`a`  
• I`"G`7cdnfi[\hC`Z`U`W`U`i`h`d`##k`k`k`"W`d`n`f`]`h`[`c`j`#`c`f`h`d`##  
k`k`k`"W`d`n`f`]`h`[`c`j`#`]`h`Y`%`#`V`]`W`&`d`X`Z`

## Project Guidelines

### Prejudged Project

- D`f`c`W`M`g`a`i`g`h`U`X`Y`g`g`h`Y`[`]`j`Y`b`l`c`d`]`W`]`b`Z`c`f`a`U`j`c`b`a`U`n`i`Y`f`Y`U`c`f`  
U`M`]`c`i`g`"G`i`X`b`h`a`Y`a`V`f`g`z`b`c`h`U`j`]`g`f`g`z`a`i`g`h`d`f`U`d`f`Y`d`f`c`W`M`g`  
• 5`G`U`H`a`Y`b`h`c`Z`5`g`f`U`b`W`Y`b`f`m`Z`c`f`a`a`i`g`h`Y`V`W`a`d`Y`H`X`U`b`X`  
g`V`a`]`h`X`V`n`h`Y`g`U`Y`W`U`f`c`f`X`y`g`]`b`Y`U`b`X`f`W`j`Y`X`V`n`h`Y`  
b`U`j`c`b`U`W`b`h`f`V`n`h`Y`g`W`b`X`:]`f`]`X`h`j`b`A`U`h`  
• H`Y`K`W`g`h`Y`a`i`g`h`Y`U`j`U`W`Y`Z`c`f`j`]`k`]`b`]`c`b`h`Y`-b`h`f`b`Y`h`U`h`Y`  
]`h`a`Y`c`Z`i`X`]`b`]`"B`c`W`U`b`]`Y`g`W`b`V`Y`a`U`X`l`c`h`Y`K`W`g`h`U`Z`n`f`h`Y`  
c`Z`U`W`Y`b`f`m`X`U`Y`f`g`W`b`X`:]`f`]`X`h`j`b`A`U`h`i`X`]`b`]`c`Z`h`Y`K`W`g`h`Y`  
k`]`"H`U`Y`d`U`W`V`Z`c`f`Y`h`Y`B`@`7`"  
• 5`b`n`d`l`c`h`c`[`f`U`d`g`z`h`l`h`z`h`U`X`Y`a`U`g`z`c`f`b`L`a`Y`g`h`U`i`U`f`Y`i`g`X`c`b`h`Y`  
g`h`Y`a`i`g`h`Y`V`g`d`d`c`f`h`X`V`n`d`f`c`d`Y`f`X`c`W`a`Y`b`h`U`j`c`b`U`b`X`U`d`d`f`c`j`U`g`  
]`b`X`]`W`H`X`c`b`h`Y`g`h`Y`"A`Y`a`V`f`g`U`f`Y`i`d`Y`M`X`l`c`Z`c`k`U`  
U`d`d`]`W`W`Y`W`d`n`f`]`h`U`k`g`U`b`X`a`U`n`i`Y`X`]`g`e`i`U`]`U`X`]`Z`]`h`a`g`U`f`Y`i`g`X`  
]`b`U`d`d`f`c`d`f`U`Y`n`i`U`b`X`b`c`h`X`c`W`a`Y`b`h`X`  
• K`W`g`h`g`g`c`i`X`W`Y`X`g`]`b`Y`X`l`c`U`c`k`Z`c`f`j`]`k`]`b`]`V`n`i`g`a`U`b`n`i`  
X`]`Z`f`Y`b`h`d`U`Z`c`f`a`g`U`g`d`c`g`]`V`Y`

## Performance Guidelines

### Preliminary Performance

- 5`a`U`]a`i`a`c`Z`U`Z`n`Y`b`f`U`b`U`]`g`g`c`f`U`b`Y`e`i`U`b`i`a`V`f`Z`c`a`  
Y`U`W`[`f`c`i`d`l`k`]`U`j`U`b`W`l`c`h`Y`U`b`U`f`c`i`b`X`  
• H`Y`d`f`Y`g`b`h`U`j`c`b`]`g`U`b`Y`i`d`U`b`U`j`c`b`c`Z`h`Y`K`W`g`h`Z`U`b`X`h`Y`  
K`W`g`h`Y`a`U`n`i`Y`g`c`k`b`l`c`h`Y`i`X`j`Y`g`k`Y`b`Y`i`d`U`b`]`b`]`h`Y`g`h`Y`  
H`Y`H`U`a`g`c`f`]`b`X`j`]`X`U`g`k`]`V`Y`U`Y`l`c`U`W`g`g`h`Y`f`I`F`@`H`Y`  
Y`i`d`U`b`U`j`c`b`g`c`i`X`]`b`W`X`Z`V`i`h`b`c`h`V`Y`]a`]`h`X`l`c`X`j`Y`c`d`a`Y`b`i`  
c`Z`h`Y`l`c`d`]`W`X`j`Y`c`d`a`Y`b`h`U`b`X`X`y`g`]`b`d`f`c`W`g`g`i`g`Y`U`b`X`  
]a`d`Y`a`Y`b`h`U`j`c`b`c`Z`]`b`b`c`j`U`j`Y`H`W`b`c`c`]`n`i`g`Y`U`b`X`X`j`Y`c`d`a`Y`b`i`  
c`Z`a`Y`X`U`Y`Y`a`Y`b`g`U`b`X`W`d`n`f`]`h`]`g`g`Y`g`k`]`h`d`]`W`i`f`y`g`z`a`i`g`W`U`b`X`  
c`h`Y`]`h`Y`a`g`  
• D`f`Y`g`b`h`U`j`c`b`c`Z`h`Y`b`f`m`i`a`i`g`h`Y`V`W`b`X`i`W`X`V`n`d`U`f`]`W`d`U`b`g`  
k`c`U`h`c`f`Y`X`h`Y`Y`b`h`-b`h`Y`W`g`Y`c`Z`U`H`U`a`Y`Y`b`z`U`h`Y`U`g`i`  
c`b`Y`U`h`c`f`a`i`g`h`]`j`Y`h`Y`d`f`Y`g`b`h`U`j`c`b`U`h`h`Y`B`@`7`^`c`k`Y`Y`f`Z`U`  
h`U`a`Y`a`V`f`g`k`c`k`]`g`l`c`V`Y`f`W`l`b`n`X`U`g`b`U`j`c`b`U`k`]`b`b`Y`f`g`  
a`i`g`h`f`]`]`g`h`Z`c`f`h`Y`B`@`7`"B`c`f`Y`d`U`W`a`Y`b`h`c`f`g`V`g`]`h`h`g`k`]`V`Y`  
U`c`k`X`  
• 5`K`]`b`X`c`k`g`U`g`X`W`a`d`i`h`f`z`d`f`c`W`M`c`b`X`j`]`W`Z`U`b`X`g`M`Y`b`k`]`V`Y`  
d`f`c`j`X`X`Z`c`f`h`Y`d`f`Y`g`b`h`U`j`c`b`k`]`h`U`b`-b`h`f`b`Y`h`W`b`b`W`M`c`b`"I`g`Y`c`Z`  
U`:]`g`X`f`j`Y`]`g`U`c`k`Y`X`c`b`h`Y`Y`e`i`]`d`a`Y`b`h`d`f`c`j`X`X`  
• H`Y`]`b`X`j`]`X`i`U`c`f`h`U`a`a`Y`a`V`f`g`a`i`g`h`d`Y`Z`c`f`a`U`U`g`]`W`M`g`c`Z`  
h`Y`d`f`Y`g`b`h`U`j`c`b`g`f`]`Z`g`]`U`]`b`]`Z`g`h`i`d`z`c`d`Y`U`j`b`]`U`X`c`j`]`g`U`  
Y`e`i`]`d`a`Y`b`l`c`h`Y`f`Y`d`f`Y`g`b`h`U`j`Y`g`c`Z`h`Y`W`U`d`h`f`a`U`n`b`c`h`d`f`c`j`X`Y`  
U`g`]`g`U`b`W`J`]`g`U`U`X`g`U`b`X`g`l`a`d`Y`g`g`]`W`U`W`n`f`Y`U`H`X`l`c`h`Y`  
d`f`c`W`M`a`U`n`i`Y`i`g`X`c`k`Y`Y`f`z`c`]`h`Y`a`g`a`U`n`i`Y`Z`h`k`]`h`h`Y`  
i`X`j`Y`g`c`f`U`X`Y`b`W`

guidelines continue

*K W G | H S Y Y c d a Y h i | X Y | b g V h b i X*

- H Y | b X j | X U ' c f H L a \ U g U j Y f l E  
a | b i h g h c ' d f y g b h
- 5 H a Y Y d f ' k ] ~ g U b X U h z i f f l E  
a | b i h g " K \ Y b ' h Y d f y g b h U j c b ' l g  
U b | g \ Y z h Y h a Y Y d f ' k ] ~ f Y W f X h Y  
h a Y i g Y z b c h | b | U X X i W j c b ' c Z U j Y f l E  
d c | b l g z c f U b n i h a Y c j Y f ' U j Y f l E a | b i h g "
- : c ' c k | b | Y U W d f y g b h U j c b z ' X Y g k ] ~  
W b X i W U h f Y Y f l E a | b i h Y e i Y g j c b |  
U b k Y f ' d Y f ' c X "
- D F Y j a | b l f m d Y z c f a U b W g U f Y b c h c d Y b '  
l e ' W b z f Y b W U h b X Y g "

**Final Performance**

- H Y U b U ' [ i | X Y | b y g U f Y h Y g a Y U g h Y  
d f Y j a | b l f m i | X Y | b y g X g M Y X U c j Y '  
U b X h Y U b U ' d Y z c f a U b W | g c d Y b l e '  
W b z f Y b W U h b X Y g z k \ c U f Y b c h i  
d Y z c f a | b | d U h | M U b l g c Z h | g Y j Y b h

**Project Competencies**

- X c W a Y b h U X Y g g l e d | W b X | g  
~ ~ ~ U d d f c d f | U Y z c f ' h Y U X Y b W
- [ f l d \ | g z h i h f Y U a Y b z U b X g | Y W U Y Z Z M j  
~ ~ ~ g c k W M U j | h m U b X W \ Y g j Y b Y g g c Z X Y g | b

- U d d f c d f | U Y g Y W j c b ' c Z z b l g U b X h m d Y  
~ ~ ~ g h Y g
- c j Y f U ~ ~ U n i h U b X X Y g | b | g W M U j Y U b X U d d Y U | b |
- U b U ' d f c X i W | b X | W h g U W W f ' h c i [ \ h d f c W g U b X U b | b h b X X z  
~ ~ ~ d U b b X X | f Y M j c b ' k | h Z c f a i U j c b U b X Y W h c b ' c Z U f a | X U
- F Y e i | f X | b z c f a U j c b | g Y Z Z M j Y m W a a i b | M M X
- W d n | | \ h U k g z c ' c k Y X

**Performance Competencies**

- d f y g b h U j c b ' c Z d f ' W | g X j Y c d Y X ' c | | W m U b X g g h a U j W m
- X Y g | b d f c W g g Y Z Z M j Y m W a a i b | M M X
- h d g z h W b l e i Y g z U b X l e c ' g i g X U f Y d f y g b h X
- j c | W e i U | m U b X X | W j c b U f Y U d d f c d f | U Y z c f ' h Y g h | b |
- g Y Z W b U X b W U d d f Y b h h f c i [ \ ' \_ b c k ' X | Y c Z W b h h b h U b X  
~ ~ ~ U h | W U j c b ' c Z | X Y g
- Y Z Z M j Y m U b k Y f e i Y g j c b g

**NBEA Standards Reinforced by Event**

- 7 c a a i b | W j c b . Z e i b X U j c b g z h W b c ' c | | W
- - b z c f a U j c b H Y W b c ' c | m b Y k c f \_ U d d | W h j c b g z d f j U W U b X Y h | W
- A U f \_ Y j b | . Z e i b X U j c b g c Z a U f \_ Y j b | z h Y a U f \_ Y j b | d ' U b

**Career Clusters.** - b z c f a U j c b H Y W b c ' c | m A U f \_ Y j b | z G U g U b X G Y j | W

REFERENCE: Web Site Development—Production RATING SHEETS-42.  
REFERENCE: Web Site Development—Performance RATING SHEETS-43.

**WHO'S WHO IN FBLA**



*H | g U k U X \ d d f g : 6 @ 5 ' a Y a W g k \ c \ U j Y a U X  
a | g U b X | b | W h | M | h c b g l e ' h Y U g g W j c b U h i Y  
c W z g U h z U b X b U j c b U ' Y Y g*

**Eligibility**

9 U W g U Y ' a U n Y b h f ' c b Y M d U h | M U b h k \ c '  
l g U a Y a V f ' c Z U b U M j Y ' c W W U d h f z c b '  
f W f X | b ' h Y b U j c b U W b h f U g \ U j | b | d U X  
X i Y g V n i A U W % c Z h Y W f f Y b h g W c c ' n U f "  
B U j c b U ' c Z U M g U h c a U j W m Y U b '  
f Y W | b | h c b | b ' h | g Y j Y b h ' h Y Z c f Y z \ U j | b | U  
b U j c b U ' c Z U M g X c Y g b c h d f c \ | M h U g U Y Z c a '  
g Y W j b | U b U X | h c b U ' a Y a V f Z c f ' h | g \ c b c f "

**Overview**

H Y Y b h m z c f a ' a i g h V Y W a d Y h X V n h Y  
g U Y W U f ' c f X Y g | b Y U b X g V a | h X l e ' h Y  
b U j c b U W b h f V n h Y g W b X : f | X U j b ' A U h

B c a | b Y g a i g h Y g Y W M X | b U W f X U b W  
k | h ' h Y f | i ' U j c b g c Z h Y g U Y W U d h f U b X  
h Y b U j c b U U g g W j c b "

- z h Y g U Y W U d h f ' b c a | b Y Y | g i b U Y l e '

*U h b X h Y B @ 7 z h Y g U Y ' a U n X Y g | b U Y ' c b Y c Z | | g c h Y f X Y | U h g l e '  
U W d h i h Y U k U X Z c f ' h U b c a | b Y Y*

**Guidelines**

- 7 f | h f | U z c f ' g Y W j c b ' c Z b c a | b Y g V n h Y g U Y W U d h f ' g c i ' X | b W X Y
- M U f c Z d U h | M U j c b | b : 6 @ 5 U M j | h Y g
- 9 l h b h c Z d U h | M U j c b | b W b z f Y b W g g d c b g f Y X V n h Y g U Y  
W U d h f U b X b U j c b U U g g W j c b
- C Z U W g W U f g | d g U b X W a a | h Y Y a Y a V f g \ | d g \ Y X
- 7 c b l f | M | h c b g l e ' c W z g U h z U b X b U j c b U ' d f c ' W g
- D U h | M U j c b | b ' c h Y f U M j | h Y g
- F Y W a a Y b X U j c b g g d d e f h j Y c Z h Y a Y a V f g | b j c j Y a Y b h | b '  
FBLA

**National Awards**

C b Y f l e a Y a V f Z c a ' Y U W g U Y g V a | h | b | U b Y b h m z c f a U b X U '  
b U j c b U ' c Z U M g k ] ~ V Y f W | b | h X U g f Y M | Y b l g c Z h Y b U j c b U ' K \ c | g  
K \ c | b : 6 @ 5 U k U X U h i h Y B @ 7 "



# WORD PROCESSING I

Word processing skills are necessary in today's  
 kcf'X'fH'g'y'Y'h'f'W'b'h'g': 6@5 'a'Y'W'g'k'c'  
 X'a'd'g'h'U'h'U'h'Y'h'Y'U'W'f'X'Y'h'i'm'y'Y'g'j'g'  
 Z'f'k'd'X'd'c'W'g'b'f' d'g'h'd'g'b'V'g'b'g'

## Eligibility

9UW'g'U'Y'a'U'm'b'h'f'h'k'c'f'R'L'd'U'f'h'U'U'b'g'k'\c'  
 U'Y'a'Y'a'V'f'g'Z'c'a'U'W'j'Y'c'w'W'U'h'f'g'z'c'b'  
 f'W'f'X'j'b'h'Y'b'U'h'c'b'U'W'b'h'f'U'g'\j'j'b'j'd'U'X'  
 X'i'Y'g'V'n'i'A'f'W'%c'Z'h'Y'W'f'f'y'b'h'g'W'c'c'm'U'f''  
 C'b'n'i'a'Y'a'V'f'g'Y'b'f'c''Y'X'j'b'f'f'U'X'g'-h'f'c'i'[\'  
 %\$'U'g'c'Z'A'U'h'&'S'c'Z'h'Y'W'f'f'y'b'h'g'W'c'c'm'U'f'U'Y'  
 Y'j'j'V'Y'

D'U'f'h'U'U'b'g'k'\c'U'Y'c'f'\j'Y'W'Y'b'Y'b'f'c''Y'X'  
 j'b'c'Z'W'd'f'c'W'X'i'f'Y'g'z'U'X'#c'f'g'j'f'Y'U'h'X'  
 W'i'f'g'g'h'U'h'j'b'W'X'X'Y'Y'n'v'c'U'X'j'b'j'b'g'f'i'W'j'c'b'z'  
 U'X'#c'f'\_Y'n'v'c'U'X'j'b'j'd'f'c'X'i'W'j'c'b'k'c'f'\_V'n'ab'X'  
 h'U'h'U'j'[\h'j'b'h'Y'U'g'W'c'b'Y'm'U'f'\_Y'n'v'c'U'X'j'b'j'  
 W'i'f'g'Y'c'f'h'Y'Y'e'i'j'j'U'y'b'h'a'i'g'ib'c'h'V'Y'b'h'f'Y'X'  
 j'b'h'g'Y'Y'b'h'i'

## Overview

H'g'Y'Y'Y'h'i'W'b'g'g'g'c'Z'h'c'f'R'L'd'U'f'g'  
 U'b'c'V'Y'W'j'Y'h'g'i'U'X'U'd'f'c'X'i'W'j'c'b'h'g'i'  
 D'U'f'h'U'U'b'g'a'g'g'i'W'a'd'Y'Y'V'c'h'd'U'f'g'c'  
 V'Y'Y'j'j'V'Y'c'k'j'b'U'b'U'k'U'X'5'c'b'Y'f'f'c'i'f'  
 c'V'Y'W'j'Y'h'g'k'j'V'Y'U'a'j'b'g'h'Y'X'V'g'X'c'b'  
 h'Y'c'V'W'j'Y'h'g'h'W'a'd'Y'n'b'V'g'g'g'H'Y'g'W'f'Y'  
 f'W'j'Y'X'c'b'h'g'd'c'f'h'c'b'c'Z'h'Y'Y'j'Y'h'k'j'V'  
 W'b'g'j'h'Y'U'Z'h'Y'b'f'f'f'Ed'Y'V'b'h'c'Z'h'Y'U'b'  
 Y'j'Y'h'g'W'f'Y'B'c'b'f'U'd'j'b'j'W'W'U'c'f'g'k'j'V'Y'  
 d'f'c'j'j'X'X''

C'b'Y'f'f'c'i'f'k'j'V'Y'j'j'Y'b'Z'f'h'Y'd'f'c'X'i'W'j'c'b'  
 h'g'i'U'g'W'c'c'g'h'Y'X'g'j'b'U'X'V'n'h'Y'g'U'Y'  
 W'U'f'g'g'U'Y'U'j'g'f'f'H'g'g'a'g'g'i'V'Y'g'b'h'V'n'h'Y'  
 g'U'Y'W'U'f'g'g'U'Y'U'j'g'f'U'X'f'W'j'Y'X'V'n'h'Y'  
 b'U'h'c'b'U'W'b'h'f'Z'c'f'i'X'j'b'j'V'n'h'Y'h'f'X':f'X'U'm'  
 j'b'A'U'h'

## Guidelines

- H'Y'd'f'c'X'i'W'j'c'b'd'c'f'h'c'b'c'Z'h'g'Y'Y'h'i'g'U'a'j'b'g'h'Y'X'd'f'c'f'c'f'c'  
 h'Y'B'@7''H'Y'U'a'j'b'g'f'U'h'c'b'c'Z'h'Y'd'f'c'X'i'W'j'c'b'h'g'g'k'j'V'Y'  
 X'h'f'a'j'b'Y'X'V'n'i'a'f'g'U'Y'W'U'f'c'f'g'U'Y'U'j'g'f''
- H'Y'Z'c'ck'j'b'f'Y'Z'f'Y'b'W'a'U'h'f'U'g'U'Y'U'c'k'Y'X'U'h'Y'h'g'h'g'h'Y'k'c'f'X'  
 X'j'j'g'c'b'a'U'bi'U'g'z'X'W'j'c'b'U'f'Y'g'z'h'Y'G'h'U'X'f'X'g'c'Z'A'U'U'j'j'n'a'U'X'  
 :c'f'a'U'i';i'j'X'
- J'c'j'W'f'Y'W'j'b'j'h'c'b'g'c'Z'k'U'Y'a'U'h'V'i'g'X'k'\Y'Y'U'd'f'c'f'U'h'c'W'  
 W'U'h'f'g'a'g'g'id'f'c'j'j'X'Y'h'Y'g'c'Z'k'U'Y'
- 8'c'W'a'Y'b'g'd'f'c'X'i'W'X'Z'f'h'g'Y'Y'h'a'g'g'i'V'Y'd'f'Y'd'U'Y'X'V'n'h'Y'  
 :6@5'W'a'd'Y'h'c'f'g'k'j'h'c'i'h'Y'd'Z'c'a'h'Y'U'j'g'f'c'f'U'm'c'h'Y'f'  
 d'Y'f'g'b''
- =b'W'g'Y'c'Z'U'h'Y'h'Y'd'f'c'X'i'W'j'c'b'h'g'k'j'V'Y'i'g'X'k'V'Y'U'h'Y'h'Y'

## Objective Test Competencies

- X'c'W'a'Y'h'Z'c'a'U'h'j'b'f'i'Y'g'U'X'g'U'X'f'X'g'
- [f'l'a'U'f'z'd'i'b'W'U'h'c'b'z'g'f'Y'j'b'j'z'U'X'd'f'c'c'Z'Y'X'j'b'j'
- U'g'j'W'Y'n'v'c'U'X'j'b'j'h'f'a'j'b'c'c'c'm'U'X'W'b'W'd'g'
- f'Y'U'h'X'U'd'd'j'W'j'c'b'\_b'c'k'Y'X'Y'

## Production Competencies

- d'f'c'X'i'W'j'c'b'c'Z'Y'h'f'g'U'X'a'Y'a'c'f'U'X'a'g'
- reports
- U'Y'Y'g'
- resumes
- a'U'm'j'U'Z'c'a'f'c'i'[\X'U'Z'i'U'X'i'b'U'f'U'j'Y'X'W'd'm'

## NBEA Standards Reinforced by Event

- 7'c'a'a'i'b'j'W'h'c'b'Z'c'i'b'X'U'h'c'b'z'h'W'b'c'c'j'j'W'
- =b'Z'c'a'U'h'c'b'f'W'W'b'c'c'c'm'W'a'd'i'h'f'U'f'W'h'W'f'Y'z'c'd'Y'U'f'U'j'b'j'  
 g'g'h'a'g'z'Y'j'j'f'c'b'a'Y'h'U'X'i'h'j'h'Y'g'z'j'b'd'i'h'f'W'b'c'c'c'n'a'U'd'd'j'W'h'c'b'  
 software

Career Clusters. '6'i'g'b'Y'g'z'A'U'U'Y'a'Y'h'U'X'5'X'a'j'b'g'f'U'h'c'b/  
 =b'Z'c'a'U'h'c'b'f'W'W'b'c'c'c'm'A'U'f'\_Y'h'j'b'j'z'G'U'Y'g'U'X'G'f'j'j'W'

# WORD PROCESSING II

5 \j\ \yYcZkdXdcVgbl'g ]''lgUbWg]mzf  
 Ydcmg]b'dcX WjYcZVg'H]gY'YhfXW]bn'g  
 : 6@5 'a Y Vfgk'cXá dghUfHUhYnUjY  
 Uá ]fXkaXdcVgbl' d'cU]WVWVrbXYfimY"

### Eligibility

9UW'gUf'a Unbhf'lk c'f&LdUf]VdUbgk\c'  
 fYa Ya VfgZca 'UWj Y'cW'WUdhfg'zcb'  
 fWfX]b'h YbUfcbU'Wbhf'Ug\Uj ]b[ dUX  
 Xí YgVn'A fW%'cZh YWffYbhgWcc''mUf''

### Overview

H]gY'YbHwbgdg'cZlk c'f&LdUf]g'  
 U'c'VWj Y'hg]bXUdfcXí Wjcb'h'g'  
 DUf]VdUbg'a i gh'Wa d'YfVch' dUf]g'c'  
 VY] ]VY'c k ]b'U'Uk'fX'5'cbYf&L'ci f'  
 c'VWj Y'hg]k ]''VYUa ]b]ghYXVUg'Xcb'  
 hY'Wa dYhbV]g' ]gh'X'H'Yg'WfYfWj YX  
 cb'h]g'def]cb'cZh Y'Y'Yb'k ]''Wbg]h h'Y%  
 dYfVbhcZh Y'U'U'Y'Yb'gh'WfY' Bcb[ fU\ ]b[  
 W'W'U'efgk ]''VYdfc ]XX'

CbYf&L'ci f'k ]''VY ]j Yb'Zcf'h YdfcXí Wjcb'  
 h'ghU'UgWcc''gh'X'g ]b]hXVn'h Y'gUf'  
 WUf#gUf'Uj ]g'f''H'Yg'a i gh'VY'g'bhVn'h Y  
 gUf'WUf#gUf'Uj ]g'f'U'X'fWj YXVn'h Y  
 bUfcbU'Wbhf'Zcf'í Xí ]b[ Vn'h Yh.]fX: f]XU  
 ]b'A U'h

### Guidelines

- H'YdfcXí Wjcb' d'ef]cb'cZh ]g'Y'Yb'i  
 ]g'Ua ]b]ghYXdf]cf'c' h'YB @7''H'Y  
 Ua ]b]ghUf]cb'cZh YdfcXí Wjcb'h'g'  
 k ]''VYX'f'a ]b]X'Vn'mi f'gUf'WUf'cf'  
 gUf'Uj ]g'f''
- H'YZ'ck ]b[ fYZf'Yb'W'a Uf]Ug'Uf'  
 U'ck YX'U'h Y'h'gh'Y'kcfXXj ]g'cb'  
 a U'í U'g'X'WjcbUf]g'gh'Y'G'U'X'f'X'g'c'Z  
 A U'U' ]h'á'U'X: cfa U'í; i ]X'
- J c]Wf'Y'W ]b]h'cb'g'Zk fYa Un'Y'i g'X  
 k \Y'Y'U'd'f'c'df]Uf]'c'W'W'U'd'h'f'g'a i gh'  
 d'f'c ]X'Y'h'Y'g'Zk fY'
- 8 c'Wa Yb'g'dfcXí W'X'Z'f'h ]g'Y'Yb'ia i gh'  
 V'd'f'Y'U'f'X'Vn'h Y'd'U'f]V'd'U'bg'k ]h'ci h'  
 \Y'd'Z'ca h'Y'U'j ]g'f'cf'U'bn'c'h'Y'  
 d'Y'f'g'b''
- -b'W'g'c'Z'U'f]Z'h'Y'dfcXí Wjcb'h'g'k ]''  
 V'i g'X'c' V'YU' h'Y'Y'

### Objective Test Competencies

- X'c'Wa Yb'h'Z'ca U'h]b[ 'fi' Y'g'U'X'g'U'X'f'X'g'
- ]f'U'a a U'f'z'di b'W' U'f]cb'z'g'f'Y' ]b[ z'U'X'd'f'c'c'Z'Y'U'X]b[ '
- V'g]V'Y'n'c'U'X]b[ 'h'fa ]bc'c[ n'U'X'W'b'W'd'lg'
- f'Y'U'h'X'U'd'd' ]W'f]cb' '\_b'ck' Y'X'Y'

### Production Competencies

- d'f'c'Xí Wjcb'c'ZU' h'nd'Y'g'c'Z'V'i g]b'Y'g'g'Z'c'f'a g'
- Y'h'f'g
- memorandums
- U'V'Y'g
- reports
- g'U'f]g'U'f'Y'd'c'f'g
- a U'f]U'g'Z'ca 'f'ci [ \ X'f'U'Z'i'U'X'í b'U'f]U'Y' X'W'd'm

### NBEA Standards Reinforced by Event

- 7ca a i b]W]cb. Z'ci b'X'U'f]cb'z'h'W'bc'c[ ]W
- -b'Z'ca U'f]cb' h'W'bc'c[ m'W'a di h'f'U'W]h'W'f'Y'z'cd'Y'U'f]b[ '  
 g'gh'a g'Z'Y'j ]f'c'ba Y'b'h'U'X'í h' ]h'Y'g'z' ]b'di h'h'W'bc'c[ n'á'U'd'd' ]W]cb'  
 software

**Career Clusters.** '6i g]b'Y'g'g'Z' A U'U' Y'a Y'b'h'U'X'5'X'a ]b]ghU'f]cb/  
 -b'Z'ca U'f]cb' h'W'bc'c[ m'A U'f' \_Y]b[ z'GUY'g'U'X'G'f] ]W

## RECOMMENDING A NEW OR MODIFIED COMPETITIVE EVENT AND RECOMMENDATION TO RETIRE AN EVENT

9UWmUfzhYB5D7ca a JhYfYWj YgU bi a Vf'cZg [ [Yg]cbgZcf'a cXUWjcbg' : 6@5!D6@gWa dYHj Yy Yblgcf'Zcf'hY Ucdh'cb'cZbYk 'y Yblg'FYW[b]nbl' 'hY ja dcfUWcZcVUjbl' 'UbXfygcbXbl' 'h' hYgYUXdfcdcgJg'lbUha YmZYUWblz UbXZJf'a UbYfzhYB5D7ca a JhY\Ug JbgJh hXhYZ'`ck Jb' 'dfcWxi fyg'

### Submitting a Proposal for a New or A cXUWX7ca dYHj Y9j Ybh

DfcdcgJg'hc 'a cXZrcf'Ucdh'bk 'Wa dYHj Y y Yblga UnVyg Va JhXVmcW'UbXgUY Uj Jgfgza Ya Vf'g'cZUgUYWa a JhYzcf'Vm JbXj JX U'g'i Xbha Ya Vf'g'cZ: 6@5!D6@'

K \Yb'g Va Jhb| 'UdfcdcgJzJbXj JX Ug'fY U'g'YXlc' d'fcj JY'hYZ'`ck Jb| 'Jha g'

Di fdcgYcZhYbYk 'y Yblcf'a cXUWjcb

FUjcbUYZcf'a U]b| 'hYWUb|Ycf' adopting the new event

9'J| M]lm

FYi 'Ujcbg

DfcWxi fyg

Judging

5`g ddcfJb| 'a Uhf|UgZ]bW'Xbl|.

- h'c fR'g'd d'Yhg'gf'V'Wj Yhg'g.
- dfcdcgXfUjbl' g'Yfg'f'f'Z'fa UbW y Yblg'Wd'hf' y Yblg.
- g'd d'YdfcV'Ya gcf'W'g'f'f'Z'fa UbW y Yblg'g.]`y Yblg.

FYZf'hc 'hYYi JgJb| 'Wa dYHj Yy Ybh [i JY]bYgZcf'JbZ'fa Ujcb'cb'Z'fa Uz'Wb'hh'blz UbXa cfY'DfcdcgJg'g'ci 'XWYg Va JhXVm hYUf'g'i: fJXh]b'A Un'hc 'VY'Wbg'XfYXZcf' hYbYi hm'U'

### Submitting a Recommendation to Retire a Competitive Event

K \Yb'g Va Jhb| 'UdfcdcgJ'hc fYHfYUWffYbhi Wa dYHj Yy YblzYi d'Ub'h YfUjcbUYZcf' a U]b| 'hYWUb|Y'

### Fy Jk DfcWgZcf'UB Yk 'cf'A cXUWX Competitive Event

Step 1. DfcdcgJg'g'ci 'XWYg Va JhX'hc 'hY bUjcbU'Wb'hf'DfcdcgJg'fYWj YXk]`VY Ugg| bYX'hc 'Ua Ya Vf'cZhYB5D7ca a JhY Zcf'JbJhU'fy Jk "'hY'Wa a JhY'a Ya Vf' k]`U'g'f'fy Jk 'hYdfcdcgJ'hc 'Ybg fY'hU

JhJg'Wa d'Yf'UbXUddfcdfJUH'`=ZhYdfcdcgJ'lg'bc'hWa d'YhZhY Wa a JhY'a Ya Vf'k]`k cf\_ 'k Jh 'hY]bXj JX U'g'g Va Jhb| 'hY dfcdcgJ'hc 'Wa d'Yf'h YUY'

Step 2. CbW'h YdfcdcgJ'g'Wa d'YhZhYB5D'a Ya Vf'Ugg| bYX'hc' hYfy Jk 'k]`X'g'f]M h'W'd]g'f]M WdhZcf'g'd d'Yhg'g'W'g'z'UbX'g' cbL'hc'g'y fU'g'U'Xj Jg'f'g'Zcf'fy Jk 'UbX'Wa a Ybh'

Step 3. 5Zhf'cMjbl| 'fy Jk g'Z'ca 'g'U'Xj Jg'f'g'z'hY'Wa a JhY a Ya Vf'k]`dfYd'fYU'f'dcf'hc' h'YZ'`B5D7ca a JhY fY'Wa a YbXbl| 'Uddfcj U'U'g'g Va JhYz'Uddfcj U'k Jh' 'a cXUWjcbg'zcf' fY'Wjcb''

### Approval and Implementation

H'YB5D7ca a JhY'k]`fy Jk 'Wa d'YhX'fY'Wa a YbXUjcbg'UjJg' Ubbi U'ZU'`a YHj| "'B ch]UWjcb'cZU'`a cXUWjcbg'UbX'cf'Ucdh'cbg' k]`V'g'gb'hc'g'U'Y'Wa a JhY'a Ya Vf'g'Zcf'Wa a Yblg'`H'YB5D'7ca a JhY'k]`dfYg'bh'h YUddfcj YXa cXUWjcbg'UbX'cf'Ucdh'cbg' Uih'YbYi hB @7 Zcf'ja d'Ya Yb'Ujcb'Zcf'h'Yi d'Wa Jb| 'g'Wcc`m'U'` H'YXWjcb'hc ja d'Ya Ybh'h'Yy Ybh'f'f' y Ybha cXUWjcb'U'g'U' cZU'W'Y Yb'hc'f'U'g'Ud|'ch'y Ybhk]`VY'Uih'YX'g'Wjcb'cZhYB5D'7ca a JhY'