



**NATIONAL COMPETITIVE EVENTS  
POLICY & PROCEDURES MANUAL**

Board of Directors Approved: 9/27/2024

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## PREAMBLE / AUTHORITY

### MISSION & GUIDING PRINCIPLES

Competitive events allow members in good standing to build their personal and professional skills in a broad range of business- and career-related areas through industry-validated learning experiences.

Competitive events:

- Provide an industry-validated learning experience that prepares members for the workforce.
- Align with business and business-related curriculum and course offerings.
- Empower members to grow and develop personally and professionally.
- Engage members in their academic and professional development inside and outside the classroom.
- Allow members to explore, experience, and engage with their academic studies by division.
- Assess members' abilities and allow them to identify areas of strength and growth.
- Welcome all members.
- Recognize members' achievement and improvement in their academic studies.

### COMPETITIVE EVENTS COMMITTEE (CEC) AUTHORITY

The chair of the Board of Directors shall appoint adult volunteers to the CEC in accordance with [FBLA's Bylaws](#), as well as designate appropriate staff liaisons and external support necessary to accomplish the committee's mission. The Board delegates all appropriate and relevant authority for the fair and deliberate execution of the Competitive Events Program to the CEC. All policy recommendations made by the CEC shall be approved by the Board before they become binding.

This document will serve as a guide to address competitive event questions that arise throughout the membership year. This document and the policies described herein shall be overseen and carried out by the CEC.

## DEFINITIONS

### Acronyms

CCC	Career Connections Conference
CEC	Competitive Events Committee
NFLC	National Fall Leadership Conference
NLC	National Leadership Conference
IEP	Individualized Education Program

### Key Terminology

Competitive Events Program	The Competitive Events Program consists of competitions at Career Connections Conferences, National Fall Leadership Conference, and National Leadership Conference.
Policy & Procedures Manual	Document serves as a guide to address competitive event questions and processes.
Competitive Events Guidelines	These individual documents serve as a guide for each competitive event.
Competitive Events Committee	A group of adult volunteers selected from an application process to serve in a decision making and advisory capacity to the Competitive Events Program. The CEC is made up of 13 state and local advisers representing five High School, five Collegiate and three Middle School division positions.
State Leader	This individual administers an FBLA division or divisions at the state level.

## ROLES & RESPONSIBILITIES

Board of Directors	The Board of Directors is the executive sponsor of the Competitive Events Program. The Board delegates authority to the CEC to ensure the fair administration of the Competitive Events Program. The Board Chair shall appoint 13 adult volunteers to the CEC, subject to its
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	<p>policies. From time to time, the Board shall review the outcomes of the Competitive Events Program and provide strategic direction. Further, all policies and procedures of the CEC are subject to Board approval.</p>
CEC	<p>The CEC is responsible for all activities required to ensure the fair administration of the Competitive Events Program. The <a href="#">Board of Directors' Volunteer Management Policy</a> will be followed by CEC members. CEC members are selected for a three-year term. CEC members are eligible for a second three-year term.</p>
CEC Chair (or Their Designee)	<p>The CEC chair shall ensure that meetings of the CEC are planned effectively and that matters are dealt with in an orderly, efficient manner. The CEC chair shall serve as the liaison between the CEC and all external parties (including the Board, other task forces/committees, and National Center staff) The CEC chair is selected by the Board Chair for a two-year term.</p>
CEC Vice Chair	<p>There shall be one Vice Chair for each division. The Vice Chair shall ensure that the division CEC members are participating and lead division-specific conversations. The Vice Chair will be selected each year.</p>
Staff Liaisons	<p>Staff liaisons are employees of the National Center who support the mission of the CEC.</p>
State Leaders	<p>State Leaders are responsible for qualifying members to participate in the Competitive Events Program, subject to the appropriate state and national policies. State Leaders are responsible for verifying members registered to compete at the National Leadership Conference.</p>
Volunteers	<p>Volunteers are responsible for ensuring that FBLA events run effectively and efficiently. Currently, volunteer roles are Event Administrators, Judge Managers, Section Leaders, Timers, Event Assistants, and Welcoming Committee members.</p>
Judges	<p>Judges are responsible for providing critical and constructive feedback to competitors about their participation in competitive events.</p>
Local Chapter Advisers	<p>Local chapter advisers are responsible for ensuring their members are correctly registered for NLC competitive events.</p>
Competitors	<p>Competitors are dues-paying middle school, high school, and college student members who qualify for competition. They are responsible for following the Competitive Events Guidelines, Honor Code, Code of Ethics, and Dress Code.</p>

## 1.0 COMPETITIVE EVENTS OVERVIEW

Competitive events play an integral role in the mission of FBLA. They prepare FBLA members for successful careers in business by providing opportunities for them to apply classroom concepts in a workforce-simulated competitive environment.

The information contained in this document refers to the competitive event process at the national level. State FBLA organizations may elect to modify the events offered at the district/region/section and state levels. Always check state guidelines if competing at the district/region/section and/or state level of competition.

There are several categories of national competitive events:

Category	Description
Chapter Event	A chapter project that a team of competitors presents at the NLC.
Case Competition	A real-life situation is given to a team to present solutions.
Objective Test	An online, objective multiple-choice test administered at the conference focusing on business knowledge.
Presentation Event	The presentation of a project, speech, or interview in front of judges. Competitors may be allowed to use technology, equipment, and/or visual aids as part of the presentation. Check specific guidelines to determine what is allowed.
Production Test	A production test typically consists of two parts: a production test and an objective test administered on-site at the NLC.
Role-Play Event	Typically, an objective test administered during the NLC, followed by an interactive role-play for the top scoring individuals/teams. For team events, competitors will test individually, and competitors' scores will be averaged to determine the team score. The top scoring individuals/teams will advance to the final round of competition, consisting of an extemporaneous response to a prompt. Judges will interact with competitors.

View the Competitive Event Guidelines, rating sheets, competencies, and other resources by clicking on the corresponding division below:

[Middle School](#)

[High School](#)

[Collegiate](#)

## Competitive Events Timeline

### Document Updates

- Competitive Event Guidelines, Resources, and Policy & Procedures Manual are updated on a yearly basis.
- The Competitive Event Guidelines will be updated and available on the website by September 1 of each year.
- The Competitive Events Policy & Procedures Manual will be updated by January 1 of each year.

### Competitive Event Recommendations

- Current form to submit recommendations:  
<https://connect.fbla.org/login.php?action=viewform&id=154>
- CEC Reviews all submissions from October 1 of the previous year: October/November
- Board Reviews & Approves: January, to take effect the upcoming FBLA membership year

## 2.0 DIVERSITY, EQUITY, & INCLUSION

The Competitive Events Program provides a diverse, equitable, inclusive, and accessible opportunity and environment to all members involved. FBLA's mission is to inspire and prepare students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences. The CEC recognizes that the Competitive Events Program is critical to the member experience and strives to provide a program that is responsive to member needs. FBLA's commitment is to create a program in which members from all backgrounds may perform at their best, compete on an equitable basis, and be recognized for their achievements.

Efforts to this effect include, but are not limited to, the following:

- Providing reasonable accommodations to competitors to enable equitable access to the program.
- Recognizing and facilitating the learning accommodations of members, including IEPs.
- Enabling the accommodation of resources to overcome language barriers, including interpreters.

FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline. Competitors are encouraged to reach out to the Director of Competitive Events to discuss support needed in this area.



Any accommodation requests received after the registration deadline will be evaluated by National Center staff and CEC to determine the reasonability and feasibility of providing an accommodation.

Refer to section 4.14 for more information.

## **3.0 FAIRNESS AND INTEGRITY**

The CEC recognizes that fair competition is the cornerstone of the Competitive Events Program. The CEC is committed to ensuring that fairness and integrity are at the forefront of every decision.

Competitors, directly or through registration by their advisers, are required to acknowledge the Honor Code as part of the NLC registration process. The Honor Code may be found on the FBLA website.

FBLA encourages all parties to report violations of the Honor Code by completing the form found on the [FBLA Help Desk](#).

### **3.1 Artificial Intelligence**

FBLA will not ban the use of AI software, although competitors should be aware of potential biases in data and algorithms, as well as possible inaccurate information provided by the software. The AI tools used should be in line with the FBLA Honor Code to ensure ethical and responsible use of AI, promote fair competition, and uphold the integrity of FBLA events.

Competitors should be aware that any work produced by tools is not their own work; all use of AI software must be appropriately credited and cited. Use of AI must not involve any form of plagiarism or unauthorized use of copyrighted materials. Competitors must be able to explain the use of AI to judges.

### **3.2 Source Citing**

Proper citation is crucial to avoid plagiarism and give credit to the original authors. Always consult the most recent edition of the [MLA Handbook](#) for the latest guidelines on using the MLA (Modern Language Association) format.

## 4.0 NLC PROCESSES

### 4.1 Eligibility

Eligibility to attend NLC and compete is determined by local and state policies.

Competitors must compete in the division for which they are registered members.

- Middle School: Grades 5-9
- High School: Grades 9-12
- Collegiate: Grades 13+

#### Middle School

- Each state may submit four entries in each event.
- Each competitor may compete in one individual/team event and one chapter event.
- Each competitor must compete in all parts of an event to be eligible for awards.
- A team shall consist of one to three competitors.
- All competitors on a team must be members of the same local chapter.
- Members may only compete in an event at the NLC more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.

#### High School

- Each state may submit four entries in each event.
- Each competitor may compete in only one individual/team event and one chapter event.
- Each competitor must compete in all parts of an event to be eligible for awards.
- A team shall consist of one to three competitors, excluding Parliamentary Procedure, where a team shall consist of four or five competitors.
- All competitors on a team must be members of the same local chapter.
- Members may only compete in an event at the NLC more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.

#### Collegiate

- Each state may submit four entries in each event.
- Each competitor may compete in only two individual/team events and one chapter event.

- Each competitor must compete in all parts of an event to be eligible for awards.
- A team shall consist of one to four competitors depending on the competitive event. Check event guidelines for allowed team sizes.
- Each competitor must compete in all parts of an event to move on to the next round of competition and be eligible for award recognition.

## 4.2 Timeline

All registration and travel plans are solely governed by the local and/or state level, with local- and state-level policies also governing competitive events eligibility requirements.

Competitors will be registered for NLC competitive events through the National Leadership Conference registration system by the published conference registration deadline.

State Leaders will verify all competitor registrations by 11:59 p.m. ET by the third day after the registration deadline. State Leaders can update any competitor registrations without penalty until the third day after the registration deadline.

All prejudged projects and reports must be submitted electronically by the date listed in the Competitive Events Guidelines. It is the competitor and their adviser's responsibility to ensure all links are available for judge viewing. Judges who are unable to view entries will be unable to rate the pre-judge component of the event, and the competitor will receive a score of zero for that part of the competition.

## 4.3 Adjustments to Competitive Event Registration

### Not Registered or Registered Incorrectly

If an FBLA member is not registered for a competitive event or is registered for the wrong competitive event after the State Leader verification deadline, a fee will be assessed to properly register the member for the event. The fee will apply to each member added.

Additional entries cannot exceed the maximum entries of four per event, per state, unless approved by CEC. The change must be approved by the State Leader, and fees must be paid before a change is made.

Any late entries with a pre-judge component will receive a score of zero, unless the submission has been received prior to pre-judge assignments.

Collegiate fees assessed per change made are as follows:

- Fourth Saturday in April until the first Tuesday in May: \$50
- First Wednesday in May to seven days prior to the start of the NLC: \$150
- Six days prior to the start of the NLC: \$350

- The day before the NLC begins until the competitive event: \$500

High School/Middle School fees assessed per change made are as follows:

- Third Saturday in May until the first Tuesday in June: \$50
- First Wednesday in June to seven days prior to the start of the NLC: \$150
- Six days prior to the start of the NLC: \$350
- The day before the NLC until the competitive event: \$500

### **Exemptions on Competitor Limits**

If an error occurs at the State Leadership Conference, leading to the wrongful exclusion of a competitor from advancing to a national event or the wrongful advancement of a competitor, the following procedure will be implemented to correct the oversight while maintaining fairness and transparency.

This procedure will only be applied in cases where no alternative solution can ensure fair representation for the competitor. Errors must be identified, and documentation submitted via email by the State Leader only to the Director of Competitive Events within one (1) week of the close of NLC State Leader Verification.

- Error must be well documented and out of the control of the student competitor(s).
- The error must involve administrative oversight, scoring miscalculations, or technical failures during the SLC. Examples include judge error, penalty point error, tabulation error, state staff issue.
- The State Leader must provide documentation, including event results, scoring sheets, and/or technical reports verifying the nature of the error. The exemption request must include a detailed report of the error, the competitor(s) impacted, and any relevant supporting documentation, along with a description of all other actions taken to resolve the circumstance prior to the appeal, such as offering the member(s) different events, move-ups/substitutions, etc.
- CEC may allow the affected competitor to be entered into the national event, even if it exceeds the entry limit for the state, provided the error is verified and a resolution cannot be reached through other means.
- If the CEC allows the exemption, the state will be assessed a \$200 fee.

All fees collected will go to the NLC Scholarship Fund.

## **4.4 Change in Posted Schedules**

Competitors will be allowed to compete until such time that the results are finalized, or the accommodation would impact the fairness and integrity of the event, as determined by CEC. If judges have left the competitive event area, it is no longer possible to compete.

Five penalty points will be assessed for late arrivals in any competitive event.

Testing or presenting prior to the scheduled time is not allowed in the Middle School or High School divisions.

## 4.5 Cheating

The cheating policy aligns with the [Honor Code](#) and Competitive Events Guidelines. Violations of the Honor Code will result in disqualification.

## 4.6 Roles & Responsibilities for Administering Competitive Events

Role	Responsibility
State Leader	State Leader is needed to appoint trusted adults to serve in competitive events volunteer roles.
Event Administrators	The administrator oversees the running of the event at the National Leadership Conference. They orient and organize the volunteers and ensure the event is running on time. Administrators serve as the liaisons between the Competitive Events Committee and the event volunteers. State Leaders and their designees may serve as administrators. These individuals are responsible for the on-site coordination of the event, including greeting judges, answering their "how-to" questions, assisting judges in determining finalists and winners, and flagging CEC members as necessary when questions arise. Administrators may only answer policy and procedure questions addressed in the informational documents that are provided to judges and administrators; otherwise, a CEC member must decide.
Judge Manager	The judge manager oversees their event judges at the National Leadership Conference. They orient and organize the judges and ensure the event is running on time. Judge managers serve as the liaisons between the Competitive Events Committee, Event Administrator, and the event judges.
Section Leader	The section leader oversees their event section at the National Leadership Conference. They greet the competitors and, working with the timer, ensure the event section is running on time. Section leaders work with competitors and judges within their section and report to the event administrator.
Timer	The timer keeps time during their event section at the National Leadership Conference. They greet the competitors and, working with the section leader and/or event administrator, ensure the event is running on time.

Event Assistant	The event assistant provides a calming, welcoming demeanor to competitors. The event assistant checks competitors in for their event and moves them to the holding area for their competition. They work with the section leader to ensure the event section is running on time.
Test Proctor	The proctor protects the integrity and administration of tests administered at the National Leadership Conference.
Welcoming Committee	To provide a consistent application of Dress Code penalty points, the Welcoming Committee provides an opportunity for competitors to follow the Dress Code and confirms Dress Code penalty points.
Training	Volunteers will receive training prior to the NLC. An online session will be held where individuals will obtain their instructions and assignments and may ask questions. A link to a recording of the training will be provided.

## 4.7 Assignment of Administrators & Volunteers

### Middle School/High School

Each state will be assigned an event(s) to administer during the NLC. The state will be responsible for recruiting the volunteers needed to run the event. The National Center will provide the final number of volunteers needed after the close of competitive event registration. Each state is then responsible for sharing the contact information for their event administrators, judge managers, and Welcoming Committee members with the National Center so that individuals may be included in the necessary training prior to the NLC. Training of other volunteers will be conducted by the State Leaders or event administrators.

### Collegiate

All State Leaders and local advisers attending the NLC will be asked during registration to serve in one or more volunteer capacities.

## 4.8 Judge Eligibility & Assignments

Advisers may only be utilized as judges as a last resort. In most instances, advisers and members serving as judges should not be from the same state as competitors in the event they are judging. Advisers and members may not be from the same school as competitors in the event section they are judging.

### Middle School

At least one judge must be a professional in the workforce. Judges must be high school graduates.

### High School

At least one judge must be a professional in the workforce; ideally, two judges are business

professionals. Judges must be high school graduates.

### **Collegiate**

Because of the expertise required for judged events, all judges must be professionals in the workforce from the respective event categories.

### **Assignments**

Judges are pre-assigned to a specialty area. When checking in, judges are directed to the area/tables of their assigned event to meet the judge manager. Judges will use an assigned code to access the specific rating sheets required for their event(s).

### **Training**

A video of how to utilize the online judging system will be sent to judges, event administrators, and judge managers at least one week prior to the NLC. Judges will also receive a list of possible event assignments, along with a link to those events on [fbla.org](http://fbla.org). A link to the training and a reminder will be sent 24-48 hours prior to the event.

### **Scoring**

In all cases where judges are involved in scoring an event, the decision of the judges is considered final. All announced results are final upon the conclusion of the National Leadership Conference.

## **4.9 Recognition at the NLC**

The top 10 entries in each event will receive a recognition item. The top three entries in each event will receive a cash award, with the amount of the award to be determined each year based on funds donated.

## **4.10 Mobile Phones and Smart Devices**

Mobile phones and smart devices (such as watches) are not allowed for use in objective tests or role-play competitions. Use of either will be considered a violation of the Honor Code unless required by a pre-approved accommodation.

## **4.11 Dress Code for Competitors**

Implementation of the Dress Code shall take place during the competitive event check-in process by a trained individual. Competitors who are not dressed appropriately will receive a five-point Dress Code penalty.

## 4.12 Random Scheduling of Competitors in the Preliminary Round of Competition

All competitors who participate in a judged event that requires a preliminary round of competition will be randomly scheduled into a preliminary section using the competitive event management platform.

## 4.13 Use of Standard Deviation for Prejudging & Production Tests

### Prejudged Events

For those events that have a prejudged component where the prejudged score is also part of the presentation score, each section of competitors will have their materials prejudged by a different set of judges. For those competitors who move forward into the final round of competition, their prejudged score will then be calculated using a [normalization process](#) to equalize the scores.

### Production Test Events

Production test competitors will be randomly separated into groups of 15 competitors. Each group will be judged by a different set of judges. The scores of each competitor will then be calculated using a [normalization process](#) to equalize the scores.

## 4.14 Accommodations

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

FBLA will provide reasonable accommodations for competitors to enable equitable access to the Competitive Events Program. FBLA will provide accommodations that a student uses in their classroom as required by their individualized plan. FBLA expects that the accommodations requested are utilized regularly within the classroom setting whether during instruction or within assignments and assessments.

The Accommodation Policy is in place to:

- Provide reasonable accommodations to competitors to enable equitable access to the program for all members.
- Recognize and facilitate the learning accommodation of competitors, including those with IEPs and accommodations required by Section 504 of the Rehabilitation Act.

The accommodation form must be submitted by the local chapter adviser or Collegiate member by the initial conference registration deadline through the conference registration system. The National Center does not guarantee accommodations can be met if submitted after this deadline.



No accommodation may be utilized that substitutes for a competitor's knowledge or skills.

## **4.15 Language**

FBLA's competitive events objective tests are offered, and presentations judged, in the English language. Students who are identified and serviced in their school setting as English Language Learners (ELL) may bring a physical copy of a translation dictionary with them. No online dictionaries are allowed.

## **4.16 Review Process for Flagged Questions on Objective Tests**

Competitors taking an objective test may flag questions for the Competitive Events Committee to review before finalizing results at the NLC. No additional testing time will be allowed for a competitor flagging questions. It's recommended that the competitor write "please review" and, if time allows, return to give further clarification.

Once a test question is flagged, the individual administering online testing will provide the CEC with the question. The question will be reviewed by a member of the CEC, or their designee who is competent in the subject area, to recommend the best course of action. If it is determined that a test question should be removed, it will be removed, and all test scores recalculated.

## **4.17 Competitive Event Observation**

### **Middle School**

All rounds of events are closed to audience viewing.

### **High School**

The preliminary round of judged events will be closed to audience viewing. The final round of the presentation category of events will be open to audience viewing if seating is available, excluding Future Business Leader and Job Interview. Competitors in the final round of an event are not allowed to view any of the other presentations in that event.

### **Collegiate**

The preliminary and final rounds of events will be closed to audience viewing, except for case competitions and the Entrepreneurship Pitch Competition, where, if seating is available, can be open to audience viewing for final rounds. Competitors in the final round of the case competitions and Entrepreneurship Pitch Competition can view other presentations in that event after they have completed their presentation. Advisers of competitors are allowed to view events that permit audiences but cannot interact with the competitor(s) during the event.

## 4.18 Email Addresses

The CEC recommends that members provide a non-school-based email address for communication between the National Center and the member, as numerous school districts use firewalls that block emails from outside domains.

- Email addresses should be of a professional nature, such as first initial, last name.
- Email accounts should be checked frequently so communications may occur in a timely manner.

For more information, review FBLA's [Privacy Policy](#).

## 5.0 Fall Competitions

### 5.1 Career Connections Conference

FBLA offers a Business Case Competition at the Career Connections Conferences for Collegiate members. Below is an overview of how these competitions differ from the NLC processes:

- Eligibility: Any student attending the Career Connections Conference is eligible to participate in the case competition.
- There are no limits to the number of entries per state.
- Late registered entries are not allowed.

Refer to the specific event guidelines for details.

### 5.2 National Fall Leadership Conference

FBLA offers competitive events at the National Fall Leadership Conference for High School & Middle School members. Below is an overview of how these competitions differ from the NLC processes:

- Eligibility: Competitors must register for and attend the NFLC.
- Competitors must register for the test at the time of conference registration, on a first-come, first-served basis until the capacity is met. There will be no on-site registration for tests.
- Competitors may only register for one test.
- Devices will NOT be provided. Competitors must provide their own fully charged testing device (a laptop is preferred)– National FBLA will not provide power.
- There will be no refunds processed for objective tests.

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

## 6.0 IMPROVEMENT & APPEALS PROCESS

The improvement and appeals process shall be housed within the [FBLA Help Desk](#). This form will be the channel for competitive event suggestions, recommendations, and appeals.

Only a competitor, chapter adviser, or State Leader may submit an appeal. The State Leader will be notified if a competitor or chapter adviser submits an appeal. State Leaders and local chapter advisers will be notified if a competitor submits an appeal.

### 6.1 Review Process

All requests or submissions will be reviewed by the National Center staff upon receipt and categorized as a question/procedural clarity, suggestion or recommendation, or appeal. The form is to be submitted no later than two hours after the competitor has competed in that event. This form is not to be completed for scoring, including appeals to present during the finals round.

#### **Question/Procedural Clarity**

Reply from the National Center staff within one week; timeline shared about if/when the CEC will review this matter.

#### **Suggestion or Recommendation**

Acknowledged by the National Center staff within one week; timeline shared about if/when the CEC will review this matter.

#### **Appeal**

If an appeal is received during the NLC, it will be acknowledged as soon as possible and the timeline for resolution and/or next steps provided. If referred to the CEC, it will be determined if the issue requires attention immediately or after the NLC concludes.

The CEC is committed to reviewing all Improvement and Appeals form submissions in a timely manner.

### 6.2 CEC Decision Making

Decisions regarding competitive event procedural questions of the CEC are resolved by a majority vote.

During the NLC, decisions are resolved by a majority vote of CEC members present at the conference.

## **7.0 AMENDING POLICY & PROCEDURE**

The Policy & Procedures Manual will be reviewed on an annual basis by the CEC and is subject to review by the Board of Directors.

The CEC may adjust policies to address extenuating circumstances as approved by the Board of Directors. Any such changes will be posted and communicated to all members, advisers, and State Leaders.

## **8.0 CLOSING**

Please direct any questions or comments to the FBLA Director of Competitive Events:

Jen Staley  
Director of Competitive Events  
Future Business Leaders of America  
12100 Sunset Hills Drive, Suite 200  
Reston, VA 20190  
703.657.8189  
[jstaley@fbla.org](mailto:jstaley@fbla.org)

## FBLA Honor Code

The Future Business Leaders of America (FBLA) Honor Code embodies principles of integrity, trust, respect, and responsibility essential for fostering excellence and ethical leadership in a community devoted to learning.

Every member, local adviser, and State Leader must maintain and enforce these principles. To ensure a high standard across FBLA, every competitor registered in any competitive event must agree to comply with the following guidelines:

- **Compliance:** Competitors are required to read and adhere to the Competitive Event Guidelines relevant to their event.
- **Original Work:** Competitors must ensure that all content submitted for competitive events is their own work or that of their team members. Proper citation of sources is mandatory.
- **Use of Materials:** Only items and materials explicitly allowed by FBLA Competitive Event Guidelines may be utilized.
- **Independence:** No external assistance beyond what is explicitly permitted in FBLA event instructions or guidelines is allowed.
- **Cell Phones, Smart Watches, and Headphones:** Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before testing or role play competition begins. Any report of these devices being visible or in use will be considered a violation of the Honor Code.
- **Data Storage:** Competitors are prohibited from saving any competitive event or test materials provided by the National Center or a state organization to any storage device or cloud storage.
- **Originality:** Competitive entries must be entirely original and not previously entered in national competition by the competitor or others. (It is the intent to preclude local chapters from rewriting the same event, and it is recognized that chapters may utilize the same or similar activities on an annual basis in some events. In this case, chapters may use these activities, ensuring that the project or portions of projects are not rewritten and therefore plagiarized.)
- **Honest Participation:** Competitors must engage in all competitive events with honesty and integrity.

In the event of an alleged Honor Code violation, the National Competitive Events Committee for the designated FBLA division will investigate. If a violation is confirmed, penalty points, including disqualification, may be imposed at the discretion of the National Competitive Events Committee. Additionally, information regarding the violation may be forwarded to the appropriate state FBLA organization for future action regarding academic integrity.

By registering for the National Leadership Conference, participants acknowledge their understanding of the Honor Code and the consequences of violating it.