**FBLA Principles & Procedures - 2016 SLC**

1)  The word "Encourage" begins three of the FBLA goals.

A) True

B) False

2)  The third paragraph of the Creed discusses

A) a person's right to prepare for a useful occupation.

B) the right to earn a living at a useful occupation.

C) the need for mutual understanding and cooperation.

D) the need to take responsibility for carrying out assigned tasks.

3)  The third paragraph of the Creed ends in the word "number."

A) True

B) False

4)  How many administrative regions are there in the United States?

A) 3

B) 4

C) 6

D) 5

5)  Which one of the following statements is part of the FBLA Code of Ethics?

A) "I will facilitate the transition from school to work."

B) "I will assist students in the establishment of occupational goals."

C) "I will promote business education to every person."

D) "I will willingly accept responsibilities and duties."

6)  Which one of the following statements is part of the FBLA Code of Ethics?

A) "I will abide by the rules and regulations of my school."

B) "I will practice efficient money management."

C) "I will create more interest in and understanding of American business enterprise."

D) "I will facilitate the transition from school to work."

7)  Which one of the following statements is part of the FBLA Code of Ethics?

A) "I will strengthen the confidence of my students in themselves and their work."

B) "I will develop competent, aggressive business leadership."

C) "I will encourage members in the development of individual projects that contribute to the improvement of home, business, and community."

D) "I will seek to improve my community by contributing my efforts and my resources to worthwhile projects."

8)  Which one of the following statements is part of the FBLA Code of Ethics?

A) "I will prepare for a useful occupation and carry on that occupation that brings the greatest good to the greatest number."

B) "I will facilitate the transition from school to careers."

C) "I will accept responsibility to work efficiently and think clearly."

D) "I will exercise initiative and responsibility and will cooperate with my employer and fellow workers."

9)  The FBLA Creed has how many stanzas?

A) nine

B) seven

C) eight

D) six

10)  One of the FBLA goals is to:

A) develop the qualities necessary in becoming a responsible business leader

B) create more interest in and understanding of American business enterprise

C) cooperate with my employer and fellow workers

D) facilitate the transition from school to post secondary education

11)  Which one of the following is part of one of the stanzas of the FBLA Creed?

A) I will abide by the rules and regulations of my school.

B) I shall willingly accept responsibilities and duties.

C) I shall seek to improve my community by contributing my efforts and my resources to worthwhile projects.

D) I agree to do my utmost to bring about understanding and cooperation among all these groups.

12)  One of the stanzas of the FBLA Creed is:

A) I promise to actively work toward improving social, political, community, and family life.

B) I shall develop the qualities necessary to actively work toward improving social, political, community, and family life.

C) I will actively work toward improving social, political, community, and family life.

D) I believe every person should actively work toward improving social, political, community, and family life.

13)  The FBLA goal is to assist students in the establishment of:

A) leadership qualities

B) school loyalty

C) occupational goals

D) efficient money management

14)  The FBLA Creed states I have the responsibility to work efficiently and to:

A) improve my self

B) use my abilities

C) effectively transition from school to work

D) think clearly

15)  Choose the correct FBLA Creed stanza.

A) I believe every person has the obligation to earn a living at a useful occupation.

B) I believe every person has the ability to earn a living at a useful occupation.

C) I believe every person has the responsibility to earn a living at a useful occupation.

D) I believe every person has the right to earn a living at a useful occupation.

16)  The official emblem and insignia item designs are described and protected from infringement by registration in the U.S. Patent Office under Trademark Act of

A) 1947.

B) 1948.

C) 1946.

D) 1949.

17)  The Dorothy L. Travis Award is also called the

A) Gold Key Chapter Award.

B) Membership Recruitment Recognition Award.

C) Local Chapter Annual Business Report.

D) Parliamentary Procedure Award.

18)  The FBLA Program of Work form includes the FBLA-PBL

A) Pledge.

B) Creed.

C) Code of Ethics.

D) Goals.

19)  Which event **can** be taken by 11th and 12th grade FBLA members?

A) Introduction to Business

B) Business Calculations

C) Introduction to Financial Math

D) Introduction to Business Presentation

20)  According to the FBLA *Format Guide*, the title of a report is keyed in

A) title case followed by a DS.

B) all caps followed by a DS.

C) all caps followed by a QS.

D) title case followed by a TS.

21)  In 1997, Mr. Edward D. Miller retired as president and chief executive officer of the national association. Who took his place?

A) Ms. Dorothy Travis

B) Ms. Jean Buckley

C) Mr. Hamden L. Forkner

D) Mr. Conrad N. Hilton

22)  Business reports are used extensively to inform management, staff, stockholders, and the general public about all aspects of the business. This award named for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ recognizes FBLA chapters that effectively summarize their year's activities.

A) Ms. Dorothy Travis

B) Mr. Hamden L. Forkner

C) Ms. Jean Buckley

D) Mr. Conrad N. Hilton

23)  If your local FBLA chapter has over 100 members, how many voting delegates is it given at the FBLA National Leadership Conference?

A) 5

B) 8

C) 10

D) 4

24)  Which of the following FBLA National Officers advises the president of the orderly conduct of business in accordance with *FBLA bylaws and Robert's Rules of Order Newly Revised?*

A) parliamentarian

B) president

C) secretary

D) vice president

25)  In February of 1942, the first high school chapter of FBLA was chartered in:

A) Dubuque, IA

B) New York City, NY

C) Kansas City, MO

D) Johnson City, TN

26)  In which event will each team give a 9 to 11 minute maximum oral presentation at the National Leadership Conference?

A) Entrepreneurship

B) Business Plan

C) Web Site Development

D) Parliamentary Procedure

27)  Who administers school-site testing?

A) state chairs

B) FBLA President and Chief Executive Officer

C) local chapter advisers

D) National FBLA Staff

28)  Which one of the following statements is **true** concerning competitive event verification?

A) Competitive event changes may be made at the time of the event.

B) Competitive event changes may be made at registration at the National Leadership Conference.

C) Competitive event changes may not be made after the first Friday in June.

D) Competitive event changes may be made until June 15.

29)  The American Enterprise Project Award is named after whom?

A) Edward D. Miller

B) Dorothy L. Travis

C) Jean Buckley

D) Hamden L. Forkner

30)  The event that engages clients in conversation regarding products, handles inquiries, solves problems, and uncovers opportunities for additional assistance is called:

A) Business Principles

B) Help Desk

C) Computer Problem Solving

D) Client Service

31)  What is the event that tests the programmer's skill in designing a useful, efficient, and effective program to focus on procedure style processing systems?

A) Computer Problem Solving

B) Desktop Application Programming

C) Database Design and Applications

D) Computer Applications

32)  The event for members to demonstrate the ability to create an effective video to present an idea to a specific audience is called:

A) Digital Video Production

B) Video Presentations

C) Introduction to Business Presentations

D) Desktop Publishing

33)  Which one of the following is **correct** concerning E-Business and Desktop Application Programming?

A) There is no topic for these events but there is a case study.

B) A topic is given to the participants when they arrive at the National Leadership Conference.

C) A topic is developed for the National Leadership Conference that participants have access to before the conference.

D) A topic is developed for the National Leadership Conference at each state's conference that will be used.

34)  An event members can enter that has a tool providing employers a purposeful collection of work and a complete picture of who they are—their experiences, education, and accomplishments—is called:

A) Future Business Leader

B) Job Interview

C) Electronic Career Portfolio

D) Client Services

35)  The event for participants to demonstrate an understanding of and ability to provide technical assistance to end users is called;

A) Help Desk

B) Computer Programming

C) Software Systems

D) Cyber Security

36)  Which one of the following is **true** about rating sheets for some National Leadership Conference performance events?

A) A deduction up to 30 points may be made for those participants who do not follow the dress code.

B) There is no deduction for dress code violations.

C) A deduction may be made for those participants who do not follow the dress code.

D) A deduction up to 20 points may be made for those participants who do not follow the dress code.

37)  Of the following events, which one is **not** designated only for grades 9 and 10?

A) Public Speaking I

B) FBLA Principles and Procedures

C) Business Calculations

D) Introduction to Business Communication

38)  What event has both an objective test and a production test?

A) Accounting I

B) Desktop Application Programming

C) American Enterprise Project

D) Accounting II

39)  Which of the following is **correct** about Impromptu Speaking?

A) A topic is given the participants at the competition.

B) A topic is in the *Chapter Management Handbook.*

C) No topic is provided.

D) A topic is on the FBLA website.

40)  Kentucky is a member of which region?

A) Southern Region

B) Southwestern Region

C) Western Region

D) Atlantic Region

41)  Professional members receive the following publication:

A) *The Professional Leader.*

B) *Shaping our World.*

C) *Today’s Leader.*

D) *The Professional Edge.*

42)  The name of the FBLA member publication is

A) *Business Leader’s Report.*

B) *Future Business Leader.*

C) *Today’s Business Leader.*

D) *Tomorrow’s Business Leader.*

43)  The street address for the national office is

A) 1912 Access Drive.

B) 1912 Association Drive.

C) 912 Advantage Drive.

D) 1912 American Drive.

44)  The national publication for FBLA student members is published

A) three times a year.

B) semiannually.

C) yearly.

D) quarterly.

45)  Jad Acrylics, an approved fundraiser for FBLA, sells

A) sport bags.

B) key chains.

C) monogrammed notebooks.

D) earrings.

46)  Press releases are a good way to inform the public of chapter activities. Sample press releases are found in the

A) Chapter Management Handbook.

B) adviser’s publication.

C) professional division.

D) Bylaws.

47)  Ozark Delight has been a national sponsor of FBLA and a national exhibitor since 1996.

A) True

B) False

48)  The name of the online computer and skills certification company that offers over 425 tests and extends free certification testing programs for FBLA students and advisers is

A) Brainbench.

B) Brainbowl.

C) Braincomp.

D) Brainskills.

49)  The company that provides fund raising opportunities by offering personalized items such as key chains, locker mirrors, and picture frames is

A) JAD.

B) Tom Wat.

C) Advertising Premiums & Incentives.

D) Ozark.

50)  The grammatical source for FBLA-PBL publications is the:

A) *MLA Style Manual.*

B) *Chicago Manual of Style.*

C) *APA Style Manual.*

D) *Turabian Style Manual.*

51)  A national sponsor providing "Your Town-Opoly" is

A) Pride Distributors.

B) Otis Spunkmeyer, Inc.

C) Tom-Wat.

D) School Spirit Coffee.

52)  The FBLA-PBL Web Site Privacy Policy collects only each visitor's

A) e-mail address.

B) domain name.

C) telephone number.

D) mailing address.

53)  The National membership dues are sent to:

A) Herndon, VA

B) Baltimore, MD

C) Washington, DC

D) Reston, VA

54)  The official online store for FBLA-PBL branded merchandise is:

A) Virtual Business

B) Market*Place*

C) Brainbench

D) Tom-Wat

55)  The FBLA-PBL Web site provides a help menu to assist in correcting your computer connection to the FBLA-PBL Web site. The reference to the service is called

A) site map.

B) information.

C) help.

D) bugs report.

56)  How many times in a year is the publication *Tomorrow's Business Leader* published?

A) Three times

B) Two times

C) Six times

D) Four times

57)  FBLA sets aside November 15 as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; this was an article in the *ADVISERS' HOTLINE FALL 2006*.

A) FBLA Day

B) Welcome to FBLA Day

C) Business Success in Dress Day

D) American Enterprise Day

58)  In *Tomorrow's Business Leader*, who is listed as the membership director?

A) Greg Oliver

B) Eileen Stauffer

C) Tom Payne

D) Lisa Frye Smothers

59)  Who can join FBLA?

A) Any student in grades 11–12 who is in a business or a business-related class

B) Any student in grades 9–12

C) Any student in grades 9–12 who is in a business or a business-related class

D) Any student in grades 9–12 who wants to be a professional athlete

60)  *The Professional Edge* is published \_\_\_ times a year.

A) 4

B) 6

C) 3

D) 12

61)  Ordering merchandise from the MarketPlace can be done by phone, fax, online, or by snail mail.

A) True

B) False

62)  The national source for chapter management merchandise is the:

A) Market*Place*

B) TomWat

C) Hotspot

D) The Edge

63)  Which one of the following conferences is held early in the school year for advisers and students to share ideas and reaffirm commons goals?

A) National Regional Leadership Conference

B) National Leadership Conference

C) National Fall Leadership Conference

D) National Institute for Leaders

64)  According to the *FBLA Chapter Management Handbook*, how many officers are necessary for the proper operation of a chapter?

A) three

B) two

C) five to seven

D) four

65)  What is the name of the publication that features officer articles, news about FBLA-PBL's student divisions, professional activities across the country, and features on how professional members can get involved to support the association?

A) *PBL Professional Edge*

B) *FBLA Professional Members' Newsletter*

C) *FBLA Alumni Newsletter*

D) *The Professional Edge*

66)  The national staff is responsible for publishing \_\_\_\_\_\_\_\_\_ student member publications per year.

A) 4

B) 5

C) 7

D) 6

67)  Subsidiary motions

A) assist the assembly in treating or disposing of a main motion.

B) introduce new business.

C) concern matters of immediate importance.

D) relate in different ways to the pending business or the business otherwise at hand.

68)  The grand opening of the FBLA-PBL National Center was held in 1991.

A) True

B) False

69)  Which local officer is responsible for counting and recording votes when taken?

A) President

B) Parliamentarian

C) Secretary

D) Vice President

70)  Proposed amendments to the FBLA bylaws approved by the bylaws committee must be returned to the Association President by May 15.

A) True

B) False

71)  The National Center consists of:

A) 12,600 square feet

B) 11,900 square feet

C) 11,600 square feet

D) 10,600 square feet

72)  Which of the following is not a crucial decision when conducting a sales campaign as identified in the *Chapter Management Handbook*?

A) To whom to sell

B) What product to sell

C) When to sell

D) Public relations

73)  In the local chapter, the \_\_\_\_\_\_\_\_\_ presides over and conducts meetings according to accepted parliamentary law and appoints committees and serves as an ex-officio member to each.

A) secretary

B) treasurer

C) president

D) vice president

74)  \_\_\_\_\_\_\_\_\_\_\_ is/are a formal system of rules and practices that balances the rights of individuals and subgroups with an organization's membership.

A) General regulations

B) Minutes

C) An agenda

D) Parliamentary procedure

75)  According to the Format Guide in the *Chapter Management Handbook*, what margins should be used in a letter?

A) 2" top; 1 1/2" sides; 1" bottom

B) 2" top, side, and bottom

C) 2" top; 1" side and bottom

D) 1" top, side, and bottom

76)  FBLA members must be members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_chapters in order to participate in the competitive events at the NLC.

A) state and national

B) local, state, and national

C) local

D) local and state

77)  Penalty points for **not** adhering to dress code, not following guidelines, not adhering to length of performance, or not submitting a statement of assurance are:



78)  State and local chapters are permitted to use the FBLA-PBL logo and trademark items:

A) only by commercial vendors

B) without having to get written permission

C) on items that are sold

D) on items that are not sold

79)  When is American Free Enterprise Day celebrated?

A) November 15

B) November 30

C) February 30

D) February 15

80)  What are the suggested colors for candles used in an officer installation ceremony?

A) white, green, violet, blue, orange, and yellow

B) white, green, violet, blue, yellow, pink, orange, and red

C) white, gray, green pink, blue, and yellow

D) white, gray, green, violet, blue, yellow, orange, and red

81)  The FBLA-PBL Alumni Division was established in:

A) 1987

B) 1969

C) 1979

D) 1981

82)  For many years FBLA-PBL has been ranked as the top club and organization fund-raising partner of what foundation?

A) March of Dimes

B) American Heart Fund

C) American Cancer Society

D) American Lung Society

83)  The installing official for the chapter installation ceremony uses what color candle?

A) white

B) blue

C) green

D) red

84)  A position that is part of the national membership department is:

A) Customer Service Director

B) Membership Director

C) Membership Services Manager

D) Director of Management and Membership

85)  Which position is part of the national conference department?

A) Conference Director

B) Conference Associate

C) Conference Assistant

D) Conference Organizer

86)  Which position is part of the national conference department?

A) Conference Manager

B) Conference Specialist

C) Conference Associate

D) Conference Coordinator

87)  When are initial dues to be submitted according to the *Chapter Management Handbook*?

A) October 20

B) November 1

C) November 15

D) January 1

88)  Which one of the following is an end-of-the-year membership award?

A) State Chapter Market Share Award

B) Largest State Chapter membership in attendance at National Conference

C) State Recruitment of Chapters

D) Largest Local Chapter membership in attendance at National Conference

89)  Where was the second local chapter established?

A) Reston, Virginia

B) St. Albans, West Virginia

C) Johnson City, Tennessee

D) Washington, D.C.

90)  Which one of the following motions can be amendable?

A) appeal

B) adjourn

C) commit

D) point of order

91)  In order to be considered a candidate for a national office, a member must file an official application with the association president and chief executive officer by this deadline.

A) May 15

B) May 1

C) June 1

D) June 15

92)  If the office of National FBLA President becomes vacant, the position is filled by the

A) vice president from the president’s region.

B) national executive council.

C) national board of directors.

D) president elect.

93)  The FBLA national web site is what?

A) fbla.com

B) fbla.org

C) fbla-pbl.com

D) fbla-pbl.org

94)  Which of the following is a FBLA Social Networking guideline?

A) to be discrete

B) to use Facebook

C) to use Twitter

D) to be reasonable

95)  One of the steps to recruit members a chapter should take would be to

A) orient current members.

B) schedule a recruitment party.

C) develop a recruitment plan.

D) plan a meeting.

96)  Which of the following is a FBLA fundraising partner?

A) Ozark Clothes

B) Doughnut, Inc.

C) Centas

D) School Spirit Coffee

97)  Which of the following statements best describes FBLA?

A) a nonprofit 401 ©(3) education association preparing students for careers in business

B) a nonprofit 401 ©(3) education association preparing students for careers in business-related fields

C) a nonprofit 501©(3) education association preparing students for careers in business

D) a nonprofit 501©(3) education association preparing students for careers in business and business-related fields

98)  The FBLA-PBL Professional Division, originally the Alumni Division, was established in what year?

A) 1987

B) 1981

C) 1979

D) 1969

99)  What color is the Vice-President’s candle?

A) green

B) yellow

C) orange

D) gray

100)  Who proposed the National FBLA concept?

A) Jean R. Buckley

B) Conrad N. Hilton

C) Hamden L. Forkner

D) Edward D. Miller

2016 SLC FBLA Principles & Procedures Key

|  |  |
| --- | --- |
| 1) | A |
| 2) | A |
| 3) | A |
| 4) | D |
| 5) | D |
| 6) | A |
| 7) | D |
| 8) | D |
| 9) | B |
| 10) | B |
| 11) | D |
| 12) | D |
| 13) | C |
| 14) | D |
| 15) | D |
| 16) | C |
| 17) | D |
| 18) | D |
| 19) | B |
| 20) | C |
| 21) | B |
| 22) | B |
| 23) | D |
| 24) | A |
| 25) | D |
| 26) | B |
| 27) | A |
| 28) | C |
| 29) | A |
| 30) | D |
| 31) | B |
| 32) | A |
| 33) | C |
| 34) | C |
| 35) | A |
| 36) | C |
| 37) | C |
| 38) | D |
| 39) | A |
| 40) | A |
| 41) | D |
| 42) | D |
| 43) | B |
| 44) | A |
| 45) | A |
| 46) | A |
| 47) | A |
| 48) | A |
| 49) | A |
| 50) | B |
| 51) | A |
| 52) | B |
| 53) | B |
| 54) | B |
| 55) | D |
| 56) | D |
| 57) | D |
| 58) | D |
| 59) | C |
| 60) | C |
| 61) | A |
| 62) | A |
| 63) | C |
| 64) | B |
| 65) | D |
| 66) | A |
| 67) | A |
| 68) | A |
| 69) | C |
| 70) | B |
| 71) | C |
| 72) | D |
| 73) | C |
| 74) | D |
| 75) | C |
| 76) | B |
| 77) | 3 |
| 78) | D |
| 79) | A |
| 80) | D |
| 81) | C |
| 82) | A |
| 83) | A |
| 84) | B |
| 85) | A |
| 86) | A |
| 87) | A |
| 88) | C |
| 89) | B |
| 90) | C |
| 91) | A |
| 92) | A |
| 93) | D |
| 94) | A |
| 95) | C |
| 96) | D |
| 97) | D |
| 98) | C |
| 99) | C |
| 100) | C |