



## PREPARING FOR COMPETITION

- 1. ☐ **Identify and assemble needed resources.**
  - Members spend months preparing for competition. They research, practice, and refine their skills. They seek out resources, such as books, articles, and online materials. They also seek out mentors and advisors who can provide guidance and support.
- 2. ☐ **Comply with entry procedures and regulations.**
  - Members must follow the rules and regulations of the competition. They must submit their entries by the deadline and pay any required fees. They must also follow the rules regarding the use of resources and the conduct of the competition.
- 3. ☐ **Be familiar with the event guidelines.**
  - Members should read and understand the guidelines for the competition. They should know the rules, the format, and the topics. They should also know the judges and the scoring system.



## ELIGIBILITY GUIDELINES

- 1. ☐ **Membership Status.** Competitive events are open to members of FBLA chapters. Members must be in good standing and have completed the required training.
  - **Individual Events.** Open to individual members.
  - **Team Events.** Open to teams of members.
  - **Chapter Events.** Open to chapters.
- 2. ☐ **Recognition and Chapter Events.**
  - **Recognition Events.** Open to members who have been recognized for their achievements.
  - **Chapter Events.** Open to members who are active in their chapters.

*guidelines continue*

## Eligibility Guidelines continued

- ☐ Event Guidelines.7 KH IROORZLQJ JXLGHOLQHV  
 FRPSHWLWLYH HYHQWV LQ WKH FODVV L  
 UHYLHZ WKHVH JXLGHOLQHV FDUHIXOO\  
 (QWULHV QRW DGKHULQJ WR WKHVH UHJ  
 JXLGHOLQHV ZLOO EH GLVTXDOLÀHG 7K  
 RIDQ\ GLVTXDOLÀFDWLQV



## ACCOUNTING I

*The accurate keeping of financial records is an ongoing activity in all types of businesses. This event provides recognition for FBLA members who demonstrate an understanding of and skill in basic accounting principles and procedures.*

### Eligibility

(DFK VWDWH PD\ HQWHU V\KODPH VSHHW LFLSDQWV  
ZKR DUH PHPEHUV IURPDZVWUMKORFDO FKDSWHUV  
RQ UHFRUG LQ WKH QDWLRQDO UHFRVHFULOLVDWRQJ SDLG  
GXHV E\ ODUFK RI WKH \$XVWRQW VFKRRO \HDU  
3DUWLFLSDQWV PXVW QRW HKSODYHF KDGLRQH WKDQ WZR  
VHPHVWHUV RU RQH PDQVHOHQGHU RPSXWHULHQW V\VWHPV  
WR D IXOO \HDU LQ D EDUWKVFKHGXLQJ SURJUDP  
RI KLJK VFKRRO DFFRXQWLQJ LQVWUXFWLRQ

### Overview

\$ RQH KRXU REMHFWL VWDWHVHQWV VSHFLDO DSSOLFDWLR  
DGPLQLVWHUG EDVHG RQ WKH WPSHUVHOSULHV VROYLQJ DS  
OLVWHG 1RQJUDSKLQJ FD(FRQDPWV DZGODHMRQDO )LQDQFH  
provided. PDQDJLQJ AQDQFHV DQG EXGJHWLQJ

### Objective Test Competencies

- ☐ MRXUQDOLJLQJ
- ☐ DFFRXQW FODVVLÀFDWLQJ
- ☐ WHUPLQRORJ\ FRQFHSWV DQG SUDFW
- ☐ W\SHRZQHUVKLS
- ☐ posting
- ☐ LQFRPH VWDWHPHQW

W\KODPH VSHHW LFLSDQWV  
ZKR DUH PHPEHUV IURPDZVWUMKORFDO FKDSWHUV  
RQ UHFRUG LQ WKH QDWLRQDO UHFRVHFULOLVDWRQJ SDLG  
GXHV E\ ODUFK RI WKH \$XVWRQW VFKRRO \HDU  
3DUWLFLSDQWV PXVW QRW HKSODYHF KDGLRQH WKDQ WZR  
VHPHVWHUV RU RQH PDQVHOHQGHU RPSXWHULHQW V\VWHPV  
WR D IXOO \HDU LQ D EDUWKVFKHGXLQJ SURJUDP  
RI KLJK VFKRRO DFFRXQWLQJ LQVWUXFWLRQ

### NBEA Standards Reinforced by Event

- \$ FFRXQWLQJ DFFRXQWLQJ F\FOH DF
- \$ RQH KRXU REMHFWL VWDWHVHQWV VSHFLDO DSSOLFDWLR
- DGPLQLVWHUG EDVHG RQ WKH WPSHUVHOSULHV VROYLQJ DS
- OLVWHG 1RQJUDSKLQJ FD(FRQDPWV DZGODHMRQDO )LQDQFH
- provided. PDQDJLQJ AQDQFHV DQG EXGJHWLQJ

Career Clusters: %XVLQHVV ODQDJHPHQW DQG \$



## ACCOUNTING II

*The accurate keeping of financial records is a vital ongoing activity in all types of businesses. This event provides recognition for FBLA members who demonstrate an understanding of and skill in accounting principles and procedures as applied to sole proprietorships, partnerships, and corporations.*

### Eligibility

(DFK VWDWH PD\ HQWHU WZR XUDQDQV WLFSDQWV ZKR DUH PHPEHUV IURP DFWE\H QFRPHQW FFKDSWHUV RQ UHFRUG LQ WKH QDWLRQDO FHOHFWHU DV KDYLQJ SDLG GXHV E\ QDWKHFXURWHQW VFRKHWRU

### Overview

7KLV HYHQW FROVLVWV RI WKLFV SDUWV DQ REMHFWLYH WHVW DQG SURGXFWLRQ WHVW 3DUWLFLSDQWV DUH UHTXLUHG WR FRPSOHWH ERWK SDUWV WR EH HOLJLEOH WR ZLOO EH DGPLQLVWHUHG KR XU REMHFWLYH WHVW ZLOO EH DGPLQLVWHUHG RQ WKH FRPSHWHQFLHV OLPHG UHFRQFLOLQJ FDOFXODWRUV ZLOO EH SURYLGHG 7KH VFRUH UHFHLYHG RQ WKLV SRUWLRQ RI WKH HYHQW ZLOO FRQVLWXWH SHUFHQWAGEHQDO HYHQW VFRUH

2QH KR XU ZLOO EH LYHU IRU WKH VLWH SURGXFWLRQ WHVW DW VLWH GHVLJQH DQG WKH VWDWH FKDLU VWDWH DGYLVHU \$FFRXQWLQJ RU VSUHDGVKHHW VRIWZDUH PXVW EH XVHG \$FFRXQWLQJ F\FOH AC SUHSDUHG WHPSODWHV ZKHURXQWLQJ F\FOH AC DUH QRW OLPLWHG WR D JHSHUDWRUQDQV DQG EDQNL UHFRQFLOLQJ ACQDFLDQV WDWPHQWV SUREOH VROYLQJ DS ZRUNVKHHW 7KH VFRUH UHFHLYHG RYHUWEROHHU VWU RI WKH HYHQW ZLOO FRQVLWXWH DGHSHQVRODQKH QDOFH ACQDO HYHQW VFRUH PDQDJLQJ ACQDFHV DQG EXGJHWLQJ

### Guidelines

- 7KH VFRURO VLWH SURGXFWLRQ SRUWLRQ RI HYHQW LV DGPLQLVWHUHG SULRU WR WKH 1/ & 7KH DGPLQLVWUDWRQ RI WKH SURGXFWLRQ WHVW ZLOO EH GHWHUPLQH E\ \RXU VWDWH FKDLU VWDWH DGYLVHU 7HVW PXVW EH VHQW E\ WKH VWDWH FKDLU VWDWH DGYLVHU RU GHVLJQH DQG UHFHLYHG E\ WKH QDWLRQDO FHOHFWHU IRU MXGJLQJ E\ WKH WKLV )ULGD\ LQ OD\
- 'RFXPHQWV SURGXFHG IRU WKLV HYHQW PXVW EH SUHSDUHG E\ WKH SDUWLFLSDQW ZLWKRXW KHOS IURP WKH DGYLVHU RU DQ\ RWKHU SHUVRO
- 6WXGHQWV PD\ EULQJ SUHSDUHG WHPSODWHV WR WKH SURGXFWLRQ SRUWLRQ RI
- 1R UHIHUHQFH PDWHULDQV DUH DOORZHG
- &DOFXODWRUV DUH QRW DOORZHG RQ WKH SURGXFWLRQ SRUWLRQ
- ,Q FDVHV WKH SURGXFWLRQ WHVW ZLOO EH used to break the tie.

### Objective Test Competencies

- ACQDFLDQ VWDWHPHQWV
- FRUSRUDWH DFFRXQWLQJ
- UDWLRV DQG DQDO\VLV
- DFFRXQWV UHFHLYDEOH DQG SD\DEOH
- EXGJHWLQJ DQG FDK `RZ
- FRVW DFFRXQWLQJ PDQXIDFWXULQJ
- SXUFKDVHV DQG VDOHV

WZR XUDQDQV WLFSDQWV ZKR

QFRPHQW FFKDSWHUV RQ

SDLG FHOHFWHU DV KDYLQJ SDLG

VFRKHWRU

SODQ DVVHVW DQG GHSUHFLDWLRQ

GHSDUWPHQW

WKLFV SDUWV

partnerships

WR FRPSOHWH ERWK

\$ RQH

ACQDFLDQ VWDWHPHQWV

OLPHG UHFRQFLOLQJ

7KH VFRUH UHFHLYHG

FRQVLWXWH

VFRUH

LQYHQWRU\

GHSDUWPHQW

VLWH GHVLJQH DQG WKH VWDWH

\$FFRXQWLQJ RU VSUHDGVKHHW

ACQDFLDQ VWDWHPHQWV

ACQDFLDQ VWDWHPHQWV

DQG EDQNL

UHFHLYHG RYHUWEROHHU VWU

FRQVLWXWH DGHSHQVRODQKH QDOFH

PDQDJLQJ ACQDFHV DQG EXGJHWLQJ

ACQDFLDQ VWDWHPHQWV



## AMERICAN ENTERPRISE PROJECT EDWARD D. MILLER AWARD

*The Edward D. Miller Award recognizes FBLA chapters that develop projects within the school and/or community that increase understanding of and support for the American enterprise system by developing an information/education program.*

### Eligibility

(DFK VWDWH PD\ VXEPLW WKH JXLGHQW QHMV IURP DFWLYH ORFDO FKDSWHUV XS WR WKUHH > @ PHPEHUV RQ UHFRUG U Report Cover 50 SURFKW FRYHU PXVW EH FRYHU VWR DV KDYLQJ SDLG GXHV E\ 50 SURFKW FRYHU PXVW EH FRYHU VWR FXUUHQW VFKRRO \HDU 50 SURFKW FRYHU PXVW EH FRYHU VWR WKHLU FKDSWHU LQ WKH SURFHW FRYHU PXVW EH FRYHU VWR WKLV HYHQW PD\ FRPSHW FRYHU PXVW EH FRYHU VWR LQGLYLGXDO WHDP HYHQW & RYHUV PD\ QRW EH LQ SODVWLF ELQ SODVWLF VKHHW RYHUOD\ LQJ WKH SU RU GHFDOV PD\ EH DWWDFKHG WR W 7KLV HYHQW FROVLVWV RI ELQGHUV DUH QRW DFFHSWDEOH UHSR SUHMXGJHG UHSRUW DQG 8 XWKW FRYHU VWR FRYHU DUH D FRPSRQHGW 3DUWLFLSDQW WKH DUH HYHUV LQ LQFHW RQ LV LQFOXGH FRPSOHWH ERWK SDUWV WR EH FRYHU VWR FRYHU VWR WKH IROORZ DZDUG VFKRRO VWDWV HODPW RDQG \HDU

### Overview

7KH SURMHFW PXVW SURPRWH DQ DZDUHQHV RI VRPH IDWKV RPHULFDQ U Report Contents 70 FRYHU VWR 70 WK SDJH QXPEHUV ZLWK LQ WK VFKRRO DQG 70 FRYHU VWR 70 WK SDJH QXPEHUV EH GHVLJQHG IRU FKDSWHU RQ SDUWLFLSDQWV LQ WKH VHTXHQF WKDQ LQGLYLGXDO SDUWLFLSDQWV LQ WKH HYHQW LQ LODEOH IRU QRW GHVLJQHG WR UDLVH VWDWV FRYHU VWR WKH FKDSWHU IHFW LQ WK 5DWKHU WKH LQWHQW LV DWKHS PHPEHUV GDOGO PXVW EH R PRUH DERXW WKH HFRQRPL VLGWV RYHU VWR WKH SDUWLFLSDQWV WKH\ OLYH DQG WR WKHQ 3 DZDUHQHV WKH LQWHQW LQWHQW RU VRPH ZD\ ZLWK RWKHU LQGLYLGXDOV RYHU VWR WKH SDJHV RIWKH VFKRRO DSSHQGLFHV DUH RSWLRQDO DQG PXV & RSLHV VKRXOG EH VHQW UDWKHU WK \$OO HQWULHV ZLOO SDUWLFLSDW LQ WKH SURFHW SDUW SHUIRUPDQFH WR H[SODLQ WKH SURMHFW 6SHFLÀFDOO\ GHYHORSPHQW DQG LPSURMHFW 6SHFLÀFDOO\ WKH SHUIRUPDQFH VKR U Preliminary Performance SDFW RI SURMHFW WR WKH FRPSHW FRYHU VWR AQQDLVWV IRU DQ LQYROYHPHQW WKH SURMHFW WK RIURXS ZLOO DGYDQFH WR WKH A be used to break a tie.

Report Guidelines  
☐ Report General  
 • 6WXGHQW PHPEHUV QRW WKH GHVLJQ DFWLQJ \$ / & ' SURMHFWV prepare reports.  
 • 7ZR FRYHU VWR WKH SURFHW FRYHU VWR WKH SDUWLFLSDQWV PXVW EH VHQW E\ WKH 7KH WHDPK DFWLQJ FRYHU VWR DGYLVHU DQG UHFHLYHG HEV WKH SDUWLFLSDQWV RSHUDWLQJ FHQWHU IRU MXGJLQJ EHVWKH VFRQGLYLGXDO WKH FKDSWHU LQ OD\

### Report Guidelines

#### ☐ Report General

• 6WXGHQW PHPEHUV QRW WKH GHVLJQ DFWLQJ \$ / & ' SURMHFWV prepare reports.  
 • 7ZR FRYHU VWR WKH SURFHW FRYHU VWR WKH SDUWLFLSDQWV PXVW EH VHQW E\ WKH 7KH WHDPK DFWLQJ FRYHU VWR DGYLVHU DQG UHFHLYHG HEV WKH SDUWLFLSDQWV RSHUDWLQJ FHQWHU IRU MXGJLQJ EHVWKH VFRQGLYLGXDO WKH FKDSWHU LQ OD\

*guidelines continue*