

2023–24 Competitive Events Guidelines

Future Business Educator (High School)



Future Business Educator provides competitors with the opportunity to demonstrate their skills in the business education field. This competitive event consists of pre-judged materials and presentation components.

Event Overview

Division: High School

Event Type: Individual

Event Category: Presentation

Event Elements: Pre-judged Lesson Plan and Presentation

Pre-judged Component: Lesson Plan

Presentation Time: 3-minute set-up, 7-minute presentation time, 3-minute question & answer time

NACE Connections: Career & Self-Development, Critical Thinking, Communication, Leadership, Professionalism

Equipment Provided by Competitors: Technology, presentation items, copy of lesson plan in a folder for both for preliminary and final round presentation

Equipment Provided by FBLA:

- State – Look for updates from California FBLA before the conference
- National – Table for preliminary round presentation; table, power, projector & screen for final round presentation

State

- **Number of Competitors per Chapter:** Each local chapter may enter **one individual**.
- At the State Leadership Conference, Future Business Educator consists of two parts:
 - a pre-judged lesson plan
 - and a live, 7-minute final presentation for the top-8 teams.
- Competitors are required to complete all parts for award eligibility.
- **The top four (4) places in state competition** will represent California at the National Leadership Conference.
- Middle school members who place in the top four **cannot** compete at the National Leadership Conference, per national guidelines.
- **Scoring:**
 - **Pre-judged Lesson Plan:** A panel of judges will score the lesson plans using the rating sheet. All decisions of the judges are final.
 - **Presentation:** A panel of judges will score the performances using the presentation sheet. All decisions of the judges are final.
 - **Final Score:** The final score will be **out of 150 points:** 50 points for the pre-judged lesson plan + 100 points for the presentation.
 - Five points will be deducted if competitors do not follow the dress code. Competitors may also be disqualified.
 - Five points may be deducted for each instance of not following guidelines.

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- **Pre-judged Guidelines:**
 - **Deadline:** Advisers must submit pre-judged PDF lesson plans in Blue Panda by 4:59 p.m. Pacific on **February 23, 2024**.
 - **Number of Pages:** The lesson plan should not be more than three pages long.
 - Competitors must use the provided lesson plan components. The lesson plan can be retyped into a different format with the same components. The lesson plan should account for a full class period.
 - Competitors can choose a business-related topic from one of the following subject areas: Entrepreneurship, Accounting, Economics or Marketing
 - Competitors must prepare lesson plans. Advisers and others are not permitted to assist. Lesson plans must be original, current, and not submitted for a previous NLC.
 - Facts and data must be cited and secured from quality sources.
 - Pages must be formatted to fit on 8 ½" x 11" paper.
- **Live Presentation Guidelines:**
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes
 - **Internet Access:** Not provided
 - Competitors must bring one hard copy of the lesson plan in a folder onsite. Label folders with the competitor's name, state, and school. No items are to be left with the judges; the judges will return the lesson plan to the competitors at the end of the presentation.
 - Pre-judged materials, visual aids, and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.
 - Facts and data must be cited and secured from quality sources.
 - When the equipment set-up time has elapsed, the timer will automatically start the seven-minute presentation time.
 - No animals (except authorized service animals) will be allowed for use in any competitive event.
 - Competitors may not view other competitors' presentations in their event.
 - Judges will play the role as middle school or secondary students. Competitors will select one part of their lesson plan to teach to the judges during the presentation.

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National

Policy and Procedures Manual

- Competitors should be familiar with the Competitive Events Policy & Procedures Manual, found on the Competitive Events page on www.fbla.org.

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.
- Members may compete in an event at NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.
- Members must stay in an official FBLA hotel in order to compete.
- Each state may submit four entries.
- Each competitor can only compete in one individual/team event and one chapter event (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, Partnership with Business Project).
- Only competitors are allowed to plan, research, prepare their pre-judged component. They must also set up their presentation by themselves.
- Each competitor must compete in all parts of an event for award eligibility.
- Picture identification (driver's license, passport, state-issued identification, or school-issued identification) is required when checking in for competitive events.
- If competitors are late for a presentation time, they will be allowed to compete until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event. Competitive events start in the morning before the Opening Session of NLC.

Recognition

- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.

Event Administration

- This event has three parts: pre-judged, preliminary presentation, and final presentation
- Pre-judged Materials – The Lesson Plan
 - **Submission Deadline:** A PDF of the lesson plan must be uploaded in the conference registration system by May 7, 2024
 - The lesson plan should not be more than three pages long.
 - Competitors must use the provided lesson plan components. The lesson plan can be retyped into a different format with the same components. The lesson plan should account for a full class period.
 - Competitors can choose a business-related topic from one of the following subject areas: Entrepreneurship, Accounting, Economics or Marketing

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- Competitors must prepare lesson plans. Advisers and others are not permitted to assist. Lesson plans must be original, current, and not submitted for a previous NLC.
- Facts and data must be cited and secured from quality sources.
- Pages must be formatted to fit on 8 ½" x 11" paper.
- The pre-judge materials are pre-judged before the NLC.
- Pre-judged materials will not be returned.
- Preliminary Presentation – The Lesson
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes
 - **Internet Access:** Not provided
 - The presentation is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
 - Competitors/teams are randomly assigned to sections.
 - Competitors present directly from a laptop/device. Screens and projectors are not allowed for use, and competitors are not allowed to bring their own. Power will not be available.
 - Competitors can present with and bring any of the following technology into the presentation as long as it fits on the small table in front of the judges' table or is held by the competitors:
 - Laptop
 - Tablet
 - Mobile phone
 - External monitor that is approximately the size of a laptop monitor
 - Competitors must bring one hard copy of the lesson plan in a folder onsite. Label folders with the competitor's name, state, and school. No items are to be left with the judges; the judges will return the lesson plan to the competitors at the end of the presentation.
 - Pre-judged materials, visual aids, and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.
 - Facts and data must be cited and secured from quality sources.
 - When the equipment set-up time has elapsed, the timer will automatically start the presentation time.
 - No animals (except authorized service animals) will be allowed for use in any competitive event.
 - Judges will play the role as middle school or secondary students. Competitors will select one part of their lesson plan to teach to the judges during the presentation.
- Final Presentation – The Lesson
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes

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- **Internet Access:** Not provided
- An equal number of competitors from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary presentations for an event, two competitors from each section will advance to the final round.
- Final presentations may be open to conference attendees, space permitting. Finalists may not view other competitors' presentation in their event.
- Competitors can present with and bring any of the following technology into the presentation as long as it fits on the small table in front of the judges' table or is held by the competitors:
 - Laptop
 - Tablet
 - Mobile phone
 - External monitor that is approximately the size of a laptop monitor
- The following will be provided for the final round if it occurs in a conference room: screen, power, table, and projector. Competitors using laptops or other devices that do not have an HDMI port will need to provide their own adapters. It is up to final-round competitors to determine if they wish to use the technology provided.
- Competitors must bring one hard copy of the lesson plan in a folder on site. Label folders with the competitor's name, state, and school. No items are to be left with the judges; the judges will return the lesson plan to the competitors at the end of the presentation.
- Pre-judged materials, visual aids, and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- When the equipment set-up time has elapsed, the timer will automatically start the presentation time.
- No animals (except authorized service animals) will be allowed for use in any competitive event.
- Judges will play the role as middle school or secondary students. Competitors will select one part of their lesson plan to teach to the judges during the presentation.

Scoring

- The lesson plan score will be added to the preliminary presentation score to determine the finalists.
- The normalized lesson plan score (using standard deviation) will be added to the final presentation score to determine the top winners.
- The lesson plan score will be used to break a tie.

Americans with Disabilities Act (ADA)

- 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.

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Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

Penalty Points

- Competitors may be disqualified if they violate the Competitive Event Guidelines or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late for their assigned presentation time.

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Future Business Educator Pre-Judged Lesson Plan Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Preliminary Information Included, Documents are free of spelling, punctuation, and grammatical errors	Three or more errors	Two errors	No spelling errors, and not more than 1 punctuation or grammatical error	No spelling or grammatical errors, and not more than 1 punctuation error	
	0 points	1-2 points	3-4 points	5 points	
Business and Academic Standards	No standards identified	Standards are identified, but not business or academic related	Standards are identified, either business OR academic	Business standards are identified and connected to common core academic standards	
	0 points	1-2 points	3-4 points	5 points	
Objectives (Competencies & Presentation Indicator)	No objectives listed	Objectives are identified, may not be specific & measurable	Objectives are identified and are specific and measurable	Objectives are identified and relate to meaningful skills or concepts essential to student learning	
	0 points	1-2 points	3-4 points	5 points	
Outcome & Measurement	No outcome or measurement listed	Outcome and measurement are listed	The measurement of the outcome reflects objectives	The measurement of outcome reflects a variety of assessment types and/or methods	
	0 points	1-6 points	7-8 points	9-10 points	
Resources & Materials	Resources & materials are not listed or not appropriate	Resources & materials are listed, not effectively implemented	Range of resources and materials are listed with specific citation information	Resources and materials are selected and/or designed to meet diverse learning needs	
	0 points	1-2 points	3-4 points	5 points	
Instructional Activities	Plan of activities is so vague or generalized that it is unusable	Plan of activities lack elements or details for effective delivery	Plan of activities is clear and designed to promote critical thinking, problem solving or creativity	Plan of activities utilizes multiple strategies and includes guiding questions appropriate for engaging students in higher-level thinking	
	0 points	1-6 points	7-8 points	9-10 points	
Substantiates and cites sources used while conducting research	Sources are not cited	Sources/References are seldom cited to support statements	Professionally legitimate sources & resources that support statements are generally present	Compelling evidence from professionally legitimate sources & resources is given to support statements	
	0 points	1-6 points	7-8 points	9-10 points	

Pre-judge Total (50 points)

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

Comments:

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Future Business Educator Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Demonstrated knowledge of subject matter	No knowledge of the subject matter demonstrated	Demonstrated limited understanding of the subject matter	Demonstrated understanding of the subject matter	Demonstrated extensive understanding of the subject matter	
	0 points	1-8 points	9-12 points	13-15 points	
Presented material met the objectives of the lesson plan	Presented material was not included	Presented material was included, but not connected to the lesson plan objectives	Presented material was included and connected to the lesson plan objectives	Materials meet the objectives and accommodate learner differences	
	0 points	1-8 points	9-12 points	13-15 points	
Presented material appropriate for audience and subject	Activities/materials are not included or not appropriate for the grade level or topic	Activities/materials are included but do not give students clear opportunities for guided practice	Activities/materials are included and give students opportunities for practice	Activities/materials engage and motivate students with opportunities to demonstrate skills	
	0 points	1-8 points	9-12 points	13-15 points	
Presented interesting, motivating and creative lesson plan	Lesson plan is unorganized	Lesson plan is organized	Lesson plan is organized; and interesting, motivating, OR creative	Lesson plan is organized, interesting, motivating, and creative and presented professionally	
	0 points	1-8 points	9-12 points	13-15 points	
Substantiates and cites sources used while conducting research	Sources are not cited	Sources/References are seldom cited to support statements	Professionally legitimate sources & resources that support statements are generally present	Compelling evidence from professionally legitimate sources & resources is given to support statements	
	0 points	1-2 points	3-4 points	5 points	
Presentation Delivery					
Demonstrates proper greeting, introduction, and closing	Competitor does not use proper greeting, introduction, OR closing	Competitor greeting, introduction, OR closing was weak	Competitor has strong greeting, introduction, AND closing	Competitor is creative in their introduction of themselves and closing	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm	Competitor did not demonstrate self-confidence, assertiveness, OR enthusiasm	Competitor demonstrated minimal self-confidence, assertiveness, AND enthusiasm	Competitor used strong eye contact, appropriate assertiveness, AND enthusiasm	Competitor led the lesson plan interaction and effectively used time	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates proper verbal and nonverbal communication skills	Verbal AND nonverbal communication skills are inappropriate	Verbal and/or nonverbal communication skills are weak or distracting	All questions were clearly answered using good grammar and appropriate body language	Verbal communication skills are excellent; nonverbal communication is natural	
	0 points	1-6 points	7-8 points	9-10 points	
Lesson Plan					
Student brought lesson plan	No lesson plan was brought		Lesson plan was brought		
	0 points		5 points		
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (100 points)					
Name(s):					
School:					
Judge Signature:					Date:
Comments:					

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LESSON PLAN TEMPLATE

This template may be retyped/recreated

Competitor Name:
Competitor School:

Competitor State:

Lesson Plan Title		
Content Area		
Grade Level		
Business and/or Academic Standard		
Objectives <i>(What should students be able to do after your lesson?)</i>		
Outcome / Measurement <i>(How to assess that students met your learning objectives?)</i>		
Resources and Materials		
Anticipatory Set / Gaining Learners' Attention		Time Spent
Information Learners of Objective		Time Spent
Teacher Input / Modeling / Check for Understanding		Time Spent
Guided Practice		Time Spent
Independent Practice		Time Spent
Closure		Time Spent
Notes		

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