



KANSAS 2024 STATE CONFERENCE GUIDE

APRIL 3, 4, 5, 2024

72ND ANNUAL; STORMONT VAIL EVENT CENTER; TOPEKA
TOGETHER WE ACHIEVE

DEADLINE IS WEDNESDAY, FEBRUARY 28, 2024 at 3:00 p.m. to REGISTER YOUR MEMBERS INTO EVENTS, VIA BLUEPANDA, LINK BELOW

ONLINE Testing for ALL objective tests (except Middle Level) will require a Chromebook, iPad, laptop, or other device (not cell phone) to take the tests. Make sure that the devices are fully CHARGED UP.

PERCENTAGE Event Limits. 1 or 3% of membership for certain events (Client Service, Computer App., Database, Electronic Career Portfolio, Help Desk, Impromptu, Intro. to Public Speaking, Job Interview, Public Speaking, Spreadsheet, and Word Processing).

If the percentage results in a fractional number, it is rounded to the next higher number, ie. 3.2 or 3.6 would round to 4.

MEMBERSHIP: 1-33, 1 member; 34-66, 2 members; 67-99, 3 members; 100-133, 4 members.

- ** LAPTOPS OR PORTABLE MONITORS ARE ALLOWED, BUT NO PROJECTORS OR SCREENS. **Label your equipment.**
- ** BRING YOUR **OWN** EXTENSION CORDS, POWER STRIPS, AND CHARGERS. **Label your equipment.**
- ** NON-GRAPHING CALCULATORS CAN BE USED DURING TESTING TIMES. Kansas FBLA has a few calculators available. **Label your equipment.**
- ** NO CELL PHONES CAN BE USED DURING COMPETITIONS AND MUST BE KEPT OUT OF SIGHT DURING TESTING.
- ** EACH CHAPTER MUST BRING 1 OR 2 BACK UP ELECTRONIC DEVICES FOR THEIR **OWN** OBJECTIVE TESTING STUDENTS IN CASE OF INTERNET CONNECTION or TECHNOLOGY PROBLEMS THAT COULD OCCUR WHEN TESTING. Please secure a dedicated tech person from your school (either onsite or at your school) to be on call if your members have technical issues at any time. All 'tabs' must be closed while online testing, except Testmoz, the online testing company. If your member is caught with additional TABS open during the testing times, your member will be disqualified from that online test. KANSAS FBLA WILL NOT BE PROVIDING ADDITIONAL ELECTRONIC DEVICES. **Label your equipment.**
- ** Students may NOT take a test at state if they have placed in the top ten at any nationals. Exception is the chapter events; American Enterprise, Community Service, Local Chapter Annual Business Report, Partnership with Business.
- ** Teams that qualify for National competition: Chapters must keep '1' original member of the team that participated in the final competition of their event. Sometimes not all of the original members of a team are able to attend the National conference, therefore, chapters may substitute members from their own

chapter to complete the team IF those substitute members were registered for the State Conference. If you have questions about this procedure, please contact State Adviser, Connie Lindell, for clarification.

ONLINE REGISTRATION. Link is: <http://www.gobluepanda.com>

ALL EVENTS MUST BE **REGISTERED** BY 2/28/24; 3 p.m.

SKILL TESTS. Mailed to **CONNIE LINDELL, KANSAS FBLA, STATE ADVISER; 3920 SOPHORA STREET; LAWRENCE, KS 66049. Computer Applications, Database Design, Spreadsheet, and/or Word Processing.** There will NOT be an objective test available for these events at our State Conference. However, if you have a student advance to Nationals in one of these events—there will be an Objective Test they must take at the site of the National Conference. **Postmarked by 2/28/24. Advisers –please request WHICH production tests you need from Connie Lindell, conniefbla@gmail.com.** These will NOT be automatically sent to chapter advisers.

PAYMENT CHECK FOR STATE REGISTRATION. Make payable to **KANSAS FBLA.** Mailed to Connie Lindell; 3920 Sophora Street; Lawrence, KS 66049. Your **payment** must be received **BY** March 15 in the mail, OR your chapter members will **not** be allowed to participate. *This means that if you need to have your District Office write and send the check, this needs to be approved at the February school board meeting.* You will receive a notice via Blue Panda when the payment is received. Sorry, KS FBLA is not equipped to accept any credit card or electronic payments.

SEATING FORM. Link is tinyurl.com/KSseating Seating assigned only for opening and closing (Awards Program) sessions.

VOTING DELEGATE FORM. Link is <https://forms.gle/yiqYidZ73i6sTrfS8>

We will once again be using online voting to elect the state officers this year, to allow for schools that are unable to vote in person, for more efficient vote tallying and to better align with national's voting practices. **HOWEVER, voting for the By-Law changes or additions will be done IN-PERSON at SLC on the morning of April 5, 2024 during the Business Session. PLEASE ONLY PUT THE NAMES OF MEMBERS YOU BELIEVE WILL BE RESPONSIBLE ENOUGH TO BE ON AN ELECTRONIC DEVICE FROM 7:00 AM TO 8:00 AM ON APRIL 5. When you submit your voting delegates' email addresses on the form, you must provide email addresses that will allow outside emails to come in.** Approximately one week before the state conference, a test email will be sent out to all voting delegates so we know if the email address you supplied will work correctly. The number of voting delegates your chapter is entitled to (according to your membership count as of **January 31, 2024**) would be as follows: **2-25** members= "2" voting delegates; **25-50** members = "3" voting delegates; **51-75** members = "4" voting delegates; **76-100** members = "5" voting delegates; and **101+** members = "6" voting delegates.

2024 Kansas FBLA Event Submission for Events

This year several events will be emailed to kansasfblaevents@gmail.com

(See the information on the following page that will be needed in the email.)

***Subject Line please include SCHOOL NAME and EVENT (EX: ABILENE, JOB INTERVIEW) and within email include:**

***Participant name(s)**

***Website URL of presentation (if applicable)**

***and/or additional uploaded materials (reports, jobs, letters, resumes, etc.)**

***School Name is extremely important on additional uploaded materials.**

*School Name and Event (Ex: Abilene, Business Plan)

***FOR these 3 events—Job Interview - National Who's Who - Future Business Leader**

*School, Student Name, Event Name, Letter (Ex: Abilene, Dawn James, Job Interview, Letter)

*School, Student Name, Event Name, Resume (Ex: Abilene, Dawn James, Job Interview, Resume)

***If submitting both documents in one pdf, please have the letter first, followed by the resume**

***Graphic Design or Visual Design**

If submitting individual items (jpgs), make sure each file has your school name. Also, if submitting multiple items for this event, you may submit them in a zip folder or as one PDF.

****The Conference Coordinators will verify with the BLUE PANDA event registration (due 2/28/24), that each project submitted was registered by your school. You will be notified if we did not receive your submission or if there is a problem. IF for some reason your students did NOT meet the deadline for submitting their written reports, interview materials, or projects, we would appreciate an email (to kansasfblaevents@gmail.com) indicating that YOU are no longer participating in those events. (Include school, participate name(s), event)**

To assist advisers and members; some presentation/materials will be **due** at different times.

ALL EVENTS MUST BE REGISTERED IN BLUE PANDA BY 2/28/24 AT 3:00 P.M.

Materials due by 2/28/24 at 3:00 p.m. for the following events:

Submit to kansasfblaevents@gmail.com

Scroll down for more information on

each event.

- American Enterprise Project
(PDF of Report ONLY)
- Business Plan *(PDF of Report ONLY)*
- Community Service Project
(PDF of Report ONLY)
- Digital Video Production
(URL to 2 minute DVP ONLY)
- Electronic Career Portfolio
(URL or Link to Site ONLY)
- Future Business Leader *(CHANGES)*
(PDF of Letter & Resume ONLY)
- Graphic Design *(ALL Required Materials)*
- Job Interview *(CHANGES)*
(PDF of Letter & Resume ONLY)
- Local Chapter Annual Business Report
(Report ONLY)
- National Who's Who in FBLA
(PDF of Resume ONLY)
- Partnership with Business *(PDF of Report ONLY)*
- Public Service Announcement
(CHANGES)
(URL to 30 second PSA ONLY)
- Visual Design *(ALL Required Materials)*
- Website Design *(URL to Site ONLY)*

Finalists will be notified by 3/07/24 for the above events.

Presentation URL (video of actual presentation the students would be giving as if they were selected for finals) due by 3/07/24 at 3:00 p.m. for the following events:

Submit to kansasfblaevents@gmail.com

Scroll down for more information on each event.

- Broadcast Journalism
- Business Ethics
- Coding and Programming
- Computer Game & Simulation Programming
- Data Analysis
- Digital Animation
- Financial Statement Analysis (NEW)
- Future Business Educator (NEW)
- Introduction to Business Presentation
- Introduction to Programming (NEW)
- Introduction to Social Media Strategy
- Mobile Application Development
- Sales Presentation
- Social Media Strategies
- Website Coding & Development (NEW)
(must show in presentation how coding is used to prepare website)

The TOP 5 finalists in each of the above events will be making their presentations at the SLC in person. Finalists will be notified by 3/25/24.

2024 FUTURE BUSINESS LEADER TEST

- 2 per chapter plus state officers
- 1st Level of BAA (Contributor) completed by 2/28/24
- An online Objective Test must be taken at your school between February 29 and March 5, 2024. A link/information to take the online FBL (Future Business Leader) test will be sent to advisers of qualified entries. This is a change from past conferences. The online FBL test **will not** be administered at the State Conference.
- No additional reference material can be used while taking the online objective test.
- Use a non-graphing calculator, pencil, and or scratch paper.
- Top 10 Candidates will interview on April 4.
- Scroll down for more information

2024 ROLE PLAY TESTS

- ONLINE ROLE PLAY TESTING AT STATE
- Each member of a team must take their own test on their own device
- **NO phones; Scores will be AVERAGED to obtain the finalists.**
- Must bring picture identification to test on Wednesday, April 3
- Casual attire is allowed on Wednesday, April 3.
- **No substitutions can be made for finals—those who test will be the one(s) making the presentation for finals**
- Scroll down for more information on each event

Banking and Financial Systems
Business Management
Entrepreneurship
Hospitality & Event Management
International Business

Introduction to Event Planning
Management Information Systems
Marketing
Network Design
Sports & Entertainment Management

2024 INTERVIEW, PRESENTATION, SPEAKING EVENTS

AMERICAN ENTERPRISE PROJECT

(Report due 2/28/24)

- 1 team of 1-3 members
- Follow copyright and fair use
- Email PDF of report to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - **Finalists will be notified by 3/07/24**
- 15-page limit (excluding cover page and table of contents)
- Top 5 teams present at state

BANKING AND FINANCIAL SYSTEMS

- Each individual team member must take an online test on their own electronic device; **excluding phones**
- 1 team of 1-3 members
- Must bring picture identification on Wednesday, April 3 to test
- No substitutions can be made for finals
- Top 8 teams present at state

BROADCAST JOURNALISM

(Presentation due 3/07/24)

- 1 team of 1-3 members
- Obtain topic from national website
- Follow copyright and fair use
- Competitors will demonstrate the *LIVE* performance of their broadcast (*follow national rating sheet*)
- Email actual presentation to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - **URL link must be to YOUTUBE or VIMEO (any MP4's, Google Drive, shared documents or links, etc. will be disqualified)**
 - URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
 - **Finalists will be notified by 3/25/24**
- Top 5 teams present at state

BUSINESS ETHICS

(Presentation due 3/07/24)

- 1 team of 1-3 members
- Obtain topic from national website
- Follow copyright and fair use
- Email actual presentation to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - **3-page Report (See National Guidelines on all 3 pages)—1st Page-Event Title, Names of Competitors, School, State, Year; 2nd Page-Summary of the Topic & Findings, with the National Required Headings; 3rd Page-Works Cited. Submit the entire report as a PDF.**
 - **URL link must be to YOUTUBE or VIMEO (any MP4's, Google Drive, shared documents or links, etc. will be disqualified)**
 - URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
 - **Finalists will be notified by 3/25/24**
- No objective test given at state, however, **an in-person test will be given at nationals. The National Objective test will account for 25% of the total points.**
- Top 8 teams present at state

BUSINESS MANAGEMENT

- Each individual team member must take an online test on their own electronic device; **excluding phones**
- 1 team of 1-3 members
- Must bring picture identification on Wednesday April 3 to test
- No substitutions can be made for finals
- Top 8 teams present at state

BUSINESS PLAN

(Report due 2/28/24)

- 1 team of 1-3 members
- Follow copyright and fair use
- 15-page limit (excluding cover page and table of contents)
- Email PDF of report to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - **Finalists will be notified by 3/07/24**
- Top 5 teams present at state

CLIENT SERVICE

- 1 or 3% of membership
- April 4 PRELIMINARY role play - **sign up for times on a Google Document that will be emailed to advisers by 3/07/24**
- An equal number from each section will advance to April 5 FINAL role play

CODING AND PROGRAMMING

(Presentation due 3/07/24)

- 1 team of 1-3 members
- Obtain topic from national website
- Follow copyright and fair use
- Competitors will be required to demonstrate how well the project works within the video presentation, as well as usability and functionality (*follow national rating sheet*)
- Email actual presentation to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - **URL link must be to YOUTUBE or VIMEO (any MP4's, Google Drive, shared documents or links, etc. will be disqualified)**
 - URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
 - **Finalists will be notified by 3/25/24**
- Top 5 present at state

COMMUNITY SERVICE PROJECT

(Report due 2/28/24)

- 1 team of 1-3 members
- Follow copyright and fair use
- 15-page limit (excluding cover page and table of contents)
- Email PDF of report to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - **Finalists will be notified by 3/07/24**
- Top 5 teams present at state

COMPUTER APPLICATIONS

(Materials Postmarked by 2/28/24)

- 1 or 3% of membership
- Request test from Connie Lindell
- Home site; 2-hour production test
- No calculators
- Use FBLA format guide
- Mail 1 copy to Connie Lindell
- Print in color; if directions indicate something in a particular color
- Cover sheet (name, school, event)
- No objective test given at state, however, **an in-person test will be given at nationals. The National Objective test will account for 15% of the total points.**

COMPUTER GAME AND SIMULATION PROGRAMMING

(Presentation due 3/07/24)

- 1 team of 1-3 members
- Follow copyright and fair use
- Competitors will be required to demonstrate how well the project works within the video presentation, as well as usability and functionality (*follow national rating sheet*)
- Email actual presentation to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - **URL link must be to YOUTUBE or VIMEO (any MP4's, Google Drive, shared documents or links, etc. will be disqualified)**
 - URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
 - **Finalists will be notified by 3/25/24**
- Top 5 teams present at state

DATA ANALYSIS

(Presentation due 3/07/24)

- 1 team of 1-3 members
- Obtain topic from national website
- Follow copyright and fair use
- Email actual presentation to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
URL link must be to YOUTUBE or VIMEO (any MP4's, Google Drive, shared documents or links, etc. will be disqualified)
 - URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
- **Finalists will be notified by 3/25/24**
- Top 5 teams present at state

DATABASE DESIGN & APPLICATION

(Materials Postmarked by 2/28/24)

- 1 or 3% of membership
- Request test from Connie Lindell
- Home site; One-hour production test
- No calculators
- Use FBLA format guide
- Mail 1 copy to Connie Lindell
- Print in color; if directions indicate something in a particular color
- Cover sheet (name, school, event)
- No objective test given at state, however, **an in-person test will be given at nationals. The National Objective test will account for 15% of the total points.**

DIGITAL ANIMATION

(Presentation due 3/07/24)

- 1 team of 1-3 members
- Obtain topic from national website
- Follow copyright and fair use
- Competitors will be required to demonstrate how well the project works within the video presentation, as well as usability and functionality (*follow national rating sheet*)
- Email actual presentation to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - **URL link must be to YOUTUBE or VIMEO (any MP4's, Google Drive, shared documents or links, etc. will be disqualified)**
 - URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
 - **Finalists will be notified by 3/25/24**
- Top 5 teams present at state

DIGITAL VIDEO PRODUCTION

(DVP Video Project due 2/28/24)

- 1 team of 1-3 members
- Obtain topic from national website
- Follow copyright and fair use
- Competitors will be required to show the video during the presentation
- Email URL site link of DVP Video to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - URL to DVP Video (limit 2 minutes)
- **Finalists will be notified by 3/07/24**
- Top 5 teams present at state

ELECTRONIC CAREER PORTFOLIO

(Website URL due 2/28/24)

- 1 to 3% of membership
- Follow copyright and fair use
- Judges will focus on elements of the portfolio
- Email URL site link to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
- **Finalists will be notified by 3/07/24**
- Top 5 will present at state

ENTREPRENEURSHIP

- Each individual team member must take an online test on their own electronic device; **excluding phones**
- 1 team of 1-3 members
- Must bring picture identification on Wednesday April 3 to test
- No substitutions can be made for finals
- Top 8 teams present at state

FINANCIAL STATEMENT ANALYSIS

(Presentation due 3/07/24)

- 1 team of 1-3 members
- Obtain topic from national website
- Follow copyright and fair use
- Competitors will be required to answer to what is provided in the topic within the video presentation (*follow national rating sheet*)
- Email actual presentation to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
URL link must be to YOUTUBE or VIMEO (any MP4's, Google Drive, shared documents or links, etc. will be disqualified)
 - URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
- **Finalists will be notified by 3/25/24**
- Top 5 teams present at state

FUTURE BUSINESS EDUCATOR (NEW EVENT)

(Presentation & Lesson Plan due 3/07/24)

- Individual Event
- Follow copyright and fair use
- Email actual presentation & Lesson Plan to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
URL link must be to YOUTUBE or VIMEO (any MP4's, Google Drive, shared documents or links, etc. will be disqualified)
 - URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
- **Finalists will be notified by 3/25/24**
- Top 5 individuals present at state

FUTURE BUSINESS LEADER (CHANGES)

(Materials due 2/28/24)

- 2 per chapter plus state officers
- 1st Level of BAA (Contributor) completed by 2/28/24
- **Objective Test must be taken at your school between February 29 and March 5, 2024**
- **A link/information to take the online FBL (Future Business Leader) test will be sent to advisers of qualified entries**
- No additional reference material can be used for online test.
- Non-graphing calculators allowed
- Email PDF of letter and resume to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email:
Participant Name(s)
Name File—School, Student Name, Event, Document
(EX: **Abilene, Dawn James, FBL, Letter**)
(EX: **Abilene, Dawn James, FBL, Resume**)
- **Finalists will be notified by 3/07/24**
- Top 10 Candidates will interview on April 4

GRAPHIC DESIGN

(Project due 2/28/24)

- 1 team of 1-3 members
- Obtain topic from national website
- Follow copyright and fair use
- If submitting individual items (jpgs), make sure each file has your school name.
- If submitting multiple items for this event, you may submit them in a zip folder or as one PDF.
- Email materials to kansasfblaevents@gmail.com
- Each individual promotional item must be in color **and either** JPG or PDF (easily viewed)
- Create ONE document that answers the questions below for **EACH** individual promotional item created. **YES, this COULD BE redundant.**
 - *Describe your **Target Market/Demographics**.*
 - *Explain the **purpose** behind the item you created.*
 - *Tell why you **designed** the item the way you did.*
 - *Tell why you **used** the colors you chose in the item.*
 - *Tell where you are going to place your promotional item.*
 - *Tell how you created the item—software & hardware used.*
- **Finalists will be notified by 3/07/24**
- Top 5 teams present at state

HELP DESK

- 1 or 3% of membership
- Individual Event
- Objective ONLINE test AT STATE – April 4
- Top 12 scores will advance to finals – April 5

HOSPITALITY & EVENT MANAGEMENT

- Each individual team member must take an online test on their own electronic device; **excluding phones**
- 1 team of 1-3 members
- Must bring picture identification on Wednesday April 3 to test
- No substitutions can be made for finals
- Top 8 teams present at state

IMPROMPTU SPEAKING (*CHANGES*)

- 1 or 3% of membership
- April 4 PRELIMINARY speeches - **sign up on Google Document that will be emailed to advisers by 3/07/24**
- An equal number from each section will advance to April 5 FINAL speeches

INTERNATIONAL BUSINESS

- Each individual team member must take an online test on their own electronic device; **excluding phones**
- 1 team of 1-3 members
- Must bring picture identification on Wednesday April 3 to test
- No substitutions can be made for finals
- Top 8 teams present at state

INTRO TO BUSINESS PRESENTATION

(Presentation due 3/07/24)

- Grades 9-10 only
- 1 team of 1-3 members
- Obtain topic from national website
- Follow copyright and fair use
- Email actual presentation to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - **URL link must be to YOUTUBE or VIMEO (any MP4's, Google Drive, shared documents or links, etc. will be disqualified)**
 - URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
- **Finalists will be notified by 3/25/24**
- Top 5 teams present at state

INTRO TO EVENT PLANNING

- Each individual team member must take an online test on their own electronic device; **excluding phones**
- 1 team of 1-3 members
- Grades 9-10 only
- Must bring picture identification on Wednesday April 3 to test
- No substitutions can be made for finals
- Top 8 teams present at state

INTRO TO PROGRAMMING (*NEW EVENT*)

(Presentation due 3/07/24)

- Grades 9-10 only
- 1 team of 1-3 members
- Follow copyright and fair use
- Email actual presentation to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - **URL link must be to YOUTUBE or VIMEO (any MP4's, Google Drive, shared documents or links, etc. will be disqualified)**
 - URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
- **Finalists will be notified by 3/25/24**
- Top 5 teams present at state

INTRO TO PUBLIC SPEAKING (*CHANGES*)

- 1 or 3% of membership
- Grades 9-10 only
- Obtain topic from national website
- April 4 PRELIMINARY speeches - [sign up on Google Document that will be emailed to advisers by 3/07/24](#)
- An equal number from each section will advance to April 5 FINAL speeches

INTRO TO SOCIAL MEDIA STRATEGY

(Presentation due 3/07/24)

- Grades 9-10 only
- 1 team of 1-3 members
- Obtain topic from national website
- Follow copyright and fair use
- Email actual presentation to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - **URL link must be to YOUTUBE or VIMEO (any MP4's, Google Drive, shared documents or links, etc. will be disqualified)**
 - URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
- **Finalists will be notified by 3/25/24**
- Top 5 teams present at state

JOB INTERVIEW (*CHANGES*)

(Materials due 2/28/24)

- 1 or 3% of membership
- Email PDF of letter and resume to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email:
Participant Name(s)
Name File—School, Student Name, Event, Document
(EX: **Abilene, Dawn James, Job Interview, Letter**)
(EX: **Abilene, Dawn James, Job Interview, Resume**)
- April 4 PRELIMINARY interviews - [sign up on Google Document that will be emailed to advisers by 3/07/24](#)
- An equal number from each section will advance to April 5 FINAL interviews

LOCAL CHAPTER ANNUAL BUSINESS REPORT

(Report due 2/28/24)

- 1 team of 1-3 members
- Follow copyright and fair use
- 15-page limit (excluding cover page and table of contents)
- Makes chapter eligible for Gold Seal Chapter Award
- Email PDF of report to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
- **Finalists will be notified by 3/07/24**
- Top 5 teams present at state

MANAGEMENT INFORMATION SYSTEMS

- Each individual team member must take an online test on their own electronic device; **excluding phones**
- 1 team of 1-3 members
- Must bring picture identification on Wednesday April 3 to test
- No substitutions can be made for finals
- Top 8 teams present at state

MARKETING

- Each individual team member must take an online test on their own electronic device; **excluding phones**
- 1 team of 1-3 members
- Must bring picture identification on Wednesday April 3 to test
- No substitutions can be made for finals
- Top 8 teams present at state

MOBILE APPLICATION DEVELOPMENT

(Presentation due 3/07/24)

- 1 team of 1-3 members
- Obtain topic from national website
- Follow copyright and fair use
- Competitors will be required to demonstrate how well the project works within the video presentation, as well as usability and functionality (*follow national rating sheet*)
- Email actual presentation to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - **URL link must be to YOUTUBE or VIMEO (any MP4's, Google Drive, shared documents or links, etc. will be disqualified)**
 - URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
- **Finalists will be notified by 3/25/24**
- Top 5 teams present at state

NATIONAL WHO'S WHO in FBLA

(Materials due 2/28/24)

- 1 per chapter plus state officers
- 1st Level of BAA or Contributor must be completed by 2/28/24
- Email PDF of resume to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email:
Participant Name(s)
Name File—School, Student Name, Event, Resume
(EX: **Abilene, Dawn James, Who's Who, Resume**)
- **Finalists will be notified by 3/07/24**
- Top 10 will interview on April 4

NETWORK DESIGN

- Each individual team member must take an online test on their own electronic device; **excluding phones**
- 1 team of 1-3 members
- Must bring picture identification on Wednesday April 3 to test
- No substitutions can be made for finals
- Top 8 teams present at state

PARLIAMENTARY PROCEDURES

- **TEAM PARLIAMENTARY PROCEDURES EVENT**
 - 1 team of 4-5 members
 - Each individual team member must take an online test on their own electronic device; **excluding phones**
 - Combined team score average will decide the Top 5 Finalists that will present on April 5
 - Test must be taken if interested in State FBLA Parliamentarian
- **INDIVIDUAL PARLIAMENTARY PROCEDURES TEST**
 - 10 per chapter
 - **For individuals not associated with a Parliamentary Procedures team or wishing to be State FBLA Parliamentarian**

PARTNERSHIP WITH BUSINESS

(Report due 2/28/24)

- 1 team of 1-3 members
- Follow copyright and fair use
- 15-page limit (excluding cover page and table of contents)
- Email PDF of report to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
- **Finalists will be notified by 3/07/24**
- Top 5 teams present at state

PUBLIC SERVICE ANNOUNCEMENT (CHANGES)

(PSA Video due 2/28/24)

- 1 team of 1-3 members
- Obtain topic from national website
- Follow copyright and fair use
- Competitors will be required to show the video during the presentation
- Email URL site link of PSA Video to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - URL to PSA Video (limit 30 seconds)
- **Finalists will be notified by 3/07/24**
- Top 5 teams present at state

PUBLIC SPEAKING (*CHANGES*)

- 1 or 3% of membership
- Obtain topic from national website
- April 4 PRELIMINARY speeches - **sign up on Google Document that will be emailed to advisers by 3/07/24**
- An equal number from each section will advance to April 5 FINAL speeches

SALES PRESENTATION

(Presentation due 3/07/24)

- 1 team of 1-3 members
- Follow copyright and fair use
- **IMPORTANT** - An individual is required to interact during videoed presentation with the participant(s) to allow the judge to observe interaction points which are required on the rating sheet
- Email actual presentation to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - **URL link must be to YOUTUBE or VIMEO (any MP4's, Google Drive, shared documents or links, etc. will be disqualified)**
 - URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
- **Finalists will be notified by 3/25/24**
- Top 5 teams present at state

SOCIAL MEDIA STRATEGIES

(Presentation due 3/07/24)

- 1 team of 1-3 members
- Obtain topic from national website
- Follow copyright and fair use
- Email actual presentation to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - **URL link must be to YOUTUBE or VIMEO (any MP4's, Google Drive, shared documents or links, etc. will be disqualified)**
 - URL to video (limit 7 minutes) of the actual presentation the student(s) would be giving as if selected for finals
- **Finalists will be notified by 3/25/24**
- Top 5 teams present at state

SPORTS & ENTERTAINMENT MANAGEMENT

- Each individual team member must take an online test on their own electronic device; **excluding phones**
- 1 team of 1-3 members
- Must bring picture identification on Wednesday April 3 to test
- No substitutions can be made for finals
- Top 8 teams present at state

SPREADSHEET APPLICATIONS

(Materials Postmarked by 2/28/24)

- 1 or 3% of membership
- Request test from Connie Lindell
- Home site; One-hour production test
- No calculators
- Use FBLA format guide
- Mail 1 copy to Connie Lindell
- Print in color; if directions indicate something in a particular color
- Cover sheet (name, school, event)
- No objective test given at state, however, **an in-person test will be given at nationals. The National Objective test will account for 15% of the total points.**

VISUAL DESIGN (NEW EVENT)

(Project due 2/28/24)

- 1 team of 1-3 members
- Follow copyright and fair use
- Obtain topic from national website
- Each individual promotional item must be in color **and either** JPG or PDF (easily viewed)
- Create ONE document that answers the questions below for **EACH** individual Promotional Item created. **YES, this COULD BE redundant.**
 - *Describe your Target Market/Demographics.*
 - *Explain the purpose behind the item you created.*
 - *Tell why you designed the item the way you did.*
 - *Tell why you used the colors you chose in the item.*
 - *Tell where you are going to place your promotional item.*
 - *Tell how you created the item—software & hardware used.*
- If submitting individual items (jpgs), make sure each file has your school name.
- If submitting multiple items for this event, you may submit them in a zip folder or as one PDF.
- Email materials to kansasfblaevents@gmail.com
- **Finalists will be notified by 3/07/24**
- Top 5 present at state

WEBSITE CODING & DEVELOPMENT (NEW EVENT)

(Presentation due 3/07/24—must show in presentation how coding is used to prepare website)

- 1 team of 1-3 members
- Obtain topic from national website
- Follow copyright and fair use
- Judges will focus on usability, functionality and required elements of national topic
- Email URL site link to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - **Finalists will be notified by 3/25/24**
- Top 5 teams will present at state

WEBSITE DESIGN

(Website URL due 2/28/24)

- 1 team of 1-3 members
- Obtain topic from national website
- Follow copyright and fair use
- Judges will focus on usability, functionality and required elements of national topic
- Email URL site link to kansasfblaevents@gmail.com
 - **Subject line:** School Name, Event
 - Within email: Participant Name(s)
 - **Finalists will be notified by 3/07/24**
- Top 5 teams will present at state

WORD PROCESSING

(Materials Postmarked by 2/28/24)

- 1 or 3% of membership
- Request test from Connie Lindell
- Home site; One-hour production test
- No calculators
- Use FBLA format guide
- Mail 1 copy to Connie Lindell
- Print in color; if directions indicate something in a particular color
- Cover sheet (name, school, event)
- No objective test given at state, however, **an in-person test will be given at nationals. The National Objective test will account for 15% of the total points.**

2024 OBJECTIVE TESTS FOR HIGH SCHOOL PARTICIPANTS

- ✓ 15 MEMBER LIMIT PER EVENT
- ✓ TESTS WILL BE ONLINE AT STATE
- ✓ IF A STUDENT IS CAUGHT CHEATING, THEY WILL NOT BE ABLE TO COMPLETE THE TEST OR POSSIBLY ANY OTHER TESTS.
- ✓ ONLY THE TESTMOZ TAB SHOULD BE OPEN DURING TESTING.

- ACCOUNTING I—Limit 2 semesters of high school accounting instructions
- ACCOUNTING II
- ADVERTISING
- AGRIBUSINESS
- BUSINESS CALCULATIONS
- BUSINESS COMMUNICATION
- BUSINESS LAW
- COMPUTER PROBLEM SOLVING
- CYBER SECURITY
- ECONOMICS
- HEALTH CARE ADMINISTRATION
- HUMAN RESOURCE MANAGEMENT
- INSURANCE & RISK MANAGEMENT
- INTRO TO BUSINESS COMMUNICATION—Grades 9-10 only
- INTRO TO BUSINESS CONCEPTS—Grades 9-10 only
- INTRO TO BUSINESS PROCEDURES—Grades 9-10 only
- INTRO TO FBLA—Grades 9-10 only
- INTRO TO FINANCIAL MATH—Grades 9-10 only
- INTRO TO INFORMATION TECHNOLOGY—Grades 9-10 only
- INTRO TO MARKETING CONCEPT—Grades 9-10 only
- INTRO TO PARLIAMENTARY PROCEDURE—Grades 9-10 only
- JOURNALISM
- NETWORKING INFRASTRUCTURE
- ORGANIZATIONAL LEADERSHIP
- PERSONAL FINANCE
- PUBLIC POLICY AND ADVOCACY (formally Political Science)
- SECURITIES AND INVESTMENTS
- SUPPLY CHAIN MANAGEMENT
- UX DESIGN

STATE EVENTS---Recognition

- **Adviser of the Year**-Send letter to State Adviser, Connie Lindell, due **March 1**.
- **Business Person of the Year**-Send letter to State Adviser, Connie Lindell, due **March 1**.
- **KANSAS FBLA Outstanding Member-No entry form needed.** The number of ribbons your chapter is entitled to (according to your membership count as of **January 31, 2024**) **would be as follows: 2-25** members, you are entitled to “2” ribbons; **25-50** members = “3” ribbons; **51-75** members = “4” ribbons; **76-100** members = “5” ribbons; and **101+** members = “6” ribbons; plus state officers; ribbons will be placed in your SLC registration packet. Adviser can decide to whom to present the ribbons. Please return any extra ribbons to conference headquarters.
- **Largest Local Chapter Membership**-No entry form needed.
- **Largest Percentage of Increase in Local Chapter Membership**-No entry form needed.
- **Outstanding Local Chapter**-Entry should be submitted electronically to kansasfblaevents@gmail.com by **Friday, March 29** based on points accumulated from submission of activities from one state conference to the next state conference; also, including points received from top 10 SLC placings. Chapters must place in the top 10 in at least one event to qualify for ‘Outstanding Local Chapter.’

The Middle Level Events Information and Middle Level Format Guide are on a separate document.