



TO: Virginia Middle-Level Advisers
 FROM: Sandy Mills, Virginia FBLA-PBL State Specialist
 DATE: January, 2019
 SUBJECT: Middle Level Competitive Events State Level Information

The middle-level national competitive events program has gone through a major transformation; please read everything carefully. Information concerning the events may be found at this [link](#).

All participants must be paid members of the organization; failure to report members will result in non-eligibility and removal of award status. If you plan to participate in these competitive events, you must complete the form at this [URL](#) **between March 4 and March 8.**

- Online objective tests will be administered through school-site testing. On this [site](#), you will enter in the students who will test, and you will need to identify a proctor to administer tests to the students. **Proctors may be school administrators, guidance counselors, technology specialists, retired teachers, or media specialists.** Under no circumstances may a teacher of any subject area serve as a proctor for these tests. When you register your students, you will also enter the Proctor information, including their title and email address. YOU send the proctor email when you enter their information by clicking on the *SEND EMAIL* button. If you proctor does not get their email, three things may have occurred:
 - The message may be in their SPAM
 - You did not hit the SEND button (honestly, this is what's wrong 90 percent of the time)
 - You have entered the wrong email address

Before you contact the state office about missing proctor emails, please have your proctor check their SPAM and log into the [system](#) to ensure that you have sent the email and have entered in the email address correctly.

- Community Service PDF and Multimedia and Website Development URLs are due **uploaded** no later than **March 8, 2019**, to the [registration link](#).
- Presentation Events will be conducted at the March 23 event.

All students have an opportunity to participate in a competitive event. The only stipulation is that a student may only compete in ONE individual event. If you have 20 students, they can all be in an event. Some events have limitations, however.

Event Name	Type	Category	Eligible Entries	Virginia SLC Procedure
Business Etiquette	Individual	<u>Objective Test</u>	Unlimited	School-site Testing
<u>Business Math & Financial Literacy</u>	Individual	<u>Objective Test</u>	Unlimited	School-site Testing
<u>Career Exploration</u>	Individual	<u>Objective Test</u>	Unlimited	School-site Testing
<u>Community Service Project</u>	Chapter	<u>Presentation with Equipment</u>	1 Entry	Up to 3 members present at SLC
Critical Thinking	Individual, Team	<u>Team Performance</u>	2 Entries	Onsite Performance at SLC
Digital Citizenship	Individual	<u>Objective Test</u>	Unlimited	School-site Testing
<u>Elevator Speech</u>	Individual	<u>Speech</u>	2 Entries	Onsite Performance at SLC

<u>Introduction to Computer Science & Coding</u>	Individual	<u>Objective Test</u>	Unlimited	School-site Testing
<u>Multimedia & Website Development</u>	Individual	<u>Prejudged Project & Objective Test</u>	2 Entries	Submission and School-site Testing

Results of winners will be announced at the 2019 Virginia FBLA Middle Level State Leadership Conference.

FIRST-PLACE STATE WINNERS WILL BE ELIGIBLE TO COMPETE AT THE 2019 NATIONAL LEADERSHIP CONFERENCE IN SAN ANTONIO, TEXAS!

IMPORTANT DATES:

- **March 4-8:** Conference Registration, Event Registration, Online Testing Registration, Prejudged Event Uploads
- **March 8:** **Deadline** for Conference Registration, Event Registration, Online Testing Registration, Prejudged Event Uploads (no late entries)
- **March 11-20:** Online testing (no late testing)
- **March 15:** Conference Payment Postmark Deadline

IMPORTANT LINKS:

[CONFERENCE REGISTRATION AND PREJUDGED UPLOADS](#)
[EVENT REGISTRATION](#)
[ONLINE TESTING](#)

Please contact Sandy Mills if you have questions about this process.