



Arizona Department of Education
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***Contract for Special Services
2023-2024 FBLA Arizona***

Position: Competitive Events Coordinator High School and Middle School

Description/Duties:

The FBLA Arizona Competitive Events Coordinator is a contract position with FBLA Arizona. The position duties are outlined below:

Fall Conferences (ALC, FLEX and ACE Conference) \$1,000

- Participate in Competitive Event updates and planning
- Present to Advisers on Competitive Event Updates including ALC and ACEC
- Present to Advisers and FBLA Members on Competitive Event Updates at FLEX Conference
- Participate in DLG Webinars and update

Regional Conferences (6 conferences @ \$500 each = \$3,000 – Regions 1-5 and Middle Level)

- Update Regional Competitive Event List and At a Glance to have FBLA Assistants be able to upload to the azfbla.org site
- Create performance event schedules (by event master, & individual schedule by chapter)
- Set up DLG for tests & performance events
- Process scores in headquarters during event
- Process tabulations for each event
- Prepare Awards Notebook with script sheets of event winners

Middle Level

- Handle all Middle Level Regional and State Conferences
- Same duties as High School Regional and SLC Conferences Below.

State Leadership Conference (\$2,000 High School and Middle Level)

- Prepare State Conference Competitive Event List and At a Glance to have FBLA Assistants be able to upload to the azfbla.org website
- Review tests in Answerwrite for issue problems to delete (no image/underline)
- Review naming (and capitalization) consistency of tests in Answerwrite and Register My Chapter
- Confirm times schedules of events in Register My Chapter (time of day and prep/presentation/deliberation...)
- Confirm program accuracy of event locations & time
- Run reports on test scores (after testing window closes)
- Look for missing test scores for teams to remove/reassign
- Identify registration problems and contact chapters with State Adviser recommendations (i.e. students in too many events per person/chapter/team)

- Run conflicts in Register My Chapter (after registration closes and registration problems resolved)
- Set up database in DLG for managing student events and running reports
- Receive skill event scores and put into calculations/database for event reports
- Create performance event schedules (by event & by chapter)
- Prep Rubric sheets for performance events (Cnt, Entry #, Name(s), Chapter, Event, Session, Event & Session, test score, report score)
- Process scores in headquarters during event
- Prepare schedules for final rounds (performance events)
- Post scores for Final Round by Registration Desk with FBLA Assistant
- Make sure all Final Round Schedules are posted on Facebook with Arizona FBLA Assistant.
- Prepare Awards Notebooks with script sheets of event winners (Mid-General, Finals Book 1, and Finals Book 2) in Descending Order and Random Order.
- Prepare PPT slides with event winners in Random Order (Mid-General, Finals Book 1 and Finals Book 2) – Missey Will provide the Winner’s Template
- Prepare winners meeting placement sheets-Top 10 for all NLC events
- Facilitate winners meeting with State Adviser
- Send student results to State Adviser following conference

Contract Amount:

\$6,000.00 (half at the conclusion of the Regional Conferences and half at the conclusion of the State Conference)

Position Filled By:

Will be filled by Seth Filo

By signing below, the Competitive Events Coordinator agrees to perform those services as outlined on the list of duties and responsibilities listed above. In return, the Department of Education agrees to pay the amount stated above upon completion of services. Contract will be executed upon confirmation of successful completion of duties by FBLA Arizona.

COMPETITIVE EVENTS COORDINATOR DATE

FBLA ARIZONA BOARD APPOINTED REPRESENTATIVE DATE