



FLORIDA  
**BUSINESS  
PROFESSIONALS**  
of AMERICA

Giving Purpose to Potential

## **JUDGES' ORIENTATION HANDBOOK**

**22nd ANNUAL STATE LEADERSHIP CONFERENCE**

**Lake Buena Vista, FL**

**FEBRUARY 25 – 26, 2022**

## **About the Organization**

Business Professionals of America is one of the ten Career and Technical Student Organizations recognized by the U.S. Department of Education. Business Professionals of America is a National organization that is composed of state associations and local chapters that serve students pursuing business careers. The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

The organization promotes excellence in these areas:

- Leadership
- Poise, sociability, and tact
- Competence in business occupations
- Effective planning
- Lifelong enthusiasm for learning
- Self-confidence through a competitive spirit
- Interpersonal skills through team participation
- Business awareness and appreciation

The competitive events are a component of the *Workplace Skills Assessment Program* and an integral part of Business Professionals of America. The program is designed to provide our members the opportunity to:

- develop occupational/career competencies;
- demonstrate workplace knowledge, skills, and attitudes;
- build leadership and human relation skills;
- foster a positive competitive spirit; and
- receive recognition for their efforts.

In order to become eligible for State competition, students must rank among the highest of their peers in the regional level competitive events. Only the most well-prepared and highly skilled competitors earn the privilege of competing at the State level.

## **Statement of Philosophy**

We believe that participating at the State Leadership Conference (SLC) is important in our students' lives. Therefore, it is your job as a judge to provide a testing environment where each student has maximum opportunities to demonstrate his or her skills.

## **Your Role is Vital**

The expertise and professionalism that you bring to the competitive events of Business Professionals of America is highly valued by students and teachers. Your participation and insight are crucial to their success.

## **Support Students by Serving as a Contest Judge**

By serving as a judge for the upcoming SLC Competitive Events of Business Professionals of America, you strengthen the partnership between business and industry leaders and students preparing for the dynamic business world. The competitive events program gives students an exciting opportunity to explore business careers. Your participation as a judge affirms your support of our future workforce.

## **Judges' Comments**

Students value the judges' feedback. Please share your comments on the form provided. Your evaluation will be used to improve their skills as they prepare for projects or competitions.

Judges' comments are returned to Local Advisors for contestants who provide a stamped envelope when they check in prior to judging at State Leadership Conference. We encourage you to write comments to the contestants/teams if they provide the stamped envelope. SLC staff will mail the completed comments to Local Advisors.

## **Tips for Judges**

You will receive a copy of the guidelines for your event. In judging events, it is extremely important to follow these guidelines and the stated time limits.

- Complete scoring sheets and other contest information in neat, legible writing.
- Try to put each contestant at ease. A smile goes a long way toward making nervous students feel comfortable!
- Be consistent. It is very important to be consistent in your judging. Maintain the same expectations of and enthusiasm for the last participant as for the first.
- Be consistent with questions. Ask each contestant or team the same questions.
- When rating the first contestant, leave yourself room to score subsequent contestants lower or higher.
- In many events, contestants are tightly scheduled. Make every effort to follow the schedule as closely as possible.
- Notify your proctor or administrator of any personal needs.

## **Before You Come to SLC**

- Read the information in your packet and review your assigned event before you arrive at SLC.
- Make a list of questions you want to ask at the "Conference Judges' Orientation."
- Bring your judges packet and a pen to your contest.

Please contact our Judge Coordinator LaQuanda Paschal at [paschall@duvalschools.org](mailto:paschall@duvalschools.org) with any questions or concerns.