

2025-2026 Guidelines and Rules

The FBLA Collegiate Excellence Award recognizes members who demonstrate outstanding commitment to leadership, professional development, networking, and community engagement. The goal of this award is to encourage continuous involvement in educational programming, leadership roles, industry connections, and skill-building activities that prepare FBLA members for career success.

SUBMISSION DEADLINE: May 1, 2026

Award Structure

This award serves as an opportunity for members to enhance their skills, expand their professional network, and be acknowledged for their dedication to excellence in both personal and career development.

- Members earn points through participation in designated events and activities throughout the academic year.
- Points reset annually, ensuring all members have an equal opportunity to work toward and achieve recognition each year.

BRONZE: 120 points | SILVER: 180 points | GOLD: 280 points

Participation, Registration, & Verification

To participate, members must complete the following steps:

1. Register on FBLA Connect, [here](#).
2. Wait for an invitation from Airtable, where you will then create a free account.
3. Use Airtable to find specific instructions and submit required documentation for award credit.

Airtable Submission Process

All submissions must be completed through Airtable following the instructions provided.

- Members must ensure their submissions are accurate and meet all requirements.
- Members are responsible for tracking their own submissions.
- Incorrect or incomplete submissions may result in point deductions or denial.

◆ **Need Help?** Refer to the [Airtable Submission Guide](#) for step-by-step instructions.



Submission Guidelines & Requirements

1. Individual Submissions Only

- All submissions must be completed by the individual participant.
- Participants are strictly prohibited from submitting work on behalf of others.

2. Originality & Authenticity

- Submissions must reflect the participant's own work and efforts.
- Forged, falsified, or fake verification documents will result in immediate disqualification from the Excellence Award.

3. Staff Review & Discretion

- All submissions will be reviewed by National Center staff.
- Staff reserves the right to deduct points, deny submissions, or disqualify participants for any reason deemed necessary to uphold the standards of the award.

4. Photo & Documentation Guidelines

- Photos submitted as part of an entry must directly relate to the session, workshop, or event attended.
- Photos may only be used once per participant. If multiple participants submit the same photo (e.g., a group photo), all submitting individuals must be clearly present in the photo.

5. Code of Ethics Compliance

- Violations of the FBLA Code of Ethics will result in:
 - ✘ Immediate disqualification from the Excellence Award.
 - ✘ Disqualification of the participant's chapter from the Outstanding Chapter Award.

6. Submission Deadline

- All submissions must be received by May 1, 2026.

Appeals Process

If a submission is denied or points are deducted, appeals may only be submitted by a chapter adviser.

Appeal Submission Requirements:

- The participant's full name and FBLA Collegiate chapter name.
- A detailed explanation of the reason for the appeal.
- Any supporting documentation or evidence (e.g., screenshots, emails, verification letters) that justify the appeal.
- A statement from the adviser confirming that they have reviewed and support the appeal.

Appeals will be reviewed on a case-by-case basis, and decisions made by FBLA National Center staff are final. All appeals should be submitted to **Collegiate Program Manager Alyssa Ring** at aring@fbla.org.
