



# COLORADO FBLA FALL EVENTS GUIDE



OCTOBER 2023

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## Colorado Fall Events Timeline

| Event  | Date                                       | Notes   |
|--|--|---|
| Business Battle Registration Deadline                                | September 26 <sup>th</sup>                 | <a href="https://form.jotform.com/Colorado_FBLA/business-battle">https://form.jotform.com/Colorado_FBLA/business-battle</a>   |
| Business Battle  | October 9 <sup>th</sup> – 31 <sup>st</sup> | Testing link will be shared after registration  |
| Colorado Fall Leadership Conference Early Bird Registration Deadline | October 2 <sup>nd</sup>                    | <a href="https://form.jotform.com/Colorado_FBLA/colorado-fall-leadership-conference">https://form.jotform.com/Colorado_FBLA/colorado-fall-leadership-conference</a> |
| Colorado Fall Leadership Conference Late Registration Deadline       | October 2 <sup>nd</sup>                    | <a href="https://form.jotform.com/Colorado_FBLA/colorado-fall-leadership-conference">https://form.jotform.com/Colorado_FBLA/colorado-fall-leadership-conference</a> |
| Fall Event Payment <b>RECEIVED</b> Deadline                          | October 16 <sup>th</sup>                   | Payment for CFLC and Business Battle  |
| Colorado Fall Leadership Conference                                  | October 20 <sup>th</sup>                   | Metropolitan State University, Tivoli Turnhalle   |

## Business Battle

### General Information

**Registration Deadline:** September 26<sup>th</sup>

**Description:** Virtual testing event happening across multiple states, [www.coloradofbla.org/bob](http://www.coloradofbla.org/bob)

**Event Dates:** October 9<sup>th</sup> – 31<sup>st</sup>

**Cost:** \$5 per test before September 26<sup>th</sup>; \$10 per test for late registrations

**Prizes will be awarded to top 3 winners for each test**

### Registration Information

**Registration Link:** [https://form.jotform.com/Colorado\\_FBLA/business-battle](https://form.jotform.com/Colorado_FBLA/business-battle)

**BEFORE REGISTERING**, advisers must download and complete the registration template found at [www.colroadofbla.org/bob](http://www.colroadofbla.org/bob).

### Information Needed to Register:

- Member Name
- Membership Number (must be a registered member through National FBLA system for this number)
- Business Battle test
- Special Accommodations

## Colorado Fall Leadership Conference

### General Information

**Early Bird Registration Deadline:** October 2<sup>nd</sup>

**Late Registration Deadline:** October 9<sup>th</sup>

**Description:** Leadership training and networking event for Colorado FBLA members, [www.coloradofbla.org/fall-leadership-conference](http://www.coloradofbla.org/fall-leadership-conference)

**Location:** Metropolitan State University, Tivoli Turnhalle, 900 Auraria Pkwy, Denver, CO 80204

**Please note:** Attendees will also be walking to nearby classrooms for workshops.

**Event Times:** 7:30 am – 12:00 pm

**Registration Cost:** \$25 per attendee before October 2<sup>nd</sup>; \$40 per attendee for late registrations

**Includes:** Light breakfast, conference facilities fees, event supplies

## Registration Information

**Registration Link:** [https://form.jotform.com/Colorado\\_FBLA/colorado-fall-leadership-conference](https://form.jotform.com/Colorado_FBLA/colorado-fall-leadership-conference)

### Information Needed to Register:

- Chapter Name
- Chapter Adviser Name
- Chapter Adviser Email
- Number of People from Your School Attending
- Number of Buses
- Payment Method (check or credit card)
- Special Accommodations

## Chaperone Ratio and Requirements

A ratio of one adult for every 10 members is recommended. In the event your district has a different chaperone policy, your district's policy should be followed. When attending Colorado CTSO conferences and events, advisers are expected to provide adequate supervision for his/her students. All chaperones must follow the Colorado CTSO code of conduct. Advisers are expected to attend all sessions.

Colorado CTSOs are dedicated to protecting the safety and success of our members. In order to do so, as well as stay in compliance with Colorado and Federal Laws, all employees, volunteers, staff, chaperones and guests of chaperones in direct contact with Colorado CTSO members must submit to a Criminal Background Check and complete Sexual Abuse Prevention Training. In partnership with local chapters, the Certification Form is required to be completed by an authorized representative of the school district, certifying that all staff provided by the school district and working with members of Colorado CTSOs have completed and passed a Criminal Background Check and Sexual Abuse Prevention Training.

Review this [Background Screening Guide for those Working with Children](#) on criminal background checks, disqualifier guidelines and a quick guide for those adults working with children.

## Payments

**Payment Deadline for ALL Fall Events:** October 16

A 10% late fee, up to \$300, will be added to the invoice if payment is not RECEIVED by October 16.

### Checks

Checks should be made out to Colorado FBLA and mailed to  
Colorado FBLA  
9101 E Lowry Blvd  
Denver, CO 80230



### Credit Card Payments

Schools can pay with a credit card using PayPal via the JotForm registration form. A 4% credit card convenience fee will be added. If a credit card is used as payment without the 4% convenience fee, an invoice will be re-sent with a \$25 processing fee.

### Refunds

Refunds are only available until the registration deadline. After the registration deadline, there are no refunds and the chapter is obligated to pay for registered numbers, regardless of the number attending the conference.

## Tentative Schedules

### Business Battle

The testing window will be open 7 am – 7 pm from October 9<sup>th</sup> through October 31<sup>st</sup>. Instructions will be sent to advisers after the registration deadline. Advisers must act as proctors and schedule testing at school with their students.

### Colorado Fall Leadership Conferences

|                 |                                |
|-----------------|--------------------------------|
| 7:30 am         | Registration & Light Breakfast |
| 8:00 am         | Opening Session                |
| 9:00 – 11:15 am | Workshops                      |
| 11:30 am        | Closing Session                |
| 12:00 pm        | Adjournment                    |

## Dress Code

Casual Attire: Jeans and an FBLA T-shirt (or another nice shirt) preferred. Neat jeans, collared shirts, sweatshirts, appropriate T-shirts and casual footwear. Please note that attendees will be walking from the opening session location to workshops.

### Inappropriate Attire

The following should not be worn to any activity:

- Clothing and accessories which are sexually suggestive, which advertise drugs, alcohol or tobacco products or display profanity
- See-through, tight fitting, spaghetti straps, strapless, extremely short or low-cut blouses/tops/dresses/skirts
- Pants or skirts that are worn below the hip bone; no undergarments may be showing
- Spandex, leggings, short shorts, cutoffs or pajamas. If leggings are worn, shorts/skirt/dress must be an appropriate length over the leggings.
- Clothing which is stained, torn or ripped
- Bare feet

## Release Forms

All members must have a completed Multiple Release Form on file prior to the beginning of the conference. Keep the release forms with the adviser and complete the Certification Form to turn in at registration.

## Special Accommodations

For members that require special accommodations, complete this portion in the registration system for each member/attendee. Example reasons that students may need special accommodations would include wheelchair access, interpreter services, food allergies or IEP determined accommodations.

## Parking

Individual vehicles and buses that park on campus will need to pay \$15 on site. Additional parking information will be sent to advisers prior to the event in the CFLC Know Before You Go.

## Questions?

For event questions, email Molly Davis at [molly.davis@cccs.edu](mailto:molly.davis@cccs.edu).

For registration and payment questions, contact Ashley Manning, [ashley.manning@cccs.edu](mailto:ashley.manning@cccs.edu).

## FBLA Code of Conduct

*The purpose of the Code of Conduct is to ensure that FBLA members who attend a conference are aware of expected behavior. It is the adviser's responsibility to discuss the form with the members and stress the importance of abiding by the rules. Colorado FBLA is proud of its reputation and encourages advisers to closely monitor students at all conferences. Advisers must have a signed Multiple Release Form in their possession at all FBLA activities and must submit a Certification Form certifying that all members have read and signed the form, which includes acknowledgement of this Code of Conduct.*

### **CONDUCT POLICIES AND PROCEDURES FOR COLORADO FBLA**

The following conduct policies reflect minimum behavioral standards for Colorado FBLA members. The policies are in effect for all delegates who are attending any Local, District, State or National FBLA function. The term "delegate" shall mean any FBLA member.

- Defacing of public property—any damage to or loss of property or furnishings of the properties being utilized for meeting purposes will be paid for by the individual or chapter responsible.
- Delegates shall keep their adult advisers informed of their activities and whereabouts at all times.
- Delegates will not be allowed to leave the conference site at any time without adult supervision.
- Delegates will be prohibited from participation without local supervision provided by a chapter or school. For the National Leadership Conference a designated local adviser or parent will be expected to accompany the participants.
- Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an adviser or other responsible adult.
- Alcoholic beverages and controlled or illegal substances (drugs) of any form are not allowed. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
- Use of tobacco in any form by an FBLA member is prohibited, including e-cigarettes, vaping or juling.
- Delegates are expected to adhere to FBLA dress code at all competitions, general sessions and workshops. Notification of violations will be sent to the local adviser and administrator. Furthermore, competitors will not walk on stage during awards sessions if observed violating the dress code.
- Observe the curfews as listed in the conference program. Curfew is defined as being in your own assigned room by the designated hour.
- Delegates of the opposite gender are not allowed in sleeping rooms in hotels unless the door is WIDE OPEN or the chapter adviser or responsible adult is present in the room.
- Harassment based on race, color, religion, national origin, ancestry, sex, gender, sexual orientation or disability will not be tolerated. See information about the Harassment Policy in the Colorado FBLA Handbook.
- Delegates are to abide by all school, school district and venue policies.
- Colorado FBLA photographers and videographers will be taking photos and videos throughout the conference for use in any manner FBLA deems appropriate including, but not limited to, publishing in FBLA publications, on the FBLA website, and in connection with competitive performance events. By attending the conference, you grant FBLA the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indicia of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, Internet, Web casting, video streaming, television or radio), for the use of FBLA, its affiliates, or any individual, organization, business, publication, network or other third party, in perpetuity, without payment or any consideration.

### **DISREGARDING OR VIOLATING THE CODE OF CONDUCT**

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, competitive event disqualification, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA reserves the right to notify law enforcement. Any Code of Code of Conduct violation must be brought to the attention of the state adviser prior to the conclusion of the conference.



# Colorado Career and Technical Student Organization (CTSO) Multiple Release Form

**Please print and make sure to complete and sign all portions of the release form.**

Please have student attendees and their parents/guardians read and complete this multiple-part form. Copies are to be retained by the chapter advisor. The chapter advisor will ensure all forms are completed by a certification process. Follow the certification submission from each CTSO. Colorado CTSO's include: Creative Careers, DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, TSA, and (SC)<sup>2</sup>.

## MEDICAL RELEASE/AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY

I hereby authorize any necessary medical/dental treatment required for this student. I/we further agree that I/we will assume all expenses involved in such medical/ dental procedures and will not hold the specific Colorado CTSO or its representatives liable for said expenses.

**List any medical/dental conditions that a medical doctor/dentist should be made aware of:**

**List any allergies that a medical doctor/dentist should be made aware of:**

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\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## LIABILITY

The undersigned being the parent or guardian of student named above hereby agrees to release the State of Colorado, State Board for Community Colleges and Occupational Education, Colorado Community College System, the Colorado CTSO, its representatives, agents, servants, volunteers and employees from liability for injury to the said minor resulting from any cause whatsoever occurring to the said minor at any time while attending a conference or meeting of Colorado CTSO, including travel to and from said meeting, excepting only such injury or damage resulting from the willful acts of such representatives, agents, servants, and employees.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## CODE OF CONDUCT AND DRESS CODE

Students are to conduct themselves in accord with exemplary standards of ethics and behavior, including zero tolerance for any actions that violate any civil or criminal codes. Students found to be in violation of any laws, regulations or policies established for the CTSO event they are attending will be subject to disciplinary action and/or prosecution. Their parents or guardians and school officials will be notified and the student may be removed from the event.

Dress is to reflect the CTE/CTSO image and to follow guidelines for specific events. Each CTSO has specific dress code guidelines. Reading and understanding completely the policies, practices, and procedures that will serve to govern the conduct and attire of persons attending a CTSO event, I do hereby agree to follow said policies, procedures, and practices and abide by any consequences of any violations.

\_\_\_\_\_  
CTSO Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## PUBLICITY – STANDARD RELEASE FORM

CTSO photographers and videographers will be taking photos and video throughout the meeting for use in any manner the CTSO deems appropriate, including, but not limited to, CCCS/CTSO publications, use on the CCCS/CTSO website, and in connection with Competitive Events. Names will not appear on photos or in videos. By attending the meeting, you grant the CTSO the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indication of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/ or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, internet, web casting, video streaming, television, or radio), for the use of the CTSO, its affiliates, or any individual, organization, business, publication, network, or other third party, in perpetuity, without payment or any consideration.

\_\_\_\_\_  
CTSO Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Chapter Certification Form

The FBLA members of \_\_\_\_\_ School have read the Code of Conduct, Dress Code and completed the CTSO Multiple Release Forms.

In addition, we certify that all staff provided by the school district and attending this conference with the Colorado CTSOs have completed and passed a Criminal Background Check and Sexual Abuse Prevention Training.

Our chapter has an emergency plan. This plan has been communicated with attending members, parents and administrators.

\_\_\_\_\_

(Adviser Printed Name)

\_\_\_\_\_

(Adviser Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(School Administrator Printed Name)

\_\_\_\_\_

(School Administrator Signature)

\_\_\_\_\_

(Date)

This form is to be submitted during on-site conference registration. Do not send individual forms to the state. Individual forms must be in possession of the adviser.



