

# FBLA District Policies & Procedures

Information in this handbook is to inform FBLA advisers and members of the guidelines and expectations for District 7 of Colorado FBLA. This handbook is developed in conjunction with the Colorado FBLA Handbook. Any information not found in this handbook can be found in the Colorado FBLA Handbook.

*The items in italics are directly from the Colorado FBLA Handbook.*

## Award Policies

- BAA Future or Business Levels recognized?
  - Is at the discretion of the acting District Representative if they would like to add it.
- CSA Community level recognized?
  - Is at the discretion of the acting District Representative if they would like to add it.

## Chaperone and Supervision Policy

- What's the chaperone/student ratio for DLC/district events?
  - 18 to 1 ratio.

## Competitive Events

- *Deadlines*
  - *Deadlines for District Leadership Conference will be as follows:*
  - *December 15: Registration Deadline*
  - *December 16-20: Late Registration is in effect, any additions or changes/substitutions will be \$10 per member*
  - *After December 20: No changes may be made to the District Leadership Conference registration*
- *District Qualifiers*
  - *Members may compete in two events, but MAY NOT compete in two live judged events.*
  - *Competitors may not compete in the same event if participated at a previous National Conference unless adhering to the rules outlined by national.*
- *District Leadership Conference Online Testing*
  - *For all objective tests, members will take an online test.*
  - *Directions and time frames for testing will be sent by the Board Member.*
- *Recognition*
  - *Recognize the Top 5*
  - *Pins are awarded at District Leadership Conferences and are awarded to the state qualifier for each event.*
- *State Qualifiers*
  - *If a member would qualify for the State Leadership Conference in two events, the member's adviser must notify the District Adviser within ONE week of the District Leadership Conference as to which event the member wishes to enter at the State Leadership Conference.*
  - *Notification of the event choice should be made to the Board Member. Should one member of a team choose an individual event, the chapter may substitute another eligible member; however, at least 50% of the original team must be the same: Two members of the Parliamentary Procedure team, or one member of any other team event*

*must be retained from district to state. Also, the max number on the team must be maintained, a team of 3 cannot be substituted in for a team of 2. Otherwise, the next place team will be eligible for competition at the Colorado FBLA State Leadership Conference.*

- *Substitutions (between Dec 20 and DLC)*
- *Weather Issues*
  - *If weather prevents attendance at a District Leadership Conference, there is an option to attend another district leadership conference to compete. The member(s) will compete for the state qualifying spots within the District they competed in. The test results can stay in the home District.*

#### Financial Policies

- Financial Record Keeping
  - Board Member and the Bookkeeper of the High School/School District the business teacher works for.
- Bank Information
  - The board member's School bank.
- Contracts
  - District Conference is held at Otero Junior College and will use their catering service for the day's menu.
  - The Vice President will find a guest speaker and spend no more than \$3000 to include the opening session, 2 workshops, and lodging.
  - Lodging at the Hampton Inn for Guest Speaker and 1 room for state officers.
- End of Year Reporting
  - The Board Member of district 7 will file a District Reporting Form with the Colorado FBLA State Adviser by August 31 of each year.
- Account Reconciliation
  - This is completed by the board member and the bookkeeper of the School District.
- Accounts Receivable
  - Onsite Money Collection can be made to the School District bookkeeper
  - Check Payments can be mailed to the school district of the Board member
  - Credit Card Payments are accepted by the bookkeeper of the District with a 4% convenience fee.
- Accounts Payable
  - Invoices - Prior approval by Board Member and then submitted for payment.
  - Purchases - Must be approved by Board member and/or ordered through the board member.
  - Reimbursements - Submitted to the Board member for approval and payment. This includes the Vice President uniform and mileage for chapter visits.
- Budget and P&L Review
  - The Board Member, Vice President, and District Adviser meet at the beginning of the year to establish a budget. Items included: DLC keynote, refreshments and lunch options(through OJC), judges' gifts, supplies, program costs, grading refreshments, online testing costs, State officer room other budget items are mileage and uniform expense.
- Payment Policy - Bills are paid through the District account by the Board member.

- Miscellaneous - Extra funds in the District account can be divided among members attending NLC if voted on by District 7 advisers. The amount will be divided between attendees not chapters.
- Meeting Emergency & Crisis Policy
  - Policies will be followed at the location of where the District Conference is being held. If the emergency or crisis is one that does not affect the District, local chapters will follow their school policies.

#### District Officer Policies & Procedures

- **District President** This individual will be tasked with aiding the SVP in planning district meetings and planning for the District 7 Conference and be responsible for the signage at the conference. This individual will also report to the District 7 Board representative and aid in finding and appointing judges for the District 7 conference.
- **District Secretary** This individual will be tasked with aiding the SVP in taking minutes at the District meetings and keeping a record of all district conference finances for meetings and events. The Secretary will help fulfill all tasks regarding contact outside the organization on behalf of the SVP. This individual will also be tasked with coordinating any communication between the SVP, District 7 Adviser, local chapter officers and advisers. This position is responsible for alerting all chapter presidents prior to district events. Any spelling or grammatical mistakes on official correspondence by this individual are unacceptable.
- **District Historian** This individual will be tasked with taking pictures at all district events and compiling them from chapter events as well. The Historian will be required to continuously (at the close of every month) send all pictures received to the District 7 reporter. This position is also responsible for any social media to communicate with District 7 and the creation of the District 7 Conference slide show. It will be the Historian's responsibility to collect pictures from each chapter throughout the year.
- **District Reporter** This individual will be tasked with aiding the SVP in creating and updating the District 7 newsletter. The Reporter will help compile articles from chapters across the district to include in newsletters. There will be November, December, January, and March (4) newsletters. This individual will need to keep in contact with chapter reporters in order to receive adequate submissions from each chapter. The reporter will be responsible for sending articles of District 7 to Bryson Becker, Colorado FBLA Reporter
- Selection Process is done through applications submitted in May.
- District Officer Meetings are at the discretion of the Vice president and the District Board member.
- Travel for the District officers is handled through their chapter, no travel reimbursement will be allowed.
- Reimbursements are not permitted for District officers, this will be the cost of each chapter.

#### Policies & Procedures Revisions

- Any policy or procedure will be brought to the board member and then voted on by the advisers of District 7.