



**Colorado Collegiate FBLA  
State Leadership Conference  
April 20, 2024**

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## Checklist to Prepare for State Leadership Conference

- Set chapter deadlines for registration.
- Determine member cost of attending your chapter, including travel, additional meals, etc.
- Provide members with necessary conference information.
- Discuss dress code requirements with members.
- Register all members, advisers for the conference by the deadline.
- Print e-mailed invoice and check, double-check, triple-check for accuracy.
- Follow the deadline checklist for all State Leadership Conference forms.
- Review State Leadership Conference tentative agenda with attending members
- Have all attendees follow and like Colorado Collegiate FBLA on social media sites to receive conference updates and emergency information during the conference.
- Discuss National Leadership Conference information with members, so they are prepared if they qualify.



## State Leadership Conference Deadline Checklist

Date	Deadline	Notes
March 1	Membership Deadline Membership Payment Deadline	<a href="https://connect.fbla.org">connect.fbla.org</a>
March 15	SLC Registration Deadline	<a href="https://app.gobluepanda.com">app.gobluepanda.com</a> – advisers will login using the “Login with FBLA Connect” button and type in the same credentials
March 15	State Officer Candidate Application	<a href="https://form.jotform.com/Colorado_FBLA/collegiate-state-officer-app">https://form.jotform.com/Colorado_FBLA/collegiate-state-officer-app</a>
March 22	Who’s Who Outstanding Adviser	All links can be found at <a href="http://www.coloradofbla.org/collegiate-slc">www.coloradofbla.org/collegiate-slc</a>
March 20 – April 3	Online Testing Window	Advisers will download testing tickets from the registration site after March 15
April 20	State Leadership Conference	University of Colorado, Colorado Springs
May 1	Notification of NLC Intent	Confirm your two events: <a href="https://form.jotform.com/Colorado_FBLA/collegiate-nlc-intent-form">https://form.jotform.com/Colorado_FBLA/collegiate-nlc-intent-form</a>

## Contact Information

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## General Information

**Dates:** April 20, 2024

**Location:** University of Colorado, Colorado Springs  
1420 Austin Bluffs Pkwy  
Colorado Springs, CO 80918

A campus map can be found on the event webpage: [www.coloradofbla.org/collegiate-slc](http://www.coloradofbla.org/collegiate-slc)

**Cost:** **Free thanks to our generous sponsors!**

## Conference Registration

**Registration Link** – advisers will register their chapters. You will login to the site Blue Panda using the same credentials you use to login to FBLA Connect. Any “Collegiate Direct” members will need to contact Molly Davis for registration, [molly.davis@cccs.edu](mailto:molly.davis@cccs.edu).

### Eligibility

Chapter advisers, collegiate members and school administrators are eligible to attend. Every person attending the State Leadership Conference **MUST** be registered. To be eligible to compete as a Collegiate member, membership registration and dues must be paid to National FBLA by March 1<sup>st</sup>.

### Special Accommodations

For members that require special accommodations, complete the special needs section in the registration portal. Example reasons could include extended testing time per an IEP, wheelchair access, interpreter services, etc. Any dietary restrictions can be added in the dietary needs section of the registration portal.

### Registration Deadlines

- Membership Registration and Payment Deadline on FBLA Connect: **March 1**
- SLC Registration Deadline: **March 15**

## Tentative Schedule

### Saturday, April 20th

7:30 am	Registration & Breakfast
8:30 am	Introductions and Keynote Speaker
9:30 am	Competitions Begin
11:30 am	Lunch
12:30 pm	Workshops
2:30 pm	Awards Ceremony

## Hotel Recommendation

SpringHill Suites Colorado Springs South (\$119 USD per night)  
1570 N Newport Road Colorado Springs, Colorado 80916

TownePlace Suites Colorado Springs South (\$129 USD per night)  
1530 N. Newport Road Colorado Springs, Colorado 80916

Last Day to Book at discounted rate: Wednesday, April 3, 2024

[Booking link for the Collegiate State Leadership Conference](#)

## Competitive Events

All Objective Testing Events will be offered to registered conference attendees. The following presentation events will be offered at the conference:

- Accounting Case Competition
- Business Ethics
- Business Presentation
- Hospitality Management Case Competition
- Job Interview
- Marketing, Sales, and Communication Case Competition
- Public Speaking

Any other presentation event not offered at the state conference will be open to competitors for the National Leadership Conference. More information can be found below, in the NLC section. You can review all competitive event guidelines at <https://www.fbla.org/divisions/collegiate/pbl-competitive-events/>

**2023-24 COLLEGIATE COMPETITIVE EVENTS**

**OBJECTIVE TESTS**

- Foundations of Accounting
- Foundations of Communication
- Foundations of Computer Science
- Foundations of Economics
- Foundations of Entrepreneurship
- Foundations of Finance
- Foundations of Hospitality Management
- Foundations of Management
- Foundations of Marketing
- Foundations of Selling
- Foundations of Technology
- Organizational Behavior & Leadership
- Project Management
- Retail Management
- Sports Management & Marketing

**PRODUCTION EVENTS**

- Business Communication
- Computer Applications\*\*

**CAREER CONNECTIONS CONFERENCE-ONLY EVENT**

- Business Case Competition

**PRESENTATION**

- Accounting Case Competition
- Business Ethics
- Business Presentation
- Community Service Project\*
- Emerging Business Issues
- Entrepreneurship Pitch Competition
- Finance Case Competition
- Future Business Educator
- Future Business Executive\*
- Hospitality Management Case Competition
- Impromptu Speaking
- Job Interview
- Management Case Competition
- Marketing, Sales, and Communication Case Competition
- Parliamentary Procedure\*\*
- Public Speaking
- State of Chapter Presentation
- Technology and Computer Science Case Competition

\*events with a prejudice component  
\*\*event includes an objective test

Colorado  
**FBLA**

### Event Entries

Each member may compete in up to three events. **Only two events may be live, presentation events.**

### Testing Events

Testing Window: **March 20th – April 3rd**

Advisers will need to arrange for times to proctor any objective tests during the online testing window, March 20<sup>th</sup> – April 3<sup>rd</sup>. Advisers will download testing tickets from the Blue Panda registration portal after March 15th.

# Certification Form

All members must have completed Multiple Release Forms on file prior to the beginning of the conference. Advisers will keep the release forms with you and complete the Certification Form to turn in at registration.

## Dress Code

The National Dress Code will be in effect for all portions of the conference.

FBLA members and advisers should develop an awareness of the image one’s appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare members for the business world.

Appropriate attire is required for all attendees—**advisers, members, and guests**—at all general sessions, competitive events, workshops, and other activities unless otherwise stated in the conference program.



**FBLA DRESS CODE**

Projecting a professional image in the workplace is vital for business leaders. It demonstrates seriousness of purpose and respect for clients, colleagues, and others. As Future Business Leaders of America who seek to lead and serve others, participants will dress in business attire and uphold the professional image of the association. Appropriate professional attire is required in all conference areas for all attendees—advisers, members, and guests—at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated.

Conference name badges are part of the Dress Code and must be worn for all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The Dress Code is gender-neutral.

**ACCEPTABLE ITEMS**

**BUSINESS PROFESSIONAL**

- Business Suit**
  - Suit pants and jacket
  - Blouse (or) collared dress shirt with tie or scarf
  - Dress shoes (or) dress boots
- Blazer**
  - Dress pants (or) skirt
  - Blazer
  - Blouse (or) collared dress shirt with tie or scarf
  - Dress shoes (or) dress boots
- Dress**
  - A business dress
  - Dress shoes (or) dress boots
- Other Professional**
  - Dress pants (or) skirt
  - Blouse (or) collared dress shirt with tie or scarf
  - Dress shoes (or) dress boots

**BUSINESS CASUAL**

- Dress pants, skirt, (or) khakis
- Blouse, collared dress shirt, (or) polo shirt
- Dress shoes (or) dress boots

NOTE: Business Casual is only available during sessions specifically noted in conference materials and is NOT appropriate for competitive events.

**UNACCEPTABLE ITEMS**

The following items are prohibited in all conference areas, including competitive events.

- Denim or flannel clothing
- Shorts
- Athletic clothing
- Leggings or graphically designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- Swimwear
- Flip flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots
- Hats
- Graphically printed clothing

No dress code can cover all contingencies, so FBLA members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local adviser, state leader, or conference staff.

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the special accommodation portion of the registration form. Requests made after registration closes must be made in writing.

## State Officer Candidate Process

**Deadline:** March 15<sup>th</sup>

We are searching for candidates to lead us to the future! Colorado Collegiate FBLA encourages members to think about applying to be an officer! Officer titles include President, Secretary, and Treasurer.

Candidates must [submit an application online](#) by March 15<sup>th</sup> to be considered. The application process includes:

- Resume
- Recommendation from professor at school, preferably your Collegiate FBLA Adviser
- List of grades
- Flyer/Brochure describing candidate qualities & qualifications

Campaign speeches by the officer candidate are limited to a total of three (3) minutes. Candidate speeches will be given during the Opening Session.

## Who's Who in Colorado FBLA Collegiate

**Deadline:** March 22<sup>nd</sup>

The Who's Who in FBLA Collegiate honors seniors who have made outstanding contributions to the association at the local, state, and national levels. A cover letter, resume and adviser letter of recommendation are needed to complete the [online application](#). The winner of the Who's Who at the Colorado level will be recognized at the National Leadership Conference.

## Outstanding Adviser Award

The Outstanding Adviser Award is designed to recognize a Collegiate adviser who has made outstanding contributions to Colorado FBLA, Collegiate Division. No more than one Outstanding Adviser Award will be given per year, and it is not required that any be awarded.

The award will be presented at the State Leadership Conference Awards Session. To nominate your adviser, [please complete the online form](#).

## National Leadership Conference

The top four competitors in each national competition are eligible to attend and compete at the 2023 National Leadership Conference. The Collegiate National Leadership Conference will be held in Orlando, FL, June 24-27, 2024.

Awards winners must complete an NLC Intention Form by May 1<sup>st</sup>. On the form, members can select up to two events to compete in at the National Leadership Conference. Priority will be given to students who have earned 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> place in each event during the State Leadership Conference. Any event not offered at the State Leadership Conference will be considered an "open event," and students will be allowed to register to compete at NLC on a first come, first served basis.

National Leadership Conference Intent Form linked here: [https://form.jotform.com/Colorado\\_FBLA/collegiate-nlc-intent-form](https://form.jotform.com/Colorado_FBLA/collegiate-nlc-intent-form)

## Colorado 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 Code of Conduct in their possession at all FBLA activities and must submit a Certification Form certifying that all members have read and signed the Verification Form.*

### **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, 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 advisers informed of their activities and whereabouts at all times.
- 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.
- Participants will NOT be admitted to conference activities and competitive events if in violation of the dress code. 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.
- 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 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:**

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

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CTSO Member 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.

CTSO Member 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

## 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

## Colorado FBLA Collegiate Certification Form

The Collegiate members of \_\_\_\_\_ have read the Collegiate Code of Conduct, and have completed Medical Release and Verification Forms.

The Chapter Adviser has reviewed and collected all member forms to be kept on file with the school and in their possession at all conferences.

\_\_\_\_\_  
Chapter Adviser Signature

\_\_\_\_\_  
Date

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