



Colorado

FBLA

District 6 Leadership Conference

January 30, 2023

Call to Conference

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Adviser Checklist to Prepare for District Leadership Conference

Set chapter deadlines for registration and payment

Submit school district paperwork information

Provide members with necessary conference information, including cost

Send a letter to parents with event details

Register all members, advisers for the conference by the deadline

Print e-mailed invoice and check, double-check, triple-check for accuracy

Submit invoice to bookkeeper for payment

Mail conference payment

Follow the deadline checklist for all District Leadership Conference

Review District Leadership Conference tentative agenda with attending members

Discuss State Leadership Conference information with members, so they are prepared if they qualify

District Leadership Conference Deadline Checklist

Date	Deadline	Notes
December 1	Membership Deadline Membership Payment Deadline	connect.fbla.org
By December 5	Registration Opens	https://app.gobluepanda.com/ - select Login with FBLA Connect and use your FBLA Connect credentials
December 15	Registration Deadline	
December 16-20	Registration Changes or Additions	
After December 20	NO registration changes or additions are allowed	
January 19, 2024	Payment Received Deadline	
January 19, 2024	Pre-Judge Submissions	Events: Business Ethics, Business Financial Plan, Business Plan, Digital Animation, Digital Video Production, Future Business Educator, Future Business Leader, Job Interview
January 25, 2024	Production Submissions	Events: Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing
January 8-25, 2024	Online Testing Window	Tests available from 7 am to 7 pm M-F
January 25, 2024	Business Achievement Awards Completion Deadline for District Recognition	https://www.fbla-pbl.org/divisions/fbla/fbla-education/
January 26, 2024	District Grading Day	21 C Library
January 30, 2024	District Leadership Conference	Mountain Springs Church 7345 Adventure Way, Colorado Springs, CO 80923

General Information

Date: January 30, 2024

Location: Location here

Cost: \$30.00

Registration	On Time	Late	No Changes
Deadline (Received)	December 15	December 16-20	After December 20
Registration (includes online testing, competition materials, awards, conference materials)	\$30.00	Changes: \$10 per member Additions: Registration Fee + \$10 per member	No Changes or additions available after December 20th
How to Register	https://app.gobluepanda.com/	https://app.gobluepanda.com/	Not available

Attendee Information Needed to Register

Name

Competitive Event

Grade

Required Forms

Multiple Release Form – completed form from each member (adviser keeps)

Certification Form – completed form from each adviser (turned in at registration)

Registration Deadlines

Registration Opens: By December 5

Registration Deadline: December 15

Late Registration: December 16-20, any changes will be \$10 per member, any additions will be the registration fee + \$10 per member

After December 20: No changes may be made to the District Leadership Conference registration

Payment Received Deadline: January 19, 2024

Contact Information

Name	Title	E-mail
Jo Powell	Board Member	jo.powell@asd20.org
Naisha Naik	State Officer	d6stateofficer@coloradofbla.org
Connor Hatchell	District Adviser	connor.hatchell@asd20.org

Conference Registration

<https://app.gobluepanda.com/> - click Login with FBLA Connect, and use your same credentials. Select Colorado FBLA from the dropdown menu at the top, and then begin your registration for the District Leadership Conference.

Eligibility

To be eligible to attend and compete, members must be registered with National FBLA by midnight, December 1st. FBLA Advisers – you must open your invoice in FBLA Connect and select your method of payment by midnight, December 1st for your members to be considered active.

Registration Refunds

No registration refunds will be processed after the registration deadline.

Payments

Payment Received Deadline: January 19, 2024

Checks

Checks can be made out to **District 6 FBLA** and mailed to: **10750 Thunder Mountain Avenue, Colorado Springs, CO 80908**

No refunds will be processed after the registration deadline.

Tentative Conference Schedule of Events

7:30 Prep Room opens

8:00 Round 1 Begins

9:00 Round 2 Begins

10:00 Round 3 Begins

12:30 Awards

1:30 Conference Concludes

Release & Certification Forms

All members must have completed Multiple Release Forms on file prior to the beginning of the conference. Keep the release forms with you. A certification form should be completed and submitted during conference registration.

Competitive Events

Event Entries

By Member: Each member can enter in a maximum of two events. Only one can be a “live”, membership entry based, non-testing event (shown in yellow highlights). Check out the [Competitive Events List-Districts](#) or the chart in this document for more details.

By Chapter: For chapter limitations, it depends on your chapter membership. Refer to the [Colorado Events List-Districts](#).

1-49 members: 3 entries

50-100 members: 4 entries

101-150 members: 5 entries

151+ members: 6 entries

Online Testing

Online Testing Window: January 8-25, 2024

Online Testing Timing: 7:00 am – 7:00 pm Monday through Friday during the testing window

Information about the online testing and production events will be sent to advisers the beginning of January. Please ensure computers with internet access are available during this window for your students to test.

Procedural Reminder: Team objective tests are taken individually by each team member. The scores of all team members will be averaged to determine the average team score. Any team member who does not sign in within 15 minutes of other team members and take the test will be removed from the team and prevented from advancing to the next level of competition.

Prejudged Events

Deadline: January 19, 2024

By 11:59 pm, **advisers submit the components of the events listed below**. Competitors must complete all portions of competitions to qualify for the next level of competition.

Events with a pre-judge component:

Event	Pre-judge Component
Business Ethics	Executive Summary
Business Plan	Report (PDF)
Digital Animation	URL
Digital Video Production	URL
Future Business Educator	Lesson Plan (PDF)
Future Business Leader	Cover Letter, Resume (PDF)
Job Interview	Cover Letter, Resume (PDF)

Production Events

Deadline: January 19, 2024

Information will be sent to advisers via email the beginning of January. Competitors must complete all portions of competitions to qualify for the next level of competition.

Production Events:

Computer Applications
Database Design & Applications
Spreadsheet Applications
Word Processing

Please review the specific production event guidelines for the length of time allotted for each production period. Competitors must complete all portions of competitions to qualify for the next level of competition.

Policies

The [national guidelines](#) will be followed for rating sheets.

Timing for presentations may vary. All information regarding the presentation times for events will be communicated through emails.

Role Play event scoring: The top 10 teams from objective test scores will be eligible to participate in the role-play event at districts. Each team's overall score will be based on a combination of 75% of the team's performance score and the other 25% of each team's overall score will be based on the team's objective test score.

No substitutions are allowed in between the test and role play rounds. Competitors must complete all portions of competitions to qualify for the next level of competition.

Awards & Recognition

Awards Ceremony will be held in the sanctuary at approximately 12:30. Only those who are qualifying for the state conference will be called to the stage.

Business Achievement Awards

Business Achievement Awards is an opportunity for individual members to be recognized for enhancing their leadership skills, expanding their business knowledge and contributing to their local communities. There are four levels to the Business Achievement Awards: Contributor, Leader, Advocate and Capstone. Learn more at [this link](#).

At our District Leadership Conference, we will recognize the Contributor and Leader levels of the Business Achievement Awards. Complete the award by January 25, 2024 for recognition.

State Leadership Conference

The top four competitors in each event to attend and compete at the 2024 State Leadership Conference, held April 1-3. [More information about State Leadership Conference will be posted online on the state website.](#)

State Qualifier Policies

If a student would qualify for the State Leadership Conference in two events, the student's adviser must notify district leadership ASAP which event the student wishes to enter at the State Leadership Conference.

Team Events: The maximum registered number on the team must be maintained; for example, a team of three cannot be substituted in for a registered team of two.

Are Substitutions Allowed? Substitution Policy:

INDIVIDUAL/TEAM EVENTS. Only Team Substitutions Allowed, With Exceptions. If competing as a team that does **not** require a **pre-judged** component (see below), you may substitute one (1) member of a team originally comprised of 2 or 3 members. If competing as an individual, no substitutions are allowed, and his or her spot is forfeited to the next eligible competitor.

INDIVIDUAL EVENTS. No. Substitutions are not allowed for individual events. If an individual cannot participate in the next level of competition, his or her spot is forfeited to the next eligible competitor.

PARLIAMENTARY PROCEDURE. Yes, With Exceptions. You may make substitutions if at least two (2) members of a team of 4, or three (3) members from a team of 5 remain on the team that advance to the next level of competition. Maximum number of substitutions allowed is two (2).

CHAPTER EVENTS. Yes. Substitutions are allowed for chapter events with a presentation component if the chapter participates in the next level of competition.

PREJUDGED EVENTS. No. Substitutions are not allowed for prejudged events. However, a team may drop a member if allowed in the event guidelines. If an individual or team cannot participate in the next level of competition, their spot is forfeited to the next eligible individual or team.

ROLE PLAY EVENTS. No substitutions are allowed in between the test and role play rounds.

2023-24 Colorado FBLA Competitive Events Elements List

Member Event Limit: 2 events (**only one can be a “live”, membership entry based, non-testing event – in yellow highlights**)

**Individual, Team or Chapter Events – Teams can be made up of 1, 2 or 3 participants, unless otherwise noted in parenthesis. Chapter events can have 1, 2 or 3 participants present the project.*

***Membership Based: 0-49 chapter members – 3 entries per chapter, 50-100 chapter members – 4 entries per chapter, 101-150 chapter members – 5 entries per chapter, 151+ chapter members – 6 entries per chapter*

****Future Business Educator: A participant can compete in this event and up to 2 other events (only one can be a live event) at the District Leadership Conference*

Event	Grade	Type	I/T/C* (#)	Chapter Entries**	State Qualifiers	Notes
Accounting I	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Accounting II	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Advertising	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Agribusiness	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
American Enterprise Project	9-12	Prejudge Report & Presentation	C	1 per chapter		State only event – no district competition
Banking & Financial Systems	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 in the obj test will present @ DLC
Broadcast Journalism	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	Presentation @ DLC
Business Calculations	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Business Communication	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Business Ethics	9-12	Online Test, Prejudge, Presentation	T (1-3)	Membership Based	Top 4	Prejudge due: 1/19 Presentation @ DLC
Business Law	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Business Management	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 in the obj test will present @ DLC
Business Plan	9-12	Prejudge Report & Presentation	T (1-3)	Membership Based	Top 4	Prejudge due: 1/1 Presentation @ DLC
Client Service	9-12	Presentation w/o Equip	I	Membership Based	Top 4	All students/teams will present at DLC
Coding & Programming	9-12	Demonstration	T (1-3)	Membership Based	Top 4	Presentation @ DLC
Community Service Project	9-12	Prejudge Report & Presentation	C	1 per chapter		State only event – no district competition
Computer Applications	9-12	Production & Online Test	I	Unlimited	Top 5	Production Test 1/19 Objective Test (1/8-1/25)
Computer Game & Simulation Programming	9-12	Demonstration	T (1-3)	Membership Based	Top 4	Presentation @ DLC
Computer Problem Solving	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Cyber Security	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/9-1/25)
Data Analysis	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	Presentation @ DLC
Database Design & Apps	9-12	Production & Online Test	I	Unlimited	Top 4	Production Test 1/25 Objective Test (1/8-1/25)
Digital Animation	9-12	Prejudge Project & Presentation	T (1-3)	Membership Based	Top 4	Prejudge due: 1/19 Presentation @ DLC
Digital Video Production	9-12	Prejudge Project & Presentation	T (1-3)	Membership Based	Top 4	Prejudge due: 1/19 Presentation @ DLC
Economics	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Electronic Career Portfolio	9-12	Presentation (Equipment)	I	Membership Based	Top 4	Presentation @ DLC
Entrepreneurship	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 in the obj test will present @ DLC
Financial Statement Analysis	9-12	Presentation	T (1-3)	Membership Based	Top 4	Presentation @ Districts
*** Future Business Educator (Colorado only)	9-12	Pre-judge & Presentation (Equipment)	I	Membership Based	Top 4	Colorado district and state event only Pre-judge due 1/19
Future Business Leader	9-12	Interview	I	Membership Based	Top 4	Prejudge due: 1/19 Presentation @ DLC
Graphic Design	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	Presentation at DLC
Health Care Administration	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)

Help Desk	9-12	Online Test & Role Play	I	Membership Based	Top 4	Top 10 in the test will present at DLC
Hospitality & Event Management	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 in the test will present at DLC
Human Resource Management	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Impromptu Speaking	9-12	Speech	I	Membership Based	Top 4	Presentation @ DLC
Insurance & Risk Management	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
International Business	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 in the obj test will present @ DLC
Introduction to Business Concepts	9-10	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Introduction to Business Communication	9-10	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Introduction to Business Presentation	9-10	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	Presentation @ DLC
Introduction to Business Procedures	9-10	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Introduction to Event Planning	9-10	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 in the obj test will present @ DLC
Introduction to FBLA	9-10	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Introduction to Financial Math	9-10	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Introduction to Information Technology	9-10	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Introduction to Marketing	9-10	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Introduction to Parliamentary Procedure	9-10	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Introduction to Programming	9-10	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	Presentation at DLC
Introduction to Public Speaking	9-10	Speech	I	Membership Based	Top 4	Presentation @ DLC
Introduction to Social Media Strategy	9-10	Presentation with Equipment	T (1-3)	Membership Based	Top 4	Presentation @ DLC
Job Interview	9-12	Interview	I	Membership Based	Top 4	Prejudge due: 1/19 Presentation @ DLC
Journalism	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Local Chapter Annual Business Report	9-12	Prejudge Report & Presentation	C	1 per chapter		State only event – no district competition
Management Information Systems	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 in the obj test will present @ DLC
Marketing	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 in the obj test will present @ DLC
Mobile Application Development	9-12	Demonstration	T (1-3)	Membership Based	Top 4	Presentation @ DLC
Network Design	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 in the obj test will present @ DLC
Networking Infrastructures	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Organizational Leadership	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Parliamentary Procedure	9-12	Online Test & Role Play	T (4-5)	Membership Based	Top 4	Test only at DLC, no presentation.
Partnership with Business Project	9-12	Prejudge Report & Presentation	C	1 per chapter		State only event – no district competition
Personal Finance	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Political Science	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Public Policy & Advocacy	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Public Service Announcement	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	Presentation @ DLC
Public Speaking	9-12	Speech	I	Membership Based	Top 4	Presentation @ DLC
Sales Presentation	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	Presentation @ DLC
Securities & Investments	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Social Media Strategies	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	Presentation @ DLC
Sports & Entertainment	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	top 10 in the obj test will

Management						present at DLC
Spreadsheet Applications	9-12	Production & Online Test	I	Unlimited	Top 5	Production Test 1/19 Objective Test (1/8-1/25)
Supply Chain Management	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
UX Design	9-12	Online Test	I	Unlimited	Top 5	Objective Test (1/8-1/25)
Visual Design	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	Presentation at Districts
Website Coding & Development	9-12	Demonstration	T (1-3)	Membership Based	Top 4	Presentation at Districts
Website Design	9-12	Demonstration	T (1-3)	Membership Based	Top 4	Presentation @ DLC
Who's Who in FBLA	12	Prejudge	I	Unlimited		State only event – no district competition
Word Processing	9-12	Production & Online Test	I	Unlimited	Top 5	Production Test 1/19 Objective Test (1/8-1/25)

Dress Code

The [FBLA National Dress Code](#) will be in effect.

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 members during competitive events.

DRESS CODE

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for conference attendees—students, advisers, and guests. Professional business attire is required at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated in conference materials.

Conference name badges are considered part of the dress code and must be worn at 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
 - Neckwear such as tie or scarf
 - Dress shoes (or) dress boots
 - Blazer**
 - Dress pants, including khakis, (or) dress (or) skirt
 - Blazer
 - Blouse (or) collared dress shirt
 - Neckwear such as tie or scarf
 - Dress shoes (or) dress boots
 - Dress**
 - A business dress
 - Dress shoes (or) dress boots
 - Other Professional**
 - Dress pants, including khakis, (or) skirt
 - Blouse (or) collared dress shirt
 - Neckwear such as tie or scarf
 - Dress shoes (or) dress boots
 - BUSINESS CASUAL**
 - Dress pants, skirt, (or) khakis/chino-style pants
 - Blouse, collared dress shirt, (or) polo shirt
 - Dress shoes (or) dress boots

NOTE: Business Casual is only permitted during sessions specifically noted in conference materials.

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.

June 2023

FAQs

Q: Where do I go to register?

A: Go to app.bluepanda.com to register for your District Leadership Conference. Click Login with FBLA Connect, and use your same credentials. Select Colorado FBLA from the dropdown menu at the top, and then begin your registration for the District Leadership Conference. Follow the DLC Registration Tutorial for step-by-step instructions.

Q: What is my username and password?

A: You will login using the same credentials you use to access FBLA Connect. If you cannot login to FBLA Connect, please submit a Help Desk ticket from connect.fbla.org.

Q: I have a student that needs accommodations.

A: Please list these accommodations in the registration system. Follow the DLC Registration Tutorial for step-by-step instructions.

Q: How do I know that my registration has been received?

A: Make sure to click SUBMIT at the end. If you have received an e-mail confirmation, you are officially registered. Follow the DLC Registration Tutorial for step-by-step instructions.

Q: When is my District Leadership Conference and how do I pay?

A: Read your district's Call to Conference, found online in the District Conferences tab, under Events, on the Colorado FBLA website.

Q: In how many events can a student participate?

A: No more than two, only one can be a "live" event (highlighted in the Event Element and Limitation list). Refer to the [Competitive Events List - District](#).

Q: How many entries does my chapter receive for each event?

A: For testing events, chapters receive unlimited entries. For membership-based entries, it depends on your chapter membership. Refer to the [Competitive Events List – District](#).

- 1-49 members: 3 entries
- 50-100 members: 4 entries
- 101-150 members: 5 entries
- 151+ members: 6 entries

Q: What are the rules on if a member competed in the event before?

A: The [national guidelines are followed](#). Members may compete in an event more than once if they have not previously placed in the top ten of that event at the National Leadership Conference. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event. This eliminates the exceptions for team events that were previously in place, as this change will now affect all events.

Q: Help! I've logged in and don't see a member!

A: The member isn't really a member. The membership registration and payment deadline was December 1st. You may still register the student as an FBLA member on the national website. Contact Molly Davis to add them to the DLC registration list by December 15th for a \$10 fee per late member – molly.davis@cccs.edu.

Q: Help! I can't log in!!

A: Click the "Login with FBLA Connect" button from Blue Panda, and then use the same credentials you use when logging into the FBLA Connect membership system. Follow the DLC Registration Tutorial for step-by-step instructions. If you are still unable to log in, you may be blocked from registering because of an owed balance. Contact Molly Davis at molly.davis@cccs.edu.

Q: Where is the information on taking tests?

A: Tests will all take place online, prior to the District Leadership Conference. Information about logging in to take tests will be sent out in late December/early January via email.

Q: How long are the online tests?

A: Each test is timed and will time out after 50 minutes. This is a change from last year.

Q: Can students start the test on one day and finish it on another?

A: No. Students must take the test in one sitting.

Q: What if I have several students on a team? Do they each take an individual test or do they collaboratively take one test?

A: The students will take the test individually. Team objective tests are taken individually by each team member. The scores of all team members will be averaged to determine the average team score. Any team member who does not sign in within 15 minutes of other team members and take the test will be removed from the team and prevented from advancing to the next level of competition.

Q: Where is the information on the production events?

A: The production part of four competitions (Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing) will all take place prior to the District Leadership Conference. Information about production tests will be sent out in January via email.

Q: Do production events have to take a test?

A: Yes. For Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing, students will need to budget their time to take a 50-minute-long test, in addition to completing their production events in the allotted amount of time for the production assessment.

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 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.
- Members will be prohibited from participation without local supervision provided by the 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.
- 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.
- Members of the opposite sex are not allowed in sleeping rooms in hotels or motels unless the door is WIDE OPEN or the chapter adviser or responsible adult is present in the room.
- 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.

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.

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)².

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:

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