

2022 Colorado Call to National Leadership Conference

Colorado FBLA



Table of Contents

Deadline Checklist..... 2

Checklist to Prepare for National Leadership Conference..... 2

General Information 3

Costs..... 3

Registration..... 4

 Competition & Hotel Registration 4

 Information Needed to Register 4

 Conference Registration 4

Payments..... 4

Travel 4

Tentative Schedule..... 4

Hotel Information 5

Code of Conduct 5

Release Forms 5

Conference Policies..... 5

Pin Design..... 5

Competitive Events 6

 Competitive Events Registration..... 6

 Competitive Event Submission 6

 Test Submission 6

 Competitive Event Coordinators Needed 6

FAQ..... 7

Deadline Checklist

Deadline Date	Item
April 25	Every member recognized as a top ten competitor will complete the intention form .
April 27	List of NLC competitors will be sent to advisers
May 6	NLC Registration Information (for Colorado) <ul style="list-style-type: none"> <input type="checkbox"/> Competitive Event Information <input type="checkbox"/> Hotel Information
May 6	Pre-Judge Submission Events that require pre-judge submissions are: <ul style="list-style-type: none"> <input type="checkbox"/> 3-D Animation <input type="checkbox"/> American Enterprise Project <input type="checkbox"/> Business Ethics <input type="checkbox"/> Business Plan <input type="checkbox"/> Business Financial Plan <input type="checkbox"/> Community Service Project <input type="checkbox"/> Digital Video Production <input type="checkbox"/> Future Business Leader <input type="checkbox"/> Job Interview <input type="checkbox"/> Local Chapter Annual Business Report <input type="checkbox"/> Partnership with Business Project
May 12	Production Submission Events that require pre-judge submissions are: <ul style="list-style-type: none"> <input type="checkbox"/> Computer Applications <input type="checkbox"/> Database Design & Applications <input type="checkbox"/> Spreadsheet Applications <input type="checkbox"/> Word Processing
May 20	NLC Payment for Colorado package
June 6	NLC Conference Registration

Checklist to Prepare for National Leadership Conference

- Check Competitive Events times before securing transportation**
- Set chapter deadlines for registration and payment
- Submit school district paperwork and transportation information
- Determine student cost to attend with your chapter, including registration fees, lodging, meals, travel, etc.
- Provide students with necessary conference information, including cost
- Send a letter to parents with event details
- Discuss dress code requirements with students
- Collect student payment before registration deadline
- Register all students, advisers, chaperones for the conference by the deadline
- Submit pre-judge submissions by deadline
- Submit invoice to bookkeeper for payment
- Review National Leadership Conference tentative agenda with attending members
- Ensure proper dress attire is packed with students before departure
- Ensure all permission, medical and code of conduct forms are completed
- Have all attendees follow and like National and Colorado FBLA on social media sites to receive conference updates and emergency information during the conference

Pit Stop One ○

April 25:
National Leadership
Conference Intent Form

Pit Stop Two ○

May 6:
Register for competitions
& housing through
Colorado FBLA, submit
pre-judge components

Pit Stop Three ○

June 6:
Register & pay for
National Leadership
Conference through
National FBLA

**SUCCESS
STARTS HERE**

**Three Pit Stops to
National Leadership
Conference**

COLORADO
FBLA-ΦΒΛ

General Information

NLC Dates: June 29-July 2

Location: Chicago, Illinois

Hotel: Hyatt Regency McCormick Place

National Leadership Conference Information Website: www.fbla-nlc.org

Costs

It is mandated by Board policy that in order to be eligible to compete, everyone registered for the conference must stay at the Colorado assigned hotels by National FBLA.

Registration Cost: (Sent to National FBLA)

	<i>National FBLA (paid to National FBLA)</i>	<i>Colorado FBLA Mandatory Fee (paid to Colorado FBLA)</i>	<i>Colorado FBLA Optional State Package (paid to Colorado FBLA)</i>
<i>NLC Member Registration</i>	\$195	\$5	\$45
<i>NLC Adviser Registration</i>	\$100	\$5	\$45
<i>NLC Chaperone/Guest Registration</i>	\$100	\$5	\$45

Colorado Package Cost Per Person: \$45 (includes t-shirt, trading pins and general session gift)

Hotel Price: \$310 per room, per night (paid to Colorado FBLA)

(Note: Travel is on own)

Registration

There are two registration systems:

- Competition & Hotel Registration – through Colorado
- Conference Registration – through National FBLA

Competition & Hotel Registration

Schools must register for competitions and hotel within the [Colorado NLC Registration System](#).

Information Needed to Register

- Attendee Names
- Attendee T-shirt sizes
- Housing List

Conference Registration

Schools must register and pay for their delegation (including chaperones, guests and students) within the [National Online Registration](#). **Send conference registration payment to the national office.**

Payments

Send payments for the Colorado FBLA fee and housing to:

Colorado FBLA
9101 E Lowry Blvd
Denver, CO 80230

There are no refunds after the deadline.

Send payments for conference registration to National FBLA.

Travel

Each chapter is on their own for travel to and from Colorado and Chicago.

If needed, here is contact information for travel agents to use for your chapter:

- **American International Travel and Tours** – Doug Dalton, aitraveltours1@gmail.com
- **National Travel Systems** – Allan Judah, ajudah@nationaltravelsystems.com
- **Travel World of Crosby** – Allen Siegler, [Contact Us](#)
- **Ground Transportation Needs** – Amanda Medinger, amanda.medinger@arrowgroundlogistics.com, 402.599.9894

Tentative Schedule

A tentative schedule is [available online](#). **MAKE SURE TO CHECK COMPETITIONS TIMES BEFORE BOOKING FLIGHTS.**

Hotel Information

The Colorado delegation will be staying at the [Hyatt Recency McCormick Place](#).

Housing lists will be completed within the registration system.

Code of Conduct

FBLA-PBL is justly proud of our members' appearance and behavior. Please take a signed copy of the Code of Conduct for each member in attendance. It is hoped this code will help maintain the tradition of excellence. Curfew will be established and enforced each day as well as the dress code.

Release Forms

Each adviser is responsible for obtaining a separate Medical Release form for each member attending the conference.

Conference Policies

- **In order to be eligible to compete at the National Leadership Conference, the chapter must stay at the hotel blocks acquired by National FBLA for the duration of the conference.**
- Every FBLA member attending the conference must be under the supervision of an adult adviser or chaperone.
- Any student attending the National Leadership Conference must be **accompanied by his/her local adviser, local school district employee, or his/her parent**. If the above mentioned is unable to accompany the student to the National Leadership Conference, the student will forfeit his/her right to competition, and the next place winner will be notified. The state adviser or state officer team adviser will not be available to chaperone students.
- The Board of Directors is aware of the financial responsibility but also expect the Colorado reputation to remain unscarred.
- Please make students read, understand, and agree to abide by the Code of Conduct. Members who do not abide by the regulations stated in the code or who conduct themselves in an undignified manner will be reported to their school administration and parents.

Pin Design

The winning pin and T-shirt designs from the school year will be used as inspiration of the designs:



The T-shirt inspiration will be added after State Leadership Conference.

Competitive Events

All competitors who received 1st through 4th place qualify to compete at Nationals. Future Business Educator was a Colorado-only event, and it does not have an equivalent event at NLC.

NLC Intention Form: By April 25th, every member recognized as a top ten competitor will complete the [intention form](#). On April 27th, the list of NLC competitors will be sent to advisers and posted on www.coloradofbla.org/nlc.

If a member does not fill out the intent form by April 25, they will forfeit their opportunity to compete at NLC.

Check the Competitive Events schedule **BEFORE** planning the trip, there are some events that happen before the Opening Session. Schedules will be posted on www.fbla-nlc.org in early June. Some tentative schedules are posted at <https://fbla-nlc.org/fbla-competitive-events/>, but are subject to change.

Competitive Events Registration

The State Office will register students into their events after the May 6th competition & hotel registration deadline. **NO COMPETITIVE EVENTS ADDITIONS AFTER MAY 6TH!**

Competitive Event Submission

The following event pre-judge components need to be submitted online by May 6th – see the specific links in deadline checklist:

- 3-D Animation
- American Enterprise Project
- Business Ethics
- Business Plan
- Business Financial Plan
- Community Service Project
- Digital Video Production
- Future Business Leader
- Job Interview
- Local Chapter Annual Business Report
- Partnership with Business Project

Test Submission

The following events will submit their tests by May 12th:

- Computer Applications
- Database Design and Application
- Spreadsheet Applications
- Word Processing

Proctors will receive the information in a separate e-mail. The proctor cannot be the teacher.

Competitive Event Coordinators Needed

Colorado will be assigned competitions to assist with at the National Leadership Conference. Your assistance is needed!

Advisers will sign up for this opportunity (or to serve as a dance chaperone) through the registration system.

FAQ

Why is the deadline so early?

The National Competitive Events Committee sets the NLC competitive events deadline. In order for all Colorado entries to be properly submitted to National FBLA, the deadline must be followed with no exceptions.

What if not everyone on a team can attend NLC?

You can substitute up to 50% of the team with other FBLA members from your chapter, and not all members have to present. For example, if only one or two members on a 2-3 person team can attend, that team can still present at NLC.

Why are costs higher than past years?

Due to the inflationary pressures of the pandemic along with the additional costs associated with events in Chicago, the NLC registration rate has been adjusted. The National FBLA-PBL Board of Directors has underwritten part of the registration cost.

Why is there a \$5 state registration fee?

The \$5 state registration fee covers the administration cost charged to Colorado FBLA. Colorado FBLA registers all chapters and attendees for NLC Competitive Events, and NLC Hotel Lodging. This process includes hours of data entry, verification, and pre-conference payments made on your behalf.

What's the optional meal cards?

National FBLA has partnered with Visit Chicago to develop an optional meal card program. Please note not all restaurants are covered in the meal card program and there is a \$1 administrative fee charged by National FBLA.

What is the Colorado Package?

The Colorado package is purchased through Colorado FBLA for \$45. The kit includes the Colorado themed t-shirt, Colorado trading pins, and other conference necessities. Colorado Packages are pre-sold only, and no additional packages will be available on-site.

I've found different information or deadlines on the NLC website, which should I follow?

Some information may differ between Colorado FBLA and National FBLA, including deadlines. Occasionally, earlier deadlines or differing information is required due to each state having additional steps or processes to complete. Please always use the more strict deadline/information or reach out to Jen Staley (jen.staley@cccs.edu) for clarification.