

FBLA District 10 Policies & Procedures

Information in this handbook is to inform FBLA advisers and members of the guidelines and expectations for District 10 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.

Chaperone and Supervision Policy

- The Chaperone to student ratio is 1 adult to 12 students.
- Chaperones are required to be vigilant during the District 10 Conference and help to ensure an inviting and safe atmosphere.
- Chaperones may be asked to participate in helping coordinate workshops to facilitate student engagement.

Competitive Events

- *Competition*
 - *Students must complete all aspects of 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.*
 - *FBLA members can only attend the District Conference if they are competing in a live event, have turned in all of their pre-judged work or have completed an objective test.*
- *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 District 10 Board Member.*
- *Recognition*
 - *State Qualifiers will be recognized during the District 10 Conference. See Competitive Event Limits under "FBLA Districts", "District 10" in Livebinder to see how many students qualify for state in each event.*
 - *Medals are awarded at District Leadership Conference for each State qualifier.*
- *State Qualifiers*
 - *If a member would qualify for the State Leadership Conference in two events, the member's adviser must notify the District 10 Board Member 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 District 10 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. If the scores at the DLC are within the top 4, they qualify for State Leadership Conference, without displacing a qualifier from the District competing.*

Financial Policies

- Financial Record Keeping:
 - Financial record keeping will be the job of the District 10 Board Member. Board Member will have a cosigner (must be an adviser in the District) to the account to verify spending.
- Bank Information
 - Wells Fargo Bank
- End of Year Reporting
 - Each district will file a District Reporting Form with the Colorado FBLA State Adviser by August 31 of each year
- Board Member Compensation
 - District 10 Board Member receives \$500 for coordinating and setting up the District Conference.
- Account Reconciliation
 - The District 10 checking account is reconciled each month.
- Accounts Receivable
 - Onsite Money Collection--None
 - Check Payments—mailed to Board Member or brought to grading
 - Credit Card Payments--None
- Accounts Payable
 - Invoices—Submit to the Board member for payment
 - Purchases—Board Member will do all purchases for the conference. If Advisers make purchases they must be approved through Board Member.
 - Reimbursements— All reimbursements need to go through the Board Member.
- Budget and P&L Review
 - Budget for the District Conference will be managed and approved by the Board Member. Fellow Advisers and District State Officer are encouraged to advise Board Member of various costs of the conference to help stay within budget while provided the best experience possible for students.
- Payment Policy
 - Bills are paid by the Board Member as they are received.

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's protocol.

District Officer Policies & Procedures

- Qualifications
 - District Officers must submit an application, transcript and brief adviser letter of recommendation
 - District Officer must have minimum of at 2.5 GPA
- Requirements
 - Meet State Officer State Officer Adviser, and Board Member at the Arapahoe County Fairgrounds at 4:30pm on February 3rd to help setup for the conference. Setup typically lasts several hours.
 - Coordinate at the District Conference and assist State Officer and Board Member in their roles, make a presentation (if desired), assist with lunch tickets and getting lunches into the venue.
 - Demonstrate leadership during the workshops by encouraging others to participate and learn.

Selection Committee Member

- The District 10 Selection Committee Member is selected after the District Leadership Conference
- Entries on the Selection Committee Application form from the state will be considered

Policies & Procedures Revisions

- When policies and procedures need to be revised, District Advisers will be consulted by District 10 Board Member regarding necessary changes.