



Colorado

FBLA

District 10 Leadership Conference

2/7/2023

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	https://my.fbla-pbl.org/account/login.aspx?reload=timezone
By December 5	Registration Opens	
December 15	Registration Deadline	
December 16-20	Registration Changes or Additions	
After December 20	NO registration changes or additions are allowed	
1/20/2023	Payment Received Deadline Arapahoe High School 2201 E Dry Creek Rd Centennial, CO 80122 Check can be made out to: FBLA District 5 If payment is late or not received students will not be eligible to compete.	
1/20/2023	Pre-Judge Submissions	Events: Business Ethics, Business Financial Plan, Business Plan, Digital Animation, Digital Video Production, Future Business Educator, Future Business Leader, Job Interview
1/20/2023	Production Submissions	Events: Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing
1/20/2023	Business Achievement Awards Completion Deadline for District Recognition	https://www.fbla-pbl.org/divisions/fbla/fbla-education/
1/10/2023-1/20/2023	Online Testing Window	Tests available from 7 am to 7 pm- weekdays only Each competitive event that requires a test, (all objective tests, all production events, all role plays, and Parliamentary Procedure), will be taken by the student at their local school. Each chapter adviser will be given credentials to serve as a proctor and each student that is registered/required to take a

		<p>test will be provided with a test ticket that includes a website, username, and password. The test ticket will be digitally provided to the proctor who is responsible for distributing to students. These credentials will be emailed to the adviser before the testing window opens. Similarly, all production events will also require a proctor for their production</p> <p>**NEW** ALL OBJECTIVE TESTS ARE TAKEN INDIVIDUALLY BY STUDENTS. TEAMS OF STUDENTS WILL HAVE THEIR SCORES AVERAGED FOR A COMBINED TEST SCORE.</p>
February 7, 2023	District Leadership Conference	Chapter certification form due (end of this document)

General Information

Date: 02/07/2023

Location: Arapahoe Fair Grounds – 25690 E Quincy Ave, Aurora, CO 80016

Cost: \$35

Registration	Cost	Cost	Cost
Deadline (Received)	December 15	December 16-20	After December 20
Registration (includes online testing, competition materials, awards, conference materials)	\$35	<p>Changes: \$10 per member</p> <p>Additions: Registration Fee + \$10 per member</p>	Changes or additions not available
How to Register	Registration Link	Registration Link	

Attendee Information Needed to Register

- Name
- Grade
- Competitive Event
- Dietary Restrictions

Required Forms

- Multiple Release Form – completed form from each member (adviser keeps)
- Certification Form – completed form from each adviser (turned in at registration)
- Student MUST bring a photo ID

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: 01/20/2023

Contact Information

Name	Title	E-mail
Caroline Swank	Board Member District Adviser	cswank@lps.k12.co.us
Jane Griffin	State Officer	D10stateofficer@coloradofbla.org

Conference Registration

[Registration Link](#)

Eligibility

In order to be eligible to attend and compete, members must be registered and paid with National FBLA by midnight December 1.

Registration Refunds

No registration refunds will be processed after the registration deadline.

Payments

Payment Received Deadline: 01/20/2023

Checks

Checks can be made out to **District 10 FBLA**

Check can be mailed to:

Arapahoe High School

Attn: Caroline Swank

2201 E Dry Creek Road

Centennial, CO 80122

Credit cards can be used to pay through the registration system. A 4% convenience fee will be added to the registration fees.

No refunds will be processed after the registration deadline. State Leadership Conference registration will be allowed only after receiving full DLC payment.

Tentative Conference Schedule of Events

Start	Event
7:45	Registration
8:15	Opening Ceremony & Keynote Speaker
8:15	Judges Check-in & Breakfast
9:00	Events – Judging/ Workshops
12:00	Lunch
12:45	Closing Ceremony
2:00	Clean Up –plan to stay and clean the area that you are in before you leave.

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.

Parking

Park in lots A, B, E, or F (see picture below). We ask that if you have a bus staying on property during the event that they park in lots E or F further back in the lot. Schools will enter through doors on the north or south sides of the building. Note that we will have signs for schools to enter (please do NOT enter through judges doors).



Special Accommodations

For members that require special accommodations, complete the special needs portion in the registration system. Example reasons that members may need special accommodations would include wheelchair access or interpreter services or special dietary requests.

Food

Lunch will be provided. Make sure you enter your lunch orders in DLG when registering for the conference.

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 10–20

Online Testing Timing: 7:00 am – 7:00 pm during the testing window, no weekends.

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 Change: 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 20

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

Events with a pre-judge component:

Event	Pre-judge Component
Business Ethics	Executive Summary
Business Financial Plan	Report (PDF)
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 20

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

Production Events:

- Computer Applications
- Database Design & Applications
- Spreadsheet Applications
- Word Processing

All production events will last one hour during the production period. Competitors must complete all portions of competitions in order to qualify for the next level of competition.

Policies

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

Hold time: 10 minutes **Prep Time: 10 minutes** **Presentation time: 10 minutes**

- **EXCEPTIONS:**
 - Public speaking & Intro to Public Speaking: Presentation 4 Minutes
 - Impromptu Speaking: Prep 10 minutes, Presentation 4 minutes

Role Play event scoring: The preliminary round will have a weighted score. 75% of each team's overall preliminary score will be based on a team's performance score and the other 25% of each team's overall preliminary 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 in order to qualify for the next level of competition.

A photo ID and nametag are required to compete at the District Leadership Conference.

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 all levels of the Business Achievement Awards. Complete the award by January 20th for recognition at District Leadership Conference.

State Leadership Conference

The top four competitors in each competition are eligible to attend and compete at the 2023 State Leadership Conference, held April 5-7. [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.

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.

FBLA-PBL DRESS CODE

FBLA-PBL members and advisers should develop an awareness of one's appearance. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program.

Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.



ACCEPTABLE

Business suit with:
*Blouse
Collared dress shirt
and neck or bow tie*

Dress pants or skirt with:
*Blouse
Collared dress shirt
and neck or bow tie*

Business dress

Blazer with dress pants and:
*Blouse
Collared dress shirt
and neck or bow tie*

Dress shoes/dress boots



UNACCEPTABLE

Jewelry in visible body piercing, other than ears

Denim or flannel clothing of any kind

Shorts

Athletic clothing

Leggings or graphic designed hosiery/tights

Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses

Swimwear

Flip flops or casual sandals

Athletic shoes

Industrial work shoes

Hiking boots

Boat shoes

Any canvas or fabric shoes

Hats

Clothing with printing that is suggestive, obscene, or promotes illegal substances














No dress code can cover all contingencies, so FBLA-PBL 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 or state adviser.

2022-23 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 Qualifier	Notes
Accounting I	9-12	Online Test	I	Unlimited	Top 5	
Accounting II	9-12	Online Test	I	Unlimited	Top 5	
Advertising	9-12	Online Test	I	Unlimited	Top 5	
Agribusiness	9-12	Online Test	I	Unlimited	Top 5	
American Enterprise Project	9-12	Prejudge Report & Presentation	C	1 per chapter		State only event – no district competition
Banking & Financial Systems	9-12	Online Individual Test & Role Play	T (1-3)	Membership Based	Top 4	Top 14 from obj test compete in the role play at DLC; 10-minute prep
Broadcast Journalism	9-12	Presentation	T (1-3)	Membership Based	Top 4	
Business Calculations	9-12	Online Test	I	Unlimited	Top 5	
Business Communication	9-12	Online Test	I	Unlimited	Top 5	
Business Ethics	9-12	Online Individual Test, Prejudge, Presentation	T (1-3)	Membership Based	Top 4	
Business Financial Plan	9-12	Prejudge Report & Presentation	T (1-3)	Membership Based	Top 4	Prejudged component must be submitted to present at DLC
Business Law	9-12	Online Test	I	Unlimited	Top 5	
Business Management	9-12	Online Individual Test & Role Play	T (1-3)	Membership Based	Top 4	Top 14 from obj test compete in the role play at DLC; 10-minute prep
Business Plan	9-12	Prejudge Report & Presentation	T (1-3)	Membership Based	Top 4	Prejudged component must be submitted to present at DLC
Client Service	9-12	Presentation	I	Membership Based	Top 4	
Coding & Programming	9-12	Presentation	T (1-3)	Membership Based	Top 4	
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	
Computer Game & Simulation Programming	9-12	Presentation	T (1-3)	Membership Based	Top 4	
Computer Problem Solving	9-12	Online Test	I	Unlimited	Top 5	
Cyber Security	9-12	Online Test	I	Unlimited	Top 5	
Data Analysis	9-12	Presentation	T (1-3)	Membership Based	Top 4	
Database Design & Apps	9-12	Production & Online Test	I	Unlimited	Top 5	
Digital Animation	9-12	Prejudge Project & Presentation	T (1-3)	Membership Based	Top 4	Prejudged component must be submitted to present at DLC
Digital Video Production	9-12	Prejudge Project & Presentation	T (1-3)	Membership Based	Top 4	Prejudged component must be submitted to present at DLC
E-Business	9-12	Demonstration	T (1-3)	Membership Based	Top 4	
Economics	9-12	Online Test	I	Unlimited	Top 5	

Electronic Career Portfolio	9-12	Presentation	I	Membership Based	Top 4	
Entrepreneurship	9-12	Online Individual Test & Role Play	T (1-3)	Membership Based	Top 4	Top 14 from obj test compete in the role play at DLC; 10-minute prep
*** Future Business Educator (Colorado only)	9-12	Pre-judge & Presentation	I	Membership Based	Top 4	Colorado district and state event only - Prejudged component must be submitted to present at DLC
Future Business Leader	9-12	Interview	I	Membership Based	Top 4	Pre-judge requirement
Graphic Design	9-12	Presentation	T (1-3)	Membership Based	Top 4	
Health Care Administration	9-12	Online Test	I	Unlimited	Top 5	
Help Desk	9-12	Online Individual Test & Role Play	I	Membership Based	Top 4	Top 14 from obj test compete in the role play at DLC
Hospitality & Event Management	9-12	Online Individual Test & Role Play	T (1-3)	Membership Based	Top 4	Top 14 from obj test compete in the role play at DLC; 10-minute prep
Human Resource Management	9-12	Online Test	I	Unlimited	Top 5	
Impromptu Speaking	9-12	Speech	I	Membership Based	Top 4	10-minute prep; 4-minute speech
Insurance & Risk Management	9-12	Online Test	I	Unlimited	Top 5	
International Business	9-12	Online Individual Test & Role Play	T (1-3)	Membership Based	Top 4	Top 14 from obj test compete in the role play at DLC; 10-minute prep
Introduction to Business Concepts	9-10	Online Test	I	Unlimited	Top 5	
Introduction to Business Communication	9-10	Online Test	I	Unlimited	Top 5	
Introduction to Business Presentation	9-10	Presentation	T (1-3)	Membership Based	Top 4	
Introduction to Business Procedures	9-10	Online Test	I	Unlimited	Top 5	
Introduction to Event Planning	9-10	Online individual Test & Role Play	T (1-3)	Membership Based	Top 4	Top 14 from obj test compete in the role play at DLC; 10-minute prep
Introduction to FBLA	9-10	Online Test	I	Unlimited	Top 5	
Introduction to Financial Math	9-10	Online Test	I	Unlimited	Top 5	
Introduction to Information Technology	9-10	Online Test	I	Unlimited	Top 5	
Introduction to Marketing	9-10	Online Test	I	Unlimited	Top 5	
Introduction to Parliamentary Procedure	9-10	Online Test	I	Unlimited	Top 5	
Introduction to Public Speaking	9-10	Speech	I	Membership Based	Top 4	4-minute speech
Introduction to Social Media Strategy	9-10	Presentation	T (1-3)	Membership Based	Top 4	
Job Interview	9-12	Interview	I	Membership Based	Top 4	Pre-judge & presentation
Journalism	9-12	Online Test	I	Unlimited	Top 5	
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 Individual Test & Role Play	T (1-3)	Membership Based	Top 4	Top 14 from obj test compete in the role play at DLC; 10-minute prep
Marketing	9-12	Online Individual Test & Role Play	T (1-3)	Membership Based	Top 4	Top 14 from obj test compete in the role play at DLC; 10-minute prep

Mobile Application Development	9-12	Presentation	T (1-3)	Membership Based	Top 4	
Network Design	9-12	Online Individual Test & Role Play	T (1-3)	Membership Based	Top 4	Top 14 from obj test compete in the role play at DLC; 10-minute prep
Networking Infrastructures	9-12	Online Test	I	Unlimited	Top 5	
Organizational Leadership	9-12	Online Test	I	Unlimited	Top 5	
Parliamentary Procedure	9-12	Online Individual Test & Role Play	T (4-5)	Membership Based	Top 4	Top 14 from obj test compete in the role play at DLC; 10-minute prep
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	
Political Science	9-12	Online Test	I	Unlimited	Top 5	
Public Service Announcement	9-12	Presentation	T (1-3)	Membership Based	Top 4	
Public Speaking	9-12	Speech	I	Membership Based	Top 4	4-minute speech
Publication Design	9-12	Presentation	T (1-3)	Membership Based	Top 4	
Sales Presentation	9-12	Presentation	T (1-3)	Membership Based	Top 4	
Securities & Investments	9-12	Online Test	I	Unlimited	Top 5	
Social Media Strategies	9-12	Presentation	T (1-3)	Membership Based	Top 4	
Sports & Entertainment Management	9-12	Online Individual Test & Role Play	T (1-3)	Membership Based	Top 4	Top 14 from obj test compete in the role play at DLC; 10-minute prep
Spreadsheet Applications	9-12	Production & Online Test	I	Unlimited	Top 5	
Supply Chain Management	9-12	Online Test	I	Unlimited	Top 5	
UX Design	9-12	Online Test	I	Unlimited	Top 5	
Website Design	9-12	Presentation	T (1-3)	Membership Based	Top 4	
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	

FAQs

Q: Where do I go to register?

A: Registration for District Leadership Conference can be found in the district tab on the Colorado FBLA website. Follow the DLC Registration Tutorial for step-by-step instructions.

Q: What is my username and password?

A: Username is your chapter number. Password is service. Follow the DLC Registration Tutorial for step-by-step instructions.

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 tab of 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 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 Jen Staley to add them to the DLC registration list by December 15th for a \$10 fee.

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

A: Username is your chapter number. Password is service. 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.

Q: How do I find my chapter number?

A: In the membership system, navigate to Advisers>Manage Chapter, then click Your Chapter>View Profile>Account tab. Your former chapter number is in the FBLA Organization ID field.

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 60 minutes.

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 an hour-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 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.

Parent/Guardian 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

Parent/Guardian 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

Parent/Guardian Signature

Date