

District 4 FBLA Policies & Procedures

Information in this handbook is to inform FBLA advisers and members of the guidelines and expectations for District 4 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.

Award Policies

- BAA Future or Business Levels are recognized at the DLC.
- CSA Community level is recognized at the DLC.

Chaperone and Supervision Policy

- What's the chaperone/student ratio for DLC/district events?
 - Twelve to one ratio.

Competitive 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 nationals.*
- *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 State Officer, Board Member and District Adviser.*
- *Recognition*
 - *Top 5 places are recognized on stage for all events. Places 6-10 are emailed to the chapters.*
 - *Pins are only awarded to the state qualifiers only. Certificates are given to those who make the stage but do not qualify for State.*
- *State Qualifiers*
 - *If a member would qualify for the State Leadership Conference in two events, the member's adviser must notify the District Adviser 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 Board Member/District Adviser. 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—Can be allowed until one week before District unless there are unforeseen circumstances.*
- *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
 - Board member
- Bank Information
 - Bank of Colorado – Sterling, CO (970) 522-3333
- Contracts
 - Keynote Speaker—District 4 contracts with the keynote speaker. Districts 3 and 4 try to get the same speaker to help with costs.
- End of Year Reporting
 - Each district will file a District Reporting Form with the Colorado FBLA State Adviser by August 31 of each year
- Account Reconciliation
 - The District 4 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—State Officer/District Adviser do all necessary purchasing with the approval of the Board member
 - Reimbursements—At the end of the State Officer’s term, he/she along with their District Adviser will submit copies of all invoices. Usually the State Officer’s high school will pay them throughout the year and then the Board Member reimburses the school.
- Budget and P&L Review
 - The Board Member, State Officer, and District Adviser meet at the beginning of the year to establish a budget. Items included: scholarships, keynote, refreshments, uniform/s, travel, judges’ gifts, supplies, program costs, grading session costs, online testing costs, CCCS expenses (statement from the office), and any other expense that may arise.
- Payment Policy
 - Bills are paid by the Board Member as they are received.
- Miscellaneous
 - None

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

- Office Names
 - District State Officer—the State Officer will be responsible for assisting the District 4 State Officer with district duties and the facilitation of the District Leadership Conference.
 - Reporter—the reporter will be responsible for writing a newsletter after the Colorado Fall Leadership Conference and the District 4 Leadership Conference as well as assisting with the facilitation of the District Leadership Conference.
 - Secretary—the secretary will be responsible for keeping minutes at all meetings held and assisting with the facilitation of the District Leadership Conference
- Qualifications
 - Current transcript (with a GPA of 2.5 or higher)
 - A letter of recommendation from adviser
 - FBLA resume
 - Completed application
- Selection Process
 - The new State Officer handles the selection process. The VP and his/her adviser will choose the officers. All candidates are notified by email.
- District Officer Meetings
 - Scheduled by the State Officer
- Travel
 - Travel with adviser or parent
- Reimbursements
 - School vehicle or mileage reimbursement at the State rate

Selection Committee Member

- The District 4 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 revised, the State Officer, District Adviser, and Board Member will meet and discuss the issues. If there is a need to consult the chapter advisers, further action will be taken.