# Colorado FBLA-ML State Leadership Conference

## March 9, 2022

## Call to Conference

# Table of Contents

Checklist to Prepare for State Leadership Conference ..... 1
State Leadership Conference Deadline Checklist ..... 2
General Information ..... 2
Conference Registration ..... 3
Payments ..... 3
Tentative Schedule ..... 4
Release Forms ..... 4
Parking ..... 4
Emergency Notification System: Remind ..... 4
Special Accommodations ..... 5
Lunch ..... 5
Competitive Events ..... 5
- National Events Offered at State Level ..... 5
- Online Testing Events ..... 5
- Awards Session ..... 5
- Event Entries ..... 6

National Leadership Conference ..... 7
Frequently Asked Questions ..... 7
Dress Code ..... 7
Colorado FBLA Code of Conduct ..... 8
Chapter Certification Form ..... 10

# Checklist to Prepare for State Leadership Conference

- ☐ Set chapter deadlines for registration and payment
- ☐ Submit school district paperwork and transportation information
- ☐ Determine member cost to attend with your chapter, including registration fees, meals, travel, etc.
- ☐ Provide members with necessary conference information, including cost
- ☐ Send a letter to parents with event details
- ☐ Discuss dress code requirements with members
- ☐ Collect member payment before registration deadline
- ☐ Register all members, advisers, chaperones 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 to Colorado FBLA
- ☐ Follow the deadline checklist for all State Leadership Conference forms
- ☐ Review State Leadership Conference tentative agenda with attending members
- ☐ Ensure proper dress attire before departure
- ☐ Ensure all Multiple Release Forms are properly completed, bring copies with you to State Leadership Conference (these will NOT be turned in to Colorado FBLA)
- ☐ Complete the certification form to turn in at registration
- ☐ Sign up for Emergency Notification System (*Remind*)
- ☐ Have all attendees follow and like Colorado FBLA on social media sites to receive conference updates and emergency information during the conference
- ☐ Discuss National Leadership Conference information with members, so they are prepared if they qualify

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## State Leadership Conference Deadline Checklist

| Date | Deadline | Notes |
|---|---|---|
| ASAP | Sign up for Notification System (Remind) | https://www.remind.com/join/mlfbl17 |
| January 14 | Membership Registration & Payment Deadline | https://www.fbla-pbl.org/divisions/fbla-middle-level/member-benefits/ |
| January 18 | Registration Opens | https://www.registermychapter.com/fbla/co-ml |
| February 4 | Early Bird Registration Deadline | https://www.registermychapter.com/fbla/co-ml |
| February 11 | Regular Registration Deadline | https://www.registermychapter.com/fbla/co-ml |
| February 18 – March 4 | Online Testing Window | Instructions to follow, after conference registration closes |
| March 4 | Payment **RECEIVED** Deadline | 9101 E Lowry Blvd, Denver, CO 80230 |
| March 9 | Certification Form | Turn in during registration |

## General Information

**State Leadership Conference Description:** While attending the Colorado FBLA Middle Level State Leadership Conference, members will have the opportunity to:

- Complete research on the competitive landscape and the competitive advantage of Oogie's Gourmet Popcorn
- Brainstorm new flavors and analyze their market appeal
- Conduct market research and use results to determine the flavor they will propose Oogie's bring to market
- Determine pricing and profitability for their product
- Create marketing pieces and a sales pitch style presentation for their new flavor

Activities at the conference will include Junior Achievement's Start It Up program, competitive events, and an awards ceremony.

**Date:** Wednesday, March 9, 2022

**Location:** Riverdale Regional Park, 9755 Henderson Rd, Brighton, CO 80601

**Cost:**

| Registration | Early Bird Cost | Regular Cost | Late Cost* |
|---|---|---|---|
| **Deadline** | **February 4** | **February 11** | **After Feb 11** |
| **Registration** (includes facilities & equipment, online testing, competition materials, lunch, awards, conference materials) | $30 | $45 | $60 |

*To register members after the registration deadline, e-mail jen.staley@cccs.edu. Late registration not guaranteed.

**Attendee Information Needed to Register**

- Name
- Competitive Event
- Special dietary needs

**Required Forms**

- Multiple Release Form – completed form from each member (adviser keeps)
- Certification Form (Adviser turns in during on-site registration)

**Registration Deadlines**

- Registration Opens: January 18
- Early Bird Registration Deadline: February 4
- Regular Registration Deadline: February 11
- Payment **RECEIPT** Deadline: March 4

## Conference Registration

Registration Link

**Registration Deadlines**

- Early Bird Registration Deadline: February 4
- Regular Registration Deadline: February 11

**Eligibility**

Chapter advisers, parents, administrators are eligible to attend. Every person attending the State Leadership Conference **MUST** be registered and paid and have a name badge.

**Chaperone Ratio**

A ratio of one adult for every 10 members is recommended. In the event your district has a different chaperone policy, your county's policy should be followed. When attending Colorado FBLA conferences and events, advisers are expected to provide adequate supervision for his/her members. All chaperones must follow the Colorado FBLA code of conduct.

**Registration Refunds**

No registration refunds will be processed after the registration deadline.

## Payments

**Payment RECEIPT Deadline:** March 4

Payments not received by March 4th will incur a 10% late fee on the amount due.

**Checks**

Checks can be made out to Colorado FBLA and mailed to 9101 E Lowry Blvd, Denver, CO 80230.

**Credit Card Payments**

Payment by credit card is available. Select credit card during the registration process. A convenience fee of 4% will be added. This convenience fee will be charged if a credit card is used, regardless of which payment method is selected in the registration system.

**No refunds are provided after February 11.**

# Tentative Schedule

**Wednesday, March 9**

| | |
|---|---|
| 8:00 am | Registration |
| 8:20 am | Opening Session |
| | Start it Up |
| | Lunch |
| | Competitions |
| 2:00 pm | Awards Ceremony |
| 2:30 pm | Day Concludes |

# Release Forms

All members must have completed Multiple Release Forms on file prior to the beginning of the conference. Keep the release forms with you, and complete the Certification Form to turn in at registration.

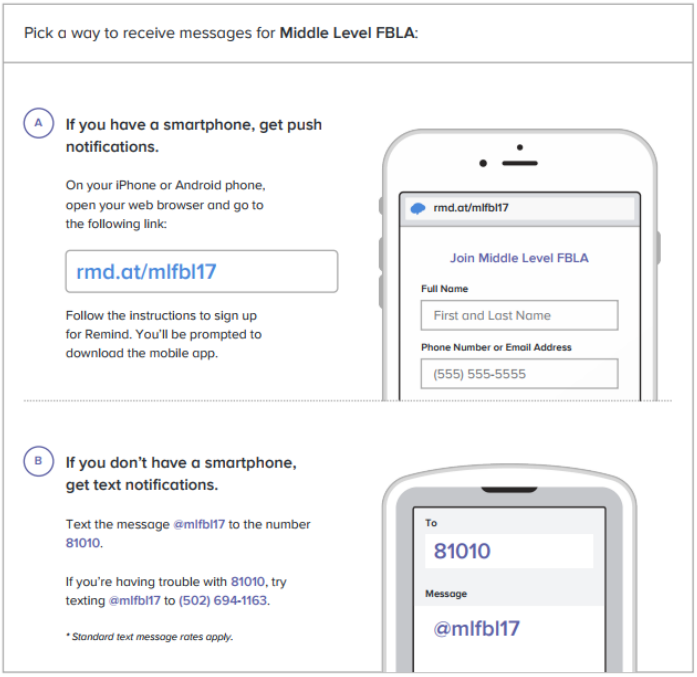
# Parking

Parking is free at Riverdale Regional Park.

# Emergency Notification System: Remind

Colorado FBLA will be using Remind for an Emergency Notification System during the conference, as well as a way for advisers to receive alerts of any updates or changes taking place. Follow the instructions below to receive texts.

Pick a way to receive messages from Remind:




**Don't have a mobile phone?** Go to rmd.at/mlfbl17 on a desktop computer to sign up for email notifications.

## 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.

## Lunch

Lunch is included in the cost of the day.

## Competitive Events

### National Events Offered at State Level

- Annual Chapter Activities Presentation
- Business Ethics
- Business Etiquette
- Career Exploration
- Career Research
- Community Service Presentation
- Critical Thinking
- Digital Citizenship
- Elevator Speech
- Exploring Business Issues
- Exploring Computer Science
- Exploring Economics
- Exploring Technology
- FBLA Concepts
- FBLA Mission & Pledge
- Financial Literacy
- Interpersonal Communication
- Leadership
- Learning Strategies
- Marketing Mix Challenge
- Multimedia & Website Development
- Running an Effective Meeting
- Video Game Challenge

### Online Testing Events

**Online Testing Window:** February 18 – March 4
Online testing will be offered during the online testing window. Information about the online testing will be sent to advisers by February 17th. Please ensure computers with internet access are available during this window for your students to test.

### Awards Session

The session, held at the end of the day on March 9th, will recognize the top three competitors in each event.

## Event Entries

Competitive Event guidelines and rating sheets can be found online. Each middle level member can enter in a maximum of two events: one testing event (in orange below) and one presentation event. Event entries are limited to 1 to 3 per chapter or unlimited, depending on the event:

| Event | Category | Type | Entry Limits | National Qualifiers |
|---|---|---|---|---|
| Annual Chapter Activities Presentation | Presentation with Equipment | Chapter | 1 per chapter | Top 2 |
| Business Ethics | Presentation with Equipment (and Test) | Individual or Team | 3 per chapter | Top 2 |
| Business Etiquette | Objective Test | Individual | Unlimited | Top 2 |
| Career Exploration | Objective Test | Individual | Unlimited | Top 2 |
| Career Research | Presentation with Equipment | Individual | 3 per chapter | Top 2 |
| Community Service Presentation | Presentation with Equipment | Chapter | 1 per chapter | Top 2 |
| Critical Thinking | Presentation without Equipment | Individual or Team | 3 per chapter | Top 2 |
| Digital Citizenship | Objective Test | Individual | Unlimited | Top 2 |
| Elevator Speech | Speech | Individual | 3 per chapter | Top 2 |
| Exploring Business Issues | Presentation without Equipment | Individual or Team | 3 per chapter | Top 2 |
| Exploring Computer Science | Objective Test | Individual | Unlimited | Top 2 |
| Exploring Economics | Objective Test | Individual | Unlimited | Top 2 |
| Exploring Technology | Objective Test | Individual | Unlimited | Top 2 |
| FBLA Concepts | Objective Test | Individual | Unlimited | Top 2 |
| FBLA Mission & Pledge | Presentation without Equipment | Individual | 3 per chapter | Top 2 |
| Financial Literacy | Objective Test | Individual | Unlimited | Top 2 |
| Interpersonal Communication | Objective Test | Individual | Unlimited | Top 2 |
| Leadership | Objective Test | Individual | Unlimited | Top 2 |
| Learning Strategies | Objective Test | Individual | Unlimited | Top 2 |
| Marketing Mix Challenge | Presentation with Equipment | Individual or Team | 3 per chapter | Top 2 |
| Multimedia & Website Development | Demonstration | Individual or Team | 3 per chapter | Top 2 |
| Running an Effective Meeting | Objective Test | Individual | Unlimited | Top 2 |
| Video Game Challenge | Demonstration | Individual or Team | 3 per chapter | Top 2 |

## National Leadership Conference

The top two competitors in each national competition are eligible to attend and compete at the 2021 National Leadership Conference. The FBLA National Leadership Conference will be held in Chicago, Illinois, June 29-July 2. The National Leadership Conference promises to be quite eventful and educational.

## Frequently Asked Questions

**Q:** I have a member/chaperone that backed out after the deadline, what can I do?
**A:** You can replace the member or chaperone so your registration number stays the same, but **no refunds** will be given after the registration deadline. Events may not be changed after the deadline.

**Q:** What meals are included in the conference fee?
**A:** Lunch

**Q:** Can my member compete in more than one event?
**A:** Yes. See the chart by the Competitive Events section.

**Q:** Does Colorado FBLA accept credit card payments?
**A:** Yes, there's a link in the e-mailed invoice. Remember the 4% convenience fee that's added to the total amount for paying via credit card.

## Dress Code

The FBLA National Dress Code will be in effect.

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 custom element of judgment in their choice of clothing so wisely. Members who participate in an activity event in a specialty attire should ask their leader state advisor.*

# 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-PBL photographers and videographers will be taking photos and videos throughout the conference for use in any manner FBLA-PBL deems appropriate including, but not limited to, publishing in FBLA-PBL publications, on the FBLA-PBL website, and in connection with competitive performance events. By attending the conference, you grant FBLA-PBL 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-PBL, 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-PBL 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.

# 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*

*Form intended to be printed - Revised May 2018*

## Chapter Certification Form

The CTSO 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.

A meeting emergency plan has been created and communicated to attendees, parents of attendees 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.