

2023 Colorado Call to National Leadership Conference

Colorado FBLA



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Deadline Checklist

Deadline Date	Item
April 17	Every member recognized as a top ten competitor will complete the intention form .
April 19	List of NLC competitors will be sent to advisers
May 5	<p>NLC Registration deadline – ADVISERS REGISTER THEIR OWN CHAPTERS</p> <ul style="list-style-type: none"> <input type="checkbox"/> You will login to Blue Panda using your my.FBLA login credentials <input type="checkbox"/> Colorado FBLA State Adviser will verify registrations after May 5th <p>NLC Registration Instructions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attendee Information (name, grade, email, cell phone, special needs requests) <input type="checkbox"/> Competitive Event Information <input type="checkbox"/> Hotel Information
May 10	Conference Housing Deadline – to be completed in the Colorado FBLA NLC housing registration system, via DLG
May 9	<p>Pre-Judge Components – PDF files with no naming convention; local advisers will submit directly to the National registration system; publicly accessible URLs.</p> <p>Events that require pre-judge submissions are:</p> <ul style="list-style-type: none"> <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 Animation <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 <p>Partnership with Business Project</p>
May 16	<p>Production Submission – information will be sent to chapter advisers to complete at school and upload directly to the National registration system.</p> <p>Events that require pre-judge submissions are:</p> <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 16	NLC Conference Registration (for non-competitors only)
May 30	NLC Payment RECEIVED deadline for Colorado package and housing
June 13 or 14	National FBLA has two NLC Orientations – please attend one or watch the recording: <ul style="list-style-type: none"> o June 13, 7:00 pm (Eastern) – Register Here o June 14, 12:00 pm (Eastern) – Register Here
June 16	Conference Registration Payment received by National FBLA

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

General Information

NLC Dates: June 26 - 30

Location: Atlanta, Georgia

Hotel: The Westin Peachtree Plaza, 210 Peachtree Center Ave NW, Atlanta, GA 30303

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 – payment received deadline is June 16)

	<i>National FBLA</i> <i>(paid to National FBLA)</i>	<i>Colorado FBLA</i> <i>Mandatory Fee</i> <i>(paid to Colorado FBLA)</i>	<i>Colorado FBLA Optional</i> <i>State Package</i> <i>(paid to Colorado FBLA)</i>
<i>NLC Member Registration</i>	\$195	\$5	\$50
<i>NLC Adviser Registration</i>	\$100	\$5	\$50
<i>NLC Chaperone/Guest Registration</i>	\$100	\$5	\$50

Colorado Package Cost Per Person: \$50 (includes t-shirt, trading pins and general session gift)

Hotel Price: \$270 per room, per night (paid to Colorado FBLA)

(Note: Travel is on own)

Registration

There are two registration systems:

- Competition & Conference Registration – through the National FBLA Registration system, via Blue Panda (login will be the same as your login for the FBLA membership system)
- Hotel Registration – through Colorado FBLA

Competition & Conference Registration

Schools must register and pay for their delegation (including chaperones, guests and students) within the [National Online Registration](#). Advisers will also register all students in their competitive events through the National system. **Send conference registration payment to the national office.**

Hotel Registration

Schools will register for housing and the Colorado package through Colorado FBLA:

<https://www.registermychapter.com/fbla/co-nlc>

Username: "Old" username (should be the same one used for SLC)

Password: service1

Information Needed to Register

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

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.

Tentative Schedule

A tentative schedule is [available online](#). **MAKE SURE TO CHECK COMPETITIONS TIMES BEFORE BOOKING FLIGHTS.** Please note that this year will have ONE awards ceremony on Friday, June 30th.

Hotel Information

The Colorado delegation will be staying at [The Westin Peachtree Plaza](#).

Housing lists will be completed within the Colorado FBLA registration system, via DLG. This link will be sent out after more information is received from National FBLA regarding Colorado's competitive events assignments.

Code of Conduct

FBLA 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. National FBLA instituted a new chaperone policy, effective March 28, 2023. High school students must have a 15:1 chaperone policy; middle school students must have a 12:1 chaperone policy. All chaperones must be at least 21 years of age, be registered for the conference, and must stay in the assigned Colorado hotel for safety and supervision.
- 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 & T-Shirt Designs

The winning pin (on the left) and T-shirt design (on the right) will be used for the Colorado package:



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 17th, every member recognized as a top ten competitor will complete the [intention form](#). On April 19th, 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 19, 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 <https://www.fbla-pbl.org/national-leadership-conference/> in early June. Some tentative schedules are posted at <https://www.fbla-pbl.org/2023-nlc-hs-ms-schedule-at-a-glance/>, but are subject to change.

Competitive Events Registration

CHAPTER ADVISERS will register students into their events. **NO COMPETITIVE EVENTS ADDITIONS AFTER MAY 6TH!**

Competitive Event Submission

The following event pre-judge components need to be submitted online by May 6th, using the National registration system.

- | | |
|--|---|
| <input type="checkbox"/> American Enterprise Project | <input type="checkbox"/> Digital Video Production |
| <input type="checkbox"/> Business Ethics | <input type="checkbox"/> Future Business Leader |
| <input type="checkbox"/> Business Plan | <input type="checkbox"/> Job Interview |
| <input type="checkbox"/> Business Financial Plan | <input type="checkbox"/> Local Chapter Annual Business Report |
| <input type="checkbox"/> Community Service Project | <input type="checkbox"/> Partnership with Business Project |
| <input type="checkbox"/> Digital Animation | |

Test Submission

The following events will submit their tests by May 12th using the National registration system.

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

Proctors will receive the information in a separate e-mail. Best practice states that the proctor should not 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 through the housing registration system.

Reminders from National FBLA

All Advisers Must Attend an NLC Orientation (Recordings will be available)

- June 13, 7:00 pm (Eastern) – [Register Here](#)
- June 14, 12:00 pm (Eastern) – [Register Here](#)

Review Essential Policies & Resources:

- [Competitive Event Guideline Reminder](#): Remind all competitors to review the guidelines for their competitive event.
- *Conference Policy Reminder*: By registering/paying for NLC, all attendees must abide by the:
 - [Honor Code](#)
 - [Conference Code of Conduct](#)
 - [Dress Code](#)
 - [Chaperone Policy](#)

Additional NLC Programming

- *FBLA Night at the Georgia Aquarium* – Attendees can [register here](#).
- *Ethics Certification Opportunity* – Students can sit for free for the A*S*K Fundamentals of Ethics. More information including a registration form can be [found here](#).

Additional Resources to Share:

- [Schedule at a Glance](#)
- [Travel Information](#) (Airline Discounts, Parking Instructions, and Airport Transport)
- [Discover Atlanta](#)
- [Safety & Security Reminders](#)

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 Atlanta, the NLC registration rate has been adjusted. The National FBLA 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 must verify the registrations for all chapters and attendees for NLC Competitive Events, and complete NLC Hotel Lodging. This process includes hours of data entry, verification, and pre-conference payments made on your behalf.

What if I need to change my registration after the deadline?

There are competitive event change fees that increase in cost as we get closer to NLC. Please reach out to Molly Davis if you need to make any changes after May 5th at molly.davis@cccs.edu.

What is the Colorado Package?

The Colorado package is purchased through Colorado FBLA for \$50. The kit includes the Colorado themed t-shirt, Colorado trading pins, and an opening session glow item. 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 Molly Davis (molly.davis@cccs.edu) for clarification.