# 

**District 2 Leadership Conference**

**Saturday-February 03, 2024**

**@ Longmont H.S.**

**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 emailed 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 | connect.fbla.org |
| By December 5 | Registration Opens | <https://app.gobluepanda.com/> |
| December 15 | Registration Deadline |  |
| December 16-20 | Registration Changes or Additions |  |
| After December 20 | NO registration changes or additions are allowed |  |
| Jan. 2- Jan 23, 2024 | Online Testing Window | Tests available from 7 am to 7 pm |
| Jan. 22, 2024 | Payment Received Deadline | Checks are sent to Sean McCoy at Monarch HS made payable to: Colorado FBLA District #2 |
| Jan. 23, 2024 | Pre-Judge Submissions | Events: Business Ethics, Business Financial Plan, Business Plan, Digital Animation, Digital Video Production, Future Business Educator, Future Business Leader, Job Interview |
| Jan. 23, 2024 | Production Submissions | Events: Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing |
| Jan. 30, 2024 | Business Achievement Awards Completion Deadline for District Recognition | <https://www.fbla-pbl.org/divisions/fbla/fbla-education/> |
| Feb. 03, 2024 | District Leadership Conference | Longmont HS. 1040 Sunset St. Longmont CO 80501 Please use south parking lot main school entrance  Saturday February 03, 2024 Time: 7:45AM-2:30PM |

# 

# General Information

**Date:** 02/03/2024

**Location:** Longmont High School 1040 Sunset St, Longmont, CO 80501

**Cost:** $25

|  |  |  |  |
| --- | --- | --- | --- |
| Registration | Cost | Cost | Cost |
| Deadline (Received) | December 15 | December 16-20 | After December 20 |
| Registration (includes online testing, competition materials, awards, conference materials, and lunch) | $25 | Changes: $10 per member  Additions: Registration Fee + $10 per member | Changes or additions not available |
| How to Register | <https://app.gobluepanda.com/> | <https://app.gobluepanda.com/> | Not available |

**Attendee Information Needed to Register**

* Name
* Competitive Event

**Required Forms**

* Multiple Release Form – completed form from each member (adviser keeps)
* Certification Form – completed form from each adviser (turned in at registration)

**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: 01/22/2024

# Contact Information

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **E-mail** |
| Sean McCoy | Board Member | [sean.mccoy@bvsd.org](mailto:sean.mccoy@bvsd.org) |
| Jake Bowen | State Officer | [d2stateofficer@coloradofbla.org](mailto:d2stateofficer@coloradofbla.org) |
| Chanel Chavez | District Adviser | [Chanel.Chavez@jeffco.k12.co.us](mailto:Chanel.Chavez@jeffco.k12.co.us) |
| James Giveans | District Conf. Coordinator | [giveans\_james@svvsd.org](mailto:giveans_james@svvsd.org) |
| Molly Davis | Colorado FBLA | [Molly.Davis@cccs.edu](mailto:Molly.Davis@cccs.edu) |

# Conference Registration

<https://app.gobluepanda.com/> - click Login with FBLA Connect, and use your same credentials. Select Colorado FBLA from the dropdown menu at the top, and then begin your registration for the District Leadership Conference.

**Eligibility**

**To be eligible to attend and compete, members must be registered with National FBLA by midnight, December 1st. FBLA Advisers – you must open your invoice in FBLA Connect and select your method of payment by midnight, December 1st for your members to be considered active.**

**Registration Refunds**

No registration refunds will be processed after the registration deadline.

# Payments

**Payment Received Deadline:** **01/22/2024 \*\*NOTE: Checks not written to “Colorado FBLA District 2” will be returned and a $2 fee pre registrant will be charged for returning the Checks.**

**EXAMPLE:**

**\*If you had 10 registrants you will have a fee of $20 at $2 per head/registrants.**

Checks can be made out to Colorado **FBLA**  **District 2** and mailed to: 329 Campus Drive Louisville, CO 80027 Care of Sean McCoy

No refunds will be processed after the registration deadline.

# Tentative Conference Schedule of Events

|  |  |  |
| --- | --- | --- |
| 07:45am - 08:30am08:30am - 08:45am08:50am09:00am - 10:00am10:30am - 11:30pm11:15am - 12:00pm12:15pm - 1:00pm12:00pm - 1:00pm01:30pm - 02:30pm | REGISTRATION/PACKET PICK UP/SCRATCHOPENING SESSIONCOMPETITIONS BEGINWORKSHOP 1 | TBD [\_\_\_\_\_\_\_\_\_\_\_\_\_\_]|WORKSHOP 2 | TBD [\_\_\_\_\_\_\_\_\_\_\_\_\_\_]|LUNCH [Red Tickets]LUNCH [Yellow Tickets]WORKSHOP 3 | TBD [\_\_\_\_\_\_\_\_\_\_\_\_\_\_]|CLOSING/AWARDS CEREMONY | HQTBDTBDTBDTBDTBDTBDTBD |

# 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.

# 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](https://www.coloradofbla.org/competitions) Events List-[Districts](https://5f93825a-5ff1-462e-81ef-d2dd2a12bdda.filesusr.com/ugd/48c499_8f458f216b784c1396878e027e731363.docx?dn=22-23%20CE%20Elements%20-%20District.docx) or the chart in this document for more details.

**By Chapter:** For chapter limitations, it depends on your chapter membership. Refer to the [Colorado](https://www.coloradofbla.org/competitions) 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:** 01/02/24 -01/23/24

**Online Testing Timing:** 7:00 am – 7:00 pm during the testing window

Information about the online testing and production events will be sent to advisers at the beginning of January. Please ensure computers with internet access are available during this window for your students to test.

**Procedural Reminder:** 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 23,2024**

By 11:59 pm, **Advisers submit and 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](https://www.fbla-pbl.org/divisions/fbla/fbla-competitive-events/) | Executive Summary |
| [Business Plan](https://www.fbla-pbl.org/divisions/fbla/fbla-competitive-events/) | Report (PDF) |
| [Digital Animation](https://www.fbla-pbl.org/divisions/fbla/fbla-competitive-events/) | URL |
| [Digital Video Production](https://www.fbla-pbl.org/divisions/fbla/fbla-competitive-events/) | URL |
| [Financial Statement Analysis](https://www.fbla-pbl.org/divisions/fbla/fbla-competitive-events/) | Report (PDF) |
| [Future Business Educator](https://www.coloradofbla.org/competitions) | Lesson Plan (PDF) |
| [Future Business Leader](https://www.fbla-pbl.org/divisions/fbla/fbla-competitive-events/) | Cover Letter, Resume (PDF) |
| [Job Interview](https://www.fbla-pbl.org/divisions/fbla/fbla-competitive-events/) | Cover Letter, Resume (PDF) |

## **Production Events**

**Deadline:** **January 23, 2024**

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

**Production Events:**

All production events will have a 50-minute online test and an additional allotment of time to complete the production elements. Competitors must complete all portions of competitions to qualify for the next level of competition.

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

## **Policies**

The [national guidelines](https://www.fbla-pbl.org/divisions/fbla/fbla-competitive-events/) will be followed for rating sheets.

Timing for presentations may vary. All information regarding the presentation times for events will be communicated through emails. Please check the Events List at the bottom of this document as well.

**Role Play event scoring:** The preliminary round will have a weighted score.  25% of each team’s overall preliminary score will be based on a team’s performance score and the other 75% of each team’s overall preliminary score will be based on the team’s objective test score. **(This is consistent with the SLC rules.)**

No substitutions are allowed in between the test and role play rounds. Competitors must complete all portions of competitions to qualify for the next level of competition.

## **Awards & Recognition**

## The Awards Ceremony will be on February 3rd @ Longmont HS.

## 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.](https://www.fbla-pbl.org/divisions/fbla/fbla-education/)

# State Leadership Conference

The top four competitors in each competition are eligible to attend and compete at the 2024 State Leadership Conference, held April 1-3. [More information about the State Leadership Conference will be posted online on the state website.](https://www.coloradofbla.org/slc)

## **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 composed 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.

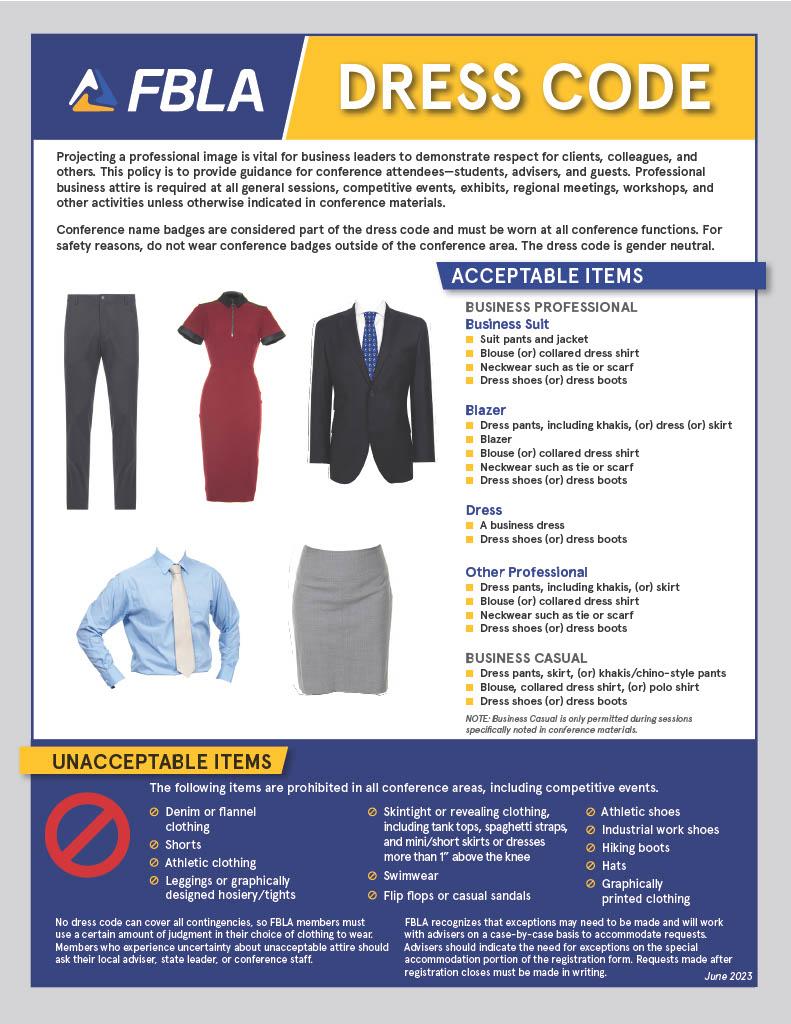
|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2023-24 Colorado FBLA Competitive Events Elements List** | | | | | | |
| **Member Event Limit:** 2 events **(only one can be a “live”, membership entry based, non-testing event – in yellow highlights)**  *\*Individual, Team or Chapter 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* | | | | | | |
| **Event** | **Grade** | **Type** | **I/T/C\***  **(#)** | **Chapter**  **Entries\*\*** | **State Qualifiers** | **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 Test & Role Play | T (1-3) | Membership Based | Top 4 | Prep-time: 10 minute  Performance time: 7 minutes (+3 travel time) |
| Broadcast Journalism | 9-12 | Presentation (Equipment) | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| 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 Test, Prejudge, Presentation | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Business Law | 9-12 | Online Test | I | Unlimited | Top 4 |  |
| Business Management | 9-12 | Online Test & Role Play | T (1-3) | Membership Based | Top 4 | Prep-time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Business Plan | 9-12 | Prejudge Report & Presentation | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Client Service | 9-12 | Presentation w/o Equip | I | Membership Based | Top 4 | Prep-time: 10 minute  Performance time: 5 minutes. (+5 travel time) |
| Coding & Programming | 9-12 | Demonstration | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| 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 | Demonstration AND  \*PPT of how it was made! W/ Software used! | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| 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 (Equipment) | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| 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 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Digital Video Production | 9-12 | Prejudge Project & Presentation | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Economics | 9-12 | Online Test | I | Unlimited | Top 5 |  |
| Electronic Career Portfolio | 9-12 | Presentation (Equipment) | I | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Entrepreneurship | 9-12 | Online Test & Role Play | T (1-3) | Membership Based | Top 4 | Prep-time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Financial Statement Analysis | 9-12 | Prejudge Report & Presentation | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Future Business Educator | 9-12 | Pre-judge & Presentation (Equipment) | I | Membership Based | Top 4 | Pre-judge requirement  Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Future Business Leader | 9-12 | Interview | I | Membership Based | Top 4 | Pre-judge requirement  Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Graphic Design | 9-12 | Presentation (Equipment) | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Health Care Administration | 9-12 | Online Test | I | Unlimited | Top 5 |  |
| Help Desk | 9-12 | Online Test & Role Play | I | Membership Based | Top 4 | Prep-time: 10 minute  Performance time: 5 minutes. (+5 travel time) |
| Hospitality & Event Management | 9-12 | Online Test & Role Play | T (1-3) | Membership Based | Top 4 | Prep-time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Human Resource Management | 9-12 | Online Test | I | Unlimited | Top 5 |  |
| Impromptu Speaking | 9-12 | Speech | I | Membership Based | Top 4 | Prep-time: 10 minute  Performance time: 4 minutes. (+6 travel time) |
| Insurance & Risk Management | 9-12 | Online Test | I | Unlimited | Top 5 |  |
| International Business | 9-12 | Online Test & Role Play | T (1-3) | Membership Based | Top 4 | Prep-time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| 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 with Equipment | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Introduction to Business Procedures | 9-10 | Online Test | I | Unlimited | Top 5 |  |
| Introduction to Event Planning | 9-10 | Online Test & Role Play | T (1-3) | Membership Based | Top 4 | Prep-time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| 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 Concepts | 9-10 | Online Test | I | Unlimited | Top 5 |  |
| Introduction to Parliamentary Procedure | 9-10 | Online Test | I | Unlimited | Top 5 |  |
| Introduction to Programming | 9-10 | Presentation with Equipment | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Introduction to Public Speaking | 9-10 | Speech | I | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 4 minutes. (+ travel time) |
| Introduction to Social Media Strategy | 9-10 | Presentation with Equipment | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Job Interview | 9-12 | Interview | I | Membership Based | Top 4 | Pre-judge requirement Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| 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 Test & Role Play | T (1-3) | Membership Based | Top 4 | Prep-time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Marketing | 9-12 | Online Test & Role Play | T (1-3) | Membership Based | Top 4 | Prep-time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Mobile Application Development | 9-12 | Demonstration AND  \*PPT of how it was made! W/ Software used! | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Network Design | 9-12 | Online Test & Role Play | T (1-3) | Membership Based | Top 4 | Prep-time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| 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 Test & Role Play | T (4-5) | Membership Based | Top 4 | Prep-time: 20 minute  Performance time: 10 minutes |
| 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 |  |
| Public Policy & Advocacy | 9-12 | Online Test | I | Unlimited | Top 5 |  |
| Public Service Announcement | 9-12 | Presentation (Equipment) | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Public Speaking | 9-12 | Speech | I | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 5 minutes. (+5 travel time) |
| Sales Presentation | 9-12 | Presentation (Equipment) | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Securities & Investments | 9-12 | Online Test | I | Unlimited | Top 5 |  |
| Social Media Strategies | 9-12 | Presentation (Equipment) | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Sports & Entertainment Management | 9-12 | Online Test & Role Play | T (1-3) | Membership Based | Top 4 | Prep-time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| 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 |  |
| Visual Design | 9-12 | Presentation (Equipment) | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Website Coding & Development | 9-12 | Demonstration AND  \*PPT of how it was made! W/ Software used! | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| Website Design | 9-12 | Demonstration AND  \*PPT of how it was made! W/ Software used! | T (1-3) | Membership Based | Top 4 | Hold Time: 10 minute  Performance time: 7 minutes. (+3 travel time) |
| 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 |  |

# Dress Code

The [FBLA National Dress Code](https://www.fbla-pbl.org/dresscode/) 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.



# FAQs

**Q:** Where do I go to register?

**A:** Go to app.bluepanda.com to register for your District Leadership Conference. Follow the DLC Registration Tutorial for step-by-step instructions.

**Q:** What is my username and password?

**A:** You will login using the same credentials you use to access FBLA Connect. If you cannot login to FBLA Connect, please submit a Help Desk ticket from connect.fbla.org.

**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 Conferences tab, under Events, on 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](https://www.coloradofbla.org/competitions) 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](https://www.coloradofbla.org/competitions) 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](https://www.fbla-pbl.org/divisions/fbla/fbla-competitive-events/). 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 Molly Davis to add them to the DLC registration list by December 15th for a $10 fee per late member – [molly.davis@cccs.edu](mailto:molly.davis@cccs.edu).

**Q:** Help! I can’t log in!!

**A:** Click the “Login with FBLA Connect” button from Blue Panda, and then use the same credentials you use when logging into the FBLA Connect membership system. 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. Contact Molly Davis at [molly.davis@cccs.edu](mailto:molly.davis@cccs.edu).

**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.

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| 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. |

