

2022 COLORADO FBLA SLC

Call to Conference



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CHANGES TO THE 2022 STATE LEADERSHIP CONFERENCE

- **Hotel Information Payment:** Payment will go through Colorado FBLA.
- **SLC Attendance Eligibility:** BAA Contributor and BAA Leader awardees – a chapter can bring as many awardees as Voting Delegates (either 2, 3 or 4 – depending on chapter membership as of December 1st). BAA Advocate and BAA Capstone have no limits – any awardee is eligible to attend SLC.
- **PHOTO ID VERIFICATION:** In order to compete, all competitors must show valid photo ID and nametag. Example: Drivers license, school or military ID.
- **No Online Testing:** All testing will happen on-site at the State Leadership Conference. (Production part of events – Computer Apps, Database Design, Spreadsheet Apps, Word Processing – will still happen prior to SLC and the testing portion will happen at SLC.)
- **BYOD (Bring Your Own Device): ONLINE TESTING ON SITE:** Every student will need a device to take their one-hour online test. Preferable device is a laptop. (Exception: Business Ethics is 45-minute test.)
- **Role Plays:** All students will participate in a preliminary role play. To determine the finalists, the following equation will be used: 75% test score, 25% preliminary role play score. Top ten will be determined by the final role play round score only.
- **Certifications & Micro-Credentials:** Several certificates (through iCEV) and micro-credentials (through MBA Research) are options for a value-add to this year's conference attendees. Advance registration is required and costs may apply.
- **Rating Sheets:** Rating sheets will be released to advisers after the SLC
- **NLC Intention Form:** By April 25th, every member recognized as a top ten competitor will complete the [intention form](#). On April 27th, the list of NLC competitors will be sent to advisers and posted online.

UPDATES TO THE 2022 SLC CALL TO CONFERENCE

- Business Achievement Awards deadline for **all** levels is April 15.
- Clarification on Coors Field transportation options and light rail station
- Moved State Officer Candidate webinar to 5:30 pm on February 24th
- Pre-ordered breakfast options are available through the registration system
- If the MLB season does not happen, the Rockies game money will be refunded and/or moved to the hypnotist option
- Clarification on the parking at the Gaylord

STATE LEADERSHIP CONFERENCE PREP

CHECKLIST TO PREPARE FOR STATE LEADERSHIP CONFERENCE

- Give the [Qualifier Letter](#) to all members qualifying for SLC at/after DLC
- Adviser joins Remind to receive periodic reminders via text about SLC (Class Code: @coloradof)
- 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, lodging, meals, travel, etc.
- Provide members with necessary conference information, including cost
- Send a [letter to parents with costs](#) and then send a [letter 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 & housing payment to Colorado FBLA (or pay via credit card, with added convenience fee)
- Follow the deadline checklist for all State Leadership Conference forms, posted at www.coloradofbla.org/slc
- Review State Leadership Conference tentative agenda with attending members and chaperones
- Host a parent/chaperone meeting to discuss expectations ([using this slideshow](#)) roles and responsibilities, review this [Background Screening Guide for those Working with Children](#) on criminal background checks, disqualifier guidelines and a quick guide for those adults working with children, then have chaperones sign a [Chaperone Form](#)
- Ensure proper dress attire is packed with members before departure
- Ensure all Multiple Release Forms are properly completed, keep with the adviser during SLC
- Complete the Certification Form to turn in during registration
- Download the conference app
- 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



BEST PRACTICES FROM EXPERIENCED ADVISERS

Please confer with your administrators before putting any of these into practice, to ensure compliance with school district policies:

- Have a parent meeting prior to the conference to lay out expectations and consequences and packing list ([here is an example slideshow](#)) – increase parent involvement through a [Parent Inspection Form](#) for luggage and completing an [Emergency Contact information form](#).
- Create a behavioral contract for members, parents to sign
- Create a conference assignment: Check out this example [Conference Packet & Reflection](#)
- Some schools collect a check or cash for “collateral” on the behavioral contract – example: \$150 check that is only cashed if there are behavioral issues during SLC, if no behavioral issues at SLC, the check is returned to the member/parent
- Determine your schedule as an adviser and communicate the schedule to attending members, chaperones and possibly administrators
- Have a group chat (such as GroupMe or Remind) set up with all attendees to communicate on-site. Have phone numbers of all parents as well.
- Have a chapter meeting in the adviser’s room 15 minutes before curfew. Then you know where your members are prior to curfew.
- If possible, have someone pick up the room keys prior to arrival. Alternatively, have an activity (scavenger hunt) for the students to do while checking into the hotel.
- Keep hotel room keys during the day so members are “mandatorily encouraged” to attend conference activities.
- Review the conference app with the attending members, marking where they need to be as favorites, so they know where to go and expectations.
- Busy kids are well-behaved kids. Make sure students have plenty to do – require workshop attendance, business meetings
- Pre-plan dinner plans – as in, prior to arrival.
- Be the best-behaved chapter! Set opening session behavioral expectations ahead of time. Set clear dress code expectations and follow them as an adviser.
- Make sure the students can always find a chaperone.



STATE LEADERSHIP CONFERENCE DEADLINE CHECKLIST

| Date | Deadline | Notes |
|--------------------|--|---|
| Feb 21 | Selection Committee Application | https://cccs-forms.formstack.com/forms/selection_committee |
| March 1 | NLC Pin Design Contest | https://cccs-forms.formstack.com/forms/design_form |
| March 11 | Early Bird Conference Reg | https://www.registermychapter.com/fbla/co |
| March 11 | State Officer Candidate Application | https://cccs-forms.formstack.com/forms/2223_fbla_state_officer_application |
| March 11 | Scholarship: Alumni Scholarship | https://cccs-forms.formstack.com/forms/scholarship |
| March 11 | Scholarship: Dave Sanders Memorial Scholarship | https://cccs-forms.formstack.com/forms/scholarship |
| March 11 | Honorary Member | https://cccs-forms.formstack.com/forms/honorary_member_award |
| March 11 | National Anthem Contest | https://cccs-forms.formstack.com/forms/national_anthem_contest |
| March 11 | Year in Review Photos | https://cccs-forms.formstack.com/forms/year_in_review_photos |
| March 11 | Administrator of the Year | https://cccs-forms.formstack.com/forms/administrator_award |
| March 11 | School Counselor of the Year | https://cccs-forms.formstack.com/forms/school_counselor |
| March 11 | Businessperson of the Year | https://cccs-forms.formstack.com/forms/businessperson_of_the_year |
| March 11 | Outstanding Adviser of the Year | https://cccs-forms.formstack.com/forms/outstanding_adviser |
| March 11 | New Adviser of the Year | https://cccs-forms.formstack.com/forms/outstanding_adviser |
| March 11 | Who's Who Application | https://cccs-forms.formstack.com/forms/who_s_who |
| March 15 | Scholarship: CBAM Scholarship | https://cccs-forms.formstack.com/forms/cbam_scholarship |
| March 18 | Regular Conference Reg | https://www.registermychapter.com/fbla/co |
| March 18 | Peak Awards | https://cccs-forms.formstack.com/forms/peak_awards_submission |
| March 18 | Donation Form | https://cccs-forms.formstack.com/forms/donations |
| March 18 | NLC T-shirt Design | https://cccs-forms.formstack.com/forms/design_form |
| March 18 | CBAM TOY/NTOY Award | https://drive.google.com/file/d/1MB_kefjirMPZ0dRIUQcnoVgDML78arsa/view?usp=sharing |
| March 21 - April 1 | Production Testing Window | Information sent after March 18 th |
| April 1 | Conference Registration and Hotel Payment Deadline | |
| April 1 | Social Media Challenge – Submit through social media | |
| April 15 | Pre-Judge Deadline | Submissions available after April 1 |
| April 15 | BAA Deadline for SLC recognition | https://www.fbla-pbl.org/divisions/fbla/fbla-education/ |
| April 15 | Certification Form Upload | https://cccs-forms.formstack.com/forms/chapter_certification_upload |
| April 25 | NLC Intention Form | https://cccs-forms.formstack.com/forms/nlc_intention_form |
| May 3 | BAA Capstone Competitive Review Deadline | https://www.fbla-pbl.org/divisions/fbla/fbla-education/ |

SLC SURVIVAL WEBINAR SERIES

Members and advisers can join Colorado FBLA State Staff for weekly webinars leading up to State Leadership Conference to gain information and ask questions.

| Date, Time | Topic | RSVP |
|---------------------------|-------------------------------------|---------------------------|
| February 24, 5:30-6:30 pm | State Officer Candidates | RSVP HERE |
| March 3, 4-5 pm | SLC Introduction | RSVP HERE |
| March 10, 4-5 pm | Conference & Hotel Registration | RSVP HERE |
| March 17, 4-5 pm | Competitive Events | RSVP HERE |
| March 24, 4-5 pm | Competitive Events | RSVP HERE |
| March 31, 4-5 pm | Certifications & Digital Badges | RSVP HERE |
| April 7, 4-5 pm | Voting Delegates & Business Meeting | RSVP HERE |
| April 14, 4-5 pm | Know Before You Go | RSVP HERE |

TENTATIVE AGENDA

This schedule is a tentative one and is subject to change.

| | |
|---|---|
| Monday, April 18th | |
| 12:00 noon – 1:30 pm | Registration/Adviser Meeting |
| 11:30 am – 1:30 pm | Lunch |
| 2:00 pm | Competitions Begin – Preliminary Rounds |
| 2:00 – 6:00 pm | Testing |
| 3:00 – 6:00 pm | Officer Selection Committee |
| 1:30 – 5:30 pm | Leadership Seminars |
| 8:30 – 10:30 pm | Opening General Session |
| 11:00 pm | Curfew |
| Tuesday, April 19th | |
| 8:30 am | Competitions – Presentation Finals, Role Play Testing |
| 8:30 am – 3:45 pm | Objective Testing |
| 9:00 am – 3:00 pm | Exhibitors |
| 9:00 – 11:30 am | Leadership Seminars |
| 9:30 am – 2:00 pm | Officer Selection Committee |
| 11:00 am – 1:00 pm | Lunch |
| 1:00 pm | Competitions – Presentation & Role Play Finals |
| 1:00 – 5:30 pm | Leadership Seminars |
| 2:00 – 5:00 pm | Service Project |
| 2:45 – 4:00 pm | Business Meeting (<i>Voting Delegates Required</i>) |
| 8:30 – 10:30 pm | Social Activities (Colorado Rockies game or hypnotist or other) |
| 11:00 pm | Curfew |
| Wednesday, April 20th | |
| 8:00 am – 12:00 noon | Grand Awards Session |

CONFERENCE INFORMATION

State Leadership Conference Description: While attending the Colorado FBLA State Leadership Conference, members will have the opportunity to expand their leadership potential and develop skills for life planning, goal setting and business acumen necessary in the workforce. Activities at the conference will include personal and professional development workshops, competitive events and motivational general sessions.

Date: Monday, April 18 – Wednesday, April 20

Location: Gaylord Rockies Resort and Conference Center, Aurora

Attendee Information Needed to Register

- Competitive Event
- Housing Information (Rooming List)
- Lunch Selections
 - Monday Lunch: Turkey Wrap, Ham and Cheese Sandwich, Vegetarian Wrap
 - Tuesday Lunch: Grilled Chicken Caesar Wrap, Roast Beef and Cheddar Sandwich, Vegetarian Sandwich
 - Special dietary needs
- Item Info:
 - Voting Delegate(s)
 - Adviser Years of Service
 - Certifications or Micro-Credential Tests (optional)
 - T-shirt Size (optional)
 - Tuesday Night Entertainment (optional)



Required Forms

- [Multiple Release Form](#) – completed form from each member to be kept with adviser on-site
- [COVID Liability Wavier Form](#) – completed form from each member to be kept with adviser on-site
- [Certification Form](#) – to be completed and submitted at conference registration

Cost Chart – find more details throughout the Call to Conference

| | |
|-------------------------|-----------------------------|
| Conference Registration | \$130/\$145/\$200 |
| Housing | \$250 (per room, per night) |
| T-shirts | \$10/\$15 |
| Parking | \$29 (per night) |

| | |
|------------------|-------------|
| Certifications | \$30 (each) |
| Micro-Credential | \$5 (each) |
| Rockies Ticket | \$30 |
| Hypnotist | \$5 |

CONFERENCE REGISTRATION

[Registration Link](#)

REGISTRATION DEADLINES

Early Bird Registration Deadline: March 11

Regular Registration Deadline: March 18

ELIGIBILITY

Chapter advisers, parents, alumni, local administrators, teacher educators or others are eligible to attend. Every person attending the State Leadership Conference **MUST** be registered and paid and have a name badge to enter any session.

CHAPERONE AND SUPERVISION POLICY

- When attending Colorado FBLA conferences and events, advisers are expected to provide adequate supervision for his/her student members. All chaperones must follow the Colorado FBLA dress code and code of conduct. Chaperones are expected to attend all workshops or meetings with the members and advisers.
- Chaperones must be a school approved adult. In the event that your school district has a different chaperone policy than the one outlined above, your district's policy should be followed.
- Colorado FBLA recommends having a chaperone of each gender for overnight events where both genders attend from the school.
- At each Colorado FBLA conference, an adviser, school official or school approved adult, must accompany the members. If there is no such person available, the chapter will not be permitted to attend the conference.
- Under no circumstances should an adviser leave the conference site without a school-approved adult supervising their members.
- In some instances, a member may be traveling with another chapter to an event. The chaperoning chapter must accept full responsibility for the member and their actions. All permissions and liabilities must be arranged between the two chapters.
- A ratio of one adult for every 10 members is recommended. In the event your district has a different chaperone policy, your district's policy should be followed. When attending Colorado CTSO conferences and events, advisers are expected to provide adequate supervision for his/her members. All chaperones must follow the Colorado CTSO code of conduct. Advisers are expected to attend all sessions.
- Colorado CTSOs are dedicated to protecting the safety and success of our members. In order to do so, as well as stay in compliance with Colorado and Federal Laws, all employees, volunteers, staff, chaperones and guests of chaperones in direct contact with Colorado CTSO members must submit to a Criminal Background Check and complete Sexual Abuse Prevention Training. In partnership with local chapters, the [Certification Form](#) is required to be completed by an authorized representative of the school district, certifying that all staff provided by the school district and working with members of Colorado CTSOs have completed and passed a Criminal Background Check and Sexual Abuse Prevention Training.

- Review this [Background Screening Guide for those Working with Children](#) on criminal background checks, disqualifier guidelines and a quick guide for those adults working with children.

REGISTRATION TUTORIAL

A [registration tutorial](#) is available on the SLC part of www.coloradofbla.org/slc.

SPECIAL ACCOMMODATIONS

For members that require special accommodations, complete the special accommodation portion in the registration system. Example reasons that members may need special accommodations would include: wheelchair access or interpreter services or special dietary requests or extended time on tests.

STATE LEADERSHIP CONFERENCE T-SHIRTS

A conference T-shirt will be available. The design will be inspired by the winning T-shirt design from Colorado Fall Leadership Conference, shown at the right and designed by Braiden Harrington, Platte Valley High School. T-shirts can be pre-ordered through the registration system. Select Items and Conference T-shirts, selecting the size for pre-ordering. T-shirts are \$10 each. (\$15 for XXXL)



ADVISER ASSIGNMENTS

Adviser assistance is needed to ensure the conference runs smoothly. Duties can include:

- Seminar/Workshop Coordinators (assist with seminars on Monday or Tuesday)
- Event Judge Liaison (serve as a leader/manager of judges for a particular event or events)
- Event Coordinators or Assistants (serve as timers, prep room monitors, etc for competitive events)
- Lunch Hosts (take lunch tickets either Monday or Tuesday)
- Social Chaperones (chaperone recreational areas and socials)
- Session Hosts (open doors and check dress code during either the Opening or Closing Session)
- Proctors (proctor competition, certificate and/or micro-credential testing)
- Dress Code Check (entrance to conference area)

CONFERENCE PAYMENT

PAYMENT POSTMARK DEADLINE: APRIL 1

REGISTRATION COST PER PERSON

| Registration | Early Bird Cost | Regular Cost | Late Cost* |
|--|-----------------|--------------|----------------|
| Deadline | March 11 | March 18 | After March 18 |
| Registration (includes two lunches, session production, awards, name tags, officer expenses, judge meals, registration system, meeting space, speaker fees, competitions, judge's parking and other expenses) | \$130 | \$145 | \$200 |

**To register members after the registration deadline, e-mail jen.staley@cccs.edu. Guest passes are available for purchase for those ONLY attending the Closing Awards Session. Register online for \$10 or on-site for \$20.*

CHECKS

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

CREDIT CARD PAYMENTS

Check the credit card payment option in the registration system. A PayPal link will be available in the registration system for payment. If paying by credit card, a 4% fee will be added. Credit card MUST be selected as a payment option. **If a credit card payment is not selected, yet is used as a method of payment, the chapter will be invoiced the 4% convenience fee, plus a \$35 processing fee.**

PAYMENT POLICY

NEW PAYMENT POLICY: A 10% late fee will be added to the invoice if checks are not POSTMARKED by April 1st and credit card payment has not been received by April 1st. POs do not count as payment.

REGISTRATION REFUNDS

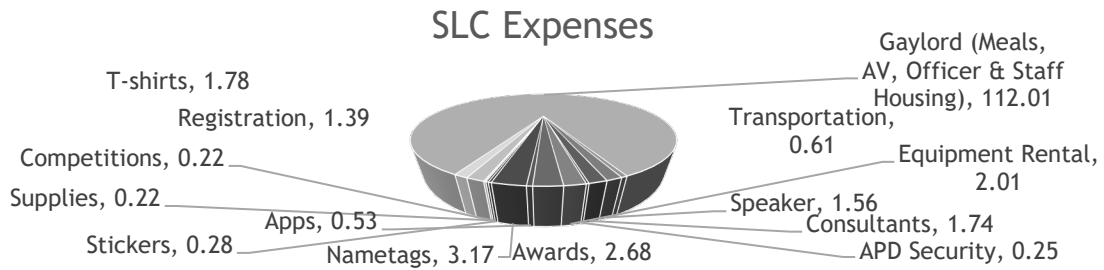
No registration refunds are available after the regular registration deadline.

TRAVEL INSURANCE

There are no refunds after the registration deadline. Travel insurance may be purchased by individuals, parents, or schools outside of and separate from Colorado FBLA's registration costs and lodging fees. Colorado FBLA does not endorse or recommend any specific travel insurance company. One potential travel insurance coverage is offered by Travel Guard Group, Inc., Insurance is underwritten by National Union Fire Insurance Company of Pittsburgh, Pennsylvania. Coverage is subject to the terms and conditions of the Travel Guard insurance policy. Colorado FBLA is not licensed to sell insurance, and cannot answer technical questions about the benefits, exclusions, and conditions of this insurance and

cannot evaluate the adequacy of existing insurance. Travel insurance is the responsibility of the participant and not Colorado FBLA. The purchase of travel insurance is not required in order to purchase any other products or services from Colorado FBLA. Contact Travel Guard directly at 1-800-826-5248.

WHY DOES IT COST SO MUCH TO ATTEND SLC?



HOTEL INFORMATION

GAYLORD INFORMATION

| Hotel Property | Address | <i>Rates are per room, per night (1-4 people in a room)</i> |
|---|---|--|
| <u>Gaylord Rockies Resort & Convention Center</u> All attendees must stay at hotel for conference duration. | 6700 North Gaylord Rockies Boulevard Aurora, CO 80019 | \$250 per room, per night <i>(includes room rate, applicable taxes and resort fees)</i> |

Resort fee includes: high-speed internet access in all guest rooms, complimentary use of the basketball and tennis courts, \$10 daily dry cleaning credit, complimentary use of hotel bicycles, two bottles of purified water, complimentary access to on property water amenities

HOTEL PROCESS AND NOTES

- Chapters will submit housing lists through the conference registration system. See the [Registration Tutorial](#) for instructions.
- Chapters may not cancel rooms after March 18th registration deadline

HOTEL PAYMENT

The hotel payment will be sent to Colorado FBLA.

Notes on Payment:

- Incidentals will automatically be turned off for all attendees. If the chapter wants access to these incidentals (ability to order room service and ability to charge to room), the chapter adviser should present a credit card during the hotel registration process. The incidental hold is \$50 per day plus incidentals.
- Colorado FBLA will be charged for any room damage sustained during the stay. Colorado FBLA will bill the school(s) for any damages that occur.

PARKING

Schools will need to provide payment on-site during check-in for any parking needs.

Rates:

- Individual Vehicle: \$29 per night
- Bus Parking: \$29 per night, \$120 per night for each bus after 40 are registered

Notes:

- Parking will be added to the room keys of those paying for parking
- All parking rates include in and out privileges

FOOD

MONDAY & TUESDAY LUNCH

Monday & Tuesday lunches are included in the conference registration rates. Lunch options will be selected in the registration system:

- Monday lunch options: Turkey Wrap, Ham and Cheese Sandwich, Vegetarian Sandwich
- Tuesday lunch options: Grilled Chicken Caesar Wrap, Roast Beef and Cheddar Sandwich, Vegetarian Sandwich

Lunches will include salad, piece of fruit and a dessert.

DINNER OPTIONS

Monday and Tuesday dinner options are available for purchase in the registration system by the registration deadline:

- \$20 Monday Dinner Option: Mexican Rice Bowl (spanish rice, black beans, pork carnitas, pulled chicken, pico de gallo, shredded cheese, shredded lettuce, sour cream, house made salsa)
- \$20 Tuesday Dinner Option: Smokehouse Bowl (mac n cheese, pulled BBQ pork, blackened chicken, cole slaw, pickled onions, BBQ sauce)

Notes: *These are optional dinner options.* These bowls are a “build your own bowl” option, as such, no allergy modifications are available.

BREAKFAST OPTIONS

Pre-ordered breakfast options (through the conference registration system by March 18th) for \$12 each, including a juice:

- Tuesday
 - Buttermilk Biscuit, Pork Sausage, Cage Free Eggs, Sharp Cheddar
 - Buttermilk Biscuit, Cage Free Eggs, Sharp Cheddar
- Wednesday
 - Pork Sausage, Cage Free Eggs, Shredded Cheddar, Flour Tortilla
 - Grilled Vegetable, Black Bean, Roasted Yukon Potatoes, Sweet Onion Tortilla



Breakfast options will be available at the Marketplace and Cocoa Bean on Tuesday and Wednesday mornings.

Further dining options can be found on the www.coloradofbla.org/slc website.

COMPETITIONS

STATE CONTESTS

NLC T-SHIRT DESIGN CONTEST

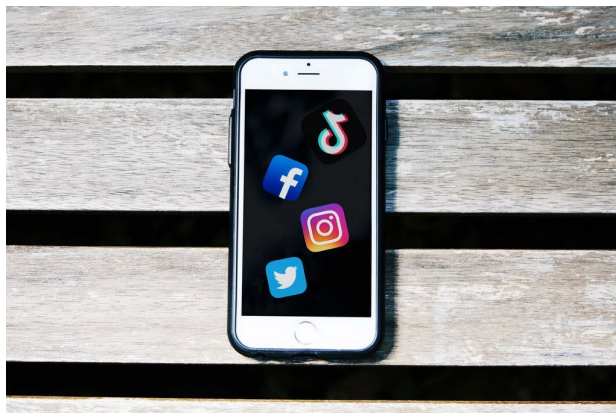
Deadline: March 18

Each chapter can submit two entries for the [NLC T-shirt Design Contest](#). Top designs will be presented to State Leadership Conference attendees for voting. Each chapter receives one vote. Colorado or Colorado FBLA must be on the design, trademarked or copyrighted materials cannot be used and the NLC theme and location could be considered in the design.

SOCIAL MEDIA CHALLENGE

Deadline: April 1

- 30-second Commercial for the Colorado FBLA SLC
- Must include:
 - Colorado FBLA State Leadership Conference
 - April 18-20, 2022
 - Gaylord Rockies
 - Colorado FBLA logo
- Put your own spin on the excitement of SLC
- Must include sound in the background (either music or narration)
- Can include video and/or pictures - must be original footage
- Only one submission per social media account, can be submitted by chapters or individuals
 - May post on Facebook, Instagram, Twitter, or TikTok
 - Tag ColoradoFBLA
- All submissions must be posted by April 1, 2022.
- Must include the following in the caption:
 - Chapter Name
 - #cofblaslc22 #fblaatthegaylord #cofblasmchallenge22
- State Officers will narrow it down to 5, then they will be voted on at the Business Meeting on Tuesday, April 19.
- Top two will receive preferential seating at the Closing Session.



COMPETITIVE EVENTS

2022 Colorado FBLA Competitive Events Elements List

Member Event Limit: 2 events (1 chapter event, 1 other event)

**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.*

| Event | Grade | Type | I/T/C* (#) | Chapter Entries** | National Qualifiers | SLC Modifications |
|--|-------|---------------------------------------|---------------|----------------------|------------------------|---|
| 3-D Animation | 9-12 | Prejudge Project & Presentation | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Accounting I | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Accounting II | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Advertising | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Agribusiness | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| American Enterprise Project | 9-12 | Prejudge Report & Presentation | C | 1 per chapter | Top 4 | 1 minute set-up |
| Banking & Financial Systems | 9-12 | Online Collaborative Test & Role Play | T (1-3) | Qualified @ DLC | Top 4 | Technology device needed |
| Broadcast Journalism | 9-12 | Presentation (Equip) | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Business Calculations | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Business Communication | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Business Ethics | 9-12 | Online Test, Prejudge, Presentation | T (1-3) | Qualified @ DLC | Top 4 | Technology device needed, 1 minute set-up |
| Business Financial Plan | 9-12 | Prejudge Report & Presentation | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Business Law | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Business Management | 9-12 | Online Collaborative Test & Role Play | T (1-3) | Qualified @ DLC | Top 4 | Technology device needed |
| Business Plan | 9-12 | Prejudge Report & Presentation | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Client Service | 9-12 | Presentation w/o Eqp | I | Qualified @ DLC | Top 4 | |
| Coding & Programming | 9-12 | Demonstration | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Community Service Project | 9-12 | Prejudge Report & Presentation | C | 1 per chapter | Top 4 | 1 minute set-up |
| Computer Applications | 9-12 | Production & Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Computer Game & Simulation Programming | 9-12 | Demonstration | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Computer Problem Solving | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Cyber Security | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Data Analysis | 9-12 | Presentation (Equip) | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Database Design & Applications | 9-12 | Production & Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Digital Video Production | 9-12 | Prejudge Project & Presentation | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| E-Business | 9-12 | Demonstration | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Economics | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Electronic Career Portfolio | 9-12 | Presentation (Equip) | I | Qualified @ DLC | Top 4 | 1 minute set-up |
| Entrepreneurship | 9-12 | Online Collaborative Test & Role Play | T (1-3) | Qualified @ DLC | Top 4 | Technology device needed |
| Future Business Educator | 9-12 | Presentation | I | Unlimited | - | 1 minute set-up |
| Future Business Leader | 9-12 | Interview | I | Qualified @ DLC | Top 4 | |
| Graphic Design | 9-12 | Presentation (Equip) | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Health Care Administration | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Help Desk | 9-12 | Online Test & Role Play | I | Qualified @ DLC | Top 4 | Technology device needed |
| Hospitality & Event Management | 9-12 | Online Collaborative Test & Role Play | T (1-3) | Qualified @ DLC | Top 4 | Technology device needed |
| Human Resource Management | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Impromptu Speaking | 9-12 | Speech | I | Qualified @ DLC | Top 4 | |
| Insurance & Risk Management | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| International Business | 9-12 | Online Collaborative Test & Role Play | T (1-3) | Qualified @ DLC | Top 4 | Technology device needed |

| Event | Grade | Type | I/T/C* (#) | Chapter Entries** | National Qualifiers | SLC Modifications |
|---|-------|---------------------------------------|---------------|----------------------|------------------------|--------------------------|
| Introduction to Business Concepts | 9-10 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Introduction to Business Communication | 9-10 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Introduction to Business Presentation | 9-10 | Presentation (Equip) | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Introduction to Business Procedures | 9-10 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Introduction to Event Planning | 9-10 | Online Collaborative Test & Role Play | T (1-3) | Qualified @ DLC | Top 4 | Technology device needed |
| Introduction to FBLA | 9-10 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Introduction to Financial Math | 9-10 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Introduction to Information Technology | 9-10 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Introduction to Parliamentary Procedure | 9-10 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Introduction to Public Speaking | 9-10 | Speech | I | Qualified @ DLC | Top 4 | |
| Introduction to Social Media Strategy | 9-10 | Presentation (Equip) | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Job Interview | 9-12 | Interview | I | Qualified @ DLC | Top 4 | |
| Journalism | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Local Chapter Annual Business Report | 9-12 | Prejudge Report & Presentation | C | 1 per chapter | Top 4 | 1 minute set-up |
| Management Information Systems | 9-12 | Online Collaborative Test & Role Play | T (1-3) | Qualified @ DLC | Top 4 | Technology device needed |
| Marketing | 9-12 | Online Collaborative Test & Role Play | T (1-3) | Qualified @ DLC | Top 4 | Technology device needed |
| Mobile Application Development | 9-12 | Demonstration | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Network Design | 9-12 | Online Collaborative Test & Role Play | T (1-3) | Qualified @ DLC | Top 4 | Technology device needed |
| Networking Infrastructures | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Organizational Leadership | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Parliamentary Procedure | 9-12 | Online Individual Test & Role Play | T (4-5) | Qualified @ DLC | Top 4 | Technology device needed |
| Partnership with Business Project | 9-12 | Prejudge Report & Presentation | C | 1 per chapter | Top 4 | 1 minute set-up |
| Personal Finance | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Political Science | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Public Service Announcement | 9-12 | Presentation (Equip) | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Public Speaking | 9-12 | Speech | I | Qualified @ DLC | Top 4 | |
| Publication Design | 9-12 | Presentation (Equip) | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Sales Presentation | 9-12 | Presentation (Equip) | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Securities & Investments | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Social Media Strategies | 9-12 | Presentation (Equip) | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Sports & Entertainment Management | 9-12 | Online Collaborative Test & Role Play | T (1-3) | Qualified @ DLC | Top 4 | Technology device needed |
| Spreadsheet Applications | 9-12 | Production & Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Supply Chain Management | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| UX Design | 9-12 | Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |
| Website Design | 9-12 | Demonstration | T (1-3) | Qualified @ DLC | Top 4 | 1 minute set-up |
| Who's Who | 12 | | I | Anyone | Top 1 | Early submission only |
| Word Processing | 9-12 | Production & Online Test | I | Qualified @ DLC | Top 4 | Technology device needed |

EVENT ENTRIES

Each member can enter in a maximum of one event. Exceptions are for the chapter events: A member can participate in one event, plus American Enterprise Project, Community Service Project, Local Chapter Annual Business Report or Partnership with Business.

WHO'S WHO

Deadline: March 11

Who's Who in FBLA honors local seniors who have made outstanding contributions to the association at the local, state and national level. To be eligible, the member must have been chosen at the district level and completed the Future or Contributor level of Business Achievement Awards and must submit a cover letter, resume and adviser letter of recommendation. Information and [submission link can be found online. Here](#) is a link to the rating sheet.

FUTURE BUSINESS EDUCATOR

All students attending the State Leadership Conference can participate in the Future Business Educator competition. Guidelines can be found on www.coloradofbla.org/competitions.

ONLINE TESTING

There will be no online testing prior to State Leadership Conference.

PREJUDGE EVENTS

Deadline: April 15

Prejudge events are due using an online submission link. Pre-judge submission instructions will be sent after April 1.

Events with a pre-judge component:

| Event | Pre-judge Component |
|---|----------------------------|
| 3-D Animation | URL |
| American Enterprise Project | Report (PDF) |
| Business Ethics | Executive Summary (PDF) |
| Business Financial Plan | Report (PDF) |
| Business Plan | Report (PDF) |
| Community Service Project | Report (PDF) |
| Digital Video Production | URL |
| Future Business Leader | Cover Letter, Resume (PDF) |
| Job Interview | Cover Letter, Resume (PDF) |
| Local Chapter Annual Business Report | Report (PDF) |
| Partnership with Business Project | Report (PDF) |

PRODUCTION EVENTS

Deadline: April 1

Production events are due using an online submission link. Information will be sent to advisers after March 18th.

Production Events:

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

CHANGES IN GUIDELINES

The [national guidelines](#) will be followed for competitions.

Currently, there are the following exceptions/changes in events:

- **All events with a set-up will have 1 minute to set-up, instead of 5 minutes**
- **Finalists will NOT have access to, nor permitted to bring, projectors.** Competitors will present directly from their laptops/devices.
- **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 preliminary performance score and the other 75% of each team's overall preliminary score will be based on the team's objective test score. The top overall scores from each section will present a role play in the final round. The score in the final round will be 100% based on performance and the objective test will only be used as a tiebreaker in the final round.
- **Competitors must complete all portions of competitions in order to qualify for the next round of competition and be called as a finalist.**

NOTES FOR COMPETITIVE EVENTS COMPETITORS

- Any events with a test will have an online testing component on-site at State Leadership Conference. Students will need to have access to a personal device (preferably a laptop) to be connected to internet for online testing.
- Presentations and Role Plays will happen in a large ballroom set-up. Competitors are encouraged to project their voices so the judges can hear.
- Role play competitors will take a test on Tuesday morning. ALL will complete a preliminary role play round on Monday afternoon and finalists will present a role play on Tuesday afternoon.
- Internet access will be provided for 3-D Animation, Coding & Programming, Computer Game & Simulation Programming, Digital Video Production, E-business, Electronic Career Portfolio, Introduction to Social Media Strategy, Mobile Application Development, PSA, Social Media Strategies & Website Design.
- Competitor times are randomly assigned. Competitor times cannot be changed or switched with other competitors, unless approved by state staff. All competitors are required to present at every level. (A competitor cannot be added from prelim to final rounds.)
- Judge scores are final.

DROP AND SUBSTITUTION PROCESS

- For drops, e-mail Jen Staley (jen.staley@cccs.edu) with the name of the team/individual drop.
- A \$10 fee will apply to any substitutions or additions after March 18th, as long as the member is registered for the conference.
- For additions after the March 18th deadline where the member isn't registered for the conference, the late conference registration fee is in effect.

SUBSTITUTIONS

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.
- Substitution deadline is **April 11th**. After **April 11th**, no substitutions are allowed.

JUDGES

Know of those that meet the judge definition and want to judge during State Leadership Conference? Have them complete the [online form](#).

NLC COMPETITOR INTENTION FORM

Deadline: April 25

Form Link: https://cccs-forms.formstack.com/forms/nlc_intention_form

Attending the **National Leadership Conference** is an exciting opportunity! Colorado FBLA allows the top four competitors the first choice to attend.

To ensure that every member has the opportunity to compete, this intention form must be completed by the top 10 members in each competitive event and turned in by April 25.

One form must be completed for each competitor, and for team events, each team member must complete a form.

After the form deadline, Colorado FBLA will choose the members of the top four rankings that have submitted forms. If a member's form is not received by the deadline and someone else in a lower ranking has already sent their form in with intentions to attend, they will be approved to attend. There will be no reversal of decisions once we receive the member's form indicating they cannot attend the NLC unless a slot is still available.

The list of confirmed competitors will be posted on the [National Leadership Conference page](#) of the Colorado FBLA website and sent out April 27.


READ ME



MISCELLANEOUS INFORMATION

STATE OFFICER CANDIDATES

Deadline: March 11

Colorado FBLA is looking for qualified and interested sophomores or juniors to apply for the 2022-2023 State Officer Team! This is an opportunity for students to step out of their comfort zone and represent their school, district and state.

The [2022-2023 State Officer Handbook](#) is available. The State Officer Application is available within this Handbook.

FBLA PROGRAMS

BUSINESS ACHIEVEMENT AWARDS (BAA)

Deadline: No deadline, **however, must be completed by April 15th for SLC recognition**

- **Information about BAAs**
- BAA Eligibility for SLC Attendance:
 - BAA Contributor Level: Chapters can bring as many completers as Voting Delegates. Visit the [worksheet here](#) to double check how many members your chapter can bring.
 - BAA Leader Level: Chapters can bring as many completers as Voting Delegates. Visit the [worksheet here](#) to double check how many members your chapter can bring.
 - BAA Advocate Level: Chapter can bring all completers
 - BAA Capstone Level: Chapter can bring all completers

Note: For Contributor and Leader BAA levels, if the member is competing as well as a BAA completer, they do not count toward the member limit. The number of Contributor and Leader BAA levels a chapter may bring are for those members not competing.

PEAK AWARDS

Deadline: March 18

- Peak Awards are awards given to a chapter for completing and documenting their activities for the year. There are five level of Peak Awards.
- [Peak Awards Documentation \(Here](#) is an example from 2017-2018)
- [Peak Awards Scoresheet](#) – must be completed (a “self-evaluation”) by the chapter
- [Peak Awards Submission](#)
- Delegates Eligibility to Attend SLC from Peak Awards:
 - Peaks I-II: A chapter can bring 1 delegate to SLC for Peak Awards
 - Peaks III-V: A chapter can bring 3 delegates to SLC for Peak Awards

MICRO-CREDENTIALS AND CERTIFICATIONS

Micro-credentials (formerly known as Digital Badges) are available through MBA Research! Testing to earn micro-credentials will be an opportunity at this year's State Leadership Conference. All a member needs is a phone with data availability. Colorado FBLA will cover the cost of the first micro-credential per member. Any additional badges will be \$5 per test. Chapters will be invoiced for any micro-credential beyond one per member. There is no limit to micro-credentials by chapter or member.

MICRO-CREDENTIAL OPTIONS AT SLC

MBA Research offers five levels of micro-credentials. Colorado FBLA will offer Level 1 and Level 2 badges during State Leadership Conference. [Click here to find out more about micro-credentials and the levels.](#)

| Level 1 Micro-Credentials | Level 2 Micro-Credentials |
|----------------------------------|----------------------------------|
| Economics | Selling |
| Emotional Intelligence | Promotion |
| Professional Development | Marketing |
| Communication Skills | Business Law |
| Financial Analysis | Customer Relations |
| Information Management | Project Management |
| Operations | |

INDUSTRY CERTIFICATION OPTIONS AT SLC

iCEV is offering students the chance to earn one of the certifications hosted on the iCEV Certification Testing Platform! For just \$30, FBLA members can take the industry certification exam. Members will need to provide a device (laptop preferred) to take the certification test.

Industry certifications validate students' knowledge and skills, infuse career-readiness into the classroom and jump-start students' careers. Help students get ahead by earning one of these certifications at the conference. Explore the available certifications below:

- [Center for Financial Responsibility Personal Financial Literacy Certification](#)
- [Express Employment Professionals Business Office Technology Certification](#)
- [Express Employment Professionals Career Preparedness Certification](#)
- [Southwest Airlines Professional Communications Certification](#)

Certification earners will be recognized on-stage on April 20th. iCEV will also be hosting a workshop during the conference to help students take their industry certifications to the next level.

Although these certifications are not on the Career Development Incentive Program (CDIP) list, they are valuable certifications students can add to their portfolio.

Contact Angie Daly, iCEV territory manager, at angela.daly@cevmultimedia.com or (719) 342-0727 for more details.

VOTING DELEGATES

Each chapter is entitled to Voting Delegates, based on chapter membership.

- Under 50 members – two voting delegates
- 50 to 100 members – three voting delegates
- Over 100 membership – four voting delegates
- Visit the [Voting Delegate Numbers worksheet](#) to see how many voting delegates your chapter should have.

VOTING DELEGATE ORIENTATION AND BUSINESS MEETING

Tuesday, April 19 – 2:45-4:30 pm

Voting Delegates are required to attend the Orientation and Business Meeting at 2:45 pm on Tuesday. Bylaw amendments are on the agenda. The bylaw amendments are included in the Call to Conference and on www.coloradofbla.org/slc.



BYLAW AMENDMENTS

A few bylaw amendments are being proposed by the Colorado FBLA Board of Directors and State Officers. [Find more information about the bylaw amendments.](#)

WORKSHOP AMBASSADORS

Workshop Ambassadors will work alongside an adult Workshop Coordinator to introduce workshop presenters, serve as runners for workshop presenters and coordinators and present a thank you note on behalf of Colorado FBLA at the end of the workshop. Students can be registered as Workshop Ambassadors during the registration Workshop Ambassador assignments will be sent in April.

TUESDAY NIGHT ENTERTAINMENT

COLORADO ROCKIES BASEBALL GAME



The Colorado Rockies take on the Philadelphia Phillies at 6:40 pm on Tuesday, April 19th. Tickets (**price includes transportation to the 61st-Pena light rail station from the Gaylord**) are available for \$30. Transportation to the game is on your own. [Discounted light rail tickets are available for students](#). See details [online](#). Coors Field FAQs can be found [here](#).

Purchase tickets through the registration system by March 18th. (If you choose to provide your own transportation to Coors Field, optional bus parking passes - \$40 - and individual parking passes - \$17 - are available through the conference registration system.)

HYPNOTIST

Stay at the Gaylord Rockies and be entertained by a hypnotist. Master Hypnotist Tracy Gray delivers a high energy, fun filled comedy hypnosis show! Tickets are available for \$5 per person for pre-registration or \$10 on-site.



TRIVIA

A limited number of tickets are available to attend Trivia Night at the Gaylord. There is no cost for this event.

SERVICE PROJECT

Join Colorado FBLA on Tuesday afternoon, April 19th in writing thank you cards to be given to the first responders to the Marshall Fires.

NATIONAL ANTHEM CONTEST

Deadline: March 11

Colorado FBLA is looking for a member to sing the National Anthem during the Opening Session. To be considered, a YouTube audition link must be shared in the [online submission form](#).

PICTURES NEEDED

Deadline: March 11

Here's an opportunity for your chapter to make an appearance on the big screen during general sessions at the State Leadership Conference. [Upload medium sized jpeg picture files online](#).

AWARDS SESSION

During this session, Competitive Events awards will be announced. The top **ten** scorers in each event will be recognized on stage, with the top four earning a plaque and the right to represent Colorado at the national competition.

AWARDS: INFORMATION, DEADLINES AND FORMS

| Deadline | Award | Information |
|-----------------|--|---|
| March 18 | <u>Peak Awards</u> | The Colorado Peak Awards were designed to further local chapter involvement in statewide activities, increase membership and boost the morale and spirit of chapters. |
| March 11 | <u>Honorary Member</u> | This award is given to adults who have made outstanding contributions to the association at the local, state, and national levels. |
| March 11 | <u>Administrator of the Year</u> | Nominate your administrators (CTE Directors, Superintendents, Assistant Superintendent, Principal, Assistant Principal) to recognize them for their years of support and participation in FBLA activities. |
| March 11 | <u>School Counselor of the Year</u> | Nominate your school counselor to recognize them for their years of support of FBLA. |
| March 11 | <u>Businessperson of the Year</u> | This award is given to those who have made outstanding contributions to the association at the local, state, and national levels. |
| March 11 | <u>Outstanding Adviser of the Year</u> | The Colorado FBLA Outstanding Local Adviser Award honors local FBLA advisers who have made outstanding contributions to the association at the local, state, and national levels. |
| March 11 | <u>New Adviser of the Year</u> | The Colorado FBLA New Adviser of the Year Award honors a local FBLA adviser who has 5 years or less of advising. |
| March 11 | <u>Who's Who Application</u> | The Who's Who in FBLA honors local FBLA seniors who have made outstanding contributions to the association at the local, state, and national levels. |
| March 18 | <u>CBAM Teacher of the Year Award</u> <u>CBAM New Teacher of the Year Award</u> | Recipients of this award must have made significant contributions toward all phases of the Business Administration program (class, FBLA chapter, co-op, and school store when applicable). Nominees must be a Colorado Business or Marketing instructor and must have taught business administration courses for five or more years. Teachers who have taught for less than five years may apply for the New Teacher of the Year Award. |

CHAPTER CONTRIBUTIONS

Deadline: Ongoing; March 18th to be recognized at State Leadership Conference

Donate to one or more of Colorado FBLA's projects:

- Colorado FBLA Relief Fund: Goes toward a fund to assist Colorado FBLA chapters or individuals in need
- Colorado FBLA Scholarship Fund: Goes toward the Alumni and Dave Sanders Memorial Scholarship Funds
- March of Dimes: Goes to Colorado FBLA's donation to March of Dimes at the end of the year
- Colorado FBLA Competitive Events Program: Goes toward sponsorship or scholarship of Colorado FBLA competitions
- Colorado FBLA General Fund: Goes toward Colorado FBLA's general fund to help with expenses



LET'S RAISE MONEY!

There will be opportunities to raise money for **March of Dimes** and **Colorado Relief Fund** throughout the conference:

- March of Dimes Walk - \$2 (exact change only)
- Zumba for Relief - \$2 (exact change only)
- Pie the Officers! – bring any spare change you have to SLC! You can place money in buckets for each state officer throughout the conference, and the three state officers with most money donated will be pied in the face. (Venmo will be an option.)



Stay tuned for the detailed conference agenda for times of these activities. Make sure to pack your work out gear to participate. (Work out gear is accepted attire for these activities.)

SCHOLARSHIPS

ALUMNI SCHOLARSHIP

Deadline: March 11

Amount: \$1,000

Eligibility:

- High school senior
- Not a current or former state officer
- GPA requirement: 3.2
- Online Application: <https://cccs-forms.formstack.com/forms/scholarship>
- Items to upload: resume, one page essay on involvement in FBLA, two letters of recommendation (at least one from your adviser)
- Funds distributed to the school/university after proof of enrollment is provided



CBAM POST-SECONDARY SCHOLARSHIPS

Deadline: March 15

Link: https://cccs-forms.formstack.com/forms/cbam_scholarship

The Colorado Business and Marketing Educators Association (CBAM) is proud to offer four \$1,000 scholarships, awarded annually, divided equally among deserving high school seniors who were active participants in DECA and/or FBLA.

In addition, CBAM has partnered with SupportFund to offer an additional \$1,000 scholarship to a student from a SupportFund participating school for the 2021-2022 school year. Applicants should follow the same instructions below for applications and eligibility and notate the use of SupportFund on the application.

Eligibility Requirements:

- Applicants must have been an active participant in their DECA/FBLA chapter activities, preferably for two years.
- Applicant must be an official dues-paid local, state, and national DECA member and/or national FBLA member in good standing.
- Applicant must be a graduating senior in the current school year, who will have achieved Concentrator status (equivalent of 4 semesters) in the Business/Marketing Pathway, as defined by Colorado CTE Standards, by the end of the 2021-2022 school year.
- Applicant must have a minimum cumulative GPA of 2.5.
- Applicants must attend a post-secondary institution in the academic year following graduation (2-year or 4-year).
- Applicant's chapter Adviser/Advisor must be a current dues-paid member of CBAM.
- Applicants may only be awarded one CBAM sponsored scholarship.

Application Requirements

- Applications and CBAM Scholarship Application must be completed and submitted online by March 15, 2022.
- Only one applicant per school's CTSO (DECA and/or FBLA) will be considered unless the school used SupportFund during the current school year. SupportFund participating schools are permitted one additional applicant.
- Any student winning a Colorado DECA Scholarship or Colorado FBLA Scholarship will not be eligible to be awarded the CBAM Scholarship.
- Students chosen to receive the CBAM Scholarships will be required to submit the requested post-secondary school information by the requested deadline. If not submitted as required, the scholarship will be awarded to the first runner-up.
- The amount of each Scholarship will be \$1,000.00, paid in one lump-sum directly to the institution upon presentation of evidence that the student is enrolled in and attending post-secondary education.

More information can be found

here: https://drive.google.com/file/d/1gILx_BVW5qn9GRJwa9s4B9L6lwwZE5Au/view

DAVE SANDERS MEMORIAL SCHOLARSHIP

Deadline: March 11

Amount: \$1,000

This scholarship was established in memory of Dave Sanders, a computer lab and business instructor at Columbine High School in Littleton, Colorado. He was among those killed on April 20, 1999 while helping students to safety and was the only teacher and non-student killed.

Eligibility:

- High school senior
- GPA requirement: 3.2
- Online Application: <https://cccs-forms.formstack.com/forms/scholarship>
- Items to upload: resume, one page essay on involvement in FBLA, two letters of recommendation (at least one from your adviser)
- Funds distributed to the school/university after proof of enrollment is provided

NATIONAL FBLA SCHOLARSHIPS

Deadline: April 1

[National FBLA scholarship Information can be found online.](#)



SCHOLARSHIP

FORMS

[MULTIPLE RELEASE FORM](#) *(TO BE KEPT WITH ADVISER ON SITE)*

[COVID LIABILITY WAIVER](#) *(TO BE KEPT WITH ADVISER ON SITE)*

[COLORADO FBLA CODE OF CONDUCT](#) *(TO BE KEPT WITH ADVISER ON SITE)*

[ADVISER CODE OF CONDUCT](#) *(TO BE KEPT WITH ADVISER ON SITE)*

[DRESS CODE](#)

[COLORADO FBLA MEETING EMERGENCY AND CRISIS POLICY](#)

[CHAPTER CERTIFICATION FORM](#) *(TO BE TURNED IN ON SITE)*



FAQ

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.

Q: What meals are included in the conference fee?

A: Two lunches are included in the conference registration fee – Monday and Tuesday lunch.

Q: My student did not place in their competition at the district competition; can they still attend the State Leadership Conference?

A: Yes, members can participate in the state competitions as a Voting Delegate or Business Achievement Awards recipient. There are four chapter events available as well: American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, Partnership with Business.

Q: What should I wear to the general sessions?

A: See the Dress Code section.

Q: My student has another commitment (band competition, basketball tournament, etc.), can they compete at an earlier/later time?

A: Competition times are randomly assigned, so exceptions can't be guaranteed. Competitions should be taken seriously and considered a priority.

Q: Do I send hotel payment to FBLA?

A: **YES!** Conference registration AND hotel payments are both sent to Colorado FBLA.

Q: Do we need to provide our own lanyards and nametags for SLC?

A: No. These will be provided as a part of the registration fee.

Q: Will all members be able to present?

A: Yes, all registered members will present their presentation or role play.

Q: Will observers be allowed in competitive events?

A: Most events will take place in a large ballroom, with stations set. There will be no space for observers.

Q: Why is FBLA doing competitive events in a ballroom and not in individual rooms? Or at least provide curtains in between each section?

A: Colorado FBLA allows every attendee to present during the preliminary round. If an individual room were to be available for each group presenting, we would need a facility with at least one hundred and twenty (120) meeting rooms! Colorado FBLA would love to offer this option to students; however, it is not feasible with our space needs. Another option could be to provide pipe and drape (curtains) in between each table in the open ballroom. This option costs thousands and thousands of dollars and would require an increase in registration fees. Colorado FBLA is cognizant of the financial commitment of attending the State Leadership Conference and is careful to use the registration fees appropriately. A breakdown of expenses is available in this Call to Conference.



2022 Colorado FBLA State Leadership Conference Registration Tutorial

EARLY BIRD REGISTRATION DEADLINE: March 11

REGULAR REGISTRATION DEADLINE: March 18

1. Have the following information available prior to registering:
 - Member names (and competitions)
 - Chaperone names
 - Voting Delegate/Workshop Ambassador names
 - T-shirt sizes (for optional conference T-shirts)
 - Lunch Selection (Monday and Tuesday lunch options)
 - Entertainment Options (Hypnotist, Trivia or Colorado Rockies game)
 - Hotel rooming list
 - Special accommodations (dietary needs, IEP or other event accommodations)
 - Adviser years of service
 - Adviser assignment request
2. Enter the registration site: <https://www.registermychapter.com/fbla/co/Main.asp>
3. Click **REGISTRATION**, then enter your chapter number and password (service).
4. Once you click enter, you'll see a registration page for you, the chapter adviser:

Leadership Conference Registration District 1
Colorado
Home

Registration

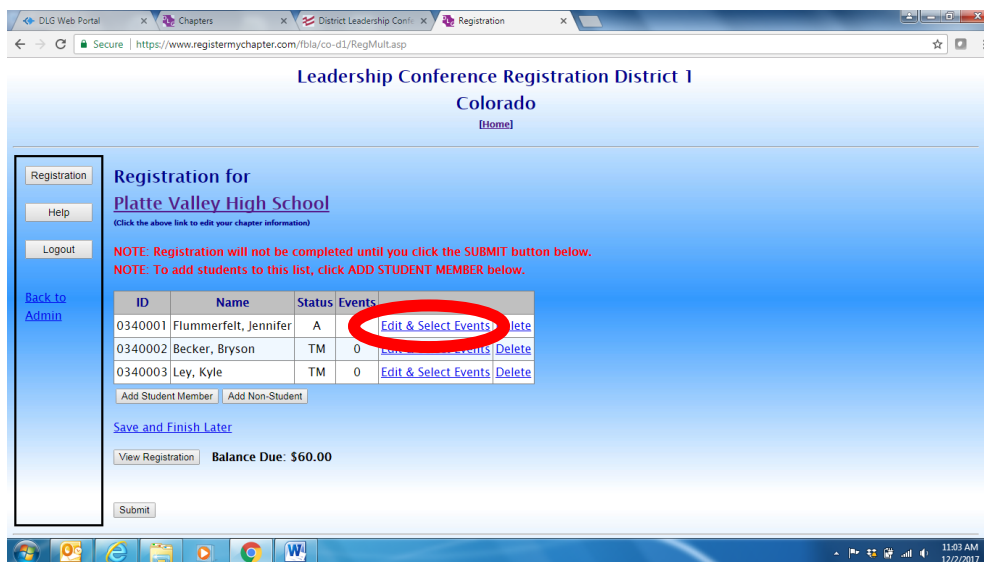
Please Verify and update the following information

Adviser * First Name Jennifer
Last Name Flummerfelt
Cell Phone * 970-381-2009
School Name * Platte Valley High School
Address 1 901 Campbell St
Address 2 PO Box 487
City Kersey State CO Zip 80644
Email * jflummerfelt@staff.pvs.k12.co.us
Phone 970-336-8721 Ext
Fax 970-336-8794
Password * *****
Chapter ID 5878
Area (region or district) District 1
Special Needs

Please double check all other information to make sure it is correct. Add your cell phone number, arrival and departure dates and approximate times (**this is the information that will be communicated to the hotel - this is VITALLY IMPORTANT!**), how many years you've

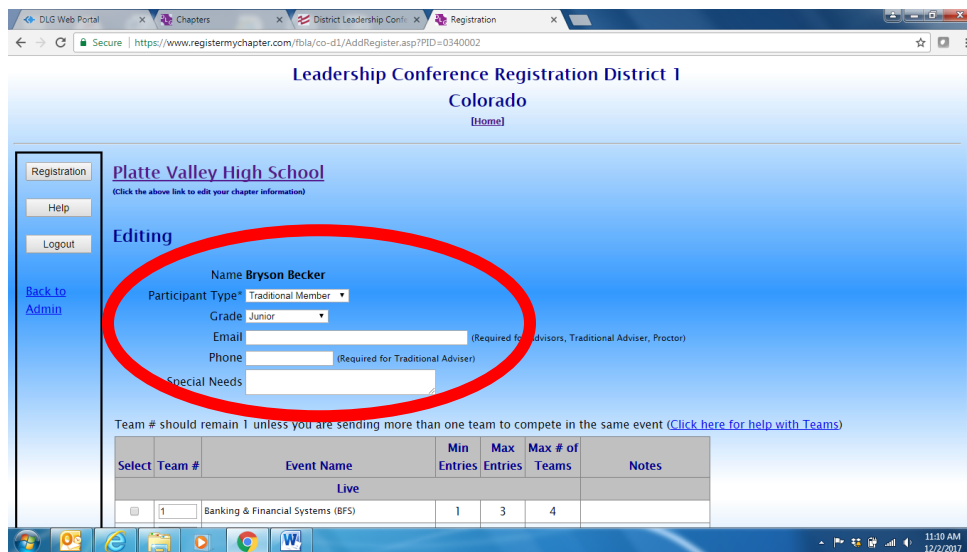
7. Click **SAVE**.

8. You'll be taken to a screen that looks like this:



Click the “**EDIT & SELECT EVENTS**” link next to the student name.

9. Double check that the information is correct:



- **Participant Type:** Student
- **Gender:** Required
- **Grade:** Required
- **Email:** Not required
- **Phone:** Not required
- **Special Needs:** This is where special accommodations for events should be listed. And, if food is being served, any dietary needs/allergies/restrictions.

10. The next area for registration will be **competitive events**. Click the select box next to the 1 event for each student. Exception: members can participate in one event and one chapter event (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, Partnership with Business)

SPECIAL NOTE ABOUT TEAM NUMBERS: Each team member should have the same team number.

Example:

- Lauren Garcia and Alex Gambill are teammates in Banking & Financial Systems - they would both have team #1 next to their name
- Memphis Aldean will be participating as an individual in Banking & Financial Systems - he would be team #2

Reminders:

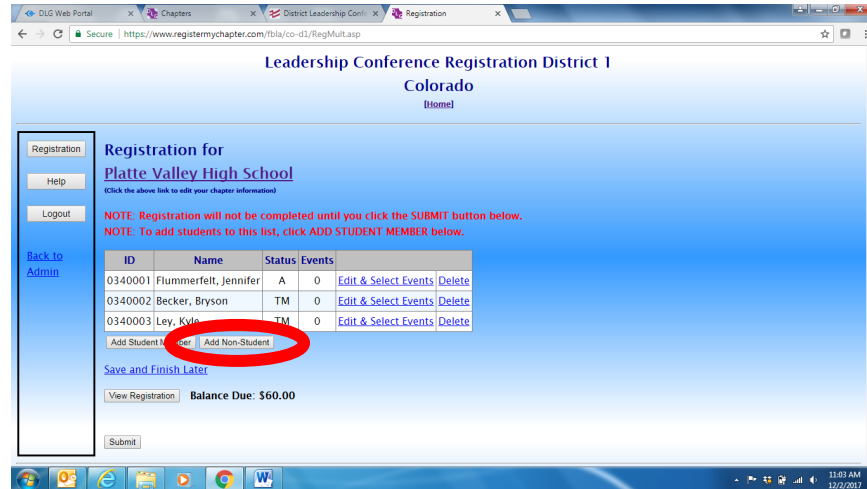
- Teams can be made up of 1, 2 or 3 participants. (Exception: Parliamentary Procedure will have 4-5 on a team.)

Special Events:

- Other options are available for the conference:
 - **BAA:**
 - *BAA Contributor Level:* Chapters can bring as many completers as Voting Delegates. Visit the [worksheet here](#) to double check how many members your chapter can bring.
 - *BAA Leader Level:* Chapters can bring as many completers as Voting Delegates. Visit the [worksheet here](#) to double check how many members your chapter can bring.
 - *BAA Advocate Level:* Chapter can bring all completers
 - *BAA Capstone Level:* Chapter can bring all completers
 - **Micro-credentials/Digital Badges:** Each member can sign up for one digital badge at no cost. Additional will be \$5 per test per member. The chapter will be invoiced for the additional fees. Find out more by reading the Call to Conference.
 - **Certifications:** Register students for these industry certification tests for \$30 each
 - **Peak Awards:** Register for the level you have, according to your scoresheet
 - **Selection Committee:** Register your student for this event only if they have been notified they are selected
 - **State Officer Candidate:** Register your student running to be a 2022-2023 Colorado FBLA State Officer Candidate
 - **Voting Delegate:** There is a mandatory business meeting for these voting delegates on Tuesday morning. See the Call to Conference for events in which these voting delegates should NOT participate. The number of Voting Delegates per chapter is dependent on membership as of December 1st. Visit the [worksheet here](#) to double check your numbers.
 - **Who's Who:** There is a separate submission form to complete
 - **Workshop Ambassador:** This is for students interested in serving as a greeter and technology assistance during the Leadership Seminars/Workshops
- Any number of these Special Events can be selected in addition to the competition.

11. Click **SAVE**. The system will take you back to the registration list of students. Complete the same process for each student attending.

12. To add a guest or chaperone, click the “ADD NON-STUDENT” button:



Complete their information, then click **SAVE**.

13. Click on **ITEMS** to add food selections for Monday and Tuesday lunch (mandatory) and any T-shirts (optional) and Entertainment (hypnotist/trivia/Colorado Rockies game) to each student:

- Monday Lunch Options
 - Turkey Wrap
 - Ham and Cheese Sandwich
 - Vegetarian Wrap
 - Note: Each of the above options come with salad, assorted whole fruit, water and cookies
- Tuesday Lunch Options
 - Grilled Chicken Caesar Wrap
 - Roast Beef and Cheddar Sandwich
 - Vegetable Sandwich
 - Note: Each of the above options come with salad, assorted whole fruit, water and cookies

Note: The registration rate includes two lunches - this is selecting the lunch options for your students.

Colorado
[Home](#)

Registration | **Registration for**
Platte Valley High School
(Click the above link to edit your chapter information)

Information |
Help | **NOTE: Registration will not be completed until you click the SUBMIT button below.**
NOTE: To add students to this list, click ADD STUDENT MEMBER below.
Logout |

[Back to Admin](#)

**Click
Items to
add food
selections**

| ID | Name | Status | Events | Item Selection |
|----|------|--------|--------|--|
| | | | | Items \$0.00 Delete |
| | | | | Items \$0.00 Edit & Select Events Delete |
| | | | | Items \$0.00 Edit & Select Events Delete |
| | | | | Items \$0.00 Edit & Select Events Delete |
| | | | | Items \$0.00 Edit & Select Events Delete |
| | | | | Items \$0.00 Edit & Select Events Delete |
| | | | | Items \$0.00 Edit & Select Events Delete |
| | | | | Items \$0.00 Edit & Select Events Delete |

submit

[View Registration](#) **Balance Due: \$910.00**

Thank you for your registration! We will see you in Fall.

14. **Now you're ready for HOUSING!** Click on the **HOUSING** button to continue:

Colorado
[Home](#)

Registration | **Registration for**
Platte Valley High School
(Click the above link to edit your chapter information)

Information |
Help | **NOTE: Registration will not be completed until you click the SUBMIT button below.**
NOTE: To add students to this list, click ADD STUDENT MEMBER below.
Logout |

[Back to Admin](#)

| ID | Name | Status | Events | Item Selection |
|----|---------------------|--------|--------|--|
| | ummerfelt, Jennifer | A | 0 | Items \$0.00 Delete |
| | ab, Ashley | S | 3 | Items \$0.00 Edit & Select Events Delete |
| | lbrighton, Jaren | S | 1 | Items \$0.00 Edit & Select Events Delete |
| | auer, Alyssa | S | 2 | Items \$0.00 Edit & Select Events Delete |
| | ecker, Bryson | S | 1 | Items \$0.00 Edit & Select Events Delete |
| | unting, Brendan | S | 2 | Items \$0.00 Edit & Select Events Delete |
| | t, Jason | C | 0 | Items \$0.00 Edit & Select Events Delete |

[Add Student Member](#) | [Add Non-Student Member](#)

[Save and Finish Later](#)

Housing - You **MUST** complete housing before you can submit

[View Registration](#) **Balance Due: \$910.00**

Thank you for your registration! We will see you in Fall.

15. Select Room Type, then Select Room Number. This room number is for your school purposes. Each room will have a separate number. Select the people in the room, and then click **ADD TO ROOM**.

Registration
Information
Help
Logout

[Back to Admin](#)

Housing for Platte Valley High School

INSTRUCTIONS:

- Below are two (2) lists. The first list displays individuals that have been assigned to a room and the second list displays individuals that have NOT been assigned to a room yet.
- Select a Room Type, Room Number and Select the checkbox located beside each individual that you wish to add to the room.
- Click on the **Add To Room** button and the selected individuals will be added to the room.
- As you continue to assign individuals to rooms, the Housing total will automatically update.
- You **MUST** click on the **Submit Hotel Reservation** button to complete your reservation.

Listed below are the individuals that have NOT been assigned to a room yet:

Select Room Type
 Select Room #

| Select | Name |
|--------------------------|----------------------|
| <input type="checkbox"/> | Jennifer Flummerfelt |
| <input type="checkbox"/> | Jen Cirvin |

[Add from another chapter](#) (allows you to add someone from another chapter to this reservation)

Housing Reservation Detail

| CHAPTER INFORMATION | REMIT TO |
|--|---|
| Platte Valley High School Jennifer Flummerfelt 901 Campbell Street Kersey, CO 80644 970-336-8721 | Gaylord Rockies Resort & Convention Center 6700 North Gaylord Rockies Boulevard Aurora, CO 80019 |

Within each room, you have the option to remove the student from the room or override the dates they will be staying.

IF YOU ARE SHARING HOTEL ROOMS WITH ANOTHER SCHOOL

The person you are adding MUST BE registered for the conference and MUST NOT be in a hotel room with another Chapter. Chapters rooming together will need to communicate about housing assignments.

1. Click on the "Housing" button
2. Click on the "Add from Another Chapter" Link
3. Click on the down arrow located on the right-hand side of the "Please Select Chapter" field
4. Select the appropriate Chapter from the drop down list
5. Click on the "Select" button
6. Click on the down arrow located on the right-hand side of the "Please Select an Individual" field
7. Select the appropriate Individual from the drop down list
8. Click on the "Select" button
9. Click on the down arrow located on the right-hand side of the Select Room Type field
10. Select the appropriate "Room Type" from the drop down list
11. Click on the down arrow located on the right-hand side of the "Select Room #" field
12. Select the appropriate "Room #" from the drop down list
13. Select the checkbox beside the Individual Name from another Chapter
14. Click on the "Add To Room" button.

How to Remove and Put an Individual from another Chapter back:

1. Click on the "Housing" button
2. Locate the appropriate Participant
3. Click on the "Remove" link.
4. Click on the "Put back in Original Chapter" Link
5. Click on the "OK" button if you want to place the registrant back in the original chapter; otherwise, click on the "Cancel" button

16. Click on **SUBMIT HOTEL RESERVATION** after entering all attendees into rooms:

The screenshot shows a web interface for housing reservations. On the left is a navigation menu with buttons for 'Registration', 'Information', 'Help', and 'Logout', and a link for 'Back to Admin'. The main content area is titled 'Housing for Platte Valley High School' and includes a link 'Add from another chapter'. Below this is the 'Housing Reservation Detail' section, which contains a table with 'CHAPTER INFORMATION' and 'REMIT TO' columns. The 'CHAPTER INFORMATION' table lists 'Platte Valley High School' with contact details for Jennifer Flummerfelt. The 'REMIT TO' table lists 'Gaylord Rockies Resort & Convention Center' with its address. Below the tables, it shows 'Chapter Arriving 4/22/2019 12:00 PM' and 'Departing 4/24/2019 12:00 PM'. A table lists attendees with columns for 'Name' and 'Room', showing Jennifer Flummerfelt and Calvin. At the bottom, there is a 'Submit Hotel Reservation' button, a link to 'Back to Registration List (without submitting)', and contact information for Jen Girvin.

This submits the housing registration and generates an invoice for the hotel costs. After March 18th, the reservation lists will be forwarded to the hotel.

17. Click **BACK TO REGISTRATION** to View Registration to double check your entries.

18. Acknowledge the statements listed below and on the registration:

- I have read and understand the Colorado FBLA Call to Conference
- I have followed the Colorado FBLA SLC Registration Tutorial
- Our school's chaperones will follow school and Colorado FBLA policies
- My chapter is financially responsible for everyone on this invoice, regardless of actual attendance at the conference
- My chapter is financially responsible for a 4% convenience fee, if credit card is the method of payment. **If check is chosen as the method of payment and a credit card is used, the chapter will be invoiced the 4% convenience fee, plus a \$35 processing fee**
- My chapter is financially responsible for more than one digital badge per student, with an invoice sent after the registration deadline
- Registration refunds are not available after the registration deadline
- If my chapter does not pay by the payment deadline, **there will be a financial penalty assessed of 10% of the total cost**
- I and my students and chaperones will follow FBLA Dress Code and Code of Conduct
- I will have all required release forms for my students and will submit a completed Certification Form during registration
- I have submitted the names and correct number of Voting Delegates and will require their attendance at the Business Meeting
- I have checked, double checked and triple checked our registration for correct competitive events per student
- I have submitted all special accommodation requests through this system

- My students will comply with all pre-judge and production deadlines, that those submitted after the deadline or unable to be opened will not be eligible for judging
- Each member receives one digital badge at no cost. My chapter will be invoiced \$5 for each test thereafter.
- I will follow through on my adviser assignment at State Leadership Conference

Click on **SUBMIT**.



19. An invoice will appear that can be printed. An invoice will also be e-mailed to the e-mail listed in the registration system:

Invoice

| CHAPTER INFORMATION | | REMIT TO | | |
|---|-----------------------------|--|--------------|-----------------|
| Platte Valley High School Jennifer Flummerfelt 901 Campbell Street Kersey, CO 80644 Phone: 970-336-8721 Cell: 000-000-0000 Email: jflummerfel@staff.pvs.k12.co.us | | Please submit payment to the address: 9101 E. Lowry Blvd., Denver, CO 80230 | | |
| Number | School # | Date | Chapter ID | P.O. Check # |
| 01125002 | 125 | 1/26/2018 | 5878 | |
| Quantity | Description | Each | Total | |
| 1 | Adviser | \$130.00 | \$130.00 | |
| 1 | Chaperone | \$130.00 | \$130.00 | |
| 5 | Student | \$130.00 | \$650.00 | |
| 1 | Conference T-shirt (Large) | \$10.00 | \$10.00 | |
| 1 | Conference T-shirt (XLarge) | \$10.00 | \$10.00 | |
| 7 | Participants | | TOTAL | \$930.00 |

[Pay Now](#)

[View By Event](#)

| INDIVIDUALS | | |
|--|--|--|
| Name | Event(s) / Item | |
| 1250000 Flummerfel, Jennifer (Adviser) | Item: Conference T-shirt (XLarge) (1 at \$10.00 = \$10.00) | |
| | AEP - American Enterprise Project (Team #1) | |

20. Submit the invoice to your bookkeeper for prompt payment.

Reminders:

- You may log back into the system and make any corrections leading up to the registration deadline.
- If you do log into the system, you'll need to click the **FINISHED REGISTERING** button again.

Questions?

- Contact Jen Staley: jen.staley@cccs.edu or Molly Davis: molly.davis@cccs.edu