

District 3 FBLA Policies & Procedures

Information in this handbook is to inform FBLA advisers and members of the guidelines and expectations for FBLA District 3 of Colorado FBLA. This handbook is developed in conjunction with the Colorado FBLA Handbook. Any information not found in this handbook can be found in the Colorado FBLA Handbook.

Chaperone and Supervision Policy

- When attending Colorado FBLA conferences and events, advisers are expected to provide adequate supervision for his/her members. Chaperones and advisers are expected to attend all workshops or meetings with the members, and work at any assigned duty station.
- Colorado FBLA recommends 1 district/school approved adult for every 12 members. Chaperones must be a school approved adult. In the event that the school district has a different chaperone policy than the one outlined above, the district's policy should be followed.
 - Twelve to one ratio. Usually the additional sponsor is the bus driver.

Registration

- The chapter adviser is responsible for submitting the chapter's registration by the posted deadline in the Call to Conference. Unless listed differently in the Call to Conference, registration deadlines are:
 - December 15th: Registration Deadline
 - December 16th - 20th: Late Registration Window; any additions to the chapter's registration will be charged an additional \$10 per member
 - After December 20th: No registration changes can be made to the District Leadership Conference registration

Competitive Events

- The chapter adviser is responsible for registering all members for their correct competitive events and with the correct team members, where applicable, in the Blue Panda registration system. The chapter adviser is also responsible for uploading any prejudge elements to the Blue Panda registration system by the deadline posted in the Call to Conference.
- Students must complete all components of their competitive event.
 - Members may compete in up to two events, but only one "live" event that presents in front of a judge.
 - Competitors may not participate in an event if they have ever placed in the Top Ten at a previous National Leadership Conference.
- All student competitors must show a photo identification before presenting to judges at the District Leadership Conference. The photo ID can be digital, but it must include both a picture and the student's name.
- Objective testing will happen before the District Leadership Conference. See the Call to Conference for the testing window.
 - For all objective tests, members will take an online test.
 - Directions and time frames for testing will be sent by the State Officer Representing the District, Board Member or District Adviser.
 - All testing must happen at school under the supervision of an adult proctor. Testing can only happen between the hours of 7:00 am - 6:00 pm.
 - Students in team events must all start their tests within 15 minutes of each other, or the team will be disqualified.

- Chapter advisers are responsible for printing testing tickets and distributing them to their school proctors. Advisers are NOT PERMITTED to email or otherwise send testing tickets to their students in advance of students taking their exam. Students found to be testing outside of the approved testing times or location will be disqualified.
- Recognition
 - The District Leadership Conference will conclude with a Grand Awards Ceremony, during which time the Top 10 competitors in each event will be called to the stage and the Top 4 in presentation events and Top 3 in objective testing events will be recognized with a medal. The top 4 students in presentation events and the top 3 students in objective testing events will automatically qualify to compete at the State Leadership Conference.
 - District 3 will also recognize all students who have completed a Business Achievement Award in the current membership year by the deadline posted in the Call to Conference.
 - District 3 will also recognize all chapters that have contributed to the Colorado Relief Fund and the Alzheimer's Association in the current membership year by the deadline posted in the Call to Conference.
- State Leadership Conference Qualifiers
 - Members may only compete in one event at the State Leadership Conference. Students who double qualify at the District Leadership Conference must inform their adviser about their preferred event.
 - The District Board Representative will send all district advisers the Top Ten competitors in each event after the conference concludes. District advisers must notify the Board Representative about which members intend to compete at the State Conference within **one week** of the District Leadership Conference.
 - Should one member of a team choose an individual event, the chapter may substitute another eligible member; however, at least 50% of the original team must be the same
 - No substitutions can be made for individual events. An individual who cannot attend the State Leadership Conference will forfeit their spot to the next eligible competitor.

Weather Issues

- Weather related situations that may prevent the conference from occurring would result in a reschedule of only live events to compete in a new location.
- If weather prevents one chapter's attendance at a District Leadership Conference, there is an option to attend another district leadership conference to compete. If the scores at the DLC are within the top 4, they qualify for State Leadership Conference, without displacing a qualifier from the District competing. Advisers must reach out to the State Adviser to request participation at a different district conference.

Financial Policies

- All financial records will be kept by the District Board Representative
- High Plains Bank, Flagler, CO 80815, Phone: (719) 765-4000 holds all funds from District 3
- The District Board Representative will be responsible for signing the facilities rental contract agreement, and any other contracts required for the District Leadership Conference (speakers, vendors, etc.)
- The District Board Representative will complete an End of Year Financial Report to submit to the Colorado FBLA State Adviser by August 31st of each year.
- Accounts Receivable

- Advisers are responsible for submitting payment on time for the District Leadership Conference. See the Call to Conference for the payment schedule.
- Credit card payments will incur a 4% convenience fee and be made in the Blue Panda registration system. Check payments should be mailed to the District 3 Executive Board and the mailing address will be listed on the invoice emailed to the chapter adviser.
- Payment Policy: If payment is not received within two weeks of the due date the school will receive a late fee of 10% of the total bill.
- Accounts Payable
 - All invoices and reimbursements must be pre-approved and run through the board member with proper receipts and transaction details.
- The District Board Representative, District State Officer, and the state officer's adviser will meet at the beginning of the membership year to establish a budget for the District Leadership Conference. Items included: scholarships, keynote, refreshments, uniform/s (\$175), travel, judges' gifts, supplies, program costs, grading session costs, online testing costs, CCCS expenses (statement from the office), and any other expense that may arise.
- Payment Policy
 - Bills are paid by the Board Member as they are received.
- District Leadership Conference Costs Partnership with District 4
 - Hotel - Districts 3 and 4 rotate who pays for the speaker hotel yearly
 - Keynote Speaker - Districts 3 and 4 try to get the same speaker to help with costs.

District Board Representative Stipend

- Colorado FBLA will pay the District Board Representative a \$400 annual stipend as compensation for planning the District Leadership Conference.

Meeting Emergency & Crisis Policy

- Policies will be followed at the location of where the District Conference is being held. If the emergency or crisis is one that does not affect the District, local chapters will follow their school's protocol.

District Officer Policies & Procedures

- The current District State Officer and their adviser will work with the District Board Representative to select a District Officer Team. The district officers will be selected by an application process emailed out to local advisers. The selection process and qualifications can be determined by the current District State Officer, their adviser, and/or the District Board Representative.
- Qualifications
 - Current transcript (with a GPA of 2.5 or higher)
 - A letter of recommendation from adviser
 - FBLA resume
 - Completed application
 - Interview
- Selection Process
 - The new State Officer for the District handles the selection process. The state officer and his/her adviser will choose the officers. All candidates are notified by email.
- District Officer Meetings
 - Scheduled by the State Officer for District 3
- Travel

- Travel with adviser or parent
- Reimbursements
 - School vehicle or mileage reimbursement at the State rate

State Selection Committee Member

- The District 3 Selection Committee Member will be selected after the District Leadership Conference. All interested candidates must complete the Colorado FBLA Selection Committee Application by the posted deadline, found at www.coloradofbla.org/slc

Miscellaneous

- Dress code: FBLA National Dress Code will be in effect during the district conference. Refer to the national guidelines: www.fbla.org/dress-code
- All members, advisers, and chaperones are required to uphold the Colorado FBLA Code of Conduct. Neglect of such can lead to dismissal off property and exclusion/removal of competition for that individual and/or chapter.
- Additional information will be included in the Call to Conference to be reviewed by each adviser every year.

Policies & Procedures Revisions

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