

# FBLA District 5 Policies & Procedures

Information in this handbook is to inform FBLA advisers and members of the guidelines and expectations for FBLA District 5 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

- Chaperone to student ratio is recommended to be 1 to 20 or less for FBLA District 5, with being in conjunction to each individual schools and districts policy.

## Competitive Events

- Competition
  - Students must complete all aspects of events.
  - An Identification Card is required for all participation in all events, and must be shown in holding before they are allowed to enter into competition. Being “vouched for” by another individual does NOT fulfill this requirement. Students will not be allowed to complete without such a picture ID.
  - For ALL competitive event tests, competitors must achieve a score that is not lower than 20% below the average score for the event in order for a competitor to be called to the stage and to be eligible to qualify for the FBLA State Conference. Events with less than 5 competitors must achieve 50% or more on the “rating sheet” rubrics to be called to stage and be eligible to qualify for the FBLA State conference.
  - No items are allowed to be left with judges, unless it states in the event guidelines. If an item is left with the judges and it is deemed unintentional, the competitors will be given a penalty. If an item is left with the judges and it is deemed intentional, the competitors will be disqualified.
- Deadlines
  - Deadlines for District Leadership Conference will be as follows:
  - December 15: Registration Deadline
  - December 16-20: Late Registration is in effect; any additions or changes/substitutions will be \$10 per change
  - After December 20: No changes may be made to the District Leadership Conference registration.
- District Qualifiers
  - Members may compete in two events, but MAY NOT compete in two live judged events.
  - Competitors may not compete in the same event if they participated at a previous National Conference unless adhering to the rules outlined by nationals.
- District Leadership Conference Online Testing
  - For all objective tests, members will take an online test under adult supervision of a school employee.
  - Objective tests will only be open during the weekdays from 7:00am until 6:00pm and must be taken during that time frame during the day.
  - Directions and time frames for testing will be sent by the Board Member or State FBLA Advisor.
- Recognition

- The top 4 competitors will be called to stage and recognize (in conjunction with the 20% regulation stated above). The top 4 competitors in presentation events, and the top 3 competitors in objective testing events, are state qualifiers.
- Medals are awarded to all 4 competitors called to stage at the District 5 Leadership Conference
- State Qualifiers
  - If a member would qualify for the State Leadership Conference in two events, the member's adviser must notify the board member within **ONE week** of the District Leadership Conference as to which event the member wishes to enter at the State Leadership Conference.
  - Notification of the event choice should be made to the board member. 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.
  - The max number on the team must be maintained, a team of 3 cannot be substituted in for a team of 2. Otherwise, the next place team will be eligible for competition at the Colorado FBLA State Leadership Conference.
  - 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.
    - 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.
- Weather Issues
  - Weather related situations that may prevent the conference from occurring would result in a re-schedule of only live events to compete in a new location.
  - If weather prevents 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.

- All financial record keeping will be performed by the board member
- 1<sup>st</sup> Bank is used to hold the District 5 bank account
- Contracts:
  - A recurring year contract with Arapahoe County Fair Grounds is renewed yearly by the board member.
  - Any contract must be approved and signed by the board member (speakers, vendors, etc.).
- End of Year Reporting
  - Each district will file a District Reporting Form with the Colorado FBLA State Adviser by August 31 of each year.
- Accounts Receivable: Only checks are accepted and must be made payable to CO FBLA District 5, mailed to current board member.
- Accounts Payable: All invoices and reimbursements must be pre-approved and run through the board member with proper receipts and transaction details.
- 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.
- A stipend is paid to the board member from the FBLA District 5 account each year that is \$5/student who attends the District 5 Leadership Conference.

#### Meeting Emergency & Crisis Policy

- Arapahoe Fair Grounds emergency evacuation and crisis policies are to be followed in such a manner if an emergency occurred. Arapahoe County Sheriff's department will be notified immediately for any emergency and/or crisis.

#### District Officer Policies & Procedures

- The current District 5 State Officer and their adviser can choose the district officers and determine the procedures and policies for the district officers for that year. Selection process and qualifications can be determined by the District 5 State Officer and their advisor.

#### Miscellaneous

- Dress code: FBLA National Dress Code will be in effect during the district conference. Refer to the national guidelines: <http://www.fbla-pbl.org/cmh/dress-code/>
- All members, advisors, and chaperones are required to uphold the Colorado FBLA Code of Conduct, neglect of such can result in 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 advisor 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.