

**MAKE  
YOUR  
MARK**

**2026 MIDDLE SCHOOL &  
HIGH SCHOOL NATIONAL  
LEADERSHIP CONFERENCE**



**REGISTRATION GUIDE**

**SAN ANTONIO, TEXAS**

**JUNE 29–JULY 2**

# 2026 NLC REGISTRATION GUIDE

## San Antonio, Texas from June 29 – July 2, 2026



Dear Colorado FBLA,

We are excited to see all our middle school and high school competitors convene in San Antonio, TX this summer to compete against thousands of other amazing FBLA members from across the country! This registration guide is a very comprehensive document about the conference. This cover letter is meant to highlight some of the Colorado-specific items to note, but please carefully read this full guide in its entirety before you begin registration.

**VERY IMPORTANT!** Each chapter will need to complete **TWO** registrations on the Blue Panda website to attend NLC:

1. Register for the **conference** through National FBLA – set the dropdown in the upper left corner of Blue Panda to National FBLA. Payment for this registration is sent to National FBLA.
2. Register for your **hotel room and any Colorado add-ons** through the Colorado FBLA Blue Panda portal. Payment for this registration is sent to Colorado FBLA.

### Colorado Assigned Hotels

Colorado FBLA will be split between two hotels; both are \$205/room/night. Advisers can select their *preferred* hotel during registration. National FBLA will provide shuttle services from both hotels to the convention center. Final hotel placements will be shared via email after housing registration closes.

- **Marriott San Antonio Airport** - 77 NE Interstate 410 Loop, San Antonio, TX 78216
- **Doubletree by Hilton, San Antonio Airport** - 611 NW Loop 410, San Antonio, TX 78216

### Colorado Pre-Purchased Packages

Chapters can choose to add Colorado Packages in the Colorado FBLA NLC “Store” portal. Each package includes a bag of trading pins, one t-shirt, and one glow item for general sessions (item is TBD). The pin and shirt designs will be posted on [www.coloradofbla.org/nlc](http://www.coloradofbla.org/nlc) after the HS State Leadership Conference. Cost will be \$40/person. The 2026-2027 State Officers will be working the second week of June to deliver as many packages as possible to chapter advisers.

### Colorado Night Out – July 1<sup>st</sup>

Chapters can choose to add tickets to attend the Colorado Night Out on July 1<sup>st</sup> in the Colorado FBLA NLC “Store” portal. Colorado FBLA will be renting out Dave & Busters from 6:30 – 9:30 pm, and providing shuttle services from NLC hotels to D&B. Each person will receive a \$20 game card, dinner, and drinks with their ticket. Tickets will be approximately \$50/person, and space is limited to 300 people. The final total will be updated in Blue Panda

### Adviser Duty Stations

All advisers will be given a duty station to work at during the National Conference. Advisers may select their *preferred* time and job during registration in the Colorado FBLA Blue Panda Portal. Here is the breakdown by time for Colorado:

- June 30<sup>th</sup>, 8:00 am – 12:30 pm – 20 advisers needed to work
- June 30<sup>th</sup>, 1:00 pm – 5:30 pm – 14 advisers needed to work
- July 1<sup>st</sup>, 7:30 am – 12:30 pm – 10 advisers needed to work
- July 1<sup>st</sup>, 12:30 pm – 5:30 pm – 10 advisers needed to work

You can reach out with questions about Colorado FBLA’s participation at NLC to Molly Davis, [molly.davis@cccs.edu](mailto:molly.davis@cccs.edu) and get more information on our website, [www.coloradofbla.org/nlc](http://www.coloradofbla.org/nlc). We look forward to seeing you in Texas this summer!

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### Get Ready for the 2026 National Leadership Conference!

We can't wait to see you in San Antonio, Texas! This guide contains everything you need to know to register for the 2026 National Leadership Conference.

FBLA members have the competitive edge, as the best and brightest of FBLA convene to compete in competitive events, share their successes, and learn new ideas about shaping their career future through workshops and exhibits. This four-day conference is considered the pinnacle of the FBLA experience and is open to all FBLA members.

#### Conference Location

**Henry B. Gonzalez Convention Center**  
 900 E Market Street  
 San Antonio, TX 78205

#### Important Resources

- [Colorado FBLA NLC Website](#) – check here for Colorado-specific information regarding NLC.
- [NLC Website](#) – The NLC Website will continue to be populated with more information leading up to NLC. Please check it regularly.
- [NLC Helpdesk](#) – Do you have a question? The NLC Helpdesk has answers to frequently asked questions. If you can't find the answer to your question in the helpdesk, submit a ticket and a member of the conference planning team will get back to you as soon as possible.

#### Road to NLC Timeline

Below are key events and deadlines to keep in mind as you prepare for the 2026 National Leadership Conference!

Date	Event/Deadline
March 1	✓ <b>Membership Dues Payment Deadline</b>
March 16	✓ <a href="#">NLC Workshop Proposal Submission Deadline</a>
March 30	✓ <b>Colorado Middle School NLC Registration Opens through the National FBLA Blue Panda portal</b> <ul style="list-style-type: none"> <li>○ MS advisers must wait to register until the NLC Bump Up process has concluded and the NLC eligible list is posted</li> </ul>
April 15	✓ <b>Scholarship Deadlines</b> <ul style="list-style-type: none"> <li>○ <a href="#">HS NLC Scholarship Deadline</a></li> <li>○ <a href="#">MS NLC Scholarship Deadline</a></li> <li>○ <a href="#">Distinguished Business Leader Scholarship Deadline</a></li> <li>○ <a href="#">NTHS Scholarship Deadline</a></li> </ul>
April 20	✓ <b>Colorado High School NLC Registration Opens through the National FBLA Blue Panda portal</b>

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	<ul style="list-style-type: none"> <li>○ HS advisers must wait to register until the NLC Bump Up process has concluded and the NLC eligible list is posted</li> </ul>
<b>April 20</b>	<ul style="list-style-type: none"> <li>✓ <b>NLC Housing Opens through the Colorado FBLA Blue Panda portal</b> <ul style="list-style-type: none"> <li>○ Optional add-ons can also be purchased through the housing portal, including the Colorado Package (shirt, pins, glow item) and/or tickets to the Colorado Night at Dave &amp; Busters</li> </ul> </li> </ul>
<b>April 30</b>	<ul style="list-style-type: none"> <li>✓ <b>NLC Housing Registration DEADLINE through Colorado FBLA Blue Panda portal</b></li> </ul>
<b>May 8</b>	<ul style="list-style-type: none"> <li>✓ <b>By 5:00 PM ET: NLC Registration Deadline</b> (Registrations after this date will be assessed late fees) through the National FBLA Blue Panda portal <ul style="list-style-type: none"> <li>○ <b>Middle School Competitive Event Prejudged Assets Submission Deadline by Local Advisers</b> (Uploaded into Blue Panda: Exploring Digital Animation   Exploring Digital Video Production)</li> <li>○ <b>High School Competitive Event Prejudged Assets Submission Deadline by Local Advisers</b> (Uploaded into Blue Panda: Business Plan   Community Service Project   Digital Animation   Digital Video Production   Future Business Leader   Job Interview   Local Chapter Annual Business Report)</li> </ul> </li> <li>✓</li> </ul>
<b>May 12</b>	<ul style="list-style-type: none"> <li>✓ <b>By 5:00 PM ET: National Officer Candidate Application Deadline</b></li> <li>✓ <b>BAA Capstone Competitive Review Deadline</b> - More information can be <a href="#">found here</a>.</li> </ul>
<b>May 22</b>	<ul style="list-style-type: none"> <li>✓ <b>Housing Audit Violations Reported to Local Advisers</b></li> </ul>
<b>May 25</b>	<ul style="list-style-type: none"> <li>✓ <b>Colorado FBLA NLC Payment Postmark Deadline</b> – All chapters must have payment postmarked by May 25<sup>th</sup>, or pay with a credit card in Blue Panda by May 25<sup>th</sup>, to avoid late penalties.</li> </ul>
<b>May 29</b>	<ul style="list-style-type: none"> <li>✓ <b>Housing Audit Violation Reconciliation Deadline</b> - Members still in violation of the Housing Policy after this date will be deemed ineligible to compete and will not receive a refund on their conference registration or hotel reservation.</li> </ul>
<b>June 1</b>	<ul style="list-style-type: none"> <li>✓ <b>LEAD &amp; BAA Recognition at NLC Deadline</b> – Programs must be completed by this date to receive ribbons.</li> <li>✓ <b>Deadline: Local Chapter Voting Delegate Registration</b></li> </ul>
<b>June 10</b>	<ul style="list-style-type: none"> <li>✓ <b>NLC Orientation (Option 1) - 7:00 PM ET – <a href="#">Register Here</a></b> <ul style="list-style-type: none"> <li>○ <i>NLC Orientations are mandatory for all advisers and chaperones.</i></li> </ul> </li> </ul>
<b>June 11</b>	<ul style="list-style-type: none"> <li>✓ <b>NLC Orientation (Option 2) - 12:00 PM ET – <a href="#">Register Here</a></b></li> </ul>
<b>June 12</b>	<ul style="list-style-type: none"> <li>✓ <b>NLC Payment Deadline</b> – Chapters submitting payment after this deadline will be charged an additional \$25 administration fee.</li> </ul>

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### NLC Registration

Conference registration fees include access to the Future Leaders Expo Hall, three days of workshops, general sessions, access to the conference app, networking opportunities, and costs associated with competitive events.

#### Overview

##### Conference Registration Fees

- Member Fee: \$195.00
- Adviser & Chaperone Fee: \$125.00

##### Conference Registration Deadlines

- **May 8, 2026 (5 PM MST):** All competitors must be registered no later than May 8, 2026, at 5 PM MST. This is also the last date for regular rate registration.
- **After May 8, 2026:** Late fees will apply for both competitors and conference attendees. Competitive event changes must be made by your state leader.

Date Range	Round	Late Fee
May 16 – June 2	1 <sup>st</sup> Round	<ul style="list-style-type: none"> <li>✓ Conference Registration + \$50</li> <li>✓ \$50 per Competitive Event change</li> </ul>
June 3 – June 22	2 <sup>nd</sup> Round	<ul style="list-style-type: none"> <li>✓ Conference Registration + \$150</li> <li>✓ \$150 per Competitive Event change</li> </ul>
June 23-June 27	3 <sup>rd</sup> Round	<ul style="list-style-type: none"> <li>✓ Conference Registration + \$350</li> <li>✓ \$350 per Competitive Event change</li> </ul>
After June 27	Final Round	<ul style="list-style-type: none"> <li>✓ Conference Registration + \$500</li> <li>✓ \$500 per Competitive Event change</li> </ul>

#### Registration Instructions

Registration for the 2026 National Leadership Conference will be done through [Blue Panda](#).

- Only local advisers and/or state leaders can register members for NLC.
- Detailed registration instructions can be [found here](#) – please review as you register so you do not miss any steps.

#### Conference Registration Payment Instructions

**Payment Options:** Credit Card, Check, or Purchase Order.

**Conference Registration Payment Deadline:** June 12, 2026

\*If a Purchase Order is used, payment for that PO must be received prior to the conference start date. POs paid after June 12<sup>th</sup> will still incur a \$50 late fee.

\*\*All purchase orders and checks must be received no later than June 12, 2026.

##### Payment by Check

If paying by check for your conference registration, you must include both the check and the invoice in your envelope.

All checks (with invoice) for conference registration must be made payable to FBLA and mailed to the address below:

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Future Business Leaders of America, Inc.  
PO Box 79063  
Baltimore, MD 21279

Checks mailed directly to the FBLA National Center CANNOT be processed and will be returned to sender. If this causes a payment to be late, the chapter will be responsible for paying the late fee.

### Late Payments

Payments made after the June 12th deadline will be charged an additional \$50 administrative fee. This applies to POs.

### Scholarship & Financial Aid

Applications for the 2026 National Leadership Conference Scholarship are available! The NLC Scholarship provides \$500 and complimentary registration (\$195) for up to 50 members. The deadline to apply is April 15th by 5:00 PM ET.

For more information and other scholarship options, visit your division's Awards & Recognition page: [Middle School](#), [High School](#).

### Conference Refund & Cancellation Policy

FBLA provides refunds for conference fees under the following conditions and timelines:

#### 1. Cancellations Before May 12, 2026:

- Substitutions: Cancellations should be handled as a substitution of one attendee for another whenever possible to avoid penalties. This does not apply to substituting competitors – please refer to your state policies for competitor substitutions.
- Cancellations: Refunds will be limited to 100% of the conference fee per attendee, minus a \$25 administrative fee.

#### 2. Cancellations After May 12, 2026:

- Refunds will be limited to 50% of the conference fee per attendee, minus a \$25 administrative fee.
- Refund requests must include written documentation and be submitted to [conferences@fbla.org](mailto:conferences@fbla.org).

#### 3. No Refunds After June 22, 2026:

- Refunds will not be granted for cancellations received after this date, including no-shows.

### Exceptions:

FBLA may consider extreme exceptions in cases of documented emergencies, such as severe illness or travel disruptions, at its discretion.

### Process for Refund Requests due to Extenuating Circumstances:

- All refund requests must go through your FBLA State Leader and emailed to [conferences@fbla.org](mailto:conferences@fbla.org).
- Include the attendee's name, chapter name, reason for cancellation, and supporting documentation.
- Approved refunds will be processed within 30 days of the request.

### Non-Refundable Items

The following items are not eligible for refunds under any circumstances:

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- \$25 Administrative Fee (included in Conference Registration Fee)
- Accident Insurance
- Late fees
- Add-on purchases (e.g., T-shirts, guest passes, excursions)

### Change Fees

Attendee substitutions can be made in the conference registration system (Blue Panda) until May 12th without penalty. Substitutions made after May 12th will incur a \$25 administrative change fee.

### Accessibility and Accommodations

FBLA is committed to providing an inclusive and accessible experience for all attendees. We strive to accommodate requests to the extent possible. This policy applies to all attendees at the conference for general conference activities.

#### Request Process:

- The accommodation request must be submitted by the local chapter adviser through the Conference Registration System by the initial conference registration deadline. The National Center does not guarantee that accommodations can be met if requests are submitted after this deadline.
- FBLA understands that unforeseen circumstances may arise after the registration deadline. Requests submitted after the conference deadline will be evaluated on a case-by-case basis, and reasonable efforts will be made to accommodate attendees. For on-site requests, late requests & questions, please contact FBLA's designated Accessibility Coordinator at [conferences@fbla.org](mailto:conferences@fbla.org).

**COMPETITORS:** Specific information about competitive events accommodations can be found in the [Competitive Event Operations Manual](#) (CEOM Section 4.14).

### Attendee Communication and Data Use

FBLA will only use attendee contact information for official conference communications, including updates, schedules, and logistical details.

- **Restricted Sharing:** FBLA will not share or sell participant email addresses, phone numbers, or other personal details to third parties. However, FBLA may share personal data with third-party service providers to fulfill event-related functions, such as event registration, security measures, and logistics support.
- **Communication Channels:** Official updates will be sent via email, the conference app, or FBLA's official social media platforms.
- **Unsubscribing:** Attendees may opt out of post-conference communications by contacting FBLA at [communications@fbla.org](mailto:communications@fbla.org). Please note that opting out of post-conference communications will not affect transactional communications that are necessary for event administration or follow-up.

To review FBLA's full Privacy Policy and learn more about how we handle your data, [please visit FBLA's Privacy Policy](#).

### Attendee Media Consent

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By attending the National Leadership Conference (NLC), participants consent to the use of their photographs, videos, and other media recordings by FBLA for promotional, educational, or informational purposes in print, digital, or online formats.

- **Opt-Out Procedure:** Attendees who do not wish to be included in media coverage must submit a written request to FBLA at [conferences@fbla.org](mailto:conferences@fbla.org) at least two weeks prior to the event. Upon arrival, they will be provided with an identifier to signal their preference to photographers and videographers.

To review FBLA's full Privacy Policy and learn more about how we handle your data, [please visit FBLA's Privacy Policy](#).

### Add-On Options

Additional add-ons can be purchased during conference registration. All add-on options can be purchased during registration. Instructions will be posted on the NLC homepage.

\*All add-on purchases are non-refundable.

### Accident Insurance

#### Accident Insurance (\$3.00 per attendee)

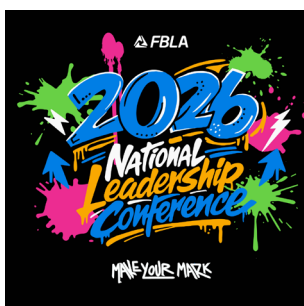
Accident insurance is available for purchase from Federal Insurance Company. Those who purchase this insurance will be covered while in attendance at the NLC, including travel directly to and from the conference. Coverage begins at the actual start of the trip to the NLC and continues on a 24-hour basis during the trip. It ends when attendees return to their permanent residence. Benefits include up to \$25,000 for accidental death or dismemberment and up to \$2,500 for accidental excess medical expenses. The maximum limit of insurance is \$500,000 per accident. Coverage is subject to the full terms and conditions in the master policy. To enroll, select the insurance option and include the \$3 fee per person with your conference registration payment. Refunds are not available.

*Please note: This is accident insurance; it does not cover illnesses unrelated to an accident. Sunburn is not classified as an accident. For a claim against this policy, notify the FBLA National Center in writing for verification of coverage and claim information.*

### Pre-Order the Official NLC T-shirt and Pin

Make sure you show your FBLA spirit while you're in San Antonio with the official NLC T-shirt and pin! You can pre-order your shirt and pin during registration. Shirt and pin sales are non-refundable and shirts can only be purchased in advance through registration. The FBLA Shop will have a limited number of official conference trading pins available on-site for \$5.

#### Official FBLA Conference Shirt (\$20)



(Final print may differ slightly from the design shown.)

#### Official FBLA Conference Trading Pin (\$5)



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### Conference Guest Passes

Guest passes are non-refundable and available on a first-come, first-serve basis.

#### **Opening Session ONLY Guest Pass (\$30)**

Pass provides access for guests to attend the Opening Session. Passes are specific to an individual session and cannot be changed once purchased.

#### **Awards of Excellence Session ONLY Guest Pass (\$30)**

Pass provides access for guests to attend the Awards of Excellence Session. Passes are specific to an individual session and cannot be changed once purchased.

#### **Guest Day Pass for Competitive Event Finals (\$30)**

Pass gives guests access to [view high school competitive events finals open to audience](#) during the conference.

### Professional Photos

Professional photo packages are available on a first-come, first-serve basis.

#### **Professional Individual Headshots (\$15 each)**

Package includes two professionally taken individual headshots. Photos are non-refundable and cannot be exchanged once purchased.

#### **Chapter Photos (\$25)**

Package includes one professionally taken chapter photo. Photos are non-refundable and cannot be exchanged once purchased.

### Certification Lab

**When:** July 1, Starting at 1:30 PM

FBLA is pleased to expand the Certification Lab at this year's National Leadership Conference. Participants should plan to bring a fully powered, personal laptop device. A range of certification opportunities, offered at different price levels, is outlined below

#### **MBA Research Certifications for Teachers and Members**

##### ***A\*S\*K Fundamentals of Ethics Certification from MBA Research***

**Cost:** No cost

**Division:** High School, Middle School – Members & Advisers

High school members (and teachers!) can take the [A\\*S\\*K Fundamentals of Ethics](#) certification exam, and middle school members (and teachers!) can take the [Middle School Ethical Leadership](#) exam at no additional cost. Members who earn passing scores will receive a digital badge to share on their resumes, LinkedIn, and social media.

Want to come prepared for this exam? High schoolers can complete the Business Achievement Awards, Advocate level. Be sure to register in advance through the National Leadership Conference website.

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### ***A\*S\*K Fundamentals of Business Concepts Certification from MBA Research***

***Cost: Offered at a discounted rate of \$25 per member***

***Division: High School – Members & Advisers***

High school members (and teachers!) can take the A\*S\*K Fundamental Business Concepts certification exam at the 2026 NLC. This exam validates a member's understanding of essential business concepts, such as economics, finance, marketing, and management. Members who earn passing scores will receive a certificate and a digital badge to share on their resumes, LinkedIn, and social media.

You can learn more about the exam and associated credentials on the [A\\*S\\*K Business Institute website](#). Be sure to register in advance through the National Leadership Conference website.

### ***Prove Your Financial Expertise: A\*S\*K Concepts of Finance Certification from MBA Research***

***Cost: Offered at a discounted rate of \$25 per member***

***Division: High School – Members & Advisers***

Looking to jumpstart a career in accounting, investment, or corporate finance? High school members attending the 2026 NLC have the opportunity to earn the A\*S\*K Concepts of Finance certification. This specialized exam goes beyond the basics to validate a member's grasp of financial pillars like risk management, data analysis, accounting cycles, and financial reporting. Earning this credential proves you have the quantitative skills top firms look for. Successful members will receive a professional certificate and a digital badge for their LinkedIn, resumes, and portfolios.

You can explore the specific performance indicators covered on the exam at the [A\\*S\\*K Business Institute website](#). Be sure to register in advance through the National Leadership Conference website.

## **iCEV Certifications for Teachers and Members**

### ***Southwest Airlines Professional Communications Certification***

***Cost: \$25 per member***

***Division: High School***

Members attending the FBLA National Leadership Conference can earn the **Southwest Airlines Professional Communications Certification**, hosted on iCEV, a credential that proves they've mastered essential communication and soft skills highly valued by employers and colleges. Earning this certification helps members stand out in today's competitive job market by validating their ability to communicate clearly, collaborate effectively, and think critically across real-world professional contexts. Registration is available through the conference registration system; at \$25 per member fee (\$5 administrative fee included).

Preparation course offerings can be found at [iCEV's website](#).

### ***iCEV Teacher Certification Lab***

***Cost: No cost***

***Audience: Teachers, Administrators***

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Did you know that 63.8% of teachers saw an increase in student pass rates after they began pursuing certification themselves? This suggests that when teachers step into their students' shoes by working toward certification, it has a positive impact on classroom performance.

Thanks to iCEV's partnership, teachers may earn any iCEV offered [industry certification](#) at no cost and preview industry-recognized credentials that can be offered to students, supporting future program planning and classroom integration. Pre-register for the Personal Financial Literacy, Business Office Technology, Career Preparedness, and/or Professional Communications certifications with the NLC registration system.

### W!SE Personal Finance Certifications for Teachers and Members

#### *W!SE Personal Finance Educator Certification*

**Cost: \$55**

**Audience: Teachers, Administrators**

Educators attending the FBLA National Leadership Conference can earn the W!SE Personal Finance Certification, a nationally recognized credential validating expertise in essential personal finance topics such as budgeting, credit, investing, and financial planning. This certification strengthens classroom instruction through standards-aligned, real-world content and can be added to professional credentials and résumés. Teachers (advisers, chaperones, administrators) may register through the conference registration system for a \$55 fee (\$5 administrative fee included).

#### *W!SE Personal Finance Student Certification*

**Cost: \$15**

**Audience: High School**

Members attending the FBLA National Leadership Conference may earn the **W!SE Financial Literacy Certification**, a nationally recognized credential that validates real-world knowledge in money management, credit, investing, and financial decision-making. Members who pass the exam earn the **Certified Financially Literate (CFL)** credential, strengthening résumés, building lifelong financial confidence, and supporting college and career readiness. **To be eligible, members must have completed at least one semester (or equivalent) of personal finance instruction;** registration is available through the conference registration system for a **\$15 fee** (\$5 administrative fee included).

### Programming

Some programming may require pre-registration or an application. Additional information on new programming opportunities will be made available on the [NLC website here](#). Below are examples of programming that will require pre-registration through the NLC registration system or external application.

- NLC Student Internship Program
- BAA Capstone Competitive Review
- And more!

### BAA Capstone Competitive Review

The FBLA Capstone Project offers individual students the opportunity to use their knowledge and skills to solve a real-world problem. This project is intentionally designed to be open-ended, allowing students to design a project that will have an impact on their school, community, state/territory, nation, or even the world. FBLA members that have

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successfully completed the BAA Capstone Award can submit their project for competitive review for a chance to win a grand prize of \$5,000. Competitive review Capstone projects must be submitted for competitive review through the conference registration system by the conference registration deadline.

Members that have a Capstone Award approved and have indicated that they would like to participate in the competitive review during conference registration will submit a 3-minute summary video and 2-page executive summary.

- **Preliminary Round:** Judges review members' 3-minute summary video and 2-page summary. Members will not need to be available to meet with judges for this round.
- **Final Round:** Members present project to a panel of judges at NLC (max 7-minute presentation; 3-minute Q&A)

### Competitive Review Timeline

- **Posted Conference Registration Deadline** - Deadline to submit project for competitive review through the NLC conference registration system
- **June 15** – Top 15 individuals will be notified as finalists
- **July 1, Afternoon** - Final Round of Judging – must attend NLC to present

See the [Capstone Project Student Guidelines](#) for further details.

### Workshops

At the National Leadership Conference, workshops are where inspiration meets action. Designed to help you **Make Your Mark**, these sessions encourage you to try something new, build real skills, and discover what sets you apart.

To help you shape your own path, workshops are organized into **tracks**, allowing you to follow sessions that best align with your interests and goals. Whether you're looking to focus on skills, leadership, or personal growth, each track is designed to help you Make Your Mark, in your own way. Below are examples of workshop themes that will be offered. Most workshops will be available on a first-come, first-served basis, with no pre-registration required.

### Middle School

#### Make Your Mark...

- **As You Explore Your Future** – *Great for middle school students who are beginning to explore careers and plan for high school*
  - Time Management & Organization
  - Exploring Interests and Strengths
  - Building Confidence for New Experiences
  - Connecting School Choices & Courses to Future Goals
  - Introduction to Careers and Industries/Career Clusters
  - Understanding How FBLA Fits into High School and Beyond

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### High School (Open to Middle & High School)

#### Make Your Mark...

- **In YOUR Career** – *Great for Students Who Want to Explore Career Options & Pathways*
  - Career Clusters
  - Industry Trends
  - Certifications
  - What Employers Look For
  - “A Day in the Life” Sessions
- **With Skills that Matter** – *Great for Students Wanting to Build Strong Workplace-Ready Skills*
  - Communication
  - Teamwork
  - Problem-Solving
  - Emotional Intelligence
  - Professional Behavior
- **With Technology & Innovation** – *Great for Students Who are Curious about How Technology Shapes Careers*
  - AI Basics
  - Digital Tools
  - Tech Careers
- Responsible Tech Use
- **As a Leader** – *Great for Students Wanting to Grow Confidence & Leadership*
  - Student Leadership
  - Confidence Building
  - Public Speaking
  - Team Leadership
  - CTSO Officer Skills
- **With Your Personal Brand**-- *Great for Students Wanting to Stand Out Professionally*
  - Résumé Basics
  - CTSO to Résumé Connections
  - Digital Footprint
  - Professional Image
- **Through Entrepreneurship & Creativity** – *Great for Students Who Enjoy Ideas, Innovation, & Creative Problem-Solving*
  - Business Ideas
  - Marketing
  - Creativity
  - Innovation Challenges

### Advisers

#### Make Your Mark...

- **As an FBLA Adviser/Educator** -- *Great for advisers who want to strengthen their chapters, support student leaders, and grow their role – whether new to FBLA or experienced!*
  - Supporting & Guiding Student Leaders
  - Recruitment, Retention, & Member Engagement
  - Using FBLA Experiences to Reinforce Classroom Learning
  - Skills Students Need for College & Careers
  - Supporting Student Leadership & Involvement

## Hotel Reservations

### Housing Policy

#### Housing Requirement

FBLA members, advisers, and parents/guardians/chaperones/guests are required to stay in a hotel that is part of the FBLA housing block of hotels. FBLA requires full conference registration from student members, advisers, and school-approved chaperones. Student members who are not staying in an official FBLA hotel will not be considered full

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conference registrants and therefore not permitted to compete. The availability of a preferred room type will not provide an exemption from this policy.

### Eligibility for Housing

Only registered conference attendees are eligible to take advantage of the FBLA-negotiated conference room rates within the FBLA housing block. To accommodate FBLA members and for the safety of all attendees, every guest staying within the FBLA conference block must be registered for the conference.

Housing blocks will be audited against the official registration roster to ensure that attendees comply with the policy.

### Extenuating Circumstances

If there are extenuating circumstances, a written request for a waiver may be submitted through your State Leader to FBLA by email at [conferences@fbla.org](mailto:conferences@fbla.org). Send your letter to [molly.davis@cccs.edu](mailto:molly.davis@cccs.edu) for submission to the National Center.

### State Hotel Overview

All Colorado chapters will register for housing through the Colorado FBLA Blue Panda portal. Open Blue Panda > Login with FBLA Connect > Change the dropdown menu in the upper left corner to show Colorado FBLA > Open the 2026 NLC registration.

Colorado FBLA will be split between two hotels; **both are \$205/room/night**. Advisers can select their *preferred* hotel during registration. National FBLA will provide shuttle services from both hotels to the convention center. Final hotel assignments will be sent via email after the Colorado housing registration window closes.

- **Marriott San Antonio Airport** - 77 NE Interstate 410 Loop, San Antonio, TX 78216
- **Doubletree by Hilton, San Antonio Airport** - 611 NW Loop 410, San Antonio, TX 78216

Date	Event/Deadline
April 30	✓ NLC Housing Registration DEADLINE through Colorado FBLA Blue Panda portal
May 25	✓ <b>Colorado FBLA NLC Payment Postmark Deadline</b> – All chapters must have payment postmarked by May 25 <sup>th</sup> , or pay with a credit card in Blue Panda by May 25 <sup>th</sup> , to avoid late penalties.

## Travel Logistics

Additional travel information and discounts will be available on the [NLC website](#) as it becomes available.

### Colorado FBLA Recommended Travel Agency

Colorado FBLA recommends any adviser looking to work with a travel agency reach out to American International Travel via their [Colorado FBLA registration page](#). The agency will work directly with the chapter adviser to plan your travel.

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### Airline Discounts

A few of the major airline companies have discounted tickets for groups. Please see below for more information. All questions regarding these discounted tickets should be directed to the airline and not FBLA.

#### Delta Air Lines

Delta Air Lines is pleased to offer special discounts for Future Business Leaders of America. Please [click here](#) to book your flights.

You may also call Conferences and Events® at 1.800.328.1111\* Monday–Friday, 8:00 AM - 8:00 PM ET and refer to Meeting Event Code: **NY4MY**

*\*Please note there is not a service fee for reservations booked and ticketed via Delta’s reservation 800 number.*

#### Southwest Airlines

Southwest Airlines is pleased to offer Middle and High School National Leadership Conference attendees discounted fares. To utilize the discount, book via SWABIZ® using [this link](#). Discount valid for travel 6/26/2026 to 7/3/2026.

#### United Airlines

We are pleased to partner with United Airlines for air travel for our upcoming event.

- Discount Code: ZSAK898943
- Booking Options
  - Make Reservations Online: [Discount Code - ZSAK898943](#)
    - [Step by step instructions can be found here.](#)
  - You may also call United Meetings Reservation Desk Monday – Friday at (800) 426-1122 for booking assistance. (Booking fees are waived when using FBLA’s discount code)
- *MileagePlus members earn valuable miles for their travel when using the Meetings discount code.*

### Airport Shuttle

Please note: FBLA does not provide transportation; chapters are responsible for coordinating their own travel arrangements to and from the airport. Below are potential options for attendees.

**Hotel Shuttles:** There are a number of hotels that provide free shuttle service to and from the airport. Check out the [airport’s website](#) to find hotels that offer this service to their guests.

**Supershuttle:** For booking information, please click [here](#).

### Bus Reservations

Does your group plan to use a private bus for transportation to/from the Convention Center? Any groups that plan to have a private bus drop-off or pick up students during the conference must contact FBLA staff at [conferences@fbla.org](mailto:conferences@fbla.org) for further instructions.

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### Bus Parking

Does your group require bus parking? Some conference hotels have limited bus parking available. Please reach out to your hotel to inquire about reserving spots and cost.

If your hotel does not have bus parking or if their spots are already reserved, please contact FBLA staff at [conferences@fbla.org](mailto:conferences@fbla.org) for assistance.

### San Antonio Discounts

We invite you to experience all that's San Antonio has to offer.

#### Show Us Your Badge Program

NLC attendees can take advantage of the "Show Us Your Badge" program which offers [exclusive discounts](#) at more than 50 downtown restaurants and attractions by simply showing your conference badge.

#### SeaWorld San Antonio

Enjoy the rides and learn more about ocean animals through live presentations with dolphins, orcas, and more!

Exclusive FBLA discounts can be found [here](#). If you are interested in purchasing group tickets, please contact [Sam.Sargeant@SeaWorld.com](mailto:Sam.Sargeant@SeaWorld.com) referencing FBLA.

#### Additional Discounts

Additional discounts will be added to the [NLC webpage](#) as they become available.

## Experience NLC

### Tentative Schedule at a Glance

Below are some of the programming highlights of the NLC.

#### Sunday, June 28, 2026

4:00 PM - 8:30 PM	Early Conference Check-In & Info Desk Open
7:00 PM – 10:00 PM	Optional Social Activity
12:00 AM	Curfew

#### Monday, June 29, 2026 (Day 1)

7:00 AM - 6:00 PM	Conference Check-In & Info Desk Open
8:00 AM - 6:00 PM	Competitive Events Info Desk Open
8:00 AM – 5:00 PM	Competitive Events
8:00 AM – 5:00 PM	LifeSmarts Competition

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9:00 AM – 11:30 AM	Competitive Events Event Administrator & Judge Manager Orientation
9:00 AM – 10:00 AM	National Officer Candidate Orientation
9:00 AM - 4:00 PM	Workshops
10:00 AM - 4:00 PM	Future Leaders Expo Hall Open
	Member Hub Open
	Elections Help Desk Open
6:00 PM – 7:00 PM	Doors Open for Opening General Session
7:00 PM – 9:00 PM	Opening General Session
12:00 AM	Curfew

### Tuesday, June 30, 2026 (Day 2)

7:00 AM - 5:00 PM	Conference Info Desk Open
7:00 AM - 6:00 PM	Competitive Events Info Desk Open
8:00 AM – 6:00 PM	Competitive Events
9:00 AM - 4:00 PM	Workshops
9:00 AM - 4:00 PM	Future Leaders Expo Hall Open
	National Officer Candidate Campaign Booths Open
	Member Hub Open
	Elections Help Desk Open
12:00 PM - 1:00 PM	Regional Campaign Rally & Recognition Session (Eastern Region)
1:30 PM - 2:30 PM	Regional Campaign Rally & Recognition Session (Central Region)
3:00 PM - 4:00 PM	Regional Campaign Rally & Recognition Session (Western Region – this is Colorado’s new region)
4:30 PM - 5:30 PM	Regional Campaign Rally & Recognition Session (Southern Region)
12:00 AM	Curfew

### Wednesday, July 1, 2026 (Day 3)

5:00 AM	Competitive Events Finalists Posted
7:00 AM - 5:00 PM	Conference Info Desk Open
7:00 AM – 6:00 PM	Competitive Events Info Desk Open

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8:00 AM - 6:00 PM	Competitive Events
8:00 AM – 9:00 AM	State Presidents & State Voting Delegates Q&A Session for the offices of President, Secretary, and Treasurer
9:00 AM – 1:00 PM	Future Leaders Expo Hall National Officer Candidate Campaign Booths Open Member Hub Open Elections Help Desk Open
9:00 AM - 2:00 PM	Workshops
12:00 PM	National Officer Election Voting Window Opens
1:00 PM – 5:30 PM	Business Achievement Awards Capstone Competitive Review Finals
1:00 PM – 6:00 PM	Certification Lab
6:00 PM	Optional Social Activity
12:00 AM	Curfew

### Thursday, July 2, 2026 (Day 4)

9:00 AM – 10:00 AM	Doors Open for Middle School Awards of Excellence General Session
10:00 AM – 12:00 PM	Middle School Awards of Excellence General Session
12:00 PM	National Officer Election Voting Window Closes
4:00 PM – 5:00 PM	Doors Open for High School Awards of Excellence General Session
5:00 PM – 9:00 PM	High School Awards of Excellence General Session
12:00 AM	Curfew

### General Sessions

#### Opening General Session

Join us for a fantastic, fast-paced opening session to kick off the NLC! Along with favorites like the Parade of States & Territories and the Adviser Wall of Fame recognition, we'll hear from our National Officer Team, our keynote speaker, Jared Ebersole, and meet the candidates running for national office.

#### Awards of Excellence General Session

At our closing session, it's time to celebrate our competitive events winners and BAA Capstone Award winner with awards! Our official conference program, which will be available to all attendees, will be your guide as we recognize

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members' accomplishments. Plus, you'll meet the new National Officer Team who will be the student voice of FBLA in the 2026-2027 membership year.

### Future Leaders Expo Hall

Get ready for an unforgettable experience at the National Leadership Conference! In the Future Leaders Expo Hall, attendees can engage directly with colleges, universities, and top employers, explore cutting-edge product innovations, and connect with thousands of fellow members from across the country. The Expo Hall is filled with must-see features, including Candidate Booths, diverse food stations, pin trading opportunities, an Adviser-Only Lounge, the FBLA Merch Shop, and the lively FBLA Member Hub—complete with interactive games, an Elections Help Desk, and exciting ways to win prizes. Members can spin the prize wheel for FBLA bags, Alzheimer's pins, or western-themed giveaways such as keychains, pins, cowboy hats, and horseshoe friendship bracelets. Attendees can also take part in the "Guess the Number of Cowboy Ducks" challenge for the chance to win an FBLA mini-bear and FBLA bag or enter a special drawing for an exclusive LaBuBu collectible. With so much to explore and experience, the Future Leaders Expo Hall is a highlight you won't want to miss.

### FBLA Block Party – June 28 at 7:00 PM

Join us for an unforgettable evening of fun and networking at the FBLA Block Party! This year's party is being held at the Henry B. Gonzalez Convention Center grotto, and it's going to be epic. Enjoy music from our DJ, play lawn games, and make new friends from across the nation. We'll also have delicious food available for purchase so come hungry!

Tickets are \$35 per person. Space is limited and this event is likely to sell out! Transportation is not provided.

*In case of inclement weather, the party will be moved into the Convention Center.*

### FBLA Rodeo Night – July 1 at 6:00 PM

It's time for a night at the rodeo! Attendees will enjoy an action-packed evening featuring a full rodeo performance, including bull riding, barrel racing, team roping, and the fan-favorite Calf Scramble. Guests can explore classic Texas yard games, snap photos with the Photo Bull, and try hands-on activities like Roping 101.

A hearty BBQ dinner with three sides, dessert, iced tea, and water is included, with optional lemonade available. Cowboy and cowgirl horseback greeters, line dancing, and an authentic Western atmosphere make this a truly immersive night in Texas tradition.

Tickets are \$125 per person. Space is limited and this event is likely to sell out! Roundtrip transportation is provided to and from the Henry B. Gonzalez Convention Center.

### Colorado FBLA Night at D&B – July 1 at 6:30 PM – 9:30 PM

Come enjoy time with other Colorado FBLA NLC participants at Dave & Buster's! All participants will receive a \$20 game card, unlimited video game play, and food and beverage. You can choose to add extra game play to your player card when at D&B. The venue will be rented out just for Colorado FBLA – we encourage you to wear your state NLC shirt!

Shuttle service will be provided from both NLC hotels to and from D&B. The Dave & Buster's location for this event is at 849 E. Commerce Street, San Antonio, TX, 78205. Advisers must purchase tickets for this special event during housing registration in the Colorado FBLA NLC portal. You will see a sales item to purchase tickets for your chapter members.

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### Member Engagement Opportunities

NLC is about more than competitive events! There is something for everyone, but many engagement opportunities require pre-registration.

Applications for the opportunities below will open on April 1st. Additional information on the opportunities below will be posted to the [NLC website](#) as it is available.

### Internships

Apply to be an intern to go behind the scenes of NLC! All interns must be members of FBLA, registered and paid for the conference with a chaperone attending the conference. [More information can be found here when available.](#) The deadline to apply is May 1, 2026.

**Lead Interns (Rising Seniors & Graduates Only):** Interns must commit to 10 hours of prep-work prior to the NLC and working full-time at the conference for three days (no more than 8 hours each day). Lead Interns will receive NLC registration fee waived, lunch each day, a certificate of appreciation, and be eligible for a letter of recommendation from National Center Staff upon successful completion of the internship.

**Daily Interns (Members in grades 9 -12):** Interns must complete an onboarding webinar prior to NLC and commit to one full day (8 hours) of volunteering at NLC. Daily Interns will receive lunch during their shift and a certificate of appreciation upon successful completion of the internship.

## Elections Information

### Qualifications for National Office

Only active members are eligible to hold national office. Only those applicants who are present at the National Leadership Conference and officially certified by the Officer Screening Committee shall be eligible for nomination. To be considered for an office in FBLA, a candidate shall:

- Have at least one full year remaining in their business program.
- Hold or have held an office in their local or state chapter.
- Have a grade point average (GPA) of at least 3.0 on a 4.0 scale.
- Be recommended by the chapter advisers and endorsed by their local and state chapter

In reference to bylaws statements on the eligibility item of a candidate holding or having held an elective office at the state, regional, or local level, the official interpretation is that an appointed officer position such as an appointed parliamentarian would not meet the eligibility standard; however, a member appointed (due to a resignation, lack of applicants during the election period, etc.) to a position that is an “elective” one would meet the eligibility standard. Also, the elective office must have been in the same division of the organization (High School or Collegiate) for which the member is applying.

Click [HERE](#) for the Elections page of the NLC site and [HERE](#) for the National Officer Candidate Guide.

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## Questions About Elections

For any questions about candidates, elections, or voting delegates, please visit the Elections booth located in the Member Hub area of the Expo Hall during Expo Hours. Lost voting delegate ribbons can also be retrieved at this booth.

## Voting Procedures and Voting Delegates

National Officer elections will take place over a 24-hour period from 12:00 PM CT on the third day of the NLC to 12:00 PM CT on the last day of the conference. All voting will be conducted online.

Candidates are elected using ranked voting. A majority vote is required for election. Candidates for national office are not disqualified from assuming the roles of state or local voting delegates. No two National Officers may be elected from the same state chapter.

Each state may only submit (1) candidate for elected office.

The Office of National Parliamentarian is an appointed position. According to the national bylaws, the candidate earning the highest score on the Parliamentary Procedure written exam at the NLC will be appointed to the Office of National Parliamentarian. Although not elected, this candidate must have filed a National Officer Application and participated in the interview process. Each state may submit one (1) candidate for National Parliamentarian.

Voting delegates are responsible for electing the National Officers who will serve FBLA for the 2026-2027 program year.

### Elected by State Voting Delegates:

- President
- Secretary
- Treasurer

### State Voting Delegates:

- Must be registered on the delegate form with personal email address
- Receive/display on name badge green voting delegate ribbon from State Leader (State Leaders to pick these up at the Elections Desk during Expo Hours)
- Attend Opening General Session
- Visit National Officer Candidate Campaign Booths
- Attend State President's and State Voting Delegates Q&A Session for the Offices of President, Secretary, and Treasurer
- Vote during the Voting Window
- Attend Awards of Excellence Session

### Elected by Local Voting Delegates:

- Eastern Region Vice President
- Central Region Vice President
- Southern Region Vice President
- Western Region Vice President

### Local Chapter Voting Delegates:

- Must be registered for the NLC with personal email address
- Receive/display on name badge red voting delegate ribbon from Local Adviser or Chaperone (these will be included in chapter registration packets)
- Attend Opening General Session
- Visit National Officer Candidate Campaign Booths
- Attend Regional Campaign Rally (which will include Q&A for Regional VP Candidates)
- Vote during the Voting Window
- Attend Awards of Excellence Session

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### Delegates Are Determined as Follows

#### State Voting Delegates

Each state chapter in good standing shall be entitled to send two (2) voting delegates and one (1) alternate from its active membership to the NLC. These state voting delegates cast ballots for the election of the national president, national secretary, national treasurer, and any bylaw amendments. State leaders will determine their two (2) state voting delegates by 11:59 PM ET on May 15.

#### Local Voting Delegates

Each local chapter in good standing shall be entitled to send up to four (4) voting delegates from its active membership, in addition to one (1) alternate for each delegate, to the NLC in accordance with the following:

- Up to 50 members: Two (2) voting delegates
- 50–100 members: Three (3) voting delegates
- More than 100 members: Four (4) voting delegates

These delegates vote for the region vice president who corresponds to their [geographic region](#). Voting delegates are selected by local advisers as part of the NLC registration process. A report will determine the total number of votes to be cast based on registration received by 11:59 PM ET on June 1.

### Regional Campaign Rallies

This year, Region Vice President candidates will deliver their campaign speeches live during the Region Campaign Rallies, followed by a Q&A session where local chapter voting delegates may ask questions. State Presidents will also share brief 30-second updates. During this session, we will present the Champion Chapter Awards for high school and middle school local and state chapters, along with partner awards for the Stock Market Game, Alzheimer’s Awards, Virtual Business Challenge, LEAD4Change, LifeSmarts, and USAEL Esports.

Chapters are encouraged to attend.

These Rallies will be held on the second day of the conference, June 30 at the times below.

12:00 PM – 1:00 PM	Campaign Rally (Eastern Region)
1:30 PM - 2:30 PM	Campaign Rally (Central Region)
3:00 PM – 4:00 PM	Campaign Rally (Western Region)* This is Colorado’s new National region
4:30 PM – 5:30 PM	Campaign Rally (Southern Region)

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### State Presidents' and State Chapter Voting Delegates Q&A Session

As in previous year's candidates for the offices of National President, Secretary, and Treasurer will give their campaign speeches live during the Opening General Session.

The State President's and State Chapter Voting Delegates Q&A Session will be held on the third day of the conference, July 1.

8:00 AM – 9:00 AM                      State Presidents & State Voting Delegates Q&A Session for the offices of President, Secretary, and Treasurer

Only State Presidents and State Voting Delegates may ask questions of the candidates, but chapters are encouraged to attend.

## Competitive Events Information

### Guidelines

The National FBLA guidelines will be used for national level competitive events. Please review the guidelines and rating sheets, along with event preparation resources, on your division's competitive events page:

[High School](#) | [Middle School](#)

### Registration Process

Local advisers will register students for their competitive events through the online registration process by May 8, 2026. Any additions after May 8 will need to be communicated through the State Leader, Molly Davis, [molly.davis@cccs.edu](mailto:molly.davis@cccs.edu).

### Submission Deadlines

Several competitive events have pre-judged items (called Assets) to be uploaded in the conference registration system by **May 8, 2026, at 5:00 PM:**

Competitive Event	Asset Needed
Business Ethics	One-page Executive Summary (PDF)
Business Plan	Report (PDF)
Community Service Project	Report (PDF)
Digital Animation	Video (URL)
Digital Video Production	Video (URL)
Exploring Animation	Video (URL)
Exploring Digital Video Production	Video (URL)
Future Business Educator	Lesson Plan (PDF)

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Future Business Leader	Cover Letter & Resume (PDF)
Job Interview	Cover Letter & Resume (PDF)
Local Chapter Annual Business Report	Report (PDF)

**Note:** Production Tests (Computer Applications, Slide Deck Applications, Spreadsheet Applications, Word Processing) will happen on-site at the National Leadership Conference.

### Tentative Competitive Events Schedule at National Leadership Conference

Please note that these competitive events schedules are TENTATIVE. FBLA may need to update this schedule after May 20. Individual competitive events schedules will be available on the national website by mid-June and through the conference app once it's available for download.

[High School](#) | [Middle School](#)

Open Events have been retired and will no longer be held at the National Leadership Conference.

### Competitive Events Volunteers at National Leadership Conference

Advisers and other chaperones are encouraged to sign up to volunteer for competitive event roles such as a timer and section leader. Colorado must fill the roles listed below. Advisers can select their *preferred* time window and role during registration in the Colorado FBLA NLC portal. [You can review job descriptions online.](#)

Date	Time	Event	Division	Proctors	Admin	Judge Manager	Section Leaders	Timers	Event Check-in	Welcoming Committee
30-Jun	Afternoon	Financial Planning	HS		1	1	5	5	1	1
30-Jun	Morning	Social Media Strategies	HS		1	1	8	8	1	1
1-Jul	Morning	Test Proctors	All	5						
1-Jul	Morning	Social Media Strategies	HS		1	1		1	1	1
1-Jul	Afternoon	Financial Planning	HS		1	1		1	1	1

### Judges Needed

Business and industry professionals are encouraged to serve as volunteer judges for competitive events. Advisers and attendees are encouraged to share this opportunity with professionals in their networks. Judges may review and select opportunities that align with their expertise through the FBLA volunteer portal at <https://www.fbla.org/volunteer>.

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## National Conference Policies

### FBLA Code of Conduct

The conduct of FBLA members, advisers, and representatives should reflect positively on the organization and themselves, upholding the reputation of the organization. Listed below are rules of conduct for FBLA members, advisers, representatives, and attendees of events.

At all times, FBLA members, advisers, and representatives are expected to:

1. Behave in a courteous and respectful manner, avoiding language or actions that might bring discredit upon themselves, their school, other attendees, advisers, or FBLA, including speech and conduct that creates an intimidating, hostile, or offensive environment.
2. Promote FBLA as a positive experience and therefore act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
3. Obey all local, state, and federal laws.

While participating in an FBLA event, attendees are expected to:

1. Abide by all FBLA rules. Members must keep their advisers informed of their activities and whereabouts. Accidents, injuries, and illnesses must be reported to the local adviser(s) or state leader(s) immediately.
2. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the conference's professional atmosphere, association with non-conference individuals, and activities that endanger self or others.
3. Comply with the rules of all event facilities. Remember that other guests have rights as well. Noise should be kept at a respectful volume. Individuals or chapters will be responsible for repairing or replacing any property or furniture that is damaged. Facilities have the right to ask guests to leave.
4. Stay in the hotel room to which they are assigned. FBLA members must have permission from their local adviser(s) or state leader(s) to be in hotel rooms to which they are not assigned.
5. Follow the FBLA Dress Code during all conference activities, including general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated.
6. Avoid smoking, use of vaping/e-cigarette devices, alcoholic beverages, cannabis, and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the attendee to criminal prosecution. This policy does not apply to medications legally prescribed for an individual attendee.
7. Not possess or use weapons of any kind at an FBLA-related event.
8. Local advisers and state leaders are responsible for the supervision of attendee conduct. They should refer to the Chaperone Policy for additional responsibilities.

### Code of Conduct Violations

Should an attendee violate the Code of Conduct, the FBLA staff member on duty will meet with the attendee and/or state leader(s) and local adviser(s)/chaperone(s).

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- Attendees who violate the Code of Conduct may be subject to disciplinary action, up to and including expulsion from the conference. Attendees who are expelled from the conference will not be eligible for a refund of any fees paid and will be sent home at their own expense.
- Attendees may be given a warning for behavior and their adviser(s)/chaperone(s) will be notified.
- Attendees may be remanded to the custody of their adviser(s)/chaperone(s) and banned from all conference activities and facilities. FBLA will require that the adviser(s)/chaperone(s) notify a student attendee's parents/guardians.
- If an attendee's behavior or actions violate the law, FBLA will notify local security and authorities immediately.

### Competitive Events Operations Manual

The [Competitive Events Operations Manual](#) will serve as a guide to address competitive event questions that arise throughout the membership year. This document and the policies described herein shall be overseen and carried out by the National FBLA Competitive Events Operations Team.

### Honor Code

The Future Business Leaders of America (FBLA) Honor Code embodies principles of integrity, trust, respect, and responsibility essential for fostering excellence and ethical leadership in a community devoted to learning.

Every member, local adviser, and state leader must maintain and enforce these principles. To ensure a high standard across FBLA, every competitor registered in any competitive event must agree and certify to comply with the following guidelines:

- **Compliance:** Competitors are required to read and adhere to the FBLA Competitive Event Guidelines relevant to their event.
- **Original Work:** Competitors must ensure that all content submitted for FBLA competitive events is their own work or that of their team members. Proper citation of sources is mandatory.
- **Use of Materials:** Only items and materials explicitly allowed by FBLA Competitive Event Guidelines may be utilized.
- **Independence:** No external assistance beyond what is explicitly permitted in FBLA event instructions or guidelines is allowed.
- **Cell Phones, Smart Watches, Smart Devices, & Headphones:** Unless a pre-approved accommodation is in place, all cell phones, smart watches, smart devices, and headphones must be turned off and put away before testing or role play competition begins. Any report of these devices being visible or in use will be considered a violation of the Honor Code.
- **Data Storage:** Competitors are prohibited from saving any FBLA competitive event or test materials provided by the FBLA National Center or a state organization to any storage device or cloud storage.
- **Originality:** Competitive entries must be entirely original and not previously entered in FBLA national competition by the competitor or others. (It is the intent to preclude local chapters from rewriting the same event, and it is recognized that chapters may utilize the same or similar activities on an annual basis in some

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events. In this case, chapters may use these activities, ensuring that the project or portions of projects are not rewritten and therefore plagiarized.

- **Honest Participation:** Competitors must engage in all FBLA competitive events with honesty and integrity.

In the event of an alleged Honor Code violation, the National Competitive Events Operations Team for the designated FBLA division will investigate. If a violation is confirmed, penalty points, including disqualification, may be imposed at the discretion of the National Competitive Events Operations Team. Additionally, information regarding the violation may be forwarded to the appropriate state FBLA organization for future action regarding academic integrity.

**By registering for the National Leadership Conference, participants acknowledge their understanding of the Honor Code and the consequences of violating it.**

### Chaperone Policy

Future Business Leaders of America, Inc. (FBLA) has set forth the following policy. Please be advised that your local school or school district may have specific rules that require a higher adult adviser/chaperone-to-student ratio. You should follow the rules of your school district if the requirements are more restrictive than those set forth by FBLA. If your school district or state does not have a chaperone policy or is less restrictive, you must follow the minimum FBLA Chaperone Policy outlined below.

### Adviser/Chaperone Requirements

- All chapters attending national conferences are required to have a 15:1 ratio of students and chaperones.
- All advisers/chaperones must register for the conference, pay the required registration fee, and attend the conference for supervision of the student(s), or be in close proximity if they are an additional chaperone.
- Chaperones can be advisers, parents, or guardians, but they should be at least 21 years of age.
- This policy applies to Middle School and High School only, including graduated seniors who are completing the current program year.

### Registration

All chapters must have at least one fully registered adult chaperone.

### Conference Check-In

The school's adviser must be present at the conference check-in. Students will not be provided with conference materials without an adult chaperone present.

### On-Site Expectations of Advisers/Chaperones

Advisers/Chaperones are assuming a 24-hour-a-day responsibility from the time they leave until they return. Therefore, advisers/chaperones should:

- Be attentive to the needs of the students and be the students' primary adult contact.
- Know the locations and whereabouts of each student assigned to them during the trip.
- Keep an accurate check of their students at all times during the conference; students should not be left unattended, including outside of the conference.

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- Promote FBLA as a positive student experience and therefore act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
- Follow the FBLA Dress Code themselves during all conference activities, including the Future Leaders Expo Hall, workshops, and opening/closing sessions.
- Ensure all students are checked in to their hotel room for the night at curfew and remain quiet and respectful of other hotel guests.

### FBLA Dress Code

All conference attendees are expected to follow the [FBLA Dress Code](#) for all official conference activities. Attendees do not need to be in the dress code for evening social activities excluding General Sessions.

FBLA members and advisers should develop an awareness of one's appearance. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world.

During FBLA conferences, appropriate attire is required of all attendees and presenters.

## Justification Letter Template

Feel free to use [this template](#) to gain support from your school. Customize it to fit your chapter's information before sharing it with your administration.