

# FBLA District 4 Policies & Procedures

Information in this handbook is to inform FBLA advisers and members of the guidelines and expectations for FBLA District 4 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.

## 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
- After December 20th: No registration changes can be made

## 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; one testing event and one "live" event that presents in front of a judge
- Competitors may not participate in an event if they ever placed in the Top Ten at the National Leadership Conference.
- Students in role play events must prequalify to present to judges by scoring in the top ten during the objective test. All role play team members will individually take the objective test, and the team scores will be averaged to determine the top ten teams.

All student competitors must show a photo identification at check in 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.

- All testing must happen at school under the supervision of an adult proctor. Testing can only happen between the hours of 7:00 am - 7:00 pm.

- Students must test at school, testing outside of school is strictly prohibited
- 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 recognized. The top 4 competitors in each live event and top 3 in objective events will receive a pin and qualify to compete at the State Leadership Conference.

District 4 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.

### State Leadership 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 top 4 in live events or top 3 in objective events, 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. Bank of Colorado holds all funds from District 4.

- 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.

- 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 Payable: All invoices and reimbursements must be pre-approved and run through the board member with proper receipts and transaction details.

#### 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 4 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.

#### District Board Representative Stipend

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

#### DLC Cost

- Contracts
  - Keynote Speaker—District 4 contracts with the keynote speaker. Districts 3 and 4 try to get the same speaker to help with costs.
  - Hotel - Districts 3 and 4 rotate who pays for the speaker hotel yearly

#### Meeting Emergency & Crisis Policy

Policies will be followed at the location 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.

- Reimbursements are not permitted for District officers, this will be the cost of each chapter.

#### State Selection Committee Member

The District 4 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](http://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](http://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.