

# FBLA District 6 Policies & Procedures

Information in this handbook is to inform FBLA advisers and members of the guidelines and expectations for District 6 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.

*The items in italics are directly from the Colorado FBLA Handbook.*

## Award Policies

- Levels 1 and 2 of the BAA are recognized at the DLC

## Chaperone and Supervision Policy

- The Chaperone to Student Ratio is 1 adult to every 12 students.

## Competitive Events

- *Deadlines*
  - o *Deadlines for District Leadership Conference will be published in the Call to Conference.*
- *District Qualifiers*
  - o *Members may compete in two events, but MAY NOT compete in two live judged events.*
  - o *Competitors may not compete in the same event if they participated at a previous National Conference unless adhering to the rules outlined by National FBLA.*
- *District Leadership Conference Online Testing*
  - o *For all objective tests, members will take an online test.*
  - o *Directions and time frames for testing will be sent by the State Officer and Board Member and will be published in the Call to Conference.*
- *Individual and Chapter Recognition*
  - o Recognize the Top 4 (State Qualifiers) at the DLC Awards
  - o *Medals are awarded at District Leadership Conferences and are awarded to state qualifiers.*
  - o Chapter Recognition for the “Champion Chapter” will be given a banner and a trophy
  - o Largest Chapter in the District will receive a trophy or plaque
  - o Largest Percent increase in membership will receive a trophy or plaque
- *State Qualifiers*
  - o *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.*
  - o *Notification of the event choice should be made to the Board member in writing. 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: Two members of the Parliamentary Procedure team, or one member of any other team event must be retained from district to state. Also, 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.*

- *Substitutions (between Dec 20 and DLC) substitutions for already registered members may occur, but no additional members may be registered for the conference.*
- *Weather Issues*
  - *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.*

#### Financial Policies

- Financial Record Keeping
  - Board Member
- Bank Information
  - US Bank
- Contracts
  - Contracts with Hotels, Keynote speakers or workshop presenters will be determined by the Board Member in consideration of the budget for the conference.
- End of Year Reporting
  - Each district will file a District Reporting Form with the Colorado FBLA State Adviser by August 31 of each year
- Account Reconciliation
  - The District 6 checking account is reconciled each month.
- Accounts Receivable
  - Onsite Money Collection - None.
  - Check Payments - Mailed to the Board member or brought to grading.
  - Credit Card Payments - Available through Blue Panda/Colorado FBLA with an added convenience fee.
- Accounts Payable
  - Invoices - Submit to Board member for payment.
  - Purchases - Board member (in communication with State Officer) will do all the purchasing for the district conference.
  - Reimbursements—At the end of the State Officer's term, he/she along with their District Adviser will submit copies of all invoices. Usually the State Officer's high school will pay them throughout the year and then the Board Member reimburses the school.
- Budget and P&L Review: The Board Member, State Officer, and VP of Finance meet at the beginning of the year to establish a budget. Items included: scholarships, keynote, refreshments, uniform/s, 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.
- Miscellaneous - None.

#### 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

### Office Names

Executive Vice President—the Executive Vice President will be responsible for assisting the District 6 State Officer with district duties and the facilitation of the District Leadership Conference.

VP of Progress—the reporter will be responsible for writing a newsletter after the Colorado Fall Leadership Conference and the District 6 Leadership Conference as well as assisting with the facilitation of the District Leadership Conference.

VP of Service—the secretary will be responsible for keeping minutes at all meetings held and assisting with the facilitation of the District Leadership Conference.

VP of Education - the social media officer will be responsible for promoting District 6 activities via appropriate social media platforms with the guidance of their local adviser and the District Board member.

VP of Finance -

VP of Outreach -

### Qualifications

Selection Process - Candidates will submit the following to the Board member by September 15th of the year in which they are to serve:

- Current transcript (with a GPA of 2.5 or higher)
- A letter of recommendation from adviser
- FBLA resume
- Completed application

### District Officer Meetings

Will be scheduled by the State Officer for District 6.

Travel - with parent or local adviser.

Reimbursements - School vehicle or mileage reimbursement at the State rate.

Uniform - An FBLA Blazer will be provided as part of the District officer uniform. An FBLA patch will be provided (and is the officer's to keep) once all duties have been completed. FBLA blazers must be returned to the Board member no later than May 1 of the officer's term.

### Policies & Procedures Revisions

When policies and procedures need to be revised, the Board Member will update in accordance with Colorado FBLA policies, handbook, bylaws and board decisions. If there is a need to consult the District Chapter Advisers, further action will be taken.

Revised 3.4.2025