Colorado

FBLA

2027 District 2 Leadership Conference

Saturday, February 6th, 2027

Call to Conference

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Adviser Checklist to Prepare for District Leadership Conference

- □ Provide members with necessary conference information, including cost
- □ Send a letter to parents with event details
- □ Set chapter deadlines for registration and payment
- □ Submit school district paperwork information
- □ Register all members, advisers & chaperones for the conference by the deadline
- □ Print e-mailed invoice and check, double-check, triple-check for accuracy
- □ Submit invoice to bookkeeper for payment
- □ Mail conference payment
- □ Follow the deadline checklist for all District Leadership Conference
- □ Review District Leadership Conference tentative agenda with attending members
- □ Discuss State Leadership Conference information with members, so they are prepared if they qualify

District Leadership Conference Deadline Checklist

Date	Deadline	Notes
December 1	Membership Deadline Membership Payment Deadline	connect.fbla.org
December 2	Registration Opens	https://app.gobluepanda.com/ - select Login with FBLA Connect and use your FBLA Connect credentials
December 15	Early Bird Registration Deadline	
December 15	DLC Scholarship Deadline	Students can find application at www.coloradofbla.org/dlc. Advisers will receive an automated request for approval upon student submission.
December 16-20	Registration Changes or Late Additions	Additions will incur late fees. The adviser is responsible for making any changes or additions and submitting registration before 11:45 pm on December 20th.
After December 20th, NO registration changes or additions are allowed		
January 22, 2027	Payment Received Deadline	Checks are sent to Sharleen Piotraschke at Legacy High School and made payable to: **Colorado FBLA District #2**
January 5 - January 22	Online Testing Window	Tests must be completed at school under the supervision of an adult proctor
Jan. 22, 2027	Pre-Judge Submissions	Events: *Business Ethics, Business Plan, Digital Animation, Digital Video Production, Future Business Educator, Future Business Leader, Job Interview*
January 22, 2027	Production Submission	Event: *Computer Applications*
January 22, 2027	Chapter Certification Form	If you want to pre-submit the chapter certification form, do so as a chapter Asset in Blue Panda. ***Must bring onsite if not turned in by deadline.***
January 22, 2027	Business Achievement Awards Completion Deadline for District Recognition	Students who have completed a BAA by the posted deadline will be recognized at the District Leadership Conference
February 6, 2027	District Leadership Conference	Location: Broomfield High School 1 Eagle Way, Broomfield, CO 80020

General Information

Date: Saturday February 6th, 2027
Location: Broomfield High School, 1 Eagle Way, Broomfield, CO 80020
Cost: $25
Parking: details will be emailed to advisers closer to the conference date

Registration Deadlines	December 2-15	December 16-20
Registration Cost *(included costs outlined in the Payment section)*	$25	Additions: Registration Fee + $10 per member

Note: Any member added after the December 1st membership deadline can only be registered under the "late student" registration attendee type. No changes or additions available after December 20th.

Payments

The registration fee covers the cost of the facility rental, conference supplies, competition materials, registration & online testing fees, awards, expenses related to judges and workshops, provided lunch, keynote or guest speaker fees, and a $1/attendee fee to be paid to the Board Member for compensation as the conference organizer. No refunds will be issued after the registration deadline. Chapters who fail to pay in full will be prohibited from attending any future Colorado FBLA events.

- Payment Received Deadline: Jan. 22, 2027
- Credit card payments incur a 2.99% convenience fee and will be made through the Blue Panda registration site.
- Check payments should be payable to: **Colorado FBLA District #2**
- Check payments should be mailed to:
  Sharleen Piotraschke at Legacy High School, 2701 West 136th Ave., Broomfield, CO 80023

Contact Information

Name	Title	E-mail
Sharleen Piotraschke	Board Member	Sharleen.H.Piotraschke@adams12.org
Jacey Hirsch	State Officer	d2stateofficer@coloradofbla.org
Kelly Walter	State Officer Local Adviser	kelly.walter@bvsd.org

Conference Registration

https://app.gobluepanda.com/ - click Login with FBLA Connect and use your same Connect credentials. Select Colorado FBLA from the dropdown menu at the top and then begin your registration for the District Leadership Conference.

Eligibility

To be eligible to attend and compete, members must be registered with National FBLA by midnight, December 1st. FBLA Advisers – you must open your invoice in FBLA Connect and select your method of payment by midnight, December 1st for your members to be considered active. Student members who are registered after December 1st may attend their District Leadership Conference under the "Late Student" registration attendee type.

Attendee Information Needed to Register

- ☐ Student Name – all registered members will auto populate
- ☐ Competitive Event(s) for each student and which students will be on teams together
- ☐ Any Accommodations Needed (i.e. extra testing time for a student on an IEP, etc.)
- ☐ Chaperone/Adviser Names and Emails

Lunch Orders will be requested from Advisers closer to the conference date (not needed during registration)

Required Forms – found at the end of this Call to Conference

- □ Multiple Release Form – completed form from each member (adviser keeps and brings on site)
- □ Certification Form – one completed form per chapter (turned in at registration if not submitted by deadline)

Tentative Conference Schedule of Events

Time	Event	Location
7:45am - 8:30am	Registration (packet pickup with name tags and activity cards)	Auditorium Foyer
8:30am - 8:45am	Opening session	Auditorium
8:50am	Competitions begin	Classrooms
9:00am - 10:00am	Workshop 1 (3-4 workshops to choose from)	Library/Classrooms
10:15am - 11:15am	Workshop 2 (3-4 workshops to choose from)	Library/Classrooms
11:15am - 12:15pm	Lunch	Cafeteria
12:15pm - 1:15pm	Workshop 3 (3-4 workshops to choose from)	Library/Classrooms
1:30pm - 2:30pm	Closing/Awards	Auditorium

Please note that this schedule is tentative. Changes may be made depending on registration numbers.

Attendance and Participation Expectations

Student expectations:

All students are expected to attend at least one workshop. Advisers may require their students to attend additional workshops if they wish. To help with engagement and participation, we will again have an activity card for each member to encourage networking and involvement in multiple activities while at district. We had great feedback on this last year and look forward to offering it again. More details about the activity card will be emailed to Advisers in January.

Adviser expectations:

In order for an event of this magnitude to run smoothly, **we require that each Adviser help with managing a portion of the event.** These adviser assignments are very similar to what advisers are expected to do at State. Please ensure you have enough chaperones to supervise your students that you are able to commit to your assignment. The adviser assignment duty details will be announced in January. If any advisers have a specific duty type preference or needs, please reach out to the District 2 Board Representative and they will do their best to accommodate those requests.

Competitive Events

Policies

The national guidelines will be followed, including rating sheets. The timing for presentations may vary. All information regarding the presentation times for events will be communicated through email and/or this Call to Conference.

Competitors must complete all portions of competitions to qualify for the next level of competition. If a competitor is registered for a team event but does not present with their team, that individual will be dropped from the team. If an event has a prejudge and/or objective test included with a presentation, **students must complete all pre-conference items to be able to present on site.** Students who do not submit prejudge items will be disqualified before the live presentations.

Role Play event scoring: The scoring model used to determine the final winners will have a weighted score. 50% of each team's overall score will be based on the team's performance score and the other 50% of each team's overall score will be based on the team's averaged objective test score. This is the new scoring standard for all Colorado FBLA District Leadership Conferences. No substitutions are allowed in between the test and role play rounds.

Event Entries

By Member: Each member can enter in a maximum of two events. Only one can be a "live", membership entry based, non-testing event (shown in yellow highlights). Refer to the Competitive Events Elements List included in this document.

By Chapter: For chapter limitations, it depends on your chapter membership. Refer to the Competitive Events Elements List.

- 1-49 members: 3 entries per event
- 50-100 members: 4 entries per event
- 101-150 members: 5 entries per event
- 151-199 members: 6 entries per event
- 200+ members: 7 entries per event

Online Testing

Online Testing Window: January 5 - January 22
Online Testing Timing: 7:00 am – 7:00 pm during the testing window, must be completed at school with a proctor.
When your testing window opens, advisers will be able to download testing tickets from the Blue Panda registration site. Login to your Blue Panda portal and click on the "E-Testing Login Cards" button to download testing cards in PDF or Excel format. Advisers and students are expected to arrange for proctored test times during the school day, with a school adult serving as a proctor. Students should not be provided with their test login information outside of their designated testing time. Please ensure computers with internet access are available during this window for your students to test.

Procedural Reminder: Team objective tests are taken individually by each team member. Team members must sign into the testing system within 15 minutes of their team members, or the team will be disqualified and prevented from advancing to the next level of competition. The scores of all team members will be averaged to determine the average team score.

Test Security: Due to high test security measures, Colorado FBLA recommends that testing is completed on a laptop or desktop computer instead of a tablet. Please discourage students from using the computer keyboard or clicking anywhere outside of the test screen, including checking computer battery life.

Prejudged Events

Deadline: January 22, 2027
By 11:45 pm, **advisers** must submit the required prejudged elements of the events listed below through the Blue Panda registration site. Competitors must complete all portions of competitions to qualify for the next level of competition. Advisers can find instructions on page 6 of the DLC Registration Tutorial document posted at www.coloradofbla.org/dlc. **Please ensure all submissions are publicly accessible so judges can complete scoring**.

Production Event

Deadline to submit production test: January 22, 2027
Competitors in Computer Applications will have a 2-hour production test to complete prior to the District Leadership Conference. Information will be sent to advisers via email at the beginning of January for the production test. Advisers will be responsible for finding a proctor to administer the production test and then uploading all elements as assets to the Blue Panda registration site. **Please ensure all submissions are publicly accessible so judges can complete scoring**.

Events with Pre-Conference Assets

Event	Pre-judge Component (Submission Type)
Business Ethics	Executive Summary (PDF)
Business Plan	Report (PDF)
Computer Applications	Production Test (URL)
Digital Animation	Animated Video (URL)
Digital Video Production	Video (URL)
Future Business Educator	Lesson Plan (PDF)
Future Business Leader	Cover Letter, Resume (PDF)
Job Interview	Cover Letter, Resume (PDF)

Judges

We are always in need of more judges. Do you know someone that would be a good judge for DLC? Please send them the link to this Judge Registration form and encourage them to sign up. We need at least 40 judges to run the event, but at least 60 can help ensure that most events have at least 2 judges. If every chapter recruits 3-4 judges, we'll be in good shape, but we will always take more. Breakfast and lunch are provided for judges. They will need to bring their own device to complete the rubrics and feedback for competitors. All details for judges are listed on the Judge Registration form.

Business Achievement Awards

The Business Achievement Awards are an opportunity for individual members to be recognized for enhancing their leadership skills, expanding their business knowledge and contributing to their local communities. There are four levels for the Business Achievement Awards: Contributor, Leader, Advocate and Capstone. Learn more at this link.

At our District Leadership Conference, we will recognize those that have completed any Business Achievement Awards so far this school year. Complete the award by January 22, 2027 for recognition.

State Leadership Conference

The top **three** competitors in all events ***(this is a change from last year)*** are eligible to attend and compete at the 2027 State Leadership Conference, held April 25th – 27th. More information about the State Leadership Conference will be posted online on the state website.

State Qualifier Policies

If a student would qualify for the State Leadership Conference in two events, the student's adviser must notify district leadership ASAP which event the student wishes to enter at the State Leadership Conference. The top 3 winners in each event will automatically qualify to compete at the State Leadership Conference. If a top 3 winner does not want to move forward, students/teams in places 4-10 will have the opportunity to be bumped up. Your District's Board Representative will send out the final list of eligible competitors after the bump up process is completed.

Bump up procedure: Within 2-3 business days of DLC, the District 2 Board Representative will email all District 2 Advisers a spreadsheet with the top 10 students/team in each event to begin the bump up process. Advisers will have one week to indicate if their student will be attending SLC or not. We encourage advisers to update their students' decisions sooner than later so that other students can see if they are being bumped up or not. Further details of the bump up process will be explained when the bump up spreadsheet is released.

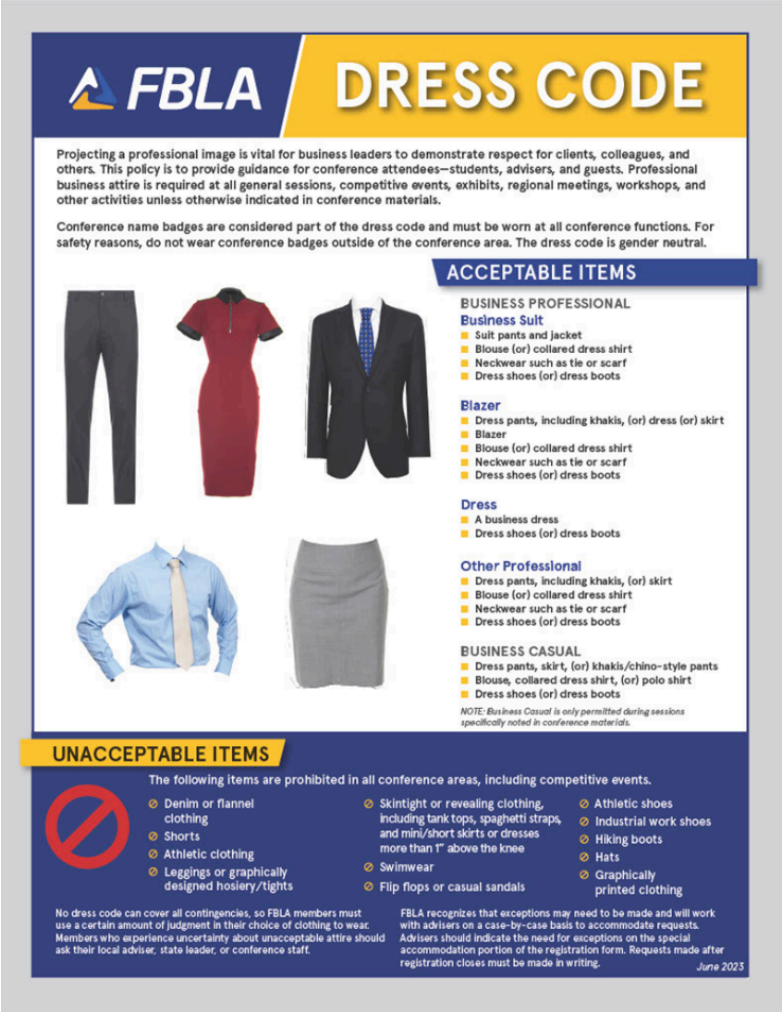
Team Events: Competitors must complete all portions of competitions to qualify for the next level of competition. The maximum registered number on the team must be maintained or can decrease; for example, a team of 2 at DLC cannot increase to a team of 3 for SLC.

Are Substitutions Allowed between DLC and SLC? Substitution Policy:

- Competitors must complete all portions of competitions to qualify for the next level of competition. If a student on a team did not complete all portions of their event at DLC, including the presentation, they will be dropped from the team, and the team size will be decreased for SLC.
- **INDIVIDUAL/TEAM EVENTS**. **Only Team Substitutions Allowed, With Exceptions.** If competing as a team that does **not** require a **pre-judged** component (see above), 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. Team events may not grow from DLC to SLC.
- **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 of 4, or three (3) members from a team of 5, remain on the team that advances to the next level of competition. Maximum number of substitutions allowed is two (2).
- **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.

Dress Code

The FBLA National Dress Code will be in effect. FBLA members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare members for the business world. Appropriate attire is required for members during competitive events.



2026-2027 Colorado FBLA Competitive Events Elements List

Please note: *due to spacing and scheduling constraints, we will be shortening the amount of time for role play prep and presentation setup from the National times (same as past years). Presentation times will remain the same. We are doing our best to keep the full 2-3 minutes for Q&A, but will send an announcement mid-January if we end up needing to shorten this time as well (depending on the amount of registrants and judges). See below for timing details.*

Presentation events: students prepare presentations in advance. If "Topic provided" is indicated in an event's Notes column (see below), see Nationals website for this year's topic. For the events with setup time, we are doing **1 minute setup** (instead of 3). For the events with Q&A, we plan to do the same as Nationals: Intro to Public Speaking and Public Speaking each have 2 minutes, the rest of the events have 3 minutes.

Role Play events: **17 minutes prep time** (instead of 20). Last year we cut prep time by half with only 10 minutes. We're trying to get closer to the State/National procedure of 20 minutes while still taking into account space/time constraints and travel time from prep room to presentation room. If for some reason this needs to change based on registration and judge numbers, we will announce the change mid-January.

Testing events: 50 minutes (2 hours for production test). Done with Adviser prior to DLC.

2026-2027 Colorado FBLA Competitive Events Elements List

Member Event Limit: 2 events **(only one can be a "live", membership entry based, non-testing event – in yellow highlights)**

**Individual (I), Team (T) or Chapter Events © – Teams can be made up of 1, 2 or 3 participants, unless otherwise noted in parenthesis. Chapter events can have 1, 2 or 3 participants present the project.*

***Membership Based: 0-49 chapter members – 3 entries per chapter, 50-100 chapter members – 4 entries per chapter, 101-150 chapter members – 5 entries per chapter, 151-200 chapter members – 6 entries per chapter; 201+ chapter members – 7 entries per chapter*

NEW THIS YEAR: The Top 3 winners for all events are eligible to compete at the State Leadership Conference.

Event	Grade	Type	I/T/C * (#)	Chapter Entries**	Notes
Accounting	9-12	Online Test	I	Unlimited	
Advanced Accounting	9-12	Online Test	I	Unlimited	
Advertising	9-12	Online Test	I	Unlimited	
Agribusiness	9-12	Online Test	I	Unlimited	
Banking & Financial Systems	9-12	Online Test & Role Play	T (1-3)	Membership Based	Prep time
Broadcast Journalism	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Business Communication	9-12	Online Test	I	Unlimited	
Business Ethics	9-12	Online Test, Prejudge, Presentation	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Business Law	9-12	Online Test	I	Unlimited	
Business Management	9-12	Online Test & Role Play	T (1-3)	Membership Based	Prep time
Business Plan	9-12	Prejudge Report & Presentation	T (1-3)	Membership Based	Setup time, Q&A
Career Portfolio	9-12	Presentation (Equipment)	I	Membership Based	Setup time, Q&A
Coding & Programming	9-12	Demonstration	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Community Service Project	9-12	Prejudge Report & Presentation	C	1 per chapter	State only event – no district competition
Computer Applications	9-12	Production Test	I	Unlimited	2 hrs. Done w/Adviser prior to DLC.
Computer Game & Simulation Programming	9-12	Demonstration	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Computer Problem Solving	9-12	Online Test	I	Unlimited	
Customer Service	9-12	Online Test & Role Play	I	Membership Based	Prep time
Cybersecurity	9-12	Online Test	I	Unlimited	
Data Analysis	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Data Science & AI	9-12	Online Test	I	Unlimited	

Digital Animation	9-12	Prejudge Project & Presentation	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Digital Video Production	9-12	Prejudge Project & Presentation	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Economics	9-12	Online Test	I	Unlimited	
Entrepreneurship	9-12	Online Test & Role Play	T (1-3)	Membership Based	Prep time
Event Planning	9-12	Presentation	T (1-3)	Membership Based	Setup time, Q&A
Financial Planning	9-12	Presentation	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Financial Statement Analysis	9-12	Presentation	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Future Business Educator	9-12	Pre-judge & Presentation (Equipment)	I	Membership Based	Setup time, Q&A
Future Business Leader	9-12	Objective Test, Prejudge & Interview	I	Membership Based	
Graphic Design	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Healthcare Administration	9-12	Online Test	I	Unlimited	
Hospitality & Event Management	9-12	Online Test & Role Play	T (1-3)	Membership Based	Prep time
Human Resource Management	9-12	Online Test	I	Unlimited	
Impromptu Speaking	9-12	Speech	I	Membership Based	Prep time
Insurance & Risk Management	9-12	Online Test	I	Unlimited	
International Business	9-12	Online Test & Role Play	T (1-3)	Membership Based	Prep time
Introduction to Business Communication	9-10	Online Test	I	Unlimited	
Introduction to Business Concepts	9-10	Online Test	I	Unlimited	
Introduction to Business Presentation	9-10	Presentation (Equipment)	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Introduction to Business Procedures	9-10	Online Test	I	Unlimited	
Introduction to FBLA	9-10	Online Test	I	Unlimited	
Introduction to Information Technology	9-10	Online Test	I	Unlimited	
Introduction to Marketing Concepts	9-10	Online Test	I	Unlimited	
Introduction to Parliamentary Procedure	9-10	Online Test	I	Unlimited	
Introduction to Programming	9-10	Presentation (Equipment)	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Introduction to Public Speaking	9-10	Speech	I	Membership Based	Topic provided, Q&A
Introduction to Retail & Merchandising	9-10	Online Test	I	Unlimited	
Introduction to Social Media Strategy	9-10	Presentation (Equipment)	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Introduction to Supply Chain Management	9-10	Online Test	I	Unlimited	
Job Interview	9-12	Prejudge & Interview	I	Membership Based	
Journalism	9-12	Online Test	I	Unlimited	
Local Chapter Annual Business Report	9-12	Prejudge Report & Presentation	C	1 per chapter	State only event – no district competition
Management Information Systems	9-12	Online Test & Role Play	T (1-3)	Membership Based	Prep time
Marketing	9-12	Online Test & Role Play	T (1-3)	Membership Based	Prep time
Mobile Application Development	9-12	Demonstration	T (1-3)	Membership Based	Topic provided, setup time, Q&A

Network Design	9-12	Online Test & Role Play	T (1-3)	Membership Based	Prep time
Networking Infrastructures	9-12	Online Test	I	Unlimited	
Organizational Leadership	9-12	Online Test	I	Unlimited	
Parliamentary Procedure	9-12	Online Test & Role Play	T (4-5)	Membership Based	Prep time
Personal Finance	9-12	Online Test	I	Unlimited	
Project Management	9-12	Online Test	I	Unlimited	
Public Administration & Management	9-12	Online Test	I	Unlimited	
Public Service Announcement	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Public Speaking	9-12	Speech	I	Membership Based	Topic provided, Q&A
Real Estate	9-12	Online Test	I	Unlimited	
Retail Management	9-12	Online Test	I	Unlimited	
Sales Presentation	9-12	Interactive Presentation (Equipment)	T (1-3)	Membership Based	Setup time
Securities & Investments	9-12	Online Test	I	Unlimited	
Social Media Strategies	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Sports & Entertainment Management	9-12	Online Test & Role Play	T (1-3)	Membership Based	Prep time
Supply Chain Management	9-12	Presentation	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Technology Support & Services	9-12	Online Test & Role Play	I	Membership Based	Prep time
Visual Design	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Website Coding & Development	9-12	Demonstration	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Website Design	9-12	Demonstration	T (1-3)	Membership Based	Topic provided, setup time, Q&A
Who's Who in FBLA	12	Prejudge	I	Unlimited	State only event – no district competition

FAQs

Q: *Where do I go to register?*
A: Go to app.bluepanda.com to register for your District Leadership Conference. Click Login with FBLA Connect and use your same credentials. Select Colorado FBLA from the dropdown menu at the top and then begin your registration for the District Leadership Conference. Follow the DLC Registration Tutorial for step-by-step instructions, posted at www.coloradofbla.org/dlc.

Q: *What is my username and password?*
A: You will login using the same credentials you use to access FBLA Connect. If you cannot login to FBLA Connect, please submit a Help Desk ticket or contact Molly Davis, molly.davis@cccs.edu.

Q: *I have a student that needs an accommodation.*
A: Please list all accommodations in the registration system. Follow the DLC Registration Tutorial for step-by-step instructions.

Q: *How do I know that my registration has been received?*
A: Make sure to click SUBMIT at the end. If you have received an e-mail confirmation, you are officially registered. Follow the DLC Registration Tutorial for step-by-step instructions.

Q: *In how many events can a student participate?*
A: No more than two, only one can be a "live" event (highlighted in the Event Element and Limitation list). Refer to the Competitive Events Element list above.

Q: *How many entries does my chapter receive for each event?*
A: For testing events, chapters receive unlimited entries. For membership-based entries, it depends on your chapter membership as of December 1st of this year. Refer to the Competitive Events Element list above.

- 1-49 members: 3 entries per event
- 50-100 members: 4 entries per event
- 101-150 members: 5 entries per event
- 151-200 members: 6 entries per event
- 201+ members: 7 entries per event

Q: *What are the rules on if a member competed in the event before?*
A: The national guidelines are followed. Members may compete in an event more than once if they have not previously placed in the top ten of that event at the National Leadership Conference. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event. This includes events that stayed the same but had a name change.

Q: *Help! I've logged in but I don't see a member!*
A: Verify that your student was on a paid or pending invoice through FBLA Connect. If not, it means the student was not registered by the December 1st deadline to be eligible to compete. Students who were registered after the December 1st membership deadline can be registered for DLC under the "late student" registration attendee type.

Q: *Help! I can't log in!!*
A: Click the "Login with FBLA Connect" button from Blue Panda and then use the same credentials you use when logging into the FBLA Connect membership system. Follow the DLC Registration Tutorial for step-by-step instructions. If you are still unable to log in, you may be blocked from registering because of an owed balance. Contact Molly Davis at molly.davis@cccs.edu.

Q: *Where is the information on taking tests?*
A: Tests will all take place online, prior to the District Leadership Conference. Advisers will login to Blue Panda when your District testing window opens to download testing tickets. Look for a button titled "E-Testing Login Cards." The button will not show up on your screen until your window opens.

Q: *How long are the online tests?*
A: Each test is timed and will time out after 50 minutes. If your student needs a testing accommodation, you must list it during conference registration.

Q: *Can students start the test on one day and finish it on another?*
A: No. Students must take the test in one sitting.

Q: *What if I have several students on a team? Do they each take an individual test, or do they collaboratively take one test?*
A: The students will take the test individually. Team objective tests are taken individually by each team member. The scores of all team members will be averaged to determine the average team score. If team members do not sign in to take their tests within 15 minutes of one another, there team will be disqualified from moving on to the next round of competition.

Q: *Where is the information on the production events?*
A: The production part of the Computer Applications event takes place prior to the District Leadership Conference. Information about production tests will be sent out in January via email.

Colorado FBLA Code of Conduct

The purpose of the Code of Conduct is to ensure that FBLA members who attend a conference are aware of expected behavior. It is the adviser's responsibility to discuss the form with the members and stress the importance of abiding by the rules. Colorado FBLA is proud of its reputation and encourages advisers to closely monitor students at all conferences. Advisers must have a signed Code of Conduct in their possession at all FBLA activities and must submit a Certification Form certifying that all members have read and signed the Verification Form.

CONDUCT POLICIES AND PROCEDURES FOR COLORADO FBLA

The following conduct policies reflect minimum behavioral standards for Colorado FBLA members. The policies are in effect for all delegates who are attending any Local, State or National FBLA function. The term "delegate" shall mean any FBLA member.

- Defacing of public property—any damage to or loss of property or furnishings of the properties being utilized for meeting purposes will be paid for by the individual or chapter responsible.
- Delegates shall keep their adult advisers informed of their activities and whereabouts at all times.
- Delegates will not be allowed to leave the conference site at any time without adult supervision.
- Members will be prohibited from participation without local supervision provided by the chapter or school. For the National Leadership Conference a designated local adviser or parent will be expected to accompany the participants.
- Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an adviser or other responsible adult.
- Alcoholic beverages and controlled or illegal substances (drugs) of any form are not allowed. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
- Use of tobacco in any form by an FBLA member is prohibited, including e-cigarettes.
- Participants will NOT be admitted to conference activities and competitive events if in violation of the dress code. Furthermore, competitors will not walk on stage during awards sessions if observed violating the dress code.
- Observe the curfews as listed in the conference program. Curfew is defined as being in your own assigned room by the designated hour.
- Members of the opposite sex are not allowed in sleeping rooms in hotels or motels unless the door is WIDE OPEN or the chapter adviser or responsible adult is present in the room.
- Colorado FBLA photographers and videographers will be taking photos and videos throughout the conference for use in any manner FBLA deems appropriate including, but not limited to, publishing in FBLA publications, on the FBLA website, and in connection with competitive performance events. By attending the conference, you grant FBLA the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indicia of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, Internet, Web casting, video streaming, television or radio), for the use of FBLA, its affiliates, or any individual, organization, business, publication, network or other third party, in perpetuity, without payment or any consideration.

DISREGARDING OR VIOLATING THE CODE OF CONDUCT

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, competitive event disqualification, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA reserves the right to notify law enforcement. Any Code of Conduct violation must be brought to the attention of the state adviser prior to the conclusion of the conference.

Chapter Certification Form

The FBLA members of _____School have read the Code of Conduct, Dress Code and completed the CTSO Multiple Release Forms.

In addition, we certify that all staff provided by the school district and attending this conference with the Colorado CTSOs have completed and passed a Criminal Background Check and Sexual Abuse Prevention Training.

Our chapter has an emergency plan. This plan has been communicated with attending members, parents and administrators.

_____ _____
(Adviser Printed Name) (Adviser Signature) (Date)

_____ _____
(School Administrator Printed Name) (School Administrator Signature) (Date)

This form is to be printed, signed, and submitted during on-site conference registration. Do not send individual forms to the state. Individual forms must be in possession of the adviser.

Colorado Career and Technical Student Organization (CTSO)
Multiple Release Form

Please print and make sure to complete and sign all portions of the release form.

Please have student attendees and their parents/guardians read and complete this multiple-part form. Copies are to be retained by the chapter advisor. The chapter advisor will ensure all forms are completed by a certification process. Follow the certification submission from each CTSO. Colorado CTSO's include: Creative Careers, DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, TSA, and (SC)^2.

MEDICAL RELEASE/AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY

I hereby authorize any necessary medical/dental treatment required for this student. I/we further agree that I/we will assume all expenses involved in such medical/ dental procedures and will not hold the specific Colorado CTSO or its representatives liable for said expenses.

List any medical/dental conditions that a medical doctor/dentist should be made aware of:

_____

_____

_____

_____

List any allergies that a medical doctor/dentist should be made aware of:

_____

_____

_____

_____

_____
Parent/Guardian Signature *Date*

LIABILITY

The undersigned being the parent or guardian of student named above hereby agrees to release the State of Colorado, State Board for Community Colleges and Occupational Education, Colorado Community College System, the Colorado CTSO, its representatives, agents, servants, volunteers and employees from liability for injury to the said minor resulting from any cause whatsoever occurring to the said minor at any time while attending a conference or meeting of Colorado CTSO, including travel to and from said meeting, excepting only such injury or damage resulting from the willful acts of such representatives, agents, servants, and employees.

_____
Parent/Guardian Signature *Date*

CODE OF CONDUCT AND DRESS CODE

Students are to conduct themselves in accord with exemplary standards of ethics and behavior, including zero tolerance for any actions that violate any civil or criminal codes. Students found to be in violation of any laws, regulations or policies established for the CTSO event they are attending will be subject to disciplinary action and/or prosecution. Their parents or guardians and school officials will be notified and the student may be removed from the event.

Dress is to reflect the CTE/CTSO image and to follow guidelines for specific events. Each CTSO has specific dress code guidelines.

Reading and understanding completely the policies, practices, and procedures that will serve to govern the conduct and attire of persons attending a CTSO event, I do hereby agree to follow said policies, procedures, and practices and abide by any consequences of any violations.

_____ _____ _____ _____
CTSO Member Signature *Date* *Parent/Guardian Signature* *Date*

PUBLICITY – STANDARD RELEASE FORM

CTSO photographers and videographers will be taking photos and video throughout the meeting for use in any manner the CTSO deems appropriate, including, but not limited to, CCCS/CTSO publications, use on the CCCS/CTSO website, and in connection with Competitive Events. Names will not appear on photos or in videos. By attending the meeting, you grant the CTSO the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indication of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/ or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, internet, web casting, video streaming, television, or radio), for the use of the CTSO, its affiliates, or any individual, organization, business, publication, network, or other third party, in perpetuity, without payment or any consideration.

_____ _____ _____ _____
CTSO Member Signature *Date* *Parent/Guardian Signature* *Date*

Form intended to be printed - Revised May 2018