



Colorado Collegiate FBLA
State Leadership Conference
February 19, 2027

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Checklist to Prepare for State Leadership Conference

- ☐ Set chapter deadlines for registration.
- ☐ Determine member cost of attending for your chapter, including travel, additional meals, etc.
- ☐ Provide members with necessary conference information.
- ☐ Register all members, advisers and chaperones for the conference by the deadline.
- ☐ Print e-mailed invoice and check, double-check, triple-check for accuracy.
- ☐ Submit payment for the conference by the listed due date.
- ☐ Follow the deadline checklist for all State Leadership Conference forms.
- ☐ Discuss dress code requirements with members.
- ☐ Review State Leadership Conference tentative agenda with attending members
- ☐ Discuss National Leadership Conference information with members, so they are prepared if they qualify.

State Leadership Conference Deadlines

Date	Deadline	Notes
January 8 th	Membership Deadline	connect.fbla.org – advisers must put all members on an invoice with a payment method selected to be eligible for competition
January 11 th	SLC Registration Deadline	app.gobluepanda.com – advisers will login using the “Login with FBLA Connect” button and type in the same credentials
January 12 th - January 29 th	Online Testing Window	Advisers will download testing tickets from the registration site after January 11th
January 29 th	Prejudge Submission Deadline	Advisers will submit any prejudge items in Blue Panda as an “Asset.” • Job Interview: Cover Letter and Resume
February 5 th	Payment Received Deadline	Chapters can pay via check or credit card
February 12 th	State Officer Candidate Application	https://form.jotform.com/Colorado_FBLA/collegiate-state-officer-app
February 12 th	Chapter Certification Form	Advisers can pre-submit the chapter certification form in Blue Panda by February 12 th . If not pre-submitted, advisers must bring a hard copy to turn in during registration check-in.
February 19 th	State Leadership Conference	Pikes Peak State College, Rampart Campus
March 10 th	Notification of NLC Intent	Confirm your events: https://form.jotform.com/Colorado_FBLA/collegiate-nlc-intent-form

Contact Information

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Colorado FBLA State Adviser
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Collegiate State President
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Conference website: www.coloradofbla.org/collegiate-slc

General Information

Dates: February 19, 2027

Location: Pikes Peak State College – Rampart Campus
Main Building Atrium
2070 Interquest Pkwy
Colorado Springs, CO 80921

Cost: \$35/attendee – includes lunch, keynote speaker fees, competitive events awards, registration site

Payment: Chapters can pay via check or with credit card. Credit card payments incur a 4% convenience fee. **All payments are due by February 5th.** Late payments will be charged a 10% late fee, up to \$300.

Checks can be sent to:

Colorado Future Business Leaders of America
9101 E. Lowry Blvd.
Denver, CO 80230

Parking

Parking is free on the Pikes Peak State College Rampart campus. There are campus maps on page 9 of this Call to Conference. More information will be shared in the Know Before You Go guide, published in early February.

Conference Registration

Registration Link – advisers will register their chapters on the [Blue Panda website](#). Please refer to the Blue Panda Tutorial linked on the Collegiate SLC webpage, www.coloradofbla.org/collegiate-slc for more information.

Any “Collegiate Direct” members will need to contact Molly Davis for registration, molly.davis@cccs.edu.

Eligibility

Chapter advisers, collegiate members and school administrators are eligible to attend. Every person attending the State Leadership Conference **MUST** be registered. To be eligible to compete as a Collegiate member, membership registration and dues must be paid to National FBLA by January 8th through FBLA Connect.

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, wheelchair access, etc.)
- ☐ Chaperone/Adviser Names and Emails
- ☐ Lunch Order
- ☐ Any Dietary Restrictions (i.e. vegetarian, peanut allergy, etc.)

Lunch Options

A boxed lunch from Schlotzky’s Deli will be included in the cost of registration for all attendees. Sandwiches include sandwich, chips, a pickle spear, and a cookie; salad wraps include a salad wrap, cookie, and chips; salads include salad, garlic breadsticks, and a cookie. Specific dietary restrictions can be added during conference registration. Gluten-free bread is available for sandwiches if requested.

Each attendee will be asked to select **one** of the following options during conference registration:

- **Turkey Club Sandwich:** Turkey, bacon, provolone, lettuce, tomatoes served on artisan white bread.
- **Roast Beef Sandwich:** Roast beef, provolone cheese, lettuce and tomato served on artisan white bread.
- **Veggie Sandwich:** Cucumbers, roasted red peppers, provolone, Italian seasoning, lettuce, tomatoes, red onions served on harvest wheat bun.

- **Greek Salad Wrap:** Fresh mix of romaine lettuce with hand-carved chicken breast, feta cheese, onions, olives, banana peppers, and tomatoes with Greek dressing on a wheat wrap.
- **Caesar Salad Wrap:** Grilled chicken, romaine lettuce, parmesan cheese and croutons on a wheat wrap.
- **Strawberry Salad:** Fresh mix of romaine lettuce with hand-carved chicken breast, feta cheese, strawberries, candied pecans, and croutons with balsamic vinaigrette dressing.
- **Fresh Garden Salad:** Fresh mixed greens and romaine blend, black olives, diced tomatoes and cucumber slices with ranch dressing.
- **Avocado Cobb Salad:** Fresh mix of romaine lettuce with hand-carved chicken breast, bacon, egg, feta cheese, diced tomatoes, avocado, cucumbers, croutons, and ranch dressing.

Required Forms

All advisers must collect complete Multiple Release Forms from all attending members prior to the beginning of the conference. Advisers will keep the release forms with you and complete the Certification Form to pre-submit through Blue Panda or turn in at registration. The Certification Form can be found on page 9 of this Call to Conference.

Tentative Schedule

Friday, February 19th

8:30 am	Registration & Networking
8:45 am	Introductions and Keynote Speaker
9:30 am	Competitions Begin
12:00 pm	Lunch (included in cost of registration)
1:00 pm	Awards Ceremony

Competitive Events

Each member may compete in up to three events at the State Leadership Conference. **Only two events may be live, presentation events**, highlighted in blue on the table below. You can review all competitive event guidelines at <https://www.coloradofbla.org/collegiate-events-guidelines>

Any event not offered at the state conference will be open to competitors for the National Leadership Conference. More information can be found in the National Leadership Conference section on page 6.

Event Name	Team Size	Event Type	Notes on ways SLC is different from NLC
Accounting Case Competition	1-4	Case Competition	<i>Not offered at the State Leadership Conference</i>
Business Communication	1	Production	<i>Not offered at the State Leadership Conference</i>
Business Ethics	1-3	Presentation	1-minute set-up time
Business Law	1	Objective Test	
Business Presentation	1-3	Presentation	1-minute set-up time
Community Service Project	1-3	Chapter	<i>Not offered at the State Leadership Conference</i>
Computer Applications	1	Production	<i>Not offered at the State Leadership Conference</i>
Customer Service	1	Role Play	
Cybersecurity	1	Objective Test	
Digital Design & Communications Case Competition	1-4	Case Competition	<i>Not offered at the State Leadership Conference</i>
Emerging Business Issues	1-3	Presentation	1-minute set-up time
Entrepreneurship Pitch Competition	1-4	Presentation	1-minute set-up time, 3-minute Q&A
Finance Case Competition	1-4	Case Competition	1-minute set-up time, 3-minute Q&A
Foundations of Accounting	1	Objective Test	
Foundations of Communication	1	Objective Test	
Foundations of Computer Science	1	Objective Test	

Foundations of Digital Design	1	Objective Test	
Foundations of Economics	1	Objective Test	
Foundations of Entrepreneurship	1	Objective Test	
Foundations of Finance	1	Objective Test	
Foundations of Hospitality Management	1	Objective Test	
Foundations of Management	1	Objective Test	
Foundations of Marketing	1	Objective Test	
Foundations of Selling	1	Objective Test	
Foundations of Technology	1	Objective Test	
Future Business Executive	1	Presentation	<i>Not offered at the State Leadership Conference</i>
Future Business Facilitator	1	Presentation	<i>Not offered at the State Leadership Conference</i>
Hospitality Management Case Competition	1-4	Case Competition	<i>Not offered at the State Leadership Conference</i>
Impromptu Speaking	1	Presentation	
International Business	1	Objective Test	
Job Interview	1	Presentation	Includes pre-judged elements
Management Case Competition	1-4	Case Competition	1-minute set-up time, 3-minute Q&A
Marketing & Sales Case Competition	1-4	Case Competition	1-minute set-up time, 3-minute Q&A
Organizational Behavior & Leadership	1	Objective Test	
Parliamentary Procedure	1	Objective Test	
Project Management	1	Objective Test	
Public Speaking	1	Presentation	
Retail Management	1	Objective Test	
Sports Management & Marketing	1	Objective Test	
State of Chapter Presentation	1-3	Chapter	<i>Not offered at the State Leadership Conference</i>
Supply Chain Management	1	Objective Test	
Technology & Computer Science Case Competition	1-4	Case Competition	<i>Not offered at the State Leadership Conference</i>

Online Testing

Online Testing Window: January 12th – 29th

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.

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 29th

By 11:45 pm, **advisers** must submit the required prejudged elements *for the Job Interview event* 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 4 of the Registration Tutorial document posted at <https://www.coloradofbla.org/collegiate-slc>.

Dress Code

The National Dress Code will be in effect for all portions of the conference. More on the National Dress Code, including a larger copy of the infographic, can be found at www.fbلا.org/dresscode.

Appropriate attire is required for all attendees—**advisers, members, and guests**—at all general sessions, competitive events, workshops, and other activities unless otherwise stated in the conference program.



FBLA DRESS CODE

Projecting a professional image in the workplace is vital for business leaders. It demonstrates seriousness of purpose and respect for clients, colleagues, and others. As Future Business Leaders of America who seek to lead and serve others, participants will dress in business attire and uphold the professional image of the association. Appropriate professional attire is required in all conference areas for all attendees—advisers, members, and guests—at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated.

Conference name badges are part of the Dress Code and must be worn for all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The Dress Code is gender-neutral.

ACCEPTABLE ITEMS

BUSINESS PROFESSIONAL

- Business Suit**
 - Suit pants and jacket
 - Blouse (or) collared dress shirt with tie or scarf
 - Dress shoes (or) dress boots
- Blazer**
 - Dress pants (or) skirt
 - Blazer
 - Blouse (or) collared dress shirt with tie or scarf
 - Dress shoes (or) dress boots
- Dress**
 - A business dress
 - Dress shoes (or) dress boots
- Other Professional**
 - Dress pants (or) skirt
 - Blouse (or) collared dress shirt with tie or scarf
 - Dress shoes (or) dress boots

BUSINESS CASUAL

- Dress pants, skirt, (or) khakis
- Blouse, collared dress shirt, (or) polo shirt
- Dress shoes (or) dress boots

NOTE: Business Casual is only available during sessions specifically noted in conference materials and is NOT appropriate for competitive events.

UNACCEPTABLE ITEMS

The following items are prohibited in all conference areas, including competitive events.

- Denim or flannel clothing
- Shorts
- Athletic clothing
- Leggings or graphically designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- Swimwear
- Flop flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots
- Hats
- Graphically printed clothing

No dress code can cover all contingencies, so FBLA members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local adviser, state leader, or conference staff.

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the special accommodation portion of the registration form. Requests made after registration closes must be made in writing.

State Officer Candidate Process

Deadline: February 12th

Colorado Collegiate FBLA encourages members to think about applying to be an officer. Officer titles include President, Vice President, and Secretary. Positions will be filled in the order listed if fewer than three students apply and are selected. Members interested in applying to serve as a National Officer must also complete the State Officer application.

Candidates must [submit an application online](#) by February 12th to be considered. The application process includes:

- Resume
- Recommendation from professor at school, preferably your Collegiate FBLA Adviser
- List of grades
- Flyer/Brochure describing candidate qualities & qualifications

Candidates will give a campaign speech during the Opening Session. Campaign speeches by the officer candidate are limited to a total of three (3) minutes.

National Leadership Conference

The FBLA National Leadership Conference will be held in Columbus, OH from June 23-26, 2027. All interested NLC competitors must complete an NLC Intent Form by March 10th. On the form, members can select up to two events to compete in at the National Leadership Conference, plus one chapter event.

Colorado FBLA can send up to four students to compete in each event individual/team event, and four chapters to compete in each chapter event. Priority will be given to students who have placed during the State Leadership Conference. Any event not offered at the State Leadership Conference will be considered an “open event,” and students/chapters will be allowed to register to compete at NLC on a first come, first served basis, using date of form submission.

National Leadership Conference Intent Form linked here: https://form.jotform.com/Colorado_FBLA/collegiate-nlc-intent-form

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 advisers informed of their activities and whereabouts at all times.
- 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.
- 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.

Multiple Release Form

Colorado Career and Technical Student Organization (CTSO)

Colorado CTSOs include: DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, TSA, and (SC)². Local CTSOs attending a Colorado CTSO event will also need to abide by these guidelines. This multi-part form is to be completed by all CTSO conference attendees (and their parents/guardians if under 18 years old). Chapter Advisors must submit a Chapter Certification Form certifying that all attendees have completed the CTSO Multiple Release Form and copies of the CTSO Multiple Release Form are in the hands of the Chapter Advisor.

PLEASE MAKE SURE TO COMPLETE AND SIGN ALL PORTIONS OF THE CTSO MULTIPLE RELEASE FORM.



MEDICAL RELEASE/AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY

I hereby authorize any necessary medical/dental treatment required for this attendee. 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.

Attendee Signature

Date

Parent/Guardian Signature (if under 18 years old)

Date

LIABILITY

The undersigned being the individual, or parent/guardian of the student if under 18 years old, 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.

Attendee Signature

Date

Parent/Guardian Signature (if under 18 years old)

Date

CODE OF CONDUCT AND DRESS CODE

All attendees 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. If a student, parents/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.

Attendee Signature

Date

Parent/Guardian Signature (if under 18 years old)

Date

PUBLICITY – STANDARD RELEASE FORM

Photographers/Videographers will be taking photos/video throughout the event 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/videos. By attending the meeting, you grant the CTSO the right, without approval, to photograph, record, use, and edit your photograph, video, image, 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, webcasting, 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. If you do not want your photo/video used, you must submit a written request to cte@cccs.edu.

Attendee Signature

Date

Parent/Guardian Signature (if under 18 years old)

Date

Colorado FBLA Collegiate Certification Form

The Collegiate members of _____ (school) have read the Collegiate Code of Conduct, and have completed Medical Release and Verification Forms.

The Chapter Adviser has reviewed and collected all member forms to be kept on file with the school and in their possession at all conferences.

Chapter Adviser Signature

Date

This form is to be submitted during check-in at the conference or in advance through the conference registration system. Individual multiple release forms must be in the possession of the adviser during the conference.

Pikes Peak State College Rampart Campus Map

RAMPART RANGE CAMPUS



RAMPART RANGE CAMPUS

