

2025 Colorado Fall Leadership Conference



September 30, 2025
Trojan Arena, Fountain, CO

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Deadlines

Event	Date	Notes
Registration Deadline	September 12 th <i>unless an attendance cap of 600 is reached sooner</i>	https://form.jotform.com/Colorado_FBLA/fall-leadership-conference
Payment RECEIVED Deadline	September 26th	An invoice will be sent after registration is received. ALL CHAPTERS will send payment to Colorado FBLA, regardless of affiliation.
Colorado Fall Leadership Conference	September 30th	Trojan Arena 10725 Trojan Point Fountain, CO 80817

General Information

Description: The Colorado Fall Leadership Conference is a chapter leader training and networking event for Colorado FBLA and Colorado DECA members to prepare for a successful membership year. This event will also include an adviser professional development training on Adobe Express.

Location: Trojan Arena, 10725 Trojan Point, Fountain, CO 80817

Event Times: 8:30 am – 2:00 pm

Registration Cost: \$30/student member, advisers can attend for no cost

Includes: Conference facilities fees, event supplies, lunch for all attendees

Registration Information

Registration Link: https://form.jotform.com/Colorado_FBLA/fall-leadership-conference

Information Needed to Register:

- Chapter/School Name
- Chapter Adviser Name & Email
- Number of Student Members Attending
- Number of Advisers/Chaperones Attending
- Payment Method (check or credit card)
- Special Accommodations Requests: may include wheelchair access, food allergies, interpreter service requests, etc.
- Lunch selection for all attendees – each sandwich is described below; condiments will be on the side.
 - *Club Sandwich:* ham, turkey, marble cheddar, lettuce, tomato on a French roll.
 - *Turkey Sandwich:* turkey, marble cheddar, lettuce, tomato on a French roll.
 - *Gluten-free Sandwich:* turkey sandwich on toasted, gluten-free bread.
 - *Vegetarian Sandwich:* sauteed onions and bell peppers, marble cheddar, lettuce, tomato on a French roll.
 - Any specific dietary restrictions can be added in a separate text box during registration.

Payments

Schools will receive an emailed invoice after registration is submitted through the above linked form. All chapters will submit payment to Colorado FBLA, regardless of CTSO affiliation.

Payment Deadline: September 26, 2025.

A 10% late fee, up to \$300, will be added to the invoice if payment is not RECEIVED by September 26th.

Checks

Checks should be made out to Colorado FBLA and mailed to:

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

Credit Card Payments

Schools can request to pay with a credit card during registration; credit card payments include a 4% processing fee. If you did not originally request to pay with credit card but would like to do so, please email John Tower at john.tower@cccs.edu.

Refunds

Refunds are only available until the registration deadline. After the registration deadline, there are no refunds and the chapter is obligated to pay for registered numbers, regardless of the number attending the conference.

Tentative Schedule

8:30 - 9:00	Arrival & Registration Check-In
9:00 - 9:30	Opening Session
9:30 - 11:45	Conference Programming – breakout sessions, industry expert panel, service project
11:45 - 12:45	Lunch
12:50 – 1:20	Competitive Events Overview
1:20 – 1:30	Closing Session
1:30 – 2:00	Chapter Debriefs & Departure

Dress Code

Attendees may wear casual attire, such as jeans and a CTSO T-shirt (or another nice shirt). Neat jeans, collared shirts, sweatshirts, appropriate T-shirts and casual footwear are all acceptable clothing items. Attendees should not wear shorts or clothing or accessories that advertise drugs, alcohol or tobacco products or display profanity.

Parking

Parking is free on site.

Questions?

FBLA questions – Molly Davis, molly.davis@cccs.edu

DECA questions – Brad Peer, brad.peer@cccs.edu

Payment or general conference questions – John Tower, john.tower@cccs.edu

Requirements to Attend

Chaperone Ratio and Requirements

A ratio of one adult for every 12 members is recommended. In the event your district has a different chaperone policy, your district's policy should be followed. When attending Colorado CTSO conferences and events, advisers are expected to provide adequate supervision for his/her students. All chaperones must follow the Colorado CTSO code of conduct. Advisers are expected to attend all sessions.

Colorado CTSOs are dedicated to protecting the safety and success of our members. In order to do so, as well as stay in compliance with Colorado and Federal Laws, all employees, volunteers, staff, chaperones and guests of chaperones in direct contact with Colorado CTSO members must submit to a Criminal Background Check and complete Sexual Abuse Prevention Training. In partnership with local chapters, the Certification Form is required to be completed by an authorized representative of the school district, certifying that all staff provided by the school district and working with members of Colorado CTSOs have completed and passed a Criminal Background Check and Sexual Abuse Prevention Training.

Review this [Background Screening Guide for those Working with Children](#) on criminal background checks, disqualifier guidelines and a quick guide for those adults working with children.

Release Forms

All members must have a completed Multiple Release Form on file with their adviser prior to the beginning of the conference. Advisers should keep student release forms with them on site throughout the conference. Advisers should ensure all attending members have also read and agreed to the CTSO Code of Conduct.

During registration check-in, the adviser must submit a completed Chapter Certification Form, which should be signed by a school administrator in advance.

The Multiple Release Form, Code of Conduct, and Certification Form can be found at the end of this document.

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

Conference Code of Conduct

The purpose of the Code of Conduct is to ensure that CTSO members who attend a conference are aware of expected behavior. These policies are in effect for all delegates who are attending any Local, District, State or National FBLA function. The term “delegate” shall mean any CTSO member. Advisers must submit a signed Certification Form at each event, which certifies that each member attending has turned in a completed Multiple Release Form and agreed to the Code of Conduct below.

Respect:

- 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.
- Harassment based on race, color, religion, national origin, ancestry, sex, gender, sexual orientation or disability will not be tolerated. See our Harassment Policy in the Colorado FBLA Handbook.
- Delegates are to abide by all school, school district and venue policies.
- Delegates are expected to adhere to FBLA dress code at all competitions, general sessions and workshops. Notification of violations will be sent to the local adviser and administrator. Furthermore, competitors will not walk on stage during awards sessions if observed violating the dress code.

Responsibility:

- 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.
- Delegates will be prohibited from participation without local supervision provided by a chapter or school. For the National Leadership Conference, a 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.
- Delegates of the opposite gender are not allowed in sleeping rooms in hotels unless the door is WIDE OPEN or the chapter adviser or responsible adult is present in the room.
- Observe the curfews as listed in the conference program. Curfew is defined as being in your own assigned room by the designated hour.

Ethical Behavior:

- Alcoholic beverages, tobacco in any form, and controlled or illegal substances of any form are not allowed. These items must not be used or possessed at any time, under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
- Delegates are expected to maintain competition ethics by only submitting and presenting original work and properly cited, and only materials explicitly allowed in the event guideline are used.

Conference Photography

Colorado FBLA and DECA photographers and videographers will be taking photos and videos during the conference for use in any manner the CTSO deems appropriate including, but not limited to, CTSO publications and websites, and in connection with competitive performance events. By attending the conference, you grant FBLA and DECA 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, for the use of FBLA and DECA, 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/DECA 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/DECA members of _____ (school) have read the Code of Conduct, Dress Code and each attendee has 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.

Adviser Code of Conduct

- Advisers project a positive and professional image of Colorado Career and Technical Education and Colorado FBLA/DECA to all those with whom they interact
- Advisers promote CTSOs as a positive student experience; therefore, will act as a positive role model for students in dress, voice, attitude, actions, and demeanor
- Advisers are accountable to and for their students in all CTSO-related activities
- Advisers understand and follow established processes within the organization that protect the rights of all members
- Advisers are proud of the standard of excellence, ethics and integrity they maintain for themselves, their students and student work
- Advisers will follow through on any conference assignments

(Adviser Printed Name)

(Adviser Signature)

(Date)

(School Administrator Printed Name)

(School Administrator Signature)

(Date)

This form is to be submitted prior to or during on-site conference registration. Individual Multiple Release forms should be kept with the adviser during the conference.