



2024 STATE LEADERSHIP CONFERENCE MATERIALS HIGH SCHOOL DIVISION

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TO: Virginia FBLA Advisers
FROM: Sandy Mills, State Specialist
DATE: January 2024
SUBJECT: 2024 State Leadership Conference

We are excited to be planning the 2024 Virginia FBLA High School State Leadership Conference. Some important information:

- You will register for the conference as well as for competitive events through the Blue Panda platform. Directions and a link to a screenshot document are included in the registration link.
- Our cost structure for the hotel's room rental fees is tied to making our room block. Every person who stays at the Hyatt Regency helps reduce the amount we have to pay to the hotel for the cost of the General Session and competitive event meeting space. Therefore, we will have two price points and ask that you respect this board decision and register your students at the appropriate price point—dependent upon their status as an overnight guest at the hotel. We will have to conduct an audit after the conference and will notify and invoice any schools that have registered their students at the incorrect designated price, so it is imperative that you have your room lists (with student names) 100 percent correct by March 28—the deadline for making changes to your hotel reservations.
- Objective Testing will be conducted electronically both virtually school site (for those that pay the higher registration and choose not to come to Reston) and during the conference.
 - Students testing in Reston on site should bring their own device to the conference and will be given login information at the time of their testing. There are no specific test times—students should test at their convenience; more details are on Tentative Schedule page.
 - To allow for virtual participation, we will allow students to school site test on Thursday, April 11, 2024, between 8 a.m. and 6 p.m. Testing **MUST** be proctored by an adult at the school—*students may not take the tests at home*. Students must be registered for the SLC at the non-attendee rate. Please watch your students carefully to ensure the integrity of the competition; cheating has become a huge issue at all levels of the organization. We want to continue to offer virtual opportunities but will be unable to continue to do so if we cannot ensure that students are monitored carefully.
- Performance events are conducted only on-site in Reston.
- Conference souvenir t-shirts may be purchased directly through Fresh Prints. The link to that order site will be shared very soon.






SLC 2024 CALENDAR














February 15

 Activity Report Form opens in FBLA Connect





March 1

 Foundation Contributions Due Postmarked
 Membership Payments Due—all competitors paid dues deadline
 Registration opens (Do not register until after your RLC)




**March 21
(Upload or
Postmark)**

 Hotel Reservations Due
 Activity reports due (Upload to FBLA Connect)
 All Preliminary Materials Due (FBE, FBL, Digital Animation, Digital Video, Job Interview) (Upload to Blue Panda)
 Adviser of the Year Applications Due (Upload to Blue Panda)
 American Enterprise Project Due (Upload to Blue Panda)
 Business Plan Reports Due (Upload to Blue Panda)
 Community Service Project Due (Upload to Blue Panda)
 Local Chapter Annual Business Report Due (Upload to Blue Panda)
 Partnership With Business Project Due (Upload to Blue Panda)
 Project ASK Financial Contribution Due
 Registration Due
 State Officer Candidate Applications Due (UPLOADED)
 Who's Who in Virginia FBLA Nomination Due (UPLOADED)

March 28

 Cut-off date for making hotel reservations changes/editing name
 Add \$25 for registration checks postmarked after this date (unless check is for registration of additional members eligible for competition after the cut-off date)
 Skill Tests Due UPLOADED to submission site
 Regional Substitution Deadline

April 11

 Online testing for objective events for virtual attendees (school-site testing only 8 a.m. – 6 p.m.)
 **Business Ethic's three-page report due for all regional semi-finalists and state fall early decision finalists.**
 Online Testing for state conference online test-to-performance events if school decides to test at school and not at the conference
 (Banking & Financial Systems, Business Ethics, Business Management, Entrepreneurship, Future Business Leader, Help Desk, Hospitality & Event Management, International Business, Introduction to Event Planning, Management Information Systems, Marketing, Network Design, Parliamentary Procedure, Sports and Entertainment Management)

TENTATIVE SCHEDULE

PLEASE CHECK CONFERENCE APP FOR FINAL SCHEDULE

FBLA State Leadership Conference

April 12 – April 13, 2024

(All activities will be at the Hyatt Regency Reston)

Schedule subject to change

Friday, April 12	
9:00 a.m. (tentative)	Foundation Leadership Institute check in
11:00 a.m. – 7:30 p.m.	Registration
11:30 a.m. – 5:00 p.m.	<p>Objective Testing Center Opens. Carousel Seating—come and test as early as possible to avoid the last-minute surge. Testing will be cut off promptly at 5:00 p.m. on Friday to allow for the room reset for overflow seating. The Testing Center will open on Saturday from 8:30 – noon. Testing will be cut off at noon, so plan accordingly. Limited seating is available, so do not wait until the last minute.</p> <p>The following events <u>MUST</u> have completed testing by Friday afternoon at 3:00: (Banking & Financial Systems, Business Ethics, Business Management, Entrepreneurship, Future Business Leader, Help Desk, Hospitality & Event Management, International Business, Introduction to Event Planning, Management Information Systems, Marketing, Network Design, Parliamentary Procedure, Sports and Entertainment Management)</p> <p>The following events <u>MUST</u> have completed testing by Friday evening at 5:00: Computer Applications Database Design & Application Spreadsheet Applications Word Processing</p>
12:30 p.m. – 5:00 p.m.	Leadership Sessions
12:45 p.m.	<p>American Enterprise Project Broadcast Journalism Coding & Programming Community Service Computer Game & Simulation Programming Data Analysis Electronic Career Portfolio Financial Statement Analysis Graphic Design Introduction to Social Media Strategies Sales Presentation Visual Design</p> <p>PRELIMINARIES (FINALISTS ANNOUNCED AT THE OPENING SESSION)</p> <p>Client Service Preliminaries Impromptu Speaking Preliminaries Introduction to Public Speaking Preliminaries Public Speaking Preliminaries</p>

1:00 p.m.	State Officers' Rehearsal / Officer Candidate Meeting
5:00 p.m.	Executive Board Meeting
6:15 p.m.	Executive Board Dinner
8:00 p.m.	Opening Session
Following	Campaign Booths Open
Following	Local Chapter Advisers' Meeting/Reception
Saturday, April 13	
7:15 a.m.	Voting Delegates Registration
7:30 a.m.	Voting
7:45 a.m. – 9:00 a.m.	Second General Session
8:30 a.m.- noon	Event Coordinators' and Judges' Meeting Testing Center Open (the testing room closes promptly at noon)
9:30 a.m.	Business Plan Digital Animation Digital Video Future Business Educator Future Business Leader Impromptu Speaking Finals Introduction to Business Presentation Introduction to Public Speaking Finals Job Interview Local Chapter Annual Business Report Mobile Application Development Parliamentary Procedures Partnership with Business Public Service Announcement Social Media Strategies Website Coding and Development Website Design
9 a.m. – 3:15 p.m.	Leadership Sessions
12:45 p.m.	Banking & Financial Systems Business Ethics Business Management Client Service Finals Entrepreneurship Help Desk Hospitality and Event Management International Business Introduction to Event Planning Introduction to Programming Management Information Systems Marketing Network Design Public Speaking Finals Sports and Entertainment Management
1:45 p.m.	State Officers' Rehearsal
6:15 p.m.	Dinner for Incoming and Outgoing State Officers and Regional Directors
8:00 p.m.	Awards Program
10:30 p.m. – 11:45 p.m.	Social
12:00 midnight	Curfew

CONFERENCE/COMPETITIVE EVENT REGISTRATION

Registration Fee. The 2024 Virginia FBLA State Leadership Conference (SLC) registration fee is as follows:

- Students who stay at the Hyatt Regency Reston (names will be audited for verification): \$100
- Students who are not registered to stay at the Hyatt Regency Reston: \$125
- Adviser/Guest/Chaperone: \$75 **ALL PERSONS ATTENDING—ADVISERS, PARENTS, AND STUDENTS—MUST PAY THE REGISTRATION FEE.** (EXCEPTION: Students who serve on the 2023-2024 State Officer Team DO NOT pay the registration fee.) **Registration deadline is March 21, 2024.**

You may pay conference registration by credit card or check. Credit Card payments will be made through the Blue Panda system. If you are paying by check, it should be made payable to **VIRGINIA FBLA**, postmarked by **March 28**, and sent with a copy of your registration confirmation form to:

**Sandy Mills, Virginia FBLA Specialist
111 Hodges Cove Road
Yorktown, VA 23692**

Initial registration checks postmarked **after March 28, 2024**, should include a \$25 late fee. If the \$25 late fee is not included, it will be assessed after the SLC. (*You have a grace period between March 21 and March 28 in which to process your checks.*) Checks for add-ons do not require the \$25 late fee as long as the initial payment was postmarked by March 28, 2024.

Refund Policy. Advisers may remove individuals from registration until March 28. There are no refunds for cancellations after March 28, 2024.

Competitive Event Coordinator Assignments. Advisers are asked to assist with the running of the competitive events and may be asked to serve as judges if we have a lot of attrition. This is why we have implemented the lower registration rate. This year, we will be running the events a little differently with a lot less pipe and drape. There is going to be the inevitable noise factor, but this process allows us to use fewer event coordinators. A few reasons for this:

1. Many states have used this footprint for years—including our new director of awards and recognition; I'd like to be proactive and ensure that our students are not at a disadvantage at the NLC in Orlando by having them experience the noisier presentation environment.
2. We have a hard time getting advisers to sign up to help administer the events—and we cannot run them without timekeepers, walkers, and prep room coordinators. Please notify Sandy Mills if you have a preference of time/event assistance, and you will be assigned to an event prior to the SLC so that you can plan the remainder of your activities around that assignment. All adviser assignments will be sent out by April 11.

BLUE PANDA CONFERENCE/EVENT REGISTRATION DIRECTIONS

To register for the conference and put your students in their events, go to: [Blue Panda \(gobluepanda.com\)](http://gobluepanda.com)*

1. Click the "Login with FBLA Connect" blue button and enter your login information for FBLA Connect
2. Click on the blue REGISTER button for the [2024 Virginia FBLA State Leadership Conference](#)
 - a) Click "Yes" when it asks if you want to start a new registration
3. To add attendees, follow this process for everyone:
 - a. On the Attendees tab, click Add (at the top)
 - b. Use the dropdown next to "Attendee:" to select the correct attendee type you need
 - i) (For Members and Advisers) Use the dropdown menu next to "Member:" to select the individual (this is pulling your list of active students/advisers from FBLA Connect)
 - ii) (For all other attendees) Manually enter the requested information
 - c. (For Members) Select their registration type:
 - i) Staying at the hotel and testing and/or presenting on site (\$100)
 - ii) Not staying at the hotel but testing and/or presenting on site (\$125)
 - iii) Not staying at the hotel and testing virtually (\$125)
 - d. Enter any special needs
 - e. Save

**Repeat Step 3 for each attendee*

Once everyone has been registered, put the students in their events:

1. Click on Competitions, select the first event, click on add
2. Move the appropriate student(s) into the event
3. Click on SAVE
4. Click on the next event, add, move the appropriate student(s) into the event
5. Continue this process until all students are in their events

*On the main page, for all events, names that appear together in a box are on a team (double-check that all team member names are listed together in a box and all individuals appear in their own box)

Once everyone is registered and, in their event, look to the ISSUES button on the left of the page. If it is **GREEN**—it will show zero issues, and you are free to submit your registration. If the box is **ORANGE**, you have an issue that needs to be resolved; however, you may still submit your registration—you just need to fix the issue asap or we will be contacting you to fix it. If the box is **RED**, you have an issue that prevents you from submission. You do not need to wait to submit your registration; you may edit (add and remove) students/events until March 15. From March 18 – 25, you will be able to add only as we work to fill all the slots for the competitions.

***Student Event Protocols: For the State Leadership Conference, students may participate in one objective test event, one performance/demonstration event, and one chapter event or two objective tests and one chapter event.**

[Here is a printable PDF that will walk you through the registration process.](#)

VIRGINIA FBLA CODE OF CONDUCT

(To Be Completed by Each Student Attendee and Brought to the Conference)

Virginia FBLA members have an excellent reputation. Your conduct at every FBLA function should make a positive contribution to extending that reputation. Listed here are rules of conduct for the State Leadership Conference. All delegates will be expected to:

1. Behave themselves in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisers, or upon VA FBLA.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, association with non-conference individuals, or activities that endanger self or others.
4. Keep their advisers informed of their activities and whereabouts at all times. Accidents, injuries, and illnesses must be reported to the local adviser immediately.
5. Observe curfews as listed in the conference program. Local advisers and security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
6. Avoid alcoholic beverages and controlled or illegal substances of any form. 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.
7. Act as guests of the hotel. Attendees must obey the rules of the hotel. The hotel has the right to ask a guest to leave. Noise should be kept at a reasonable volume; remember, there are other guests in the hotel. Individuals or chapters responsible for damages to any property or furnishings will be responsible for repair or replacement. Students do not have access to restricted areas, such as the roof.

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, 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 Virginia FBLA reserves the right to notify law enforcement.

I agree to abide by the Code of Conduct.

FBLA Member

Date

Parent/Guardian

Date

CONFERENCE HOUSING

The Hyatt Regency Reston will be conference headquarters. Schools will be notified by the hotel if they are registered in an overflow hotel. Transportation between these facilities will be provided. Since they are both Hyatt facilities, you do not need to wait to process checks for hotel payment.

Rooms will be assigned by a lottery system designed by the hotel, please wait until after your regional leadership conference to make your reservations. Saturday night rooms will be filled first so that we make our room block, which reduces the cost of the meeting room rental.

The Hyatt Regency Reston will accept reservations after March 1, 2024. Remember, it does not matter how early you put in your reservation as the rooming assignments will be made by the lottery system. The room fee is \$130/night plus local/state taxes. All rates quoted are per room/per night; add 13 percent tax for each room. School systems are required to pay the Virginia room tax.

Options for making reservations:

1. We recommend using the rooming list template. The rooming list template is good for multiple rooms. The rooming list should be sent to resto-reservations.static@hyatt.com. This is a secure site. The rooming list template is available in the forms section of FBLA Connect or contact Sandy Mills: smills@vafbla.org for the file. The Hyatt will upload the rooming list and send confirmation email to teachers.
2. The reservation link is good if you are making one or two reservations (two is the limit per session). The link allows only one name per room. Shared guest/student names would then need to be sent to resto-reservations.static@hyatt.com before March 28th, 2024.

<https://www.hyatt.com/en-US/group-booking/RESTO/G-FB24>

Important Details:

1. The cut-off date for room reservations is **March 21th, 2024.**
The hotel will NOT take reservations or changes in reservations over the phone. The hotel reservation calls are transferred to a central booking agency located off site. These individuals do not have access to our rates or our room block. If you try to call the hotel, you will receive incorrect information; and you will not be able to secure rooms at our special rate.
2. **The hotel is not requiring deposits for the rooms. You will, however, need a credit card to hold the reservation—the credit card will not be charged. A credit card is required to guarantee all reservations. The card is used only as a guarantee and would only be charged if the reservation does not show, or cancels within the penalty time frame.**

Payment may be made by credit card or by check upon arrival; bus parking instructions will be provided upon check in.

3. Cut-off date for **making changes** to your room reservations is **March 28, 2024.** You will be charged for all rooms reserved as of this date. Changes or Cancels (including name changes) will not be accepted after that date by Reservations or the Front Desk.

4. There is a maximum of 4 guests per room. Please be sure to list the number of guests per room and each name (each student counts as one adult). Please specify either boy or girl rooms. Again, name changes will not be accepted after **March 28, 2024**. It is important that the names are in the hotel system correctly so that when the audit for the registration rebate is conducted, your school is not penalized for incorrect information.
5. Double Beds are not guaranteed and will be assigned to 4 people occupancy only. One rollaway bed is permitted in rooms with a King bed. No rollways are permitted in double bedded rooms.
6. Movie rental and local/long distance telephone service will be blocked on all rooms. Advisers may use a credit card to have these options turned on in their rooms.

Parking. The hotel has negotiated a reduced rate of **\$8**/per day for cars and vans. All buses will be parked at the Overflow Hotel, and all bus drivers will be housed in the Overflow Hotel so that they will have access to their vehicle at all times. Bus parking is no longer available in the parking lots we have used previously. **Please let your bus drivers know that their buses are subject to being towed if they park around the Hyatt Regency. Virginia FBLA is not liable for any towing charges for buses that do not follow these guidelines!**

Reservations requested beyond the cut-off date are subject to availability.

Check-out time is **11 a.m.** Rooms may not be available for check-in until **4 p.m.**

COMPETITIVE EVENT INFORMATION

Our goal is to ensure that as many students can compete at the State Leadership Conference as we can possibly process in the time/space limitations we have. Competitive Event Information for the 2024 State Leadership Conference may be found at this [link](#).

First Place Only Regional Advancement:

- Demonstration/presentation/performance events
- Job Interview

First and Second Place Regional Advancement:

- All speaking events (Impromptu, Introduction to Public Speaking, and Public Speaking)
- Client Service
- Events with Prejudged Components: Digital Animation and Digital Video (finalists determined via prejudged entry and announced at opening session)
- Skill Events

First, Second, and Third-Place Regional Advancement

- All **test-to-performance events. (Please see important event information below):** Banking & Financial Systems, Business Ethics, Business Management, Entrepreneurship, Future Business Leader, Help Desk, Hospitality & Event Management, International Business, Introduction to Event Planning, Management Information Systems, Marketing, Network Design, Parliamentary Procedure, Sports and Entertainment Management (Finalists announced at opening session). All team event participants take their tests independently—no collaborative testing.
- **Future Business Educator** (finalists determined via prejudged entry and announced at opening session)
- **All objective tests**

We encourage students to take advantage of all their competition opportunities by participating in two objective test events OR an objective test, performance, and chapter event!

State Only Events and Prejudged Events Components are due to be uploaded by March 21, 2024, to Blue Panda.

CHANGE!!! Preliminary Testing for **Test-to-Performance Events** (listed above) will take place April 11 school site OR onsite April 12 and must be COMPLETED by 3 p.m. on Friday April 12 (finish time). Explanation: we were going to move these to onsite tests, but because of the uncertainty of northern Virginia traffic and needing results for announcement at the closing session, we are allowing students to test on school site but only on THURSDAY, April 11 with the other school site testers if your planned arrival is on Friday and you are worried about getting to the hotel before 2 p.m. All team event participants take their tests independently—no collaborative testing.

Logins for school site testers will be available to the adviser before 8 a.m. on April 11. Chapters that choose to take the test onsite will be given their logins at the SLC.

On the registration, all advisers will be asked if the Test-to-Performance Events will be taken at school on April 11 or onsite by 3 p.m. on April 12. It is a chapter-wide decision; all students from the same chapter must test according to the same testing convention.

Objective Onsite Tests. Students are responsible for bringing a device to the conference to take their test. There are no scheduled testing times—the testing center is open from 11:30 a.m. – 5:00 p.m. on Friday, April 12, and from 8:30 a.m. – noon on Saturday, April 13. **Students not attending the conference, MAY take these objective tests only through school-site testing ON and ONLY ON April 11, 2024, from 8:00 a.m. – 6:00 p.m.** Students may not take the tests at home. Virtual objective testing for everything excluding the test-to-performance events listed above is only available on April 11; they will not be available before or after that date.

Just to summarize:

 **Test-to-Performance Events are testing April 11 school site and April 12 onsite (finished by 3 p.m.).** All team event participants take their tests independently—no collaborative testing.

 **Objective tests with no performance component are eligible to test virtually AT SCHOOL on April 11 or onsite at the conference.**

 **Onsite testing will be**

- **11:30 a.m. – 5:00 p.m. on April 12 (test to performance events must be finished by 3 p.m.); testing shuts down at 5:00**
- **8:30 a.m. – noon on April 13 (testing is shut down at noon).**

Skill Tests will be sent to the designated proctor for the first and second place regional winners. Tests must be uploaded to Blue Panda by March 28, 2024. Each portion of the event must be completed (production and objective test) for students to be eligible for the award.

[COMPETITIVE EVENT INFORMATION MAY BE FOUND AT THIS SITE.](#)

OFFICER ELECTIONS

One of the highlights of the SLC is campaigning and electing state officers. Encourage a student to run for a state office only after certain important judgments are made. First, be certain that everyone comprehends the duties of the office being sought. Secondly, understand that when advisers allow an FBLA member to run for office, they must be willing to bear the responsibilities of the office with the member—including mandatory meeting attendance. We need motivated, capable, and hardworking FBLA members to campaign for state office.

Nominations will be accepted for these state offices:

- | | |
|--|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Reporter |
| <input type="checkbox"/> Vice-President-at-Large | <input type="checkbox"/> Parliamentarian |
| <input type="checkbox"/> Secretary/Treasurer | |

If your chapter has a state officer candidate, follow these procedures:

- Review Duties of State Officers and General Policies and Procedures in the [Virginia FBLA State Handbook](#) and the [Virginia FBLA State Officer Candidate Guide](#).
- Complete the [Officer Candidate Application](#) by March 21. All candidates/advisers will be sent a candidate memo with campaign details and a request to schedule a candidate interview with Virginia FBLA Executive Board members.
- Complete the following forms prior to the virtual interview (scheduled after March 21).
 - [State Officer Code of Conduct](#)
 - [State Officer Travel Policy](#)
 - [State Officer Due Process](#)
 - [State Officer Social Media Campaign Guide](#)
 - [State Officer Campaign Material Upload Form](#) (campaign flyer, up to four social media posts, financial report, campaign speech)
- Attend the Officer Candidates' Briefing Session at 1:00 p.m. on Friday, April 12, in the Grand Ballroom of the Hyatt Regency Reston. **NO CAMPAIGNING IS ALLOWED PRIOR TO THE STATE LEADERSHIP CONFERENCE AND THE OFFICER CANDIDATES' BRIEFING SESSION OR DURING THE OPENING SESSION.** Candidates will be disqualified if this rule is abused.

VOTING

Each local chapter is entitled to send two voting delegates for chapter membership under fifty (50); three voting delegates for chapter membership between fifty (50) and one-hundred (100) members; and four voting delegates for chapter membership over one-hundred (100) members. Voting will be held on Saturday morning, April 13 via electronic voting. Please send your voting delegates to the designated area at least 15 minutes prior to voting. Election officials will confirm the number of voting delegates that are allowed to enter the facility. Directions for voting will be shared with voting delegates.

SCHOLARSHIP INTERVIEWS

The eight scholarships that will be awarded at the 2024 Virginia FBLA State Leadership Conference will be done virtually prior to the conference, date TBD.

1. Students fill out applications and submit to regional director by individually established date as the preliminary component of the events.
2. Regional directors announce finalists by the SLC due date and submit applications to the state office.
3. Students will be interviewed virtually for each of the scholarships prior to the SLC (students must register to attend the SLC to be eligible for the scholarship)
4. Winners will be announced at the awards ceremony of the SLC.

Scholarship applications can be found on the Virginia FBLA State Website: [Resources — Virginia FBLA \(vafbla.org\)](#)

WHO'S WHO

Who's Who Applications (one per chapter unless your chapter has a state officer) should be submitted at this link by March 21. <https://vafblapbl.wufoo.com/forms/m1mqhcrr1f7rbki/>

ADVISER OF THE YEAR

Adviser of the Year Applications should be submitted to this link by March 21. <https://vafblapbl.wufoo.com/forms/m482rft0e19in6/>

CHAPTER ACTIVITY REPORTS

Chapter Activity Reports link will open on February 15, 2024, and should be submitted to this link by March 21. <https://connect.fbla.org/login.php?action=viewform&id=116>

MEDICAL CONSENT FORM

111 Hodges Cove Road
Yorktown, VA 23692
540.686.1105
smills@vafbla-pbl.org

Virginia FBLA-PBL

Memo

To: FBLA Advisers
From: Judith Sams and Sandy Mills
Re: Advisers' Responsibilities/Parent Medical Consent Form

Advisers are responsible for all students they bring to the State Leadership Conference. Responsibilities include seeing that students are properly chaperoned and handling any emergencies that may arise relating to those students attending the conference.

Your participation in the FBLA State Leadership Conference should be an approved school board activity. In case of medical or surgical emergency, you may wish to have parents complete the medical consent and information form below; or you may use the approved release form for your school division.

Visit our web page: <http://www.vafbla.org>

PARENT MEDICAL CONSENT AND INFORMATION FORM

I, _____, Parent/Guardian of _____,
(Student Name)

_____, _____ do authorize in advance any
(Age) (School)

necessary medical treatment required by the student named above while he/she is attending
the FBLA State Leadership Conference.

Student's Social Security No. _____ DOB _____

Is student on medication? What? _____

Is student allergic to stings? _____

Other necessary medical information _____

Telephone numbers where you can be reached (please include area code):

Home _____ Work _____ Other _____

Parent/Guardian Address _____

If parent/guardian cannot be reached in case of emergency, contact:

Name _____ Phone _____

Signed _____
Parent or Guardian

Date _____

SAFETY PROTOCOLS

All local, state, and federal mandates will be followed according to guidance at the time of the conference.

Virginia FBLA will follow the established Emergency Preparedness Plan. In the event of an emergency, please follow the directions of all regional directors and hotel staff to ensure the safety of the students.

The following protocols are in place for the competitions:

- Judges will display a “shake” or “no shake” sign at their table. Please abide by their wishes.
- Any materials given to the judges will be collected by the event administrator and returned to the students after the competition. Penalty points will be assessed.
- Students must provide their own devices for objective tests and writing utensils for case study events.

ADVISER CHECKSHEET FOR SLC

February 15 – March 21	
	Complete Chapter Activity Report Form in FBLA Connect to be eligible for Honor Chapter
March 1	
	Postmark Foundation Contribution
	Ensure ALL competitors are members (they may not compete if membership is not paid)
March 21	
	Complete conference and event registration (opens March 1); begin process for payment if paying by check
	Complete hotel reservations
	Upload Chapter Reports (American Enterprise, Business Plan, Community Service, Local Chapter Annual Business Report, Partnership with Business
	Preliminary Materials Due uploaded to Blue Panda for (Future Business Educator, Future Business Leader, Digital Animation, Digital Video, Job Interview
	Project ASK Contribution due postmarked
	State Officer Applications Due
	Adviser of the Year Applications Due
	Who's Who in Virginia FBLA Nominations Due (one per chapter unless there is a state officer)
March 28	
	Cut-off date for making hotel changes
	All names in Hyatt database must be correct; Laurel Ridge business department audit and subsequent invoices will be based upon this information
	Add \$25 to all INITIAL registration payments postmarked after this date (checks for <u>adding</u> students do not pay the \$25 late fee if the initial check was postmarked on time.
	Skill Event Production Tests due uploaded to Blue Panda
	Regional substitution deadline
April 11	
	Virtual objective testers (must have paid the \$125 registration rate) take school site testing between 8 a.m. and 6 p.m. only. Tests must be proctored and MONITORED for cheating by an adult faculty member (not business teacher).
	Schools that choose virtual testing for test to performance events test between 8 a.m. and 6 p.m. only. Test must be proctored and MONITORED for cheating by an adult faculty member (not business teacher). All team event participants take their tests independently—no collaborative testing.
	Business Ethics three-page report due for all regional semi-finalists (top three regional finalists) and the five fall early decision finalists.