

OREGON
FBLA



2019

STATE BUSINESS LEADERSHIP CONFERENCE



State Business Leadership Conference 2019 Registration and Information Guide

Conference Overview	2
Conference Fee Structure	3
Calendar of Deadlines	3
Registration Checklist	5
Housing Information	7
Tentative Conference Agenda.....	8
Competitive Event Information/Eligibility	11
Conference Overview & Information	15
Avoiding Conference Frustrations.....	18
Online Registration & PDF Submission Instructions	19
Administrator of the Year Instructions.....	22
Adviser of the Year Instructions	23
National Business Honor Roll	25
Reminders.....	26
Statement of Assurance	27
Permission/Emergency Medical Release Form	30

Additional Resources available on the Web:

Competitive Event Guidelines

State Officer Application Materials

Who's Who in FBLA



Oregon FBLA State Business Leadership Conference 2018

Conference Overview:

Oregon Future Business Leaders of America and the Oregon Department of Education are excited to invite your FBLA chapter to the **70th Annual Oregon FBLA State Business Leadership Conference, April 4-6, 2019**. Portland, Oregon, will be the site of the State Business Leadership Conference! During the SBLC, Oregon's finest high school members will have the opportunity to:

- Test business knowledge and career skills in competitive events!
- Compete for the opportunity to advance to the National Leadership Conference in Baltimore, Maryland!
- Earn recognition and attend stimulating leadership sessions!
- Campaign for State Office and elect State Leaders!
- Participate in fun entertainment and activities!
- Meet and network with fellow members, advisers, and business and community leaders!
- Enjoy spectacular and inspiring general sessions!
- Earn honors and scholarships as one of the best in education!

Portland, Oregon—Home of the 2019 State Business Leadership Conference:

Oregon FBLA is privileged to celebrate the capstone of the FBLA experience in Portland! In addition to the incredible opportunities in competition and leadership development, FBLA members will enjoy the following amenities in the Lloyd Center District:

- Amazing location in the heart of Portland, with easy access to MAX Light Rail and all of the activities, entertainment, and excitement offered by the city!
- Convenient access to the Lloyd Center Mall for shopping, movies, and food!



Conference Fee Schedule:

Conference fees for the 2019 State Business Leadership Conference are as follows:

\$120.00	Member Registration Rate
\$120.00	Advisers, Parents, and Chaperones

Important Deadlines:

February 22 (ONLINE)

- Attendee Registration - BluePanda
- Competitive Event Registration – BluePanda

February 22 (ONLINE and PAYMENT RECEIPT DEADLINE):

- ***National Membership payment deadline for competition at the State Business Leadership Conference, a requirement for all National Leadership Conference events except open events.***

February 27:

- School Site Testing Materials available
 - Events include: Computer Applications, Database Design and Applications, Spreadsheet Applications, and Word Processing
- Online testing begins

March 1 National Deadlines (RECEIPT or ONLINE):

- Business Achievement Awards Online Deadline (online - national)
- 100% Class Participation Forms due to the national center (online - national)
- Membership Madness forms due (online - national)
- Membership Mania forms due (online - national)
- Membership Achievement Award forms due (online - national)
- Chapter Achievement Award forms due (online - national)
- Distinguished Business Leader Scholarship Applications due (online - national)

March 1 State Deadlines (RECEIPT or ONLINE by 5:00 PM PST):

- State Officer Application Deadline (receipt)
- Pre-Judged Materials Deadline for 3-D Animation, Future Business Leader, Job Interview, Web Site Design, Digital Video Production, E-Business, Coding and Programming, Computer Game & Simulation Programming, Mobile Application Development
- Chapter and Team Reports Deadline for American Enterprise Project, Business Financial Plan, Business Plan, Community Service Project, Local Chapter Annual Business Report, March of Dimes Report, and Partnership with Business Project (online - state)



- National Business Honor Roll forms due (online - state)
- Who's Who deadline (online - state)
- Business Person of the Year nominations due (online - state)
- Administrator of the Year nominations due (online - state)
- Adviser of the Year nominations due (online - state)
- Oregon Business Education Association (OBEA) Scholarship materials due (online - state)
- Oregon FBLA Foundation Scholarship materials due (online - state)
- Lucille Borigio Scholarship materials due (online - state)
- Chapter Newsletters due (online - state)
- Chapter Website Forms due (online - state)
- Digital Chapter Scrapbook due (online – state)
- Government Promotion Program Forms due (online - state)
- March of Dimes Reports due (online - state)
- Champion Chapter
- **Please NOTE: Chapter Scrapbooks are NOT to be mailed. Physical Scrapbooks are to be hand carried and turned in at registration.**

March 1 through March 10:

Hotel Reservations Accepted. Hotel Reservations will be made via an Excel form this year that will be submitted to Travel Portland via email. Reservations submitted before 7:30 a.m. on March 1 will not be accepted.

March 12 (UPLOAD PROCESS):

Home site tests due by 5:00 pm. Oregon FBLA will mirror the process used by national FBLA. All test files will be printed as PDF and uploaded to an online form found starting March 1 on the SBLC web page. More details will be included in the testing materials.

March 18:

- Online Testing Period – ends at 5:00 pm on March 23

April 4-6:

- State Business Leadership Conference!

April 19:

- NLC Intent to Compete Forms due by 5:00 pm



Registration Checklist:

The following forms are strongly encouraged as we'd like everyone to participate in these great opportunities (online submission deadline March 1, 2018):

- National Business Honor Roll
- Who's Who in FBLA
- Business Person of the Year
- Administrator of the Year
- Adviser of the Year
- Oregon Business Education Association Scholarship
- Oregon FBLA Foundation Scholarship
- Lucille Borigio Scholarship
- Champion Chapter

HAVE QUESTIONS?

Carla Boulton, State Adviser

Cell: 573-281-0459

carla@oregonfbla.org

SPECIAL NOTE: SCHOOL SITE TESTING MATERIALS ARE NOT RETURNED TO OREGON FBLA. PLEASE SEE INSTRUCTIONS WITH MATERIALS FOR RETURN INFORMATION.



VERY IMPORTANT

The final deadline for conference registration is **February 22, 2019, at 5 p.m.**

*This is a online receipt deadline. For any late entries of any kind, **there is a \$25 late fee for each late entry.** The late fee must be paid prior to SBLC for the student to compete. No late entries online events will be accepted after the registration deadline of February 22. Late entries and/or or name substitutions on performance-only events will only be accepted until March 1.*

LATE ENTRIES AND CHANGES

Late Entries will be accepted via online form found on the state website. Complete one form per late entry.

Changes will be made via online form found on the state website. Complete one form per student for each change to be made.

Both late entries and changes will be reflected in the online school invoice once they have been completed.



Conference Housing:

Conference Housing for the 2019 State Business Leadership Conference will be requested via email. The housing form will be available by February 15. Reservations will be accepted starting at 7:30 a.m. on Friday, March 1. Any reservations submitted prior to this time will not be accepted.

Whereas the attempt was made to accommodate all our students as close to the DoubleTree as possible, the sheer numbers of rooms needed have made it necessary to have additional rooms at other hotels that will work with Oregon FBLA on blocks of rooms and room types needed for students.

Oregon FBLA will be using the following hotels for the State Business Leadership Conference. Room rates do not include taxes or tourism promotion assessment.

- DoubleTree by Hilton Portland at Lloyd Center - \$156 + tax
- Courtyard Marriott Portland Lloyd Center - \$184 + tax
- Crowne Plaza Portland Downton Convention Center - \$179 + tax

Please watch your email for notification that the housing form is posted. It will be available by February 15.

NOTE: The Board of Trustees has implemented a policy that continues for the 2018 SBLC forward that concerns housing. All chapters must stay at the approved conference hotel or be charged a \$75 PER ATTENDEE additional fee.



2019 State Business Leadership Conference Tentative Agenda

Thursday, April 4, 2019:

9:00 a.m. to 1:00 p.m.	Registration
9:00 a.m. to 3:00 p.m.	Exhibits, t-shirt pickup
10:15 a.m. to 10:45 a.m.	Judges Orientation
11:00 a.m. to 3:00 p.m.	Competitive Events—SUBJECT TO CHANGE: Electronic Career Portfolio Preliminary Entrepreneurship Finals Future Business Leader Preliminary Global Business Finals Help Desk Finals Hospitality Management Finals Impromptu Speaking Preliminary Introduction to Public Speaking Preliminary Job Interview Preliminary Sales Presentation Preliminary Social Media Campaign Preliminary Workshops
11:30 a.m. to 12:30 p.m.	Workshops
1:00 p.m. to 2:00 p.m.	Chapter Presidents' Parade Rehearsal
2:30 p.m. to 3:00 p.m.	Candidate Briefing (subject to change)
3:15 p.m. to 3:45 p.m.	State Officer Candidate Rehearsal (subject to change)
3:45 p.m. to 4:45 p.m.	Judges Orientation
2:45 p.m. to 3:15 p.m.	Competitive Events—SUBJECT TO CHANGE: Banking & Financial Systems Finals Business Ethics Preliminaries Broadcast Journalism Preliminary Client Service Preliminaries Computer Game Simulation Preliminary Elevator Speech Preliminary Emerging Business Issues Preliminary Graphic Design Preliminary Impromptu Speaking Preliminaries Introduction to Public Speaking Preliminary Marketing Finals Management Decision Making Finals Management Information Systems Finals Network Design Finals
3:30 p.m. to 7:00 p.m.	



6:45 p.m. to 7:30 p.m.	Parliamentary Procedure Finals Public Speaking Preliminary Publication Design Preliminary Sports & Entertainment Management Final BAA America Level/CSA Achievement Level Reception
8:15 p.m. to 11:00 p.m.	Opening Session, Campaign Rally, First Round of Competitive Event Awards
12 midnight	Curfew

Friday, April 5, 2019:

7:45 a.m. to 8:15 a.m.	Judges Orientation
7:00 a.m.	Candidate Booth Set Up
7:30 a.m. to 8:30 a.m.	Regional Meetings (Required)
9:00 a.m. to 1:00 p.m.	Candidate Booths (subject to change)
8:45 a.m. to 12:30 p.m.	Competitive Events—SUBJECT TO CHANGE: 3D Animation Finals Broadcast Journalism Finals Business Financial Plan Finals Business Plan Finals Client Service Finals Coding and Programming Finals Community Service Finals Community Service Final – Middle Level Elevator Speech Finals – Middle Level Future Business Leader Finals Graphic Design Finals Introduction to Public Speaking Finals Impromptu Speaking Finals Job Interview Finals Public Speaking Finals Social Media Campaign Finals Introduction Business Presentation Finals
9:00 a.m. to 10:00 a.m.	Workshops
10:30 a.m. to 11:30 a.m.	Workshops
11:00 a.m. to 2:00 p.m.	Judges Lunch
12:15 p.m. to 12:45 p.m.	Judges Briefing
12:15 p.m. to 1:15 pm	Adviser Luncheon and Meeting



1:00 p.m. to 5:00 p.m.

Competitive Events—SUBJECT TO CHANGE:

- American Enterprise Project Finals
- Business Ethics Finals
- Computer Game & Simulation Finals
- Digital Video Finals
- Emerging Business Issues Finals
- Electronic Career Portfolio Finals
- Partnership with Business Finals
- Public Service Announcement Finals
- Publication Design Finals
- Sales Presentation Finals

1:00 p.m. to 2:00 p.m.

Workshops

2:30 p.m. to 3:30 p.m.

Workshops

2:30 p.m. to 3:30 p.m.

Voting Delegates Briefing & Annual Business Meeting

6:00 p.m. to 8:30 p.m.

New State Officer Training/Transition

7:00 p.m. to 9:30 p.m.

Chapter Night

8:30 p.m. to 10:30 p.m.

Dance

11 p.m.

Curfew

Saturday, April 6, 2018:

8:30 a.m. to 10:45 a.m.

Awards of Excellence Session

All remaining Awards presented

10:45 a.m. to 11:00 a.m.

Exit Packets Available—Exit Packets will NOT be mailed



Competitive Event Information:

Each individual Oregon FBLA member may participate in two qualifying events from RSC. Members may also participate in “State” events as their first event (State Events are performance events not offered at Region Skills Conferences). Students may also participate in a chapter event. Each chapter is also entitled to two wild card entries—which allows each chapter two entries in any event.

As a reminder: Regardless of what other events students participate in, EVERY student may compete in Electronic Career Portfolio and Future Business Leader. For Electronic Career Portfolio, the URL of the complete portfolio must be submitted by March 1 for students to be scheduled a performance time. Portfolios will be reviewed, but not judged, prior to conference. The extreme number of “no show” competitors in the past conference made this change necessary. For Future Business Leader, the scores of the prejudged interview materials and test scores will be combined. The 30 students with the highest scores will be scheduled for a preliminary interview.

For example, the maximum events a student could be in would be one event with a potential performance or role play, one online test, Future Business Leader, Electronic Career Portfolio and a chapter event (American Enterprise, Community Service, or Partnership with Business).

*Per Board of Advisers Policy enacted starting in 2017, the test score of all role paly events (noted with a *) will count as 50% of the total event score. Students must test individually in these events. This is different from the national guidelines*

For your convenience, here is an overview of competitive events and what components they contain:

Event Name:	RSC Qualifying Event	Pre-Judged Materials or School Site Test	Online Test:	On Site Presentation or Role Play:
3-D Animation		X		X
Accounting I	X		X	
Accounting II	X		X	
Advertising	X		X	
Agribusiness	X		X	
American Enterprise Project		X		X
Banking and Financial Systems	X		X	X
Broadcast Journalism				X

Event Name:	RSC Qualifying Event	Pre-Judged Materials or School Site Test	Online Test:	On Site Presentation or Role Play:
Business Calculations	X		X	
Business Communication	X		X	
Business Ethics				X
Business Etiquette – Middle Level			X	
Business Financial Plan		X		X
Business Law	X		X	
Business Math and Financial Literacy – Middle Level			X	
Business Plan		X		X
Career Exploration – Middle Level			X	
Chapter Newsletter		X		
Chapter Scrapbook		X		
Chapter Website		X		
Client Service	X			X
Coding and Programming		X		X
Community Service Project		X		X
Community Service Project – Middle Level		X		X
Computer Applications	X	X	X	
Computer Game & Simulation		X		X
Computer Problem Solving	X		X	
Critical Thinking – Middle Level				X
Cyber Security	X		X	
Database Design and Applications	X	X	X	
Digital Citizenship – Middle Level			X	
Digital Video Production		X		X
Digital Chapter Scrapbook		X		
E-Business		X		X
Economics	X		X	
Electronic Career Portfolio				X
Elevator Speech – Middle Level				X

Event Name:	RSC Qualifying Event	Pre-Judged Materials or School Site Test	Online Test:	On Site Presentation or Role Play:
Emerging Business Issues	X			X
Entrepreneurship	X		X	X
Future Business Leader		X	X	X
Global Business	X	X		X
Government Promotion Program		X		
Graphic Design				X
Health Care Administration	X		X	
Help Desk	X		X	X
Hospitality Management	X		X	X
Impromptu Speaking	X			X
Insurance & Risk Management	X		X	
Introduction to Business (9-10)	X		X	
Introduction to Business Comm. (9-10)	X		X	
Introduction to Business Procedures (9-10)	X		X	
Introduction to Business Presentation (9-10)				X
Introduction to Computer Science & Coding – Middle Level			X	
Introduction to FBLA (9-10)	X		X	
Introduction to Financial Math (9-10)	X		X	
Introduction to Information Tech. (9-10)	X		X	
Introduction to Parliamentary Pro. (9-10)	X		X	
Introduction to Public Speaking (9-10)	X			X
Job Interview	X	X		X
Journalism	X		X	
Local Chapter Annual Business Report		X		
Management Decision Making	X		X	X

Event Name:	RSC Qualifying Event	Pre-Judged Materials or School Site Test	Online Test:	On Site Presentation or Role Play:
Management Information Systems	X		X	X
Marketing	X		X	X
Mobile Application Development		X		X
Multimedia and Website Design – Middle Level		X		X
Network Design			X	X
Networking Concepts	X		X	
Organizational Leadership	X		X	
Parliamentary Procedure	X		X	X
Partnership with Business Project		X		X
Personal Finance	X		X	
Political Science			X	
Public Service Announcement				X
Public Speaking	X			X
Publication Design				X
Sales Presentation	X			X
Scrapbook		On Site Judged		
Securities & Investments	X	X		
Social Media Campaign				X
Sports & Entertainment Management	X		X	X
Spreadsheet Applications	X	X	X	
Web Site Design		X		X
Who's Who in FBLA		X		
Word Processing	X	X	X	



Courtesy Corps

Courtesy Corps participants will once again be the heart of the SBLC. They will assist with workshop set-up, competitive event set-up, workshop hosting, event timers, exhibitor hosting, and much more. Chapter advisers will be sent a link in a weekly adviser update to sign their student(s) up for time slots. While each chapter is expected to have one participant, this is a way for many students to engage in the conference.

We hope to engage these students prior to the conference with a call based on each type of job.

Event Recording! If you have students that like filming, we would like some of the Courtesy Corps to film the finals of Broadcast Journalism, Public Service Announcement, Sales Presentation, Social Media Campaign, Marketing, Graphic Design, Publication Design and Emerging Business Issues.

Judges Needed

The Oregon FBLA Business & Career Events Program requires an extraordinary amount of effort, work, and volunteer spirit to be successful and truly prepare students for career achievement. The more volunteers available, the easier, less time consuming, and more efficient it is for everyone.

If you have chaperones, contacts, or colleagues that can judge events, we would love to get them involved. Please contact Jessica Malan (Jessica@oregonfbla.org) for details. We will contact them with the appropriate information and follow-up.

Note: If you have a chaperone (not adviser) that is willing to judge in two of our judging blocks, you can forgo registering them for the conference (and the \$120 fee) and instead register them as a judge at <http://oregonfbla.org/judges>. They will receive a continental breakfast and/or lunch during the block they judge. Advisers are not able to serve as judges.

March of Dimes Recognition

We want to make sure your chapter receives the recognition it deserves for service and donation efforts on behalf of the March of Dimes. Please complete the ONLINE March of Dimes Donation Form for your March of Dimes Report and submit it online.



For reporting purposes, for national FBLA, state FBLA and the March of Dimes, please use the form found at http://www.fbla-pbl.org/files/8814/7689/1386/MoD_Report_Form.pdf.

Parking Information

Bus Parking: more information will be sent to registered chapters as conference nears. The parking lots used previously for the conference are not available this year due to construction.

DoubleTree Hotel: Complimentary parking has been arranged for overnight guests in the hotel lot.

Courtyard by Marriott: Parking is available in the hotel lot.

LCD Projectors

A standard LCD projector with VGA will be available for all final performance events that are open to audiences this year. You are still encouraged to have a plan B in case your computer isn't compatible. If you are using an Apple product, you will need to bring your own adapters.

Please note that this is a change and reflects the national policy. All preliminary events will NOT have a projector, power or screen available. And only those events that are open to an audience and have a presentation will have a screen, power and projector provided. These will be posted one week prior to the conference.



Voting Delegates

As a volunteer-led association, the power to change, direct, and propel the association rests with student voting delegates. Voting delegates elect state officers and approve amendments to the Student Bylaws. Voting Delegates are required to attend the opening session/campaign rally, visit campaign booths, and attend the Oregon FBLA Annual Business Meeting and Voting Session.

Voting delegates will meet on the second evening of the SBLC for the Oregon FBLA Annual Business Meeting. Voting delegates will be seated in a special section. Guests are welcome to attend the Annual Business Meeting and will be seated in a separate section from voting delegates.

Each chapter receives voting delegates in accordance with the table below. The number of voting delegates for each chapter is automatically calculated in the State Office based on March 1 Membership Numbers.

Number of Chapter Voting Delegates

5-9 Members	1 delegate
10-29 Members	2 delegates
30-49 Members	3 delegates
50-69 Members	4 delegates
70-89 Members	5 delegates
90-109 Members	6 delegates
110+ Members	7 delegates

Professional Division Membership

Professional Division members are supporters who contribute to the realization of the FBLA-PBL Mission and Goals. They are full members of the State and National Association and will receive a membership card, publications, and other special membership benefits. \$15 of dues goes to the National Association to contribute to member benefits and programs. Complete the Professional Division Application Form and submit with your chapter registration.



Avoid Common Registration Frustrations!

- READ THIS REGISTRATION PACKET IN DETAIL! Assign it for extra credit homework for chapter officers so multiple members of your chapter are familiar with SBLC requirements and procedures.
- READ THE INSTRUCTIONS for online registration and follow them very carefully! We are using an online registration system that is brand new to Oregon FBLA and functions differently than anything we've used in the past.
- READ THE OREGON FBLA COMPETITIVE EVENTS HANDBOOK Edition. Note that Oregon refers to National Guidelines for all rating sheets and event regulations. In a very few instances, Oregon has things we do slightly different, which are outlined in the Oregon FBLA Guide.
- Follow-up with the district or business office to make sure the fees will be paid on time.
- Print all forms, confirmations, and correspondence for your records and bring them with you to the SBLC!
- Make registration checks payable to: Oregon FBLA
- Carefully review FBLA Dress Code Policy and Code of Conduct standards with your students before you arrive for the SBLC. There is no reason for competitors to be disqualified from competition and the SBLC.
- Do not mail items to Salem. Do not fax forms. Only checks should be mailed to the Owasso, Oklahoma, address.
- Email Competitive Event questions to carla@oregonfbla.org.



Oregon FBLA 2019 State Business Leadership Conference Online Registration & Online Submission Instructions

The SBLC Online Submission and Registration System will go live on January 20, 2018. For the 2018 State Business Leadership Conference, all registration will be online—there is no Excel spreadsheet to complete.

Step 1:

Create your own master registration list for SBLC. This should include names, cell phone numbers for all advisers and chaperones, T-Shirt sizes for all students and advisers/chaperones, and all competitive events that your students and chapter will be participating in.

VERY IMPORTANT NOTE: Once you submit any of the online forms, you CAN make changes until the registration deadline. There are no change fees until the deadline if you need us to make updates.

Step 2:

Visit www.oregonfbla.org/resources, and scroll to the State Business Leadership Conference section.

On this page, you will find links to all of the online forms as well as interactive reports. Bookmark this page, as you will be visiting it multiple times during the registration process.

Step 3:

Login to BluePanda.

Username: ORFBLA_Chapter#

Password: service

Example: ORFBLA_3797

Note that it is ORFBLA even if you are PBL or Middle Level.

Follow the process to enter chapter information, advisers, attendees and then competitions.

TIP: To register students for individual competition, you have to save after moving each student to the competitor column for that event.

Step 4:

At www.oregonfbla.org/resources, there will be a list of interactive reports. Please check the information submitted as well as carefully reviewing the submission document/invoice from BluePanda.



Step 5:

Review your BluePanda information closely. Are all the students registered in the correct events?

Step 6:

Upload all your pre-judged materials for the conference using the Online Submission Forms. It is preferred that you only upload one file per entry, but if your technology means that you had to scan something, and the one entry is multiple files, we have added this functionality. It is still only one online form per submission. Events that are submitted electronically are as follows:

- School Site Testing Entries—Online Submission
 - Accounting for Professionals - PBL
 - Computer Applications (FBLA and PBL)
 - Cost Accounting - PBL
 - Database Design & Applications - FBLA
 - Desktop Publishing - PBL
 - Spreadsheet Applications
 - Word Processing

- Pre-Judged Materials—Online Submission
 - American Enterprise Project
 - Business Financial Plan
 - Business Plan
 - Community Service Project (FBLA and PBL)
 - Future Business Leader
 - Job Interview FBLA
 - Local Chapter Annual Business Report (FBLA and PBL)
 - Partnership with Business Project
 - Small Business Management Plan

- Forms—Online Submission
 - Administrator of the Year
 - Adviser of the Year
 - Businessperson of the Year
 - State Awards
 - Champion Chapter
 - National Business Honor Roll
 - Who's Who in FBLA
 - Who's Who in PBL
 - March of Dimes Financial Form
 - Scholarship Forms

- URL Submissions—Online Submission
 - 3D Animation
 - Coding and Programming
 - Computer Game and Simulation Programming
 - Digital Video Production
 - E-Business
 - Mobile Application Development (FBLA and PBL)
 - Multimedia and Website Design (Middle Level)
 - Web Site Design (FBLA and PBL)



After you have uploaded PDF and URL event files, you can use the interactive report to review what you have submitted.

After you have uploaded files, you can use the interactive report to review what you have submitted.

Step 7:

Report the total amount you raised for the March of Dimes using the state online form so that it can be tracked by Oregon FBLA. There is a report available that will show you in real time what submissions have been received. There will be a place on this form where you will upload a PDF of the official March of Dimes reporting form that should be sent with your check to the March of Dimes.

Step 8:

Meet with students, arrange online test proctors and prepare to have a great conference!



Administrator of the Year

Nomination Form

The award is designed to recognize the outstanding support of a school administrator to the local chapter adviser and members of FBLA. An administrator may be nominated by a student, educator, colleague, or parent. The recipient will be awarded and recognized at the State Business Leadership Conference.

The Administrator of the Year nominations will be completed online. Letters of recommendation may be uploaded in the process. Please have the following information ready to complete the submission:

- Nominating School Name
- Nominating School Address
- Nominating Adviser Phone, Fax, and Email
- Name of Nominee
- School/District of Nominee
- Position of Nominee



Adviser of the Year

The purpose for this award is to recognize an outstanding FBLA local chapter adviser of the year. The honoree is automatically nominated for recognition at the National Leadership Conference.

Eligibility

Nominations may come from local chapter advisers, FBLA members, Professional Division Members, local administrators, and alumni. When nomination forms are received in the state office, the nominees may be contacted by the state office for further information.

Nomination forms must be postmarked to the state office no later than the close of business on the date given on the official Oregon FBLA-PBL calendar of events.

Procedure

A selection committee will review information according to stated criteria, with emphasis being given to that adviser who:

- Has a deep commitment to FBLA and the members.
- Is a current member of the FBLA-PBL Professional Division.
- Uses a fair and democratic approach in leading the chapter.
- Actively promotes interaction of FBLA activities with all business teachers and throughout high school courses and departments.
- Works with business persons and civic groups in the community.
- Uses businesslike methods in coordinating the work of FBLA.
- Uses sound planning and evaluation of local chapter activities.
- Provides opportunities for members to participate in FBLA activities beyond the local level.
- Has served as a local chapter adviser for at least two (2) years.
- Rallies time and resources to support local chapter development
- Integrates FBLA into the classroom
- Serves as a role model, mentor, and champion of member and adviser success.
- Contributes to local, state, and national FBLA.
- Supports business and career technical education through involvement and leadership in other activities.



Adviser of the Year

Award Nomination Form

Oregon FBLA will select one overall adviser to honor as the Oregon FBLA Adviser of the Year.

When nominating an adviser, you will complete an online form that asks for the following information, as well as letters of recommendation that should be uploaded. Letters of recommendation should describe contributions to FBLA on the local, regional, state, and national level. The required information is:

- Nominator Name
- Nominator Email Address
- Nominee Name
- Nominee Email Address
- Nominee Chapter
- Nominee Address
- Nominee Principal
- Nominee Principal Email Address

National Business Honor Roll

The National Business Honor Roll is designed to recognize those members of FBLA who truly excel in academic preparation for college and an eventual career in the business world. Oregon FBLA recognizes that in order to succeed as a true business leader, our members need to be well prepared in terms of their academics, career skills, and leadership development.

FBLA chapters in Oregon are encouraged to nominate members to be recognized in the National Business Honor Roll who meet the following criteria:

- High School: Overall cumulative GPA of at least 3.5 on a 4.0 scale
- Demonstrated leadership potential through service as a chapter officer, committee leader, or other participation in chapter activities
- Clearly defined career objectives



Members accepted in the National Business Honor Roll will be recognized during the State Business Leadership Conference.

The National Business Honor Roll materials will be an online form to submit. When you submit the form, you will be required to attach an unofficial copy of your transcript as well as a one-page resume. Please have the following information ready when you apply for the National Business Honor Roll:

- Name
- Chapter
- Home Address
- Phone Number
- Email
- School Address
- Year in School
- Years in FBLA
- GPA



Adviser Reminders

As leaders and teachers of young professionals, it is important that we prepare our students for this upcoming event. The following information will help you to plan for the State Business Leadership Conference and prepare your students with important information about the conference.

Code of Conduct/Curfew

Oregon FBLA has established a specific Participant Code of Conduct. Please go over carefully with your students prior to the conference. While attending the conference, please keep in mind our event has a curfew. Therefore, be mindful of this curfew when taking your students out for the evening. In addition, please make sure that there are no pizza deliveries by delivery persons after curfew, no running to the soda machine, or chapter meetings in an adviser's room running so late those students will be in the hall after curfew. As an adviser, please do your part to help make the system work for the benefit of everyone and make other arrangements for your meetings and any late night food supplies for your students. Furthermore, it is your responsibility to keep the noise level in the hallways down during the day and prior to curfew. Remember, there are always other guests besides our organization.

Chapter advisers are responsible for the conduct of their chapter members. Unfortunately, simply checking to make sure your students are in their rooms at curfew does little to ensure they will stay there. Therefore, advisers should be visible in each hall for at least one hour past the published curfew.

Onsite Chaperoning

Having your students check in with you at least three times per day is recommended. Let your students know of your whereabouts so they can easily do this. Use your room door as a message center. Have your students work together to remind each other of the times and locations for their events and activities. When you are busy assisting with an activity, make sure you let your students know where your assignment will be and have them write it down in their programs. Promote a positive spin on the conference; ask them if they are having a good time. If possible, help them to have a better time by getting them more involved. Get them involved with the officer candidates or helping out with a campaign; this is a great way to meet people. Remember, there is nothing like good positive reports by your group upon returning home. Remind students to thank the event staff, judges, and volunteers. They appreciate knowing their hard work has benefited the students. If you plan to use parent chaperones, let your officers plan a special way to thank them at the conference or upon your return home.



Dance Behavior

It has been mentioned by a number of advisers that in the past few years some of our members have felt uncomfortable at the dance due to the type of dancing that has been allowed. Please review the appropriate behavior needed at all times while attending FBLA events with your students. Refer to the participant code of conduct. It is important to let our students know that they can and should approach any adviser chaperoning the dance if things become uncomfortable. For example, some dancing lends itself to close body contact. This type of dancing could easily get out of hand and some may feel that inappropriate touching is happening, while other students do not feel that way. While we cannot regulate how students dance, we can mention the need to be careful and be mindful of how others may feel while engaging in that type of dance. Certain members love the dances, others do not for the above reasons; please help so that the dances are comfortable for all. Advisers who are responsible for chaperoning the dance need to know that they can, and should, say something to the students or request the DJ to change the beat of the music to help change the tone. This is to be done especially if they observe any inappropriate behavior. If poor behavior continues after being asked to change, those chaperones will have the authority to close the dance down if needed. We want all our members to have a good time during this recreation period; however, any inappropriate behavior will not be tolerated. Advisers, please discuss this subject openly with your students. As a result of these discussions, it is hoped that we will be able to continue the dance tradition at the State Business Leadership Conference.

Visibility

Drop in and check on your students. Performing a "head count" at curfew time is vital. Make sure you physically see every student at curfew. Ask questions about events and have a conversation with them so you can see how they are doing. With all of this, you will know that your students have been accounted for, which helps prevent challenges. *Meet challenges head on in a positive manner!* Do not let things get out of hand—do your part, tactfully. Ask other advisers for ideas if you are not sure how to handle minor situations. With your continued help we can help our students make the 2018 State Business Leadership Conference a memorable one.

Publicity

Your chapter and Oregon FBLA, in general, welcome positive publicity. Use participation for the SBLC to generate some positive publicity. It is always nice for the public to know you have participated before you have to earn dollars for the national competition.



Special Needs Students

Our office makes every attempt to accommodate special needs students at the conference. If you contact us prior to the conference, we can make the conference and competition as barrier free as possible. If you have students with physical challenges that make movement more difficult, please be sure to note handicapped needs (such as wheelchair accessible sleeping room) on the Hotel Reservation Form. Please inform Oregon FBLA by March 15, 2018, of any special competition needs that may be required.



STATEMENT OF ASSURANCE

Advisers attending Oregon FBLA events must review, sign, and bring this statement of assurance to registration at the State Business Leadership Conference or upload ahead of time. You will not receive your registration materials until this signed form is turned in.

Event: State Business Leadership Conference
Date: April 4-6, 2019

As the adviser responsible for the students attending this event, I confirm that:

- I have reviewed the permission/medical release form with my students, and I will have a completed copy of the permission/medical release form for each student attending in my possession for the duration of the above event, including travel to and from this event.
- I understand that Oregon FBLA will not collect the individual student forms for this event and that they are to be kept in my possession.
- I understand that students attending the above event will have the opportunity to participate in activities outside of the conference facility, thus requiring walking or further public transportation. I have discussed this with the students and their parents/guardians and have also informed them of proper etiquette and safety precautions while traveling in/around metropolitan areas.
- I understand that proper completion of the permission/medical release form provides the best protection for my students' needs and my liability during an Oregon FBLA event.
- I have checked with my administrator and have secured authorization for my chapter to travel to this event and have reviewed all school/district policies regarding supervision of students on trips and will abide by them.
- The responsibility for the safety of the delegates from this chapter rests with people signing this Statement of Assurance.
- I will participate in all general sessions during the conference and fulfill my assigned responsibilities during the conference.
- I will patrol the halls (even during the day, if necessary), stay up until students and/or halls are quiet, enforce the conference Code of Conduct and Dress Code, and regularly check-in with my students.
- I will ensure that myself and chaperones assisting me will:
 - Follow the conference Code of Conduct and Dress Code
 - Act responsibly and interact appropriately with students

I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated on the Permission Forms as indicated by my signature appearing below. (Typing/writing your name in the box below serves as your signature and confirmation of understanding):

Adviser Signature:	
Chapter Name:	
Date:	



PERMISSION/MEDICAL RELEASE FORM (3 PAGES TOTAL) ALL OREGON FBLA SPONSORED ACTIVITIES 2018-2019

- Revised August 2011 -

CODE OF CONDUCT

Attendance at any Oregon FBLA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisers, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending an OREGON FBLA activity and submitted to the chapter adviser prior to the respective registration deadline. The chapter adviser must have a completed copy of the permission/medical release form for each student attending in their possession for the duration of the event, including travel to and from the event. This form must be kept on file in the local school district after conference.

Delegates shall abide by the rules and practices of *OREGON FBLA and school district policies* at all times to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the OREGON FBLA organization. The standards outlined in this document constitute the Oregon FBLA Code of Conduct.

The following shall be regarded as severe violations of the OREGON FBLA Code of Conduct:

Should a conduct code violation occur for items 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

1. Alcohol, Drugs and Tobacco: a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the adviser. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. Curfew: Committing serious violations of curfew regulations as outlined in item 9 below.
3. Willful Companionship: Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. Personal Conduct: Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. Serious violations of the student conduct code of the school district or school that the student represents.
6. Private Transportation: Driving or riding in a private automobile during a conference, unless accompanied by an authorized adviser. (Delegates are to be housed at the conference site) Occasionally a chapter adviser, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter adviser prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.



7. Abusive Behavior and Lewd Conduct: A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

The following shall be other violations of the OREGON FBLA Code of Conduct:

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional, or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees or local adviser.

8. Conference Conduct: Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of FBLA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
9. Curfew: Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
10. Dress: Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
11. Personal Conduct: Failing to report accidents, injuries, or illnesses immediately to the local FBLA adviser; failing to keep adult advisers informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open); having a delegate or adviser of the opposite sex in a room without a third person present and the door visibly open.
12. Hotel Conduct: Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

Individual School District Policies may supersede the code of conduct.



OREGON FBLA DELEGATE

PERMISSION/MEDICAL RELEASE FORM

(Students and Alumni are collectively referred to as "Delegates" in this document)

Conduct Code Endorsement, Permissions to Attend Oregon FBLA Sponsored Activities, and Authorization to use pictures or student name in publications.

Release of Claim for Damages, Emergency Medical Treatment Authorization:

Name of Delegate: _____ Date: _____
Home Address: _____ Phone: _____
Name of High School: _____ Date of Birth: _____
Adviser (s) in Charge: _____ Phone: _____

This is to certify that *the above named delegate* has my permission to attend all Oregon FBLA sponsored activities for the 2015-2018 School Year. I also do hereby, on the behalf of *the above named delegate* absolve and release Oregon FBLA, the school officials, the FBLA chapter advisers, conference staff, and Oregon FBLA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the FBLA sponsored activity.

I authorize the above named adviser or the Oregon FBLA staff to secure the services of a doctor or hospital for *the above named delegate*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to Oregon FBLA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions, and on websites for informational, promotional, and other related purposes without further consideration, and acknowledge the right of Oregon FBLA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion. I also understand that the chapter adviser determines the criteria at the local site, for individual students and alumni to attend and participate at all FBLA activities.

We have read and agree to abide by the supplied Oregon FBLA Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and/or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their family's expense and/or be removed from office if in an officer status. If the delegate is sent home, reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature _____ Date _____
Parent / Guardian Signature _____ Date _____
Chapter Adviser Signature _____ Date _____
School /ROP Official Signature _____ Date _____

MEDICAL INFORMATION

Known allergies (drug or natural) _____
Special medication being taken _____
Date of last tetanus shot _____
History of heart condition, diabetes, asthma, epilepsy or rheumatic fever _____
Any physical restrictions _____
Other conditions _____
Family doctor _____ Phone _____

INSURANCE INFORMATION

Company Name _____ Policy Number _____