



CHAPTER SUCCESS GUIDE

2022-2023

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FBLA Overview

FBLA – Future Business Leaders of America, Inc. is the largest career student organization in the world.

History & Reach

Oregon Future Business Leaders of America (FBLA) is a state affiliate of Future Business Leaders of America located in Reston, Virginia. Oregon became a chartered member in 1964. Articles of Incorporation were filed with the Office of the Secretary of State in 1985.

FBLA, Inc., is an international professional association and the largest career student organization in the world serving students with career interests in the field of business. Each year FBLA serves over 230,000 members. FBLA, Inc., chartered its first chapter in 1940 in Johnson City, Tennessee, as a result of the efforts started in 1937 by Hamden L. Forkner of Teachers College, Columbia University in New York City.

Size

Each year, Oregon FBLA helps over 4,000 members prepare for careers in business in chapters in high schools, middle and junior high schools, and private schools throughout the state.

Endorsements

FBLA is endorsed by the U. S. Department of Education, Oregon Department of Education, National Business Education Association, Oregon Business Education Association, and over 50 other business-related partners and industry associations.

FBLA Mission Statement

FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

FBLA Factsheet

FUTURE BUSINESS LEADERS OF AMERICA



The High School Division Fact Sheet

Future Business Leaders of America, Inc. (FBLA) is the largest career student business organization in the world. Each year, FBLA helps over 230,000 members prepare for careers in business.





Connect with Oregon FBLA

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Instagram @oregonfbla | YouTube www.youtube.com/oregonfbla

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Oregon FBLA Board of Trustees

Bill Graupp
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Industry Representative
Mentor Graphics Corporation

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Secretary/Treasurer
Business Representative
Oregon Trail Electric Cooperative

Tonya Boustead
Adviser Representative
Canby High School

Christopher A. McCormack
Industry Representative
Brindle McCaslin and Lee

Phil Kailiuli
Business Representative
Roseburg Country Club

Teresa Stratton
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Buckley Law P.C.

Aimee Garcia
Industry Representative
Oregon Health and Science University

Madison Eckhart
Oregon FBLA Past State President

Pete Sansone
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Canby High School



Oregon FBLA Board of Advisers

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VACANT | At Large Representatives

VACANT | At Large Representatives

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National FBLA

National FBLA Headquarters

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Elena Daly, Executive Assistant to the CEO
Mary Lynn Rynkiewicz, Director of Communications & Marketing
Robert Holst, Director of Finance
Gayle Robinson, Interim Director of Education Programs
Kelly Scholl, Director of Awards & Recognition
Lisa Smothers, Director of Membership

Guidelines to Success for Advisers

Summer

- Plan for upcoming FBLA Year
- Meet with chapter officers
- Develop chapter Program of Work
- Hold team building activities
- Develop paperwork for students, parents, and supporters about FBLA dues
- Begin Champion Chapter Summer Starter/Champion + Activities
- Register for the Adviser Conference

September

- Hold first chapter meeting
- Hold recruiting event (like pizza night, bowling, etc.)
- Distribute information about Fall Leadership Experience Event
- Have students visit and review FBLA State and National Websites
- Start students in Business Achievement Awards
- Plan all competitive events with students (and start working on projects)
- Recruit members to attend the Fall Leadership Experience Event

October

- Register members by October 20 to be recognized as an official chapter for fall publications
- Attend the Fall Leadership Experience Event
- Begin Champion Chapter Shaping Success Activities
- Receive and complete Regional Skills Conference (RSC) registration materials

November

- Celebrate American Enterprise Day
- Submit membership and payment to nationals by November 1 to be eligible for OCTESLF
- Chapter Grants
- Begin Champion Chapter Service Season Activities

December

- Submit membership by December 15 to receive winter publications and participate in Region Skills Conference (RSC)
- Register for Regional Skills Conference (RSC)
- Hold chapter holiday celebration
- Receive and review State Business Leadership Conference (SBLC) Registration materials

January

- Submit interview materials for Region Skills Conference
- Pay fees for Regional Skills Conference (RSC)
- Practice for Regional Skills Conference (speeches, topics, tests)
- March of Dimes Grant Applications due to National FBLA
- Begin Champion Chapter CTE Celebration Activities



January/February

Attend FBLA Regional Skills Conference
Plan and hold events for FBLA Week
Register for State Business Leadership Conference (SBLC)
Finalize State Projects

March

Final national dues payment deadline (March 1)
Make hotel reservations for State Business Leadership Conference (March 2)
Turn in all state projects
Take online tests for State Business Leadership Conference (SBLC)

April

Attend the State Business Leadership Conference (SBLC)
Complete National Leadership Conference (NLC) Intent to Compete Form

May

Submit National Leadership Conference Registration (NLC) Materials
Ensure that National Leadership Conference (NLC) payment has been made
Review and confirm national competition registration with state management
Submit projects/competition materials for National Leadership Conference (NLC)

June

Attend National Leadership Conference (NLC)
Report success to local media outlets

Membership

FBLA Membership Dues

Dues are \$25 per student, which includes the \$6 national dues and \$19 state dues.

Event Payment Clarification and Update

At the 2017 Annual Meeting of the Board of Trustees, the board identified the need to focus on invoice payments and collections so that chapters do not accrue large balances. Payment deadlines have been in place, but there has not been clarification on payment expectation or consequence.

Chapters must have completely paid invoices for one event prior to having registration finalized for the next event. For example, RSC invoices must be paid before SBLC. SBLC invoices must be paid prior to the state NLC Travel Form deadline. NLC invoices must be complete prior to NLC by the June 1 deadline.

Chapters who find that they are not able to fully pay their invoices by the deadlines must contact the state adviser to set up a payment schedule to be logged in the online invoice information.

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.

At the State Business Leadership Conference, 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. Guests are welcome to attend the Annual Business Meeting but are seated in a separate section from the 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 Officer based on March 1 membership numbers.

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

2022-23 Calendar of Events

Key:	National Dates and Deadlines Oregon Dates and Deadlines
August 1	Summer Starter Begins MERIT Awards Begins
September 7	FBLA Adviser Huddle @ 3:45pm
September 15	National Fall Leadership Registration Opens
September 23	Oregon Adviser Conference 202 (Option #1)* Location: Virtual via Zoom <i>Registration Fee: Complimentary</i>
September 24	Oregon Adviser Conference 202 (Option #2)* Location: Vose Elementary School, Beaverton <i>Registration Fee: Complimentary</i>

*Note: To help accommodate varying schedules/needs, we are offering two (2) options for Adviser Conference. Advisers only need to attend one or the other, not both. Advisers can choose between the in-person event or virtual event. In-person will include more interactive content, while the virtual event will provide the basics.

September 30	Summer Starter Submissions Due
October 1	Shaping Success Begins
October 4	Virtual Business Challenge Registration Opens
October 5	FBLA Adviser Huddle @ 3:45pm
October 10	Fall Stock Market Game Begins
October 17	Fall Life Smarts Competition Begins Fall Leadership Experience Madras, Oregon Estimated Registration Fee: \$60-\$85 per person
October 18	Fall Virtual Business Challenge Begins Fall Leadership Experience Salem, Oregon Estimated Registration Fee: \$60-\$85 per person
October 19	Fall Leadership Experience Pendleton, Oregon Estimated Registration Fee: \$60-\$85 per person
October 19	National Fall Leadership Registration Deadline
October 29	Fall Stock Market Game Registration Deadline
November TBA	Oregon FBLA Board of Advisers Meeting

November 15	<p>Membership Deadline! (To be eligible for chapter grants) Location: https://my.fbla-pbl.org/ Dues: \$25 per student (Includes \$6 national dues and \$19 state dues) Note: All chapters with registered members in the system and paid by this date will be eligible for OCTESLF chapter grant funds. No additional grant application needed for existing FBLA chapters.</p>
November 15	<p>FOR NEW CHAPTERS Membership & Grant Application Deadline! Location: https://my.fbla-pbl.org/ Dues: \$25 per student (Includes \$6 national dues and \$19 state dues) Note: All new chapters with registered members in the system and paid by this date will be eligible for OCTESLF chapter grant funds. In addition, a new chapter grant application must be completed by this date: http://leadable.info/2021NewChapter</p>
November 2	FBLA Adviser Huddle @ 3:45pm
November 10	Shaping Success Submissions Due
November 11-12 November 18-19	National Fall Leadership Conference: Denver, CO Orlando, FL
November 11	Fall Virtual Business Challenge & Fall LifeSmarts Competition Ending Service Season Begins
November 15	American Enterprise Day
November 17	March of Dimes World Prematurity Day
November 30	FBLA Adviser Huddle @ 3:45pm
December	<p>Membership Deadline Dues Deadline to receive winter publications Membership Deadline Dues Deadline to compete in State Events offered at the Regional Level (Members added after December 15 may only compete in State Events not offered at Regional Level)</p>
December	Membership Deadline For New Chapters – Application deadline for OCTESLF New Chapter Grant (Must be a new chapter with dues paid by 12/31 and must complete the application form)
December TBA	Oregon FBLA Board of Trustees Meeting Annual Corporate Meeting

December 7	FBLA Adviser Huddle @ 3:45pm
December 12	Region Skills Conference Registration Opens
December 16	Fall Stock Market Game Ends
December 31	Service Season Submission Deadline
January TBA	RCS Competition Testing Window Opens – Online Tests RCS Competition Testing Window Opens – Production Tests
January TBA	State Officer Retreat
January/February TBA	Oregon FBLA Region Skills Conference
January TBA	RSC Competition Deadline for Materials (Job Interview, Future Business Leader Materials)
January TBA	RSC Competition Testing Window Closes – Online Tests RSC Competition Test Window Closes – Production Tests
January 1	CTE Celebration Begins
January 19	RSC Competition Registration Payment Due
January 30	Spring LifeSmarts Competition Begins
January 31	Spring Virtual Business Challenge Begins
February 1	FBLA Adviser Huddle @ 3:45pm
February 1-28	National Career & Technical Education Month
February 9	State Business Leadership Conference Registration Opens
February TBA	Conference Deadline State Business Leadership Conference Change / Review Deadline * <i>No changes to SBLC entries after this date</i>
February TBA	SBLC Competition School Site Testing Materials Available SBLC Competition Testing Window Opens – Online Tests
February 5-11	FBLA Week
February 13	Spring Stock Market Game Begins
February 24	Spring Virtual Business Challenge & Spring LifeSmarts Competition Ends

March 1	SBLC Pre-Judged Deadline Conference Deadline SBLC Registration Deadline FBLA Adviser Huddle @ 3:45 p.m. Nationals Dues Deadline CTE Celebration Submissions Due MERIT Award Submissions Due
March 2-3	SBLC Hotel Reservation Window
March 4	Spring Stock Market Game Registration Deadline
March 4-18	SBLC Objective/Production Testing Window
March 15	Conference Deadline SBLC Late Registration
March 31	Conference Deadline SBLC Changes Deadline
April 5-8	State Business Leadership Conference (SBLC)
April 21	Spring Stock Market Game Ends
April TBD	Conference Deadline NLC Intent to Compete Forms Deadline (All competitors who placed in the top 10 at SBLC must notify the state office of their intention to attend NLC if they become eligible to compete; deposits are transferable but not refundable)
May TBD	Conference Deadline NLC Registration Forms Deadline
May TBD	State Officer Welcome Retreat Board of Advisers Meeting Board of Trustees Meeting
May 1	Champion Plus Submission Deadline
May 3	BAA Capstone Submission Deadline for Competitive Review FBLA Adviser Huddle @ 3:45pm
June 7	FBLA Adviser Huddle @ 3:45pm
June 27 - 30	National Leadership Conference Atlanta, GA



Conference Overview

FBLA Adviser Conference | In-Person or Virtual

To help you make the most of your FBLA program, we are offering two options for attending the Adviser Conference this year: September 23 is virtual and September 24 is in person. Advisers will have the opportunity to share tips on integrating FBLA into your classroom, help you become an expert in competitive events, facilitate best practices and idea sharing, and much more! There is no fee to participate!

Oregon Fall Leadership eXperience (FLX)

October 17 – Madras | The Inn at Cross Keys

October 18 – Salem | Broadway Commons

October 19 – Pendleton | Tamastslikt Cultural Institute

Join advisers and students like yourselves from across the great state of Oregon at the Fall Leadership eXperience (FLX)! FLX is THE fall leadership event for our organizations this year. These are one-day events with three different locations available. Choose any location! We hope to see you there!

National Fall Leadership Conference

November 11-12, 2022 | Denver, CO

November 18-19, 2022 | Orlando, FL

Attend one of the two National Fall Leadership Conferences (NFLC) and learn more about what our **One Association** has to offer. Hear from dynamic keynote speakers, attend exciting workshops, and network with members from across the country! Check out the NFLC Guide on the National website.

Regional Skills Conferences

Around the state each respective Regions hold a Regional Skills Conference. Members compete in two separate competitive events. Also enjoy meeting different members in your region. Each region will qualify its top competitors to compete at the State Business Leadership Conference.

State Business Leadership Conference | Portland, OR

The Oregon FBLA State Business Leadership Conference (SBLC) is the premier event for Oregon's FBLA members, teachers, alumni, and business supporters. Join members from across the state in Portland or virtually for four days of leadership training, intense competition, inspiration, and exciting entertainment.

Top performers at the SBLC will advance to the National Leadership Conference (NLC) held in different cities from throughout the country each year.

National Leadership Conference | Atlanta, GA

The National Leadership Conference (NLC) is the culmination of the year for our members. If members can succeed at the Regional Conference, then place in the top four at the State Business Leadership Conference, a member is then eligible to represent Oregon at the National Leadership Conference. This conference is where over 12,000 students gather from around the United States, Germany, Canada, and the Virgin Islands to compete and gain leadership skills.

FBLA Competitive Events

Wild Card Policy

- Appointed a "Wild Card"
Two wild cards can be picked per chapter. Wild cards may compete in any individual or team event. For team events, chapters will not be penalized a wild card for substitutions. Wild cards are not allowed in chapter projects—chapters may only submit one entry in chapter projects.

Changes/Modifications for 2022-2023

FBLA

1. NEW EVENTS

- [INTRODUCTION TO MARKETING CONCEPTS](#)
Individual Objective Test

2. MODIFICATIONS:

- [INTRODUCTION TO PUBLIC SPEAKING & PUBLIC SPEAKING](#)
Both events will now have a different topic posted each year from which the speech must be developed.

3. NAME CHANGE:

- Change name of **3-D Animation** to [DIGITAL ANIMATION](#)
Rationale: the event will allow for submissions in any digital format (3-D or 2-D)

4. PROCEDURAL CHANGE

- Time Penalties
Time penalties will be eliminated from all events, and timers will stop students from continuing once their allotted time has elapsed
- Team Event Objective Tests
All team event objective tests will be taken individually by each team member. The scores of all team members will be averaged to determine the average team score. Any team member who does not sign in and take the test will be removed from the team and prevented from advancing to final round competition.
- Competing at NLC
Members may compete in an event at NLC more than once if they have not previously placed in the top ten of that event at NLC.

2022-2023 High School Topics

The 2022-23 National Topics that will be used for Oregon Competitive Events.

BROADCAST JOURNALISM

Category: *Presentation Event*

Type: *Individual or Team*

You or your team members work for a local news station. Write, develop, and deliver a live news report with at least one pre-recorded interview. Cover at least three of the following areas or stories:

- Business (global) - A story or current event impacting the global economy
- Entrepreneurship (local) - A story about a local business (real or fictional) in the area
- Event - A story about the FBLA State or National Leadership Conference
- Education - A report on financial literacy
- Finance - A report on the stock market, interest rates, or another current financial event

BUSINESS ETHICS (HIGH SCHOOL)

Category: *Objective Test & Case Study Presentation*

Type: *Individual or Team*

The topic/case study for this event will be fully released in August. The topic will relate to the following:

- The ethics of an art club supervisor possibly purchasing lower-quality supplies for this year's Craft Fair.

BUSINESS FINANCIAL PLAN

Category: *Prejudged Reports & Presentation*

Type: *Individual or Team*

Create a business financial plan to start a new food truck business in your community. Determine what type of food truck will benefit your community and the funds needed for the start-up. Include data or research that will help to make informed decisions about future resources and goals. Include the general operating costs of your food truck, start-up costs, and a plan of action of where to park your mobile business.

CODING AND PROGRAMMING

Category: *Demonstration*

Type: *Individual/Team*

Develop a program that will help improve student involvement at your school. This original computer program will track student participation and attendance at school events. Once students participate or attend events, they are awarded points. You must have a way to pick a random winner each quarter from each grade level, as well as the student with the top point accumulation. The number of points a person has accumulated will translate to the prize they will win. You will need to have at least three prizes (a school reward, a food reward, and a school spirit item).

- Assign a point value for participating in or attending events.
- Must have at least five sporting events and five non-sports school events.

- Track students' names, grades, points.
- Generate a report at the end of the quarter to show points per student in each grade.
- Data must be stored persistently. Storage may be in a relational database, a document-oriented NoSQL database, flat text files, flat JSON, or XML files.
- The user interface must be a GUI with a minimum of five different control types including such things as drop-down lists, text fields, checkboxes, date picker, or other relevant control types.
- All data entry must be validated with appropriate user notification and error messages including the use of required fields.

COMPUTER GAME & SIMULATION PROGRAMMING

Category: *Demonstration*

Type: *Individual or Team*

In 2022, Wordle and similar word games were all the rage across the world. Develop a word game with rules and a theme of your choice.

- The game should be an executable game, either through the Internet or through a local installation (review guidelines about Internet access at the National Leadership Conference).
- The game should contain a scoreboard.
- The game should contain a leaderboard and celebratory messages.
- The game should have a minimum of three levels.
- The game should have an instructional display.

DATA ANALYSIS

Category: *Presentation Event*

Type: *Individual or Team*

WidgetCo is a new international business selling widgets to customers in China, France, Canada, and the United States. In determining the suitability to conduct business in these countries, WidgetCo executives need an effective data analysis of the datasets that are available. You are working on WidgetCo's data analysis team. Your team will provide recommendations to the WidgetCo executives about opportunities and challenges that they may encounter now or in the future. Using the datasets given, in addition to your own supplemental research, analyze the data and provide analyses and recommendations about the opportunities and challenges facing the business.

The following datasets are given for each country (China, France, Canada, and the United States)

- Population, total
- Poverty headcount ratio at \$1.90 a day (2011 PPP) (% of population)
- Life expectancy at birth, total (years)
- Population growth (annual %)
- Net migration
- Human Capital Index (HCI) (scale 0-1)
- GDP (current US\$)
- GDP per capita (current US\$)

- GDP growth (annual %)
- Unemployment, total (% of total labor force) (modeled ILO estimate)
- Inflation, consumer prices (annual %)
- Personal remittances, received (% of GDP)

Open-source datasets provided by the World Bank at [World Bank Group - International Development, Poverty, & Sustainability](https://data.worldbank.org/).

DIGITAL ANIMATION (formerly known as 3-D Animation)

(See Modification Above)

Category: *Prejudged Projects & Presentation*

Type: *Individual or Team*

Create an animated advertisement for a new technology product. Examples include, but are not limited to, a smartphone, laptop, tablet, or smartwatch. All content must be original.

DIGITAL VIDEO PRODUCTION

Category: *Prejudged Projects & Presentation*

Type: *Individual or Team*

Create a promotional video for an event in your community or school, with teenagers in your community as the target audience. All video content must be original.

E-BUSINESS

(See Modification Above)

Category: *Demonstration*

Type: *Individual or Team*

Develop and create an E-business site for a local bed and breakfast, hotel, or other lodging venue in your community. The business can be real or fictional. The website should include a company identity including a name, logo, and brand. The website should have elements of a typical lodging facility including contact information, the ability to make reservations, view different room types, view amenities, and local attractions. Ensure that your E-business site includes:

- An e-commerce tool showing prices for different lodging types
- A scheduling tool allowing customers to book lodging
- An API to an online map service showing different local attractions

The E-business site does NOT need to be published; however, if you publish the website, you must obtain permissions in accordance with the competitive event guidelines and proper copyright law.

GRAPHIC DESIGN

Category: *Presentation*

Type: *Individual or Team*

Your organization has been hired as a consultant to design a new brand identity for a new, fictional nonprofit organization. The fictional nonprofit is an organization that supports youth development with afterschool programs and summer camps. Give the non-profit a name. The brand should be modern, bright, and vibrant to attract youth. In

accordance with your brand guidelines, design a t-shirt, a baseball cap, a toy, and two other promotional items of your choice.

INTRODUCTION TO BUSINESS PRESENTATION

Category: *Presentation*

Type: *Individual or Team*

You are trying to raise money to attend a business leadership training program in New York City. This would be a week-long summer program that will cost \$2,000. You will prepare a presentation that can be used in front of potential sponsors from your community. Be sure to include why you should attend, and the benefit you will receive and bring back to your school.

INTRODUCTION TO PUBLIC SPEAKING

Category: *Speech*

Type: *Individual*

Develop and deliver a speech based on the following topic: My biggest concern for the future is.....

INTRODUCTION TO SOCIAL MEDIA STRATEGY

Category: *Presentation*

Type: *Individual or Team*

Create a social media campaign to promote involvement in FBLA at your school. Address the following in your social media strategy:

- A schedule of social media posts
- An example of social media posts
- The promotional plan of the campaign
- The plan to develop awareness of FBLA

Do not create live accounts.

MOBILE APPLICATION DEVELOPMENT

Category: *Demonstration*

Type: *Individual or Team*

Create a mobile application for your school to help keep parents and the community up to date. The app needs to include upcoming events, important information such as school calendar and activities schedule, a way for teachers and students to share photos, and a way for parents to notify school of student absences. The app must also include one additional item that is recommended by your administration.

- The app must be designed for a phone/tablet.
- The operating system must be mobile based such as Android or iOS.
- The app should state its licensing and terms of use.

PUBLIC SERVICE ANNOUNCEMENT

Category: *Presentation Event*

Type: *Individual or Team*

After recovering from the global pandemic many social issues in our communities and country have been brought to light. Develop a Public Service Announcement about a social issue that affects teenagers. Your job is to bring awareness about that topic to your peers, school, and community.

PUBLIC SPEAKING

Category: *Speech*

Type: *Individual*

Develop and deliver a speech based on the following topic: How should higher education transform to better serve the needs of students and the workforce?

PUBLICATION DESIGN

Category: *Presentation Event*

Type: *Individual or Team*

You have been asked by your school activities director to create a publication highlighting the activities within your school. You will develop a five-page online magazine showcasing your school's activities, including:

- A print advertisement for a club or organization
- A story about a school activity or event
- Three other pages including information and designs of your choice.

SOCIAL MEDIA STRATEGIES

Category: *Presentation Event*

Type: *Individual or Team*

Create a social media campaign to advocate for awareness about food insecurity in your community. This should bring awareness of the issue and provide solutions to help solve the problem. Address the following in your social media strategy:

- A schedule of social media posts
- An example of social media posts
- The promotional plan of the campaign

- The plan to develop awareness of the issue.
- Do not create live accounts.

WEBSITE DESIGN

Category: *Demonstration*

Type: *Individual or Team*

Develop a website for a local business. This business can be real or fictional, but must serve the members of your community. The website should include the following elements:

- Header with logo
- Favicon
- Call to action button
- Form to subscribe to receive announcements
- Navigation menu
- Footer to include credits to website creators and copyright information

The website does NOT need to be published; however, if you publish the website, you must obtain permissions in accordance with the competitive event guidelines and proper copyright law.

2022-2023 Middle Level Topics

The 2022-23 National Topics that will be used for Oregon Competitive Events.

BUSINESS ETHICS (MIDDLE SCHOOL)

Category: *Objective Test & Case Study Presentation*

Type: Individual or Team

The topic/case study for this event will be fully released in August. The topic will relate to the following:

- The ethics of a high school newspaper editor possibly selling ad space to a weight loss company.

ELEVATOR SPEECH

Category: *Presentation*

Type: Individual

You and the other FBLA middle school members at your school are attending a CTSO Legislative Day at your State Capitol. You are introduced to one of your local legislators and he/she asks what FBLA is. In a 30-second elevator speech, share with the legislator an example of a chapter activity that you've participated in and how you have benefitted from membership in FBLA.

EXPLORING BUSINESS ISSUES

Category: *Presentation*

Type: Individual or Team

In the last few years, businesses have struggled to hire quality employees and retain employees. Businesses are finding it more difficult to fill vacant positions or are not receiving qualified applicants. Another challenge is once they hire new employees, they are finding it difficult to retain these employees. The last obstacle is to retain employees they already have in the company with experience or years of service. What strategic plan could you give to a business to fill vacant positions? What advice could you give to a business to retain employees? Explain your reasoning.

MULTIMEDIA & WEBSITE DEVELOPMENT

Category: *Demonstration*

Type: Individual or Team

Develop a how-to website that assists students in your grade with a topic you are learning in your business, information technology, English, mathematics, science, social studies, OR world language class. The website must include, but is not limited to, the following:

- An animated theme and logo that includes music.
- A form classmates can submit in order to ask for your assistance with the topic.

VIDEO GAME CHALLENGE

Category: *Demonstration*

Type: Individual or Team

Create an animated game, in any language or game/animation engine, with keyboard and/or mouse input.

REGIONAL LEVEL

**Participants can compete in up to two (2) events at the regional level,
with a maximum of one (1) event with performance.**

HIGH SCHOOL	
EVENTS WITH PERFORMANCE Choose a maximum of one (1) event from this column:	EVENTS WITHOUT PERFORMANCE Choose up to two (2) events from this column (not to exceed two (2) events total):
<p>Case Study Events</p> <ul style="list-style-type: none"> Banking & Financial Systems Business Management Client Service Entrepreneurship Help Desk Hospitality & Event Management Impromptu Speaking International Business Introduction to Event Planning Management Information Systems Marketing Network Design Parliamentary Procedure Sports & Entertainment Management <p>Presentation Events</p> <ul style="list-style-type: none"> Business Ethics Introduction to Business Presentation Introduction to Public Speaking Job Interview Public Speaking Sales Presentation 	<p>Objective Test Events</p> <ul style="list-style-type: none"> Accounting I Accounting II Advertising Agribusiness Business Calculations Business Communication Business Law Computer Problem Solving Cyber Security Economics Health Care Administration Human Resource Management Insurance & Risk Management Introduction to Business Communication Introduction to Business Concepts Introduction to Business Procedures Introduction to FBLA Introduction to Financial Math Introduction to Information Technology Introduction to Marketing Concepts—NEW Introduction to Parliamentary Procedure Journalism Networking Infrastructures Organizational Leadership Personal Finance Political Science Securities & Investments Supply Chain Management UX Design <p>Production Events</p> <ul style="list-style-type: none"> Computer Applications Database Design & Applications Spreadsheet Applications Word Processing

MIDDLE SCHOOL	
EVENTS WITH PERFORMANCE	EVENTS WITHOUT PERFORMANCE
Choose a maximum of one (1) event from this column:	Choose up to two (2) events from this column (not to exceed two (2) events total):
Case Study Events Critical Thinking Presentation Events Business Ethics Elevator Speech FBLA Mission & Pledge	Objective Test Events Business Etiquette Career Exploration Digital Citizenship Exploring Computer Science Exploring Economics Exploring Technology FBLA Concepts Financial Literacy Interpersonal Communication Leadership Learning Strategies Running an Effective Meeting

STATE LEVEL

Participants can compete in up to two (2) events at the state level. Participants can compete in one (1) chapter event which do not count towards the two (2) event limit. (*State Starting Events)

COMPETITIVE EVENTS Choose up to two (2) events from these columns (not to exceed two (2) events total):		
HIGH SCHOOL		
<div>Case Study Events</div> <div>Banking & Financial Systems Business Management Client Service Entrepreneurship Help Desk Hospitality & Event Management Impromptu Speaking International Business Introduction to Event Planning Management Information Systems Marketing Network Design Parliamentary Procedure Sports & Entertainment Management</div> <div>Presentation Events</div> <div>Broadcast Journalism* Business Ethics Business Financial Plan* Business Plan* Coding & Programming* Computer Game & Simulation Programming* Data Analysis* Digital Animation* Digital Video Production* E-Business* Electronic Career Portfolio* Future Business Leader* Graphic Design* Introduction to Business Presentation Introduction to Public Speaking Introduction to Social Media Strategy* Job Interview Mobile Application Development* Public Service Announcement* Public Speaking Publication Design* Sales Presentation Social Media Strategies* Website Design</div>	<div>Objective Test Events</div> <div>Accounting I Accounting II Advertising Agribusiness Business Calculations Business Communication Business Law Computer Problem Solving Cyber Security Economics Health Care Administration Human Resource Management Insurance & Risk Management Introduction to Business Communication Introduction to Business Concepts Introduction to Business Procedures Introduction to FBLA Introduction to Financial Math Introduction to Information Technology Introduction to Marketing Concepts Introduction to Parliamentary Procedure Journalism Networking Infrastructures Organizational Leadership Personal Finance Political Science Securities & Investments Supply Chain Management UX Design</div> <div>Production Events</div> <div>Computer Applications Database Design & Applications Spreadsheet Applications Word Processing</div>	
OTHER EVENTS Events from this section do not count towards the two (2) event limit at state.		
<div>Chapter Events</div> <div>Choose up to one (1) event maximum from this category</div> <div>American Enterprise Project* Community Service Project* Local Chapter Annual Business Report*</div>	<div>Oregon Individual Awards</div> <div>Administrator of the Year Adviser of the Year Alumni of the Year Businessperson of the Year Volunteer of the Year National Business Honor Roll</div>	<div>Oregon Chapter Awards</div> <div>Champion Chapter Chapter Newsletter Chapter Website Digital Scrapbook Government Program Promotion March of Dimes</div>

Partnership with Business Project*	Retiring Adviser Recognition Who's Who in Oregon FBLA	Super Service
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COMPETITIVE EVENTS: Choose up to two (2) events from this column (not to exceed two (2) events total):

MIDDLE SCHOOL

Case Study Events

Critical Thinking

Presentation Events

Business Ethics

Career Research

Elevator Speech

Exploring Business Issues

FBLA Mission & Pledge

Marketing Mix Challenge

Multimedia & Website Development

Video Game Challenge

Objective Test Events

Business Etiquette

Career Exploration

Digital Citizenship

Exploring Computer Science

Exploring Economics

Exploring Technology

FBLA Concepts

Financial Literacy

Interpersonal Communication

Leadership

Learning Strategies

Running an Effective Meeting

OTHER EVENTS

Events from this section do not count towards the two (2) event limit at state.

Chapter Events

**Choose up to one (1) event maximum
from this category**

Annual Chapter Activities

Community Service Presentation

Oregon Individual Awards

Administrator of the Year

Adviser of the Year

Alumni of the Year

Businessperson of the Year

Volunteer of the Year

National Business Honor Roll

Retiring Adviser Recognition

Young Leader in Oregon FBLA

Oregon Chapter Awards

MERIT Award

Chapter Newsletter

Chapter Website

Digital Scrapbook

Government Program Promotion

March of Dimes

Super Service

Business Achievement Awards

Oregon FBLA has a long history of being in the top three in the nation for percentage of members participating in the Business Achievement Awards (BAA).

The Business Achievement Awards (BAA) are a high school leadership development program that are easy to integrate into your classroom. The cocurricular activities are aligned to the career clusters, NBEA standards, and FBLA goals.

Students enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school, community, and FBLA programs.

Starting last year, national FBLA has modified the BAA program to follow a more curriculum-based structure in which students will complete modules in order to receive recognition. There are four levels of the BAA, with each level increasingly challenging your high school students to expand their leadership skills and showcase their talents:

BAA Level	Award	Deadline
CONTRIBUTOR	Certificate	March 1
LEADER	Certificate	March 1
ADVOCATE	Certificate	March 1
CAPSTONE	Certificate	March 1 State Recognition May 3 National Deadline for Competitive Review

Your students receive recognition when they complete each level. Students must be members of the FBLA division. Each level of the BAA covers these core activities and concepts:

Service—Uncover the link between a community and the success of a business. Your members focus on activities that improve the member's school, area businesses, community, and state.

Education—Understand business and the world of work. Your members focus on activities and curriculum that prepare them for corporate America, develop an appreciation of entrepreneurship, and understand the benefits of continuing education.

Progress—Explore the local, state, and national levels of FBLA and how they complement one another. Your members focus on activities that promote FBLA at the local, regional/district, state, and national levels.

Check out the official information at <https://www.fbla-pbl.org/divisions/fbla/fbla-education/>

FBLA-Middle School Lead Program

The LEAD Awards are a middle school leadership development program that are aimed to enhance leadership skills and familiarize themselves with the FBLA organization.

Participating students have the opportunity to enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school and communities.

LEAD Awards program follows a curriculum-based structure in which students will complete modules in order to receive recognition. There are two levels of the LEAD, with each level increasingly challenging your students to expand their leadership skills:



Members are introduced to the foundations of FBLA and learn how to best take advantage of the opportunities available to members through three courses:

1. Welcome to FBLA-ML
2. Making the Most of Your Experience
3. Introduction to Leadership



These 4-hour courses take a deep dive into specialized content areas. Courses may be repeated. New courses continue to be added throughout the year.

Currently available:
Time Management

Check out the official information in the FBLA-PBL Learning Center.

Champion Chapter

Champion Chapter is a series of membership engagement-focused challenges that chapters may complete for national recognition. By completing activities, chapters accrue points. Completing activities across four sections (to accrue points) will result in Champion Chapter recognition, with a banner for the adviser's classroom/meeting space or school award case. Additional incentives such as ribbons at conferences, national recognition in publications, and plaques are available.

- **SUMMER STARTER**
August 1 to September 30
- **SHAPING SUCCESS**
October 1 to November 10
- **SERVICE SEASON**
November 11 to December 31
- **CTE CELEBRATION**
January 1 to March 1
- **Champion Plus**
Deadline: May 1

Champion Chapter is open to all active chapters. The list of activities is available on the Oregon FBLA Website Resources page under **Awards >> National Chapter Awards**

Oregon FBLA Resources -- <https://oregonfbla.org/resources>

Champion Chapter Poster -- <https://oregonfbla.org/championchapterposter/>

Student Challenges

Student challenges provide opportunities for students to compete in a variety of areas throughout the school year. Different from the National Awards Program, which are our official Competitive Events, student challenges are typically hosted by our partners throughout the year.

Currently Available Challenges

- Virtual Business Management Challenge (Fall 2022)
FBLA members are given the chance to be the boss of their own company in an online business simulation.
- Virtual Business Personal Finance Challenge (Fall 2022)
FBLA members test their financial literacy skills by making personal finance decisions for a simulated person.

Check out the official information through the FBLA Learning Center.

Partner Programs & Resources

Student partner programs provide opportunities for students to compete in a variety of areas throughout the school year. Different from the National Awards Program (competitive events), partner programs & resources are often presented in collaboration or hosted by our partners throughout the year.

March of Dimes Partnership

Founded by President Franklin D. Roosevelt, the March of Dimes is a non-profit organization that has saved millions of premature babies over the course of the last 75 years through funding medical research and providing support for families in need.

Through the 40 years of partnership with the March of Dimes, FBLA-PBL has consistently ranked as the top organizations fund-raising partner, raising over \$15 million dollars. March of Dimes has connected with hundreds of thousands of FBLA members across the nation with its inspiring mission, vision, and values.

Through our unique partnership with the March of Dimes, chapters have an opportunity to apply for the March of Dimes grant. The grant recognizes chapters with innovative ideas and projects that enhance the growth, recognition, and support of FBLA-PBL and the March of Dimes partnership. Local chapters may receive grants up to \$1,000. More information will be released by National FBLA.

Oregon FBLA has been a proud partner of the March of Dimes and continues to bring innovative ideas to their fundraising efforts. There are many opportunities for members to participate with the March of Dimes, such as the March for Babies event.

State Officer Team Program of Work Overview

The Oregon FBLA State Officer Team has an exciting year ahead of them. They are focused on the following items:

Grow Membership

- Grow our state membership through the retention and expansion of local chapters
 - 7 New Chapters
 - 5 Reactivated Chapters
 - 12 chapters with at least a 50% expansion
 - 13 Total ML Chapters

Grow Engagement

- Increase engagement with members through social media
 - #MyORFBLAJourney have 250 posts
 - Average Post Views: 450 on FB and 250 on Instagram
- Expand the resources available on the state website
 - 8 new resources under Student Resources page on the website
- Host events for state members to interact with each other and the state
 - 1 Region Rally before winter season

Grow Recognition

- Reimagine and create more recognition programs for members to participate in and get recognized for at the state level
 - Revamping of the State Champion Chapter program
 - Create an Individual Award to recognize members for ORFBLA participation, local chapter involvement, and personal achievement to be presented at 2023 SBLC.
 - Create a Chapter-based award for Chapter Creation Recognition
 - Create MoD Chapter & Individual Based Award
 - Create ML Member of the Year Award

Grow Leadership

- Expand and empower leadership at the local chapter level
 - 80% of Chapters have officers established by the start of the school year
 - 45% of Chapters have officers signed up for Chapter Officer Training
 - Create a President's Council and host a meeting with 15 chapters represented by the end of the calendar year
- Grow participation in leadership development activities
 - Have a minimum of 15 Oregon FBLA Chapters registered for Fall Conference

Grow Enthusiasm

- Build enthusiasm in the organization and engage them in fun interactive ways
 - Host 4 Spirit Weeks by end of term
 - Spirit Award at SBLC
- Showcase why Oregon FBLA is so impactful both in high school and after
 - Interviews of WHY ORFBLA sent out by October 5
 - 50 Pre-Registered Alumni by 1/4

The state officers would love to discuss their goals and initiatives further and share how they plan to accomplish each of these. Ask for a chapter visit on our Web site!

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. In order to nominate members, complete the online form for each nominee at Oregon <http://www.oregonfbla.org>.

Online form information will include:

- ☐ Name
- ☐ Chapter
- ☐ Home Address
- ☐ Home Phone Number
- ☐ Student Email
- ☐ Adviser Email
- ☐ School Mailing Address
- ☐ Current Year in School
- ☐ GPA
- ☐ Years in FBLA
- ☐ Upload Documents to include:
 - ☐ Enclose a copy of your most recent report card/transcript or other official report showing cumulative GPA.
 - ☐ Enclose a brief resume of FBLA involvement, offices held, etc., as well as other activities.
 - ☐ Enclose a one-page statement outlining your career objectives, your plans for achieving these goals, and how membership in FBLA contributes to these plans.

Access the form at this link: <https://oregonfbla.org/oregon-fbla-national-business-honor-roll/>

Oregon FBLA Student/Adviser Participation Forms Instructions

The Adviser Conduct & Student Permission/Medical Release Forms contained in this packet apply to all Oregon FBLA sponsored events for the School Year.

During the year, Advisers are required to indicate their possession of the combined Student Permission/Medical Release Form by completing the Statement of Assurance form in this packet and sending a copy of it in prior to each state-sponsored event.

The following guidelines govern this process:

1. Each FBLA member is to complete and submit to their adviser the Permission/Medical Release Form contained in this packet which encompasses the Conduct Code Endorsement, Permissions to Attend Oregon FBLA Sponsored Activities, authorization to use pictures or student name in publications, Release of Claim for Damages and Emergency Medical Treatment Authorization.
2. Advisers do not have to submit the Student Permission/Medical Release Forms to Oregon FBLA, but must keep them in their possession and bring them with them to each in-state Oregon FBLA sponsored activity. Once a student has completed this form the same form can be used for the duration of the school year in which it is submitted. A new form must be collected at the start of the school year for returning students (i.e. the previous year's form cannot be used).
3. Each Adviser must submit the Adviser Conduct form before participating in their first Oregon FBLA sponsored event of the year. Once this form is submitted it is valid for the duration of the school year in which it is submitted. A new form must be submitted at the start of the next school year. **Submit through Oregon FBLA's online submission form.**
4. Each Adviser must submit a *separate* Statement of Assurance Form at the designated deadline prior to each in-state Oregon FBLA sponsored event of the school year. This Statement indicates that the adviser has the Permission/Medical Release Form for each and every student who will be participating in that event and will bring those forms with them to the event. **Submit through Oregon FBLA's online submission form.**

Instructions for Advisers:

As leaders and teachers of young professionals, it is important that we prepare our students for the events to come. The intent of these forms is to protect your students and yourself as well as Oregon FBLA.

Onsite Chaperoning During Oregon FBLA Sponsored Events

Having your students check in with you at least three times per day is vital when participating in FBLA-sponsored activities. As their adviser, you can help to eliminate frustrations on the part of your students. It also makes things run more smoothly for your chapter. If needed, check with experienced advisers for help – no one is perfect and knows everything, and it is important that you ask your students how things are going and about any challenges or frustrations they are experiencing. Again, be positive and supportive. Most challenges can be solved with patience, and by working through the situation. Asking your officers to help with chapter management can be a great support.

Let your students know of your whereabouts. Be sure that they are aware of your event assignments so that they can quickly locate you if a challenge arises. Have your students work together to help each other in case of conflicts and to remind each other of the times and locations for their activities. When you are assisting with an activity, have your students mark their programs as to where you will be located.

Ask them if they are having a good time. If possible, help them to have a better time. Remember, there is nothing like positive feedback by your group upon returning home.

Remind students to thank those who conduct their events. All event staff and judges are volunteers. If you plan to use parent chaperones, let your officers plan a special way to thank them at the conference.

Publicity

Your chapter and Oregon FBLA need all of the publicity we can get. Use participation in Oregon FBLA sponsored activities to generate some positive publicity. A news release for your chapter distributed to local and school press outlets is always a good idea.

Special Needs Students

Our office makes every attempt to accommodate special needs students at state events. If you contact us prior to any scheduled event, we can make the conference and competition as barrier free as possible.

Standards of Behavior

A concern at any student conference is the standard of conduct. FBLA is no exception. The state staff has worked hard to let the conference staff know how important their role is in making our conference a success, so the image students and advisers make during FBLA events is vital. Our members exhibiting a business-like image to the conference staff, guests, and judges, are extremely important.

Visibility

Drop in and check on your students. Performing a "head count" from time to time is important but be sure to physically see every student during the event. 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.

Student Conduct

It is the responsibility of the local adviser to oversee the conduct of their students throughout the event. Advisers are responsible for ensuring that their students stay engaged, fully participate, and abide by the Student Code of Conduct for every event. For overnight trips, advisers are responsible for conducting curfew checks and ensuring that their students know of the requirement that they remain in their rooms throughout the night.

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.

Discipline Policies

The following are general consequences that the state staff and student's chapter adviser/chaperone may choose to follow:

1. Use or Possession of Drugs/Alcohol

Adviser: a) Student sent home. A student who is present when drugs/alcohol are being used is subject to the same consequence.

State Staff: a) Parent and school notified.
b) Student sent home and disqualified from event and possibly future events.

2. Stealing/Shoplifting

Adviser: a) Student sent home.

State Staff: a) Student sent home and disqualified from event and possibly future events.

3. Vandalism (including pulling fire alarms)

Adviser: a) Student who intentionally vandalizes is sent home.

State Staff: a) Student sent home and disqualified from event and possibly future events.

4. Cheating

Adviser: a) If an adviser has direct awareness of cheating by student(s), the information is made known to the management team immediately.

State Staff: a) Student sent home and disqualified from event and possibly future events.

5. Leaving Conference Area

Adviser: a) Advisers should be aware of where students are and their form of transportation.

b) An adviser who leaves the conference should check out at headquarters.

State Staff: a) Students leaving conference area, without approval from their adviser, will be sent home and disqualified from event and possibly future events.

Dress Code

Delegates Attending Oregon FBLA Sponsored Activities

The following guidelines have been developed to clarify the dress code used at all FBLA conferences (regardless of locations).

ACCEPTABLE CASUAL ATTIRE

(Travel to/from conferences, dances, and non-conference activities such as shopping, sightseeing, or going out for meals, denim in good taste is allowed at FBLA conferences)

Males: Slacks, cords, knee length walking shorts, sports shirts, and FBLA t-shirts and sweatshirts. NO gang related clothing or accessories allowed. All clothing must be in good repair and proper size. Undergarments may not show outside of over garments.

Females: Slacks, cords, skirts, blouses, sports shirts, knee-length walking shorts, and FBLA T-shirts and sweatshirts. No gang related clothing or accessories allowed. All clothing must be in good repair and proper size Undergarments may not show outside of over garments.

ACCEPTABLE BUSINESS ATTIRE

(Opening/ Closing Sessions, event competition, scholarship interviews, state/national officer interviews, workshops)

Males: Dress slacks, dress shirt, tie, dress shoes and socks, (no tennis shoes or flip-flop sandals), sweater and/or sport coats. A dress suit or FBLA blazer is always appropriate. Shirts are to be tucked in. Belted pants.

Females: Dress (professional business), dress slacks, skirt (not to exceed 3 inches above knees), blazer, dress blouse or collared shirt, coordinated shirt/ blouse, city shorts, dress shoes, (professional business) (no tennis shoes or flip-flop sandals). A dress suit or a FBLA blazer is always appropriate. Nylons are recommended with all professional dress.

Activities such as swimming, sunbathing, jogging, or tennis warrant appropriate recreational attire for that activity.

At any time during the conference while on-site (including hotels), you must be in casual or business attire.

Code of Conduct Form

ALL OREGON FBLA SPONSORED ACTIVITIES 2022-2023

- Revised September 2012 -

CODE OF CONDUCT

Attendance at any Oregon FBLA sponsored conference 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 item 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, vaping, 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 10 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.
8. Students may not be inside a hotel room other than the room they are assigned at any time without the express advance permission of their adviser.

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 Trustees or local Adviser.

9. **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.
10. **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.
11. **Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
12. **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.
13. **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: _____ Date of Birth: _____
Name of High School: _____ Phone: _____
Adviser (s) in Charge: _____

This is to certify that *the above-named delegate* has my permission to attend all Oregon FBLA sponsored activities for the 2020-21 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/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 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 _____