

OREGON



FUTURE BUSINESS LEADERS OF AMERICA

**CHAPTER
SUCCESS GUIDE
2021-2022**

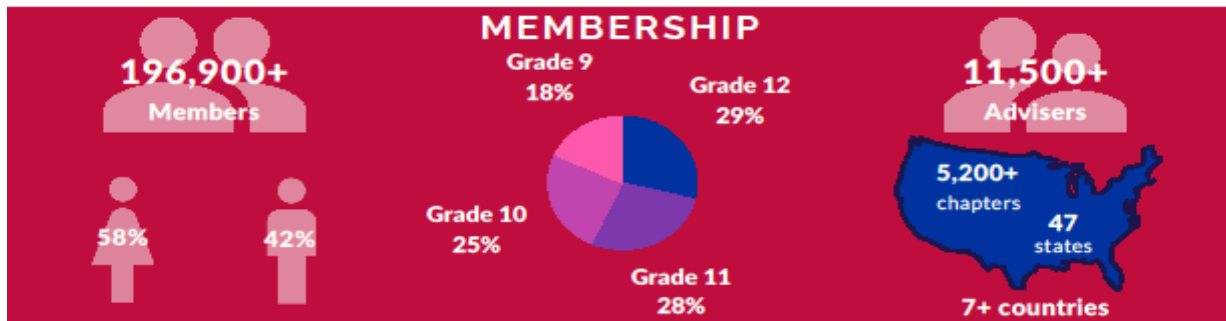


TABLE OF CONTENTS

FBLA Fact Sheet.....	2
Connect with Oregon FBLA.....	3
Membership.....	6
Guidelines to Success for Advisers.....	7
2021-22 Calendar of Events.....	9
Conference Overview.....	14
Business Achievement Awards	16
LEAD Award.....	17
Code of Conduct Form	18

FBLA Fact Sheet

FUTURE BUSINESS LEADERS OF AMERICA The High School Division of FBLA-PBL



PROGRAMS

COMPETITIVE EVENTS

70+ competitions spanning 10 career clusters

LEADERSHIP DEVELOPMENT & RECOGNITION

Business Achievement Awards (BAA) *Community Service Awards (CSA)*

CONFERENCES

National Fall Leadership Conference (NFLC)
 5,000+ attendees, 3 locations

National Leadership Conference (NLC)
 9,200+ attendees, includes
 Institute for Leaders (600 attendees)

WHY SHOULD STUDENTS JOIN?

- College Preparation
- Academic Competitions
- Career Exploration
- Networking
- Scholarships
- Travel
- Discounts

ABOUT FBLA-PBL

Future Business Leaders of America-Phi Beta Lambda, Inc. is the largest career student business organization in the world.

Each year, FBLA-PBL helps over 230,000 members in 4 divisions prepare for careers in business.

FBLA-Middle Level FBLA PBL Professional Division

fbla-pbl.org



Connect with Oregon FBLA

P. O. Box 1440 | Owasso, OK 74055
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Facebook www.facebook.com/oregonfbla | Twitter [@oregonfbla](https://twitter.com/oregonfbla)
Instagram [@oregonfbla](https://www.instagram.com/oregonfbla) | YouTube www.youtube.com/oregonfbla

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Oregon FBLA Board of Trustees

Bill Graupp
Board Chair
Industry Representative
Mentor Graphics Corporation

Veronica Ervin
Vice Chair
Business Representative
OnPoint Community Credit Union

Anthony Bailey, CPA
Secretary/Treasurer
Business Representative
Oregon Trail Electric Cooperative

Ron Dodge
State Chair
Business & Management Specialist
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Jeffrey J. Ellsworth
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Oregon FBLA Board of Advisers

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Oregon FBLA State President



National FBLA

National FBLA Headquarters

FBLA-PBL National Center

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National FBLA Staff

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Gabrielle Gallagher, Director of Communications & Marketing

Lauren McMahon, Digital Marketing Coordinator

FBLA Marketplace

Supplies all chapter materials, member emblematic supplies, and official FBLA wear.

866.325.2725 | www.fblamarketplace.com



Membership

FBLA Membership Dues

Dues are \$20 per student, which includes the \$6 national dues and *\$14 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

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
- Plan Champion Chapter Activities

September

- Register for the Adviser Conference
- Hold first chapter meeting
- Hold recruiting event (like pizza night, bowling, etc.)
- Distribute information about Fall Conference (Heroic Leadership Experience)
- 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 Conference (Heroic Leadership Experience)

October

- Register members by October 20 to be recognized as an official chapter for fall publications

November

- Attend the Fall Conference (Heroic Leadership Experience)
- Celebrate American Enterprise Day
- Receive and complete Regional Skills Conference (RSC) registration materials
- Submit membership and payment to nationals by November 15 to be eligible for OCTESLF Chapter Grants

December

- Submit membership by December 15 to receive winter publications and participate in Region Skills Conference (RSC)
- Register and pay fees for Regional Skills Conference (RSC)
- Hold chapter holiday celebration



December/January

Receive and review State Business Leadership Conference (SBLC) Registration materials
Submit interview materials for Region Skills Conference

January

Practice for Regional Skills Conference (speeches, topics, tests)
March of Dimes Grant Applications due to National FBLA

January/February

Attend FBLA Regional Skills Conference
Plan and hold events for FBLA Week
Register for State Business Leadership Conference (SBLC)
Finalize State Projects
Finish Champion Chapter and other award documentation

March

Make hotel reservations for State Business Leadership Conference (March 1)
Final national dues payment deadline (March 1)
Turn in all state projects by deadline
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
Check competition in national system
Update projects for National Leadership Conference (NLC) and submit by second Friday in May

June/July

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

2021-22 Calendar of Events

August 1	National Membership Registration Opens <u>NATIONAL PROGRAM</u> Summer Starter Begins <i>New</i>
September 14	Fall Stock Market Game Begins
September 15	<u>NATIONAL PROGRAM</u> Summer Starter Ends <i>New</i> Adviser Kick Off
September 16	<u>NATIONAL PROGRAM</u> Shaping Success Begins <i>New</i>
September 29 & 30	Chapter Officer Training Your Story <i>Location: Virtual via Zoom</i> <i>Fee: \$25 per participant</i> <i>Event information link:</i> https://virtualleadershipexperience.com/yourstory/
October 5	Fall Virtual Business Personal Finance Challenge Begins Fall Virtual Business Management Challenge Begins FBLA New Adviser Session
October 11	Fall Stock Market Game Begins
October 15	FBLA Adviser Conference Base Camp
October 18	Fall LifeSmarts Competition Begins
October 20	Membership Deadline Initial Membership Reporting Deadline
October 29	Fall Stock Market Game Registration Deadline
October 31	<u>NATIONAL PROGRAM</u> Shaping Success Ends <i>New</i>
November TBA	Oregon FBLA Board of Advisers Meeting
November 1-30	Prematurity Awareness Month
November 1	<u>NATIONAL PROGRAM</u>

Service Season Begins **New**

- November 3 **FBLA Adviser Huddle @ 3:30 p.m.**

- November 12 LifeSmarts Fall Competition Ends
Fall Virtual Business Personal Finance Challenge Ends
Fall Virtual Business Management Challenge Ends

- November 15 American Enterprise Day

- November 15 **Membership Deadline! (To be eligible for chapter grants)**
Location: <https://my.fbla-pbl.org/>
Dues: \$20 per student (Includes \$6 national dues and \$14 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.

- November 15 **FOR NEW CHAPTERS | Membership & Grant Application Deadline!**
Location: <https://my.fbla-pbl.org/>
Dues: \$20 per student (Includes \$6 national dues and \$14 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>

- November 17 March of Dimes World Prematurity Day

- November 30 **FBLA Adviser Huddle @ 3:30 p.m.**

- December TBA **Oregon FBLA Board of Trustees Meeting / Annual Corporate Meeting**

- December 1 & 2 **Fall Virtual Experience | Heroic Leadership**
Location: Virtual via Zoom
Fee: \$250 per chapter for unlimited participants

- December 15 **NATIONAL PROGRAM**
Service Season Ends **New**

- December 17 Fall Stock Market Game Ends

- December 17 **Conference Deadline | Region Skills Conference Registration Deadline**

- December 15 **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)

December 31	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)
January TBA	RSC Competition Testing Window Opens – Online Tests RSC Competition Testing Window Opens – Production Tests
January TBA	State Officer Winter Retreat
Jan/Feb TBA	Region Skills Conferences
January 1	<u>NATIONAL PROGRAM</u> CTE CELEBRATION BEGINS <i>New</i> Action Awareness Begins
January 4	RSC Competition Deadline for Materials (Job Interview, Future Business Leader Materials)
January 5	FBLA Adviser Huddle @ 3:30 p.m.
January TBA	RSC Competition Testing Window Closes – Production Tests RSC Competition Testing Window Closes– Online Tests March of Dimes Grant Application Postmark Deadline Membership Deadline For OCTESLF Chapter Grant Eligibility (Chapters with paid members by 1/15 will be awarded grant funding)
January 31	Spring LifeSmarts Competition Begins
February 1-28	National Career & Technical Education Month
February 1	Spring Virtual Business Finance Challenge Begins Spring Virtual Business Management Challenge Begins
February 2	FBLA Adviser Huddle @ 3:30 p.m.
February 13-19	FBLA Week <ul style="list-style-type: none"> ○ <i>February 13 Share Your FBLA-PBL Story Day</i> ○ <i>February 14 Webinar: National Presidents’ Forum</i> ○ <i>February 15 Each One Reach One Day</i> ○ <i>February 16 Adviser Appreciation/Professional Attire Day</i> ○ <i>February 17 Career Awareness Day</i> ○ <i>February 18 FBLA-PBL Spirit Day</i> ○ <i>February 19 Community Service Day</i>

February 14	Spring Stock Market Game Begins
February TBA	Conference Deadline State Business Leadership Conference Registration Deadline
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
March 1	Action Awareness Ends
	SBLC Competition State Deadline – All reports, prejudged items, and awards
	FBLA BAA Submission Deadline for State Recognition Middle Level LEAD Recognition Program Deadline
	National Awards Program Committee Application Receipt
March 1	<u>NATIONAL PROGRAM</u> CTE CELEBRATION BEGINS <i>New</i> Membership Deadline Membership payment deadline to be eligible for State and National Competitions
March 2	FBLA Adviser Huddle @ 3:30 p.m.
March 4	Spring Stock Market Game Registration Deadline
March TBD	SBLC Competition Testing Window Closes – Upload deadline for School Site Testing Materials
April 1	Membership Achievement Award 100% Class Participation Outstanding Chapter Distinguished Business Leader Scholarship Chapter/State Membership Recognition Awards Big 10 Awards Membership Deadline National Bylaw Amendment Proposal
April 6	FBLA Adviser Huddle @ 3:30 p.m.
April 6-9	State Business Leadership Conference (SBLC)

April 19	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)
April 22	Spring Stock Market Game Ends
April TBD	NLC Competition School Site Test Distributed to Eligible Competitors
May TBA	State Officer Welcome Retreat Board of Advisers Meeting Board of Trustees Meeting
May 1	Conference Deadline NLC Registration Forms Deadline
May 3	BAA Capstone Submission Deadline for Competitive Review
May 4	FBLA Adviser Huddle @ 3:30 p.m.
May 14	NLC Competition School Site Tests and Projects Due
June 1	March of Dimes Fundraising Report Receipt Deadline
June 1	Conference Deadline NLC Registration & Travel Balance Due
June 1	FBLA Adviser Huddle @ 3:30 p.m.
June 28-29	FBLA Institute for Leaders (IFL) Chicago, IL
June 29- July 2	FBLA National Leadership Conference (NLC) Chicago, IL

Conference Overview

FBLA Adviser Conference | Virtual

Help you make the most of your FBLA program, 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!

Heroic Leadership Experience | Virtual

Heroic leaders are not born, they are made. Heroes are made in everyday acts of sacrifice. They are made each time a leader stands up against the odds. Heroes are available, skilled, and ready to serve beyond self. Every time you push towards your fullest potential—you are on the path of heroic leadership. And the best leaders start their path to excellence at the Career & Technical Student Organization Fall Experiences!

Regional Skills Conference | Format TBD

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 | In-Person

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 | Chicago, IL

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.

For details on this year's National Leadership Conference visit www.fbla-pbl.org.



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 with the 2021-22 year, national FBLA-PBL 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-PBL and how they complement one another. Your members focus on activities that promote FBLA-PBL at the local, regional/district, state and national levels.

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

LEAD Award

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

Starting with the 2021-22 year, national FBLA-PBL has modified the LEAD Awards program to follow a more 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:

LEAD Award	Award	Deadline
EXPLORE	Certificate	March 1
ASPIRE	Certificate	March 1



Code of Conduct Form

ALL OREGON FBLA SPONSORED ACTIVITIES 2021-2022

- 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 _____