

OREGON
FBLA



OREGON FBLA
STATE BUSINESS
LEADERSHIP
CONFERENCE

Oregon Future Business Leaders of America State Business Leadership Conference 2022 *Registration and Information Guide*

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Conference Overview

Oregon Future Business Leaders of America is excited to invite your FBLA chapter to the **Annual Oregon FBLA State Business Leadership Conference, April 7-9, 2022** in **Portland, Oregon**. During the SBLC, Oregon's finest middle school and high school members will have the opportunity to:

- Test business knowledge and career skills in competitive events
- Compete to advance to the National Leadership Conference in Chicago, Illinois
- Celebrate years of FBLA history, success, and excellence
- Earn recognition and attend stimulating leadership sessions
- Campaign for State Office and elect their State Leaders
- Participate in fun entertainment and activities
- Network with members, advisers, business and community leaders at the eXpo
- Enjoy spectacular and inspiring general sessions
- Earn honors and scholarships as one of the best in education

Location

Oregon FBLA is privileged to celebrate the capstone of the FBLA experience in Portland! In addition to the incredible opportunities in competition and leadership development, FBLA members will enjoy the following amenities in the Lloyd Center District with easy access to the MAX Light Rail and all of the activities, entertainment, and excitement offered by the city.

The main locations for the conference include:

- **Oregon Convention Center**
777 NE Martin Luther King Jr. Blvd, Portland, OR 97232
- **DoubleTree by Hilton Hotel Portland**
1000 NE Multnomah St., Portland, OR 97232
- **Hyatt Regency Portland at the Oregon Convention Center**
375 NE Holladay St. Portland, OR 97232



Conference Fee Schedule

Conference fees are as follows:

- \$145 | Member Registration Rate
- \$145 | Advisers, Parents, and Chaperones
- Additional \$25 | Late Fee (per registration)
- Additional \$5 | Change Fee (per change)

The final deadline for conference registration is March 1, 2022, at 5:00 p.m.

IMPORTANT NOTE: The system allows you to view registrations and competitions in multiple ways while the registration window is open. You can make changes at any time during this period.

After the registration window closes, changes must be requested by emailing hello@oregonfbla.org.

- For any late entries, there is a \$25 fee for each late entry. The late fee must be paid prior to SBLC for the student to compete. Late entries will only be accepted until March 15.
- For any changes, there is a change fee of \$5 per change. Changes will be allowed up until March 31.

Registration Tips!

- Avoid Common Registration Frustrations! Read this registration packet in detail! Assign it for extra credit to chapter officers to ensure that multiple members of your chapter are familiar with SBLC requirements and procedures.
- Refer to the National Competitive Events Guide for rating sheets, topics, and other information.
- Make registration checks payable to: Oregon FBLA
Credit card payment option will be available after the registration deadline when final invoices are sent out.
- Carefully review FBLA-PBL Dress Code Policy and Code of Conduct standards with your students before you arrive for the SBLC disqualifications or losing of points.

Important: COVID-19 Protocols

Oregon FBLA monitors all regulations set by the Center for Disease Control, State of Oregon, Oregon Department of Education, Oregon Health Authority, Multnomah County, City of Portland, and Oregon FBLA SBLC venues.

At this time, the following regulations are applicable to Oregon FBLA for this event:

- [Oregon Convention Center regulations for COVID-19 Safety Measures \(Proof of Vaccination Status or Negative COVID test\)](#)
- [Oregon Health Authority directive for required indoor masking when not actively eating, drinking, or performing](#)
- Oregon FBLA COVID-19 Safety Measures (See on next page)

Each of these directives have implications on our conference. As of the current moment in time, the impacts of each are outlined below, and detailed out as to how they impact our attendees, our venues, our volunteers, and our contractors.

More information will be released at a later date regarding collection of documentation for Oregon FBLA's records.

Oregon Convention Center Regulation

Proof of full vaccination or a negative COVID-19 PCR or Rapid test result within 72 hours of the first day of an event for people 5 years of age or older

NOTE: Home tests are not acceptable as the results need to be verified by a medical provider. Telehealth home tests and tests conducted with a school nurse are acceptable as they confirm a patient's identity, the name of the laboratory or healthcare entity, the type of test, and the specimen collection date.

Documentation produced by a medical provider must be provided to Oregon FBLA. Oregon FBLA will accept the following forms of documentation to meet this regulation:

- School Nurse Report – As a medical provider, a school nurse can provide a report for each registered attendee (students and adults) verifying for each attendee's proof of full vaccination or negative COVID-19 PCR or Rapid test results within 72 hours of the start of Opening Session (72 hours = Starting Monday, April 4 @ 8 p.m.)
- Documentation direct from attendees – Attendees will have the options to upload copies of vaccination cards or negative COVID test reports.

Under these regulations, all in attendance at the conference general sessions in the convention center (including students, advisers, chaperones, staff, volunteers, contractors) must adhere to this regulation.

Oregon Health Authority Regulation

Masking required in indoor spaces for all conference attendees (including students, advisers, chaperones, staff, volunteers, and contractors)

COVID-19 infection is transmitted predominately by inhalation of respiratory droplets generated when people cough, sneeze, sing, talk, or breathe. Studies show that masks and face coverings block the release of respiratory droplets into the environment and can also reduce the wearer's exposure to droplets. COVID-19 viral particles spread between people more readily indoors and when people are closer together for longer periods of time indoors. This rule is necessary to help control COVID-19, reduce hospitalizations and deaths, and provide general health protection to people in Oregon.

Oregon FBLA COVID-19 Safety Measures

A signed COVID-19 Acknowledgement form required from all conference attendees (including students, advisers, chaperones, staff, volunteers, and contractors)

There is no higher priority of Oregon FBLA than the health, safety, and well-being and of our members, staff, volunteers and community partners. As we closely monitor the COVID-19 pandemic, we continue to make decisions with this in mind. As part of the Oregon FBLA community, we all have a responsibility to help protect each other.

According to the CDC, COVID-19 is primarily spread from person to person through respiratory droplets produced when coughing, sneezing or heavy breathing. Transmission is slowed by wearing a cloth face covering and/or maintaining a distance of at least 3 feet (or the current recommended distance per the CDC) between people. In compliance with current CDC recommendations, local mandates and/or statewide protocol, all attendees of in person activities, meetings, conferences, gatherings and competitions sponsored by Oregon FBLA or when representing Oregon FBLA at public or school-based activities are asked to adhere to the following recommended guidelines:

- Seek medical attention, self-isolate and do not attend events if you are experiencing any of the following COVID-19 symptoms:
 - Fever (defined as a temperature greater than 100.4)
 - Shortness of breath or difficulty breathing
 - Fatigue
 - New loss of taste or smell
 - Chills, muscle pain or sore throat
 - Headache
 - New or worsened cough
 - Nausea, vomiting diarrhea
 - Runny nose or congestion
- Wear a recommended CDC face covering at all times when in public areas.
- Be mindful of social distancing. Maintain a space of 3 feet (or the current recommended distance per the CDC) between yourself and others if able.

- Wash your hands with soap regularly and frequently. If soap and water is not accessible, use hand sanitizer
- Practice proper cough and sneeze etiquette.
- If you have been in close contact with someone known to have COVID-19, self-isolate for the recommended days per the CDC.
- Disinfect surfaces throughout the day that are touched regularly.

Oregon FBLA has implemented extensive preventative measures to help reduce the spread of COVID-19. However, Oregon FBLA cannot guarantee that members and attendees will not be exposed or infected. Participants acknowledge the highly contagious nature of COVID-19 and voluntarily assume the risk and responsibility for exposure and infection.

Who to Contact

Have questions? Our Oregon FBLA team is here to serve! These are the individuals who are available to support you and answer questions leading up to the conference:

General Conference Questions: stateadviser@oregonfbla.org

Danielle Tolentino Tuason

Registration and Technical Support: hello@oregonfbla.org

Tiffany Perez and Felmer Lenida

Financial Questions: oregon@ctsofinance.org

Deb Thilges

State Officer Candidates: coach@oregonfbla.org

Blake Parker

Judge Coordinator: jessica@oregonfbla.org

Jessica Malan

Important Dates

For access to SBLC login credentials related to registration (Blue Panda, Competition Portal, National Membership Database), please contact hello@oregonfbla.org.

February 2 **Adviser Huddle @ 3:45 p.m.**

February 9 **SBLC Registration Opens** (in Blue Panda)
<https://app.gobluepanda.com/>

Competition Portal Opens (for Pre-Judged Material Submission)
<https://oregonfbla.org/competition-portal/>

Hotel Lodging Registration Form Available
<https://oregonfbla.org/sbhc/>

February 25 **National Online and Receipt Deadline**
 Membership dues PAYMENT RECEIPT deadline to be eligible for competition at SBLC and NLC – any members added for the two weeks prior should be paid via credit card to ensure they will be able to participate in SBLC. Register members through the National FBLA database: <https://my.fbla-pbl.org/>

March 1 **SBLC Conference Registration Deadline**
 Conference Registration in Blue Panda
<https://app.gobluepanda.com/>

Note: Registration PAYMENT deadline is March 15.

Pre-Judged Materials Deadline
 Online submission of PDF Materials
<https://oregonfbla.org/competition-portal/>

- | | |
|-------------------------------|--|
| ▪ American Enterprise Project | ▪ Future Business Leader |
| ▪ Business Ethics | ▪ Job Interview |
| ▪ Business Financial Plan | ▪ Local Chapter Annual Business Report |
| ▪ Business Plan | |
| ▪ Community Service Project | ▪ Partnership with Business Project |

Online submission of competitive event URL
<https://oregonfbla.org/competition-portal/>

- 3D Animation
- Digital Video Production

- March 1** **Online Submission of Award Forms**
<https://oregonfbla.org/resources/>
- **Oregon Individual Awards**
 - Administrator of the Year
 - Adviser of the Year
 - Alumni of the Year
 - Businessperson of the Year
 - National Business Honor Roll
 - Retiring Adviser Recognition
 - Volunteer of the Year
 - Young Leader Award in Oregon FBLA (ML)
 - Who's Who in FBLA (FBLA-high school)
 - **Oregon Chapter Awards**
 - Champion Chapter
 - Super Service
 - March of Dimes
 - Chapter Newsletter
 - Chapter Website
 - Digital Scrapbook
 - Government Program Promotion
- March 2** **Adviser Huddle @ 3:45 p.m.**
- March 3** **Online Testing / Production Testing Access to Advisers**
- March 3 – 4** **Hotel Lodging Online Registration Window**
Opens March 3 at 8:00 a.m., Closes March 4 at 5:00 p.m.
Hotel assignments on first come, first served basis. Submit Hotel Registration form & preference. 1st choice hotel not guaranteed.
- March 4 – 18** **Online Objective Testing and Production Testing Window**
- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ All Objective Test Only Events ▪ All Role Play Events with an Objective Test component ▪ Future Business Leader Objective Test | <ul style="list-style-type: none"> ▪ Production Tests (Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing) |
|--|---|
- March 5** **State Officer Application Deadline**
 Run for Office Information <https://oregonfbla.org/run-for-office/>
- March 14 – 16** **State Officer Candidate Interviews**
- March 15** **Oregon FBLA Scholarship Deadlines**
- Oregon FBLA Foundation Scholarship
 - Oregon FBLA OSU Lucille Boriggio Scholarship

- March 15** **SBLC Conference Registration Payment Deadline**
SBLC Conference Registration Deadline (For LATE entries)
\$25 additional fee for late registration
- March 23** **State Officer Candidate Meeting**
- March 30** **Sate Officer Candidate Campaign Materials Deadline**
- March 31** **SBLC Conference Registration Deadline Change Deadline**
Only drops/substitutions will be accepted. No registration refunds.
- April 7 – 9** **State Business Leadership Conference!**
- April 19** **NLC Intent to Compete Forms Due by 5:00 pm**

Tentative Agenda

Thursday, April 7, 2022

- 9:00 a.m. – 1:00 p.m. Registration Conference Check In
- 10:00 a.m. – 3:00 p.m. SBLC eXpo! Hosted by the Oregon FBLA State Officer Team
Exhibits, Leadership Activities, and Candidate Booths
- 10:00 a.m. – 7:00 p.m. Competitive Events
- 8:00 p.m. - 10:30 p.m. Opening Session
- 11:30 p.m. Curfew

Friday, April 8, 2022

- 7:30 a.m. – 5:00 p.m. Competitive Events
- 9:30 a.m. - 2:15 p.m. Workshops
- 5:00 p.m. - 7:00 p.m. Voting Delegates Briefing & Annual Business Meeting
- 7:00 p.m. – 10:00 p.m. Chapter Night
- 11:00 p.m. Curfew

Saturday, April 9, 2022

- 8:30 a.m. – 10:45 a.m. Awards of Excellence Session
- 11:00 a.m. State Officer Orientation Meeting
(For incoming and outgoing state officers)

Note: Official times will be posted in the conference mobile site. Access to the mobile site will be released to conference registrants.

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.

Competitive Guidelines & Events

Participant Eligibility

- Participants can compete in up to two (2) competitive events at the state level, including events that requires a regional qualification, not including Chapter Events. Participants can compete in one (1) chapter event. Chapter events include:
 - American Enterprise Project
 - Community Service Project
 - Local Chapter Annual Business Report
 - Partnership with Business
- Chapter and Individual Recognition programs do not count as part of the competition limits. These include:
 - National Business Honor Roll
 - Young Leader Award in Oregon FBLA (ML)
 - Who's Who in FBLA (FBLA-high school)
 - Champion Chapter
 - Super Service
 - March of Dimes
 - Chapter Newsletter
 - Chapter Website
 - Digital Scrapbook
 - Government Program Promotion
- Oregon FBLA will not institute limits to the number of competitors a chapter can register for each competitive event – Chapters can register an unlimited number of members per event. This does not include chapter events which are limited to one (1) entry per chapter.

Regional Skills Conference – State Qualifiers – FOR THIS YEAR ONLY DUE TO COVID-19

The Management Team, and your Board of Advisers, continue to closely monitor the impacts of COVID-19 and student eligibility to participate in competitive events.

For the 2022 SBLC, we have a temporary change to competitive event eligibility. This temporary policy adjustment only applies to students who are registered for the Regional Skills Conferences and is only in effect for the 2022 SBLC.

- If your school/district was unable to participate in the Regional Skills Conference due to COVID-19 requirements, impacts, or related-issues, all students who were registered for region conferences will be eligible to advance to the State Business Leadership Conference.
- For the 2022 State Business Leadership Conference, each chapter will have a total of 5 wild cards (normally each chapter receives 2 wild cards) to be used at

the discretion of the local adviser to promote health and safety of students who may not be able to participate in region conferences.

Competitor Conduct

Any participants found to be sharing event topics, scenarios, or test questions with any other person (including guests, advisers, chaperones, members from other schools) will be disqualified from ALL competitions. Depending on the severity, the participant may be removed from the conference or in certain cases the entire chapter may be disqualified from competition.

Competitive Event Guidelines

For competitive event guidelines, please refer to the National FBLA website:

FBLA Guidelines: <https://www.fbla-pbl.org/divisions/fbla/fbla-competitive-events/>

FBLA Middle Level Guidelines: <https://www.fbla-pbl.org/divisions/fbla-middle-level/competitive-events/>

State Only Events

The following events are state only and do not impact any chapter/individual competitive event entries:

- National Business Honor Roll
- Young Leader Award in Oregon FBLA (ML)
- Who's Who in FBLA (FBLA-high school)
- Chapter Newsletter
- Chapter Website
- Digital Scrapbook
- Government Program Promotion
- All CHAPTER Competitive Events
 - American Enterprise Project
 - Community Service Project
 - Local Chapter Annual Business Report
 - Partnership With Business Project

FBLA Competitive Events

Competitive Events – At-a-Glance

| Competitive Event | Type | Grades 9-10 Only | Region Qualifiers | State Competition | Objective Test | Production | Online Submission Deadline |
|---|------|------------------|-------------------|-------------------|----------------|------------|----------------------------|
| Objective Test Events | | | | | | | |
| Accounting I | I | | X | X | I | | |
| Accounting II | I | | X | X | I | | |
| Advertising | I | | X | X | I | | |
| Agribusiness | I | | X | X | I | | |
| Business Calculations | I | | X | X | I | | |
| Business Communication | I | | X | X | I | | |
| Business Law | I | | X | X | I | | |
| Computer Problem Solving | I | | X | X | I | | |
| Cyber Security | I | | X | X | I | | |
| Economics | I | | X | X | I | | |
| Health Care Administration | I | | X | X | I | | |
| Human Resource Management | I | | X | X | I | | |
| Insurance & Risk Management | I | | X | X | I | | |
| Introduction to Business Communication | I | X | X | X | I | | |
| Introduction to Business Concepts | I | X | X | X | I | | |
| Introduction to Business Procedures | I | X | X | X | I | | |
| Introduction to FBLA | I | X | X | X | I | | |
| Introduction to Financial Math | I | X | X | X | I | | |
| Introduction to Information Technology | I | X | X | X | I | | |
| Introduction to Parliamentary Procedure | I | X | X | X | I | | |
| Journalism | I | | X | X | I | | |
| Networking Infrastructures | I | | X | X | I | | |
| Organizational Leadership | I | | X | X | I | | |
| Personal Finance | I | | X | X | I | | |
| Political Science | I | | X | X | I | | |
| Securities & Investments | I | | X | X | I | | |
| Supply Chain Management | I | | X | X | I | | |
| UX Design | I | | X | X | I | | |
| Production Events | | | | | | | |
| Computer Applications | I | | X | X | I | X | 3/18 |
| Database Design & Application | I | | X | X | I | X | 3/18 |
| Spreadsheet Applications | I | | X | X | I | X | 3/18 |
| Word Processing | I | | X | X | I | X | 3/18 |

Competitive Events – At-a-Glance

| Competitive Event | Type | Grades 9-10 Only | Region Qualifiers | State Competition | Objective Test | Production | Online Submission Deadline |
|--|---------|------------------|-------------------|-------------------|----------------|------------|----------------------------|
| Role Play Events | | | | | | | |
| Banking & Financial Systems | I / T | | X | X | I / T | | |
| Business Management | I / T | | X | X | I / T | | |
| Client Service | I | | X | X | | | |
| Entrepreneurship | I / T | | X | X | I / T | | |
| Help Desk | I | | X | X | I | | |
| Hospitality & Event Management | I / T | | X | X | I / T | | |
| International Business | I / T | | X | X | I / T | | |
| Introduction to Event Planning | I / T | X | X | X | I / T | | |
| Management Information Systems | I / T | | X | X | I / T | | |
| Marketing | I / T | | X | X | I / T | | |
| Network Design | I / T | | X | X | I / T | | |
| Parliamentary Procedure | T (4-5) | | | X | I | | |
| Sports & Entertainment Management | I / T | | X | X | I / T | | |
| Demonstration Events | | | | | | | |
| Coding & Programming | I | | | X | | | |
| Computer Game & Simulation Programming | I / T | | | X | | | |
| E-business | I / T | | | X | | | |
| Mobile Application Development | I / T | | | X | | | |
| Website Design | I / T | | | X | | | |
| Interview Events | | | | | | | |
| Future Business Leader | I | | X | X | I | | 3/1 |
| Job Interview | I | | X | X | | | 3/1 |
| Speech Events | | | | | | | |
| Impromptu Speaking | I | | X | X | | | |
| Introduction to Public Speaking | I | X | X | X | | | |
| Public Speaking | I | | X | X | | | |

Competitive Events – At-a-Glance

| Competitive Event | Type | Grades 9-10 Only | Region Qualifiers | State Competition | Objective Test | Production | Online Submission Deadline |
|--|-------------|------------------|-------------------|-------------------|----------------|------------|----------------------------|
| Presentation Events with Equipment | | | | | | | |
| Broadcast Journalism | I / T | | | X | | | |
| Data Analysis | I/T | | | X | | | |
| Electronic Career Portfolio | I | | | X | | | |
| Graphic Design | I / T | | | X | | | |
| Introduction to Business Presentation | I / T | X | | X | | | |
| Introduction to Social Media Strategy | I / T | X | | X | | | |
| Public Service Announcement | I / T | | | X | | | |
| Publication Design | I / T | | | X | | | |
| Sales Presentation | I / T | | | X | | | |
| Social Media Strategies | I / T | | | X | | | |
| Presentation Events without Equipment | | | | | | | |
| 3D Animation | I / T | | | X | | | 3/1 |
| American Enterprise Project | C (1-3) | | | X | | | 3/1 |
| Business Ethics | I / T | | X | X | | | 3/1 |
| Business Financial Plan | I / T (1-3) | | | X | | | 3/1 |
| Business Plan | I / T (1-3) | | | X | | | 3/1 |
| Community Service Project | C (1-3) | | | X | | | 3/1 |
| Digital Video Production | I / T | | | X | | | 3/1 |
| Local Chapter Annual Business Report | C (1-3) | | | X | | | 3/1 |
| Partnership With Business Project | C (1-3) | | | X | | | 3/1 |

FBLA-ML Competitive Events

Competitive Events – At-a-Glance

| Competitive Event | Type | Grades 5-8 Only | Region Qualifiers | State Competition | Objective Test | Online Submission Deadline |
|--|--------|-----------------|-------------------|-------------------|----------------|----------------------------|
| Objective Test Events | | | | | | |
| Business Etiquette (ML) | I | X | X | X | I | |
| Career Exploration (ML) | I | X | X | X | I | |
| Digital Citizenship (ML) | I | X | X | X | I | |
| Exploring Computer Science (ML) | I | X | X | X | I | |
| Exploring Economics (ML) | I | X | X | X | I | |
| Exploring Technology (ML) | I | X | X | X | I | |
| FBLA Concepts (ML) | I | X | X | X | I | |
| Financial Literacy (ML) | I | X | X | X | I | |
| Interpersonal Communication (ML) | I | X | X | X | I | |
| Leadership (ML) | I | X | X | X | I | |
| Learning Strategies (ML) | I | X | X | X | I | |
| Running an Effective Meeting (ML) | I | X | X | X | I | |
| Demonstration Events | | | | | | |
| Multimedia & Website Development (ML) | I/T | X | | X | | |
| Video Game Challenge (ML) | I/T | X | | X | | |
| Speech Events | | | | | | |
| Elevator Speech (ML) | I | X | X | X | | |
| Presentation Events with Equipment | | | | | | |
| Annual Chapter activities Presentation (ML) | C(1-3) | X | | X | | |
| Business Ethics (ML) | I/T | X | X | X | | |
| Career Research (ML) | I | X | | X | | |
| Community Service Presentation (ML) | C(1-3) | X | | X | | |
| Marketing Mix Challenge | I/T | X | | X | | |
| Presentation Events without Equipment | | | | | | |
| Critical Thinking (ML) | I/T | X | X | X | | |
| Exploring Business Issues (ML) | I/T | X | | X | | |
| FBLA Mission & Pledge (ML) | I/T | X | X | X | | |

Online Registration and Submission Steps

The SBLC Online Submission and Registration System will go live by February 9, 2022. For the 2022 State Business Leadership Conference, all registration will be online through BluePanda and online submissions will be through the Oregon FBLA Competition Portal.

Step 1 – Gather Chapter Information:

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

VERY IMPORTANT NOTE: The system allows you to view registrations and competitions in multiple ways while the registration window is open. You can make changes at any time during this period. After the registration window closes, changes will need to be processed by contacting hello@oregonfbla.org. We will only accept changes or drops, and do not provide refunds for any participants.

There will be a \$25 additional late registration fee for any student or adviser registering late and these will only be accepted until March 15.

Step 2 – Bookmark Webpage:

Visit www.oregonfbla.org/sblc for information.

On this page, you will find links to all of the needed forms and information links. Bookmark this page, as you will be visiting it multiple times during the registration process.

Step 3 – To register, login to BluePanda at <https://app.gobluepanda.com/>

If you need assistance with accessing your Blue Panda login, contact hello@oregonfbla.org.

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

TIP: To register students for individual competition, you have to save after moving each student to the competitor column for that event. Be sure to include students competing in the chapter events!

Step 4 – Upload your Chapter Statement of Assurance in Blue Panda.

Step 5 – Verify

Using the submission document from BluePanda and the reports online, verify all the registration and competition information.

Step 6 – Help your students submit their pre-judge materials through online submission at www.oregonfbla.org/competition-portal.

Step 7 – Submit SBLC Award Forms

Submit the SBLC award forms through our website at www.oregonfbla.org/resources.

Additional Information

General Session Chapter Spirit

Each chapter is encouraged to show its spirit for the SBLC general sessions! Show FBLA pride and enthusiasm.

Judges Needed

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

If you have chaperones, contacts, or colleagues who can judge events, we would love to get them involved. Please contact us our judge coordinator, Jessica Malan, at jessica@oregonfbla.org with their information, and we will contact these individuals with the appropriate information.

Adviser Assignments

Please be prepared to assist as an event proctor or monitor. Your support will continue to ensure a smoothly running conference. You will be asked to sign up for two events to work with after we have a full registration database and event schedules finalized. These assignments will be made available as soon as possible and no later than at registration check-in on the first day of the conference.

OnCorps

Each chapter is to designate one student who will participate as your OnCorps representative. You will be able to assign your student a work slot prior to conference.

OnCorps participants will be the heart of the SBLC. They will assist with workshop set-up, conference activities, competitive event set-up, workshop hosting, state officer rehearsals, exhibitor hosting, and much more.

LCD Projectors

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

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

Voting Delegates

As a volunteer-led association, the power to change, direct, and propel the association involves student voting delegates. Voting delegates elect state officers and approve amendments to the Student Bylaws. Voting Delegates are required to attend the Opening Session, Campaign Booths, and Oregon FBLA Annual Business Meeting and Voting Session.

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

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

| <u>Number of Chapter Voting Delegates</u> | |
|--|-------------|
| 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 |

Statement of Assurance Form

STATEMENT OF ASSURANCE

Advisers attending Oregon FBLA events must review, sign, and upload this statement of assurance along with their registration materials for each Oregon FBLA conference/event.

ACTIVITY: Oregon FBLA State Business Leadership Conference
DATE: April 7-9, 2022
WHERE: Portland, Oregon

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

- I have reviewed the permission/medical release form with my students, and I will have a completed copy of the permission/medical release form for each student attending in my possession for the duration of the above event, including travel to and from this event.
- I understand that Oregon FBLA will not collect the individual student forms for this event and that they are to be kept in my possession.
- I understand that students attending the above event will have the opportunity to participate in activities outside of the conference facility, thus requiring walking or further public transportation. I have discussed this with the students and their parents/guardians and have also informed them of proper etiquette and safety precautions while traveling in/around metropolitan areas.
- I understand that proper completion of the permission/medical release form provides the best protection for my students' needs and my liability during a Oregon FBLA event.
- I have checked with my administrator and have secured authorization for my chapter to travel to this event and have reviewed all school/district policies regarding supervision of students on trips and will abide by them.
- The responsibility for the safety of the delegates from this chapter rests with people signing this Statement of Assurance.
- I will participate in all general sessions during the conference and fulfill my assigned responsibilities during the conference.
- I will patrol the halls (even during the day, if necessary), stay up until students and/or halls are quiet, enforce the conference Code of Conduct and Dress Code, and regularly check-in with my students.
- I will ensure that myself and chaperones assisting me will:
 - Be 21 or older
 - Follow the conference Code of Conduct and Dress Code
 - Act responsibly and interact appropriately with students

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

| | |
|--------------------|--|
| Adviser Signature: | |
| Chapter Name: | |
| Date: | |

Administrator of the Year Form

**ADMINISTRATOR OF THE YEAR
NOMINATION FORM**

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

School Name: _____

School Address: _____

City: _____ Zip: _____

School Phone Number: () _____ Fax: () _____

Adviser Name: _____

Adviser Email Address: _____

Name of Nominee: _____

Position in School/District: _____

Describe the present scope of the nominee's involvement with Oregon FBLA. Include a list of contributions made to the local Chapter and Oregon FBLA. A letter of recommendation may also be included to support the nomination of this individual.

Adviser of the Year Form

**ADVISER OF THE YEAR
NOMINATION FORM**

Oregon FBLA will select one adviser to honor as the Oregon FBLA Adviser of the Year. Submit this form at www.oregonfbla.org/resources.

Nominee's Name: _____

Chapter/School: _____

School Address: _____

City: _____ Zip: _____

School Phone Number: () _____ Fax: () _____

Name of Principal: _____

Nominee's Email Address: _____

Name of Employer (if applicable): _____

Submit nomination form by the deadline. Describe the present scope of the nominee's involvement with Oregon FBLA. Include a list of contributions made to the local Chapter and Oregon FBLA. A letter of recommendation may also be included to support the nomination of this individual.

Chapter Officer Signature Date

Administrator Signature Date

Alumni of the Year Form

**ALUMNI OF THE YEAR
NOMINATION FORM**

The award is designed to recognize the outstanding support of FBLA Alumni to the local, state, and national chapters, advisers, and members of FBLA. Alumni may be nominated by a student, educator, colleague, or parent. The recipient will be awarded and recognized at the State Business Leadership Conference. Submit this form at www.oregonfbla.org/resources.

School Name: _____

School Address: _____

City: _____ Zip: _____

School Phone Number: () _____ Fax: () _____

Adviser Name: _____

Adviser Email Address: _____

Name of Nominee: _____

Describe the present scope of the nominee's involvement with Oregon FBLA. Include a list of contributions made to the local Chapter and Oregon FBLA. A letter of recommendation may also be included to support the nomination of this individual.

Businessperson of the Year Form

**BUSINESSPERSON OF THE YEAR
NOMINATION FORM**

This award recognizes one outstanding businessperson from throughout the state who has contributed outstanding personal service to FBLA-PBL on the local, state, regional, or national levels. This form, along with letters of nomination and recommendation, must be submitted in PDF format via our online submission tool by the deadline. Recipients of this award are invited to attend the National Leadership Conference where they will be further recognized for their contribution by National FBLA. Submit this form at www.oregonfbla.org/resources.

FBLA Chapter: _____

School Address: _____

City: _____ Zip: _____

School Phone Number: () _____ Fax: () _____

Adviser Name: _____

Adviser Email Address: _____

Name of Nominee: _____

Name of Company and Position: _____

Nominee Phone: () _____ Nominee Email: _____

Nominee Address: _____

Please attach a biographical sketch of your chosen businessperson. Be sure to particularly address the following points:

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contribution to local or state chapter projects and activities
- Financial assistance to and sponsorship of activities for local and/or state chapter(s)

A letter of recommendation for the nominee may be submitted as well.

National Business Honor Roll Form

**NATIONAL BUSINESS HONOR ROLL
APPLICATION FORM**

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 for this honor, copy and complete this form for each nominee and submit it via the online submission system. Submit this form at www.oregonfbla.org/resources.

Name _____

Chapter _____

Home Address _____

Home Phone Number _____

School Mailing Address _____

Current Year in School _____ GPA _____ Years in FBLA-PBL _____

- 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

Adviser Code of Conduct

FBLA’s programs offer training to those students who have career objectives in the fields of business, management, entrepreneurship, and technology. Individual conduct and appearance is a portion of this training. Attendance at any Oregon FBLA sponsored conference or activity is a privilege. Setting a good example is a goal of teaching and students participating in Oregon FBLA conferences and activities are impressionable; therefore, a code of conduct is set for advisers. By signing this agreement, the adviser also agrees to the tenants of the Participant Code of Conduct and the Dress Code. Violations of these practices and procedures, as established, will be referred to the Executive Director, the Oregon FBLA Board and the adviser's school administrator.

1. Advisers will be held accountable for communicating the responsible behavior, conduct, and attire of all students, chaperones, and guests from their chapter. The codes govern the behavior of advisers as well as students.
2. As stated in the Participant Code of Conduct, item seven, advisers will serve as role models and ensure that all of their participants attend and actively engage in all sessions at conferences in which they attend.
3. Advisers are held responsible for their students’ actions. An adviser must take the appropriate disciplinary steps as defined in the Participant Code of Conduct and/or as directed by the Board of Trustees or the Conference Conduct Committee.
4. When advisers are assigned job duties during activities, it is the responsibility of that adviser to promptly carry out those duties.
5. Advisers are responsible for being available to their students and other advisers 24 hours per day. This responsibility begins from the time parents/guardians leave students with the adviser until the time they pick them up after the activity.
6. Advisers are responsible for knowing the whereabouts of all of their students at all times. Each adviser must have with them at all activities and conferences:
 - a. Each participant's signed Participant Code of Conduct;
 - b. Each participant's signed Emergency Medical Treatment Authorization Form; and
 - c. A list of each student's names, parent/guardians’ names, and phone number.
7. Each adviser and supervising adult must attend designated adviser meetings at conferences.
8. Advisers must report any conduct violations to a current member of the Oregon FBLA State Staff.
9. All judges' decisions are final. Concerns about event management and/or judging may be communicated through writing to the State Staff no later than one month from the last date of the event.
10. Advisers **MUST** abide by the policy of the Executive Director and State Director before conducting out-of-state travel for the National Leadership Conference (NLC).

By signing the Oregon FBLA Adviser Code of Conduct, the adviser agrees to abide by the rules set forth in this document. Additionally, the adviser agrees to abide by the judgment set down by the Oregon FBLA State Staff in any disciplinary action. Advisers may appeal a ruling with a letter to the State Staff giving an explanation of circumstance that may have been outside of the advisers control, within one month after the ruling. In addition to the consequences stated in the Participant Code of Conduct, any violation of these codes will also result in the adviser to student ratio being reduced for a period of time to be designated. This signed form is required in order to attend all recognized Oregon FBLA activities.

(Typing/writing your name in the box below serves as your signature and confirmation of understanding):

| | |
|--------------------|--|
| Adviser Signature: | |
| Chapter Name: | |
| Date: | |

Student Code of Conduct

Attendance at any Oregon FBLA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisers, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending a 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. Forms 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 or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the adviser. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. **Curfew:** Committing serious violations of curfew regulations as outlined in item 9 below.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. **Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. **Serious Violations** of the student conduct code of the school district or school that the student represents.
6. **Private Transportation:** Driving or riding in a private automobile during a conference, unless accompanied by an authorized adviser. (Delegates are to be housed at the conference site) Occasionally a chapter adviser, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter adviser prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site.

Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.

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

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

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

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

Individual School District Policies may supersede the code of conduct.

Delegate Permission/Medical Release

(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 2021-2022 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 /ROP Official Signature _____ Date _____

MEDICAL INFORMATION

Name of Delegate: _____ Date: _____

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 _____

COVID-19 Acknowledgement Form

There is no higher priority of Oregon FBLA than the health, safety, and well-being and of our members, staff, volunteers and community partners. As we closely monitor the COVID-19 pandemic, we continue to make decisions with this in mind. As part of the Oregon FBLA community, we all have a responsibility to help protect each other.

According to the CDC, COVID-19 is primarily spread from person to person through respiratory droplets produced when coughing, sneezing or heavy breathing. Transmission is slowed by wearing a cloth face covering and/or maintaining a distance of at least 3 feet (or the current recommended distance per the CDC) between people. In compliance with current CDC recommendations, local mandates and/or statewide protocol, all attendees of in person activities, meetings, conferences, gatherings and competitions sponsored by Oregon FBLA or when representing Oregon FBLA at public or school-based activities are asked to adhere to the following recommended guidelines:

- Seek medical attention, self-isolate and do not attend events if you are experiencing any of the following COVID-19 symptoms:
 - Fever (defined as a temperature greater than 100.4)
 - Shortness of breath or difficulty breathing
 - Fatigue
 - New loss of taste or smell
 - Chills, muscle pain or sore throat
 - Headache
 - New or worsened cough
 - Nausea, vomiting diarrhea
 - Runny nose or congestion
- Wear a recommended CDC face covering at all times when in public areas.
- Be mindful of social distancing. Maintain a space of 3 feet (or the current recommended distance per the CDC) between yourself and others if able.
- Wash your hands with soap regularly and frequently. If soap and water is not accessible, use hand sanitizer
- Practice proper cough and sneeze etiquette.
- If you have been in close contact with someone known to have COVID-19, self-isolate for the recommended days per the CDC.
- Disinfect surfaces throughout the day that are touched regularly.

Oregon FBLA has implemented extensive preventative measures to help reduce the spread of COVID-19. However, Oregon FBLA cannot guarantee that members and attendees will not be exposed or infected. Participants acknowledge the highly contagious nature of COVID-19 and voluntarily assume the risk and responsibility for exposure and infection.

I have read and understood Oregon FBLA Acknowledgement and Personal Responsibility Policy and agree to adhere to the guidelines set forth. I understand that this Policy may be updated in accordance with changing CDC and local guidelines and will be updated accordingly. I agree to join Oregon FBLA in cooperating with health officials, governing public agencies, and facility health and safety measures.

Participant Signature

Date

Parent/Guardian Signature
(Required for student participant)

Date