



ONE ASSOCIATION *PORTLAND, OR*



OREGON FUTURE BUSINESS
LEADERS OF AMERICA

STATE BUSINESS LEADERSHIP CONFERENCE

April 6 – 8, 2023

CONFERENCE REGISTRATION GUIDE



Oregon Future Business Leaders of America State Business Leadership Conference 2023 *Conference Registration 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 (SBLC), April 6-8, 2023** 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 Atlanta, Georgia
- 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
- \$15 | Conference T-Shirt (optional)
- Additional \$25 | Late Fee (per registration)
- Additional \$5 | Change Fee (per change)

Registration opens Thursday, February 9, 2023. The final deadline for conference registration is Wednesday, March 1, 2023, at 5:00 p.m.

Registration is completed at <https://app.gobluepanda.com/>

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.

Hotel room rates are as follows:

- \$177.00 per room per night + taxes/fees | DoubleTree by Hilton Hotel Portland
- \$215.00 per room per night + taxes/fees | Hyatt Regency Portland at the Oregon Convention Center

Hotel Lodging Online Registration Window opens March 2 at 8:00 a.m., Closes March 3 at 5:00 p.m.

Hotel lodging registration form will be available at <https://oregonfbla.org/sbhc/>

Hotel assignments on first come, first served basis. Submit Hotel Registration form & preference. 1st choice hotel not guaranteed.

Oregon FBLA will announce chapters hotel assignments by Tuesday, March 7, 2023. Hotels will be sending lodging invoices directly to chapters.

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.



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, State Adviser
Gabrielle Cunningham, Associate State Adviser

Registration and Technical Support: hello@oregonfbla.org

Tiffany Perez, Chapter Support

Financial Questions: oregon@ctsofinance.org

Deb Thilges, Finance Manager

State Officer Candidates: coach@oregonfbla.org

Blake Parker, Officer Leadership Coach

Judges: jessica@oregonfbla.org

Jessica Malan, Judge Coordinator

Important Dates

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

- February 1** **Adviser Huddle @ 3:45 p.m.**
<http://leadable.info/HUDDLE>
- February 9** **SBLC Registration Opens** (in Blue Panda)
<https://app.gobluepanda.com/>
- Hotel Lodging Registration Form Available** <https://oregonfbla.org/sbhc/>
- February 25** **National Online and Receipt Deadline**
 Membership dues 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 (Upload in BluePanda by Adviser)
app.gobluepanda.com

American Enterprise Project	Digital Video Production
Business Ethics	Future Business Leader
Business Financial Plan	Job Interview
Business Plan	Local Chapter Annual Business Report
Community Service Project	Partnership with Business Project
Digital Animation	

- 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
 - Volunteer of the Year
 - National Business Honor Roll
 - Retiring Adviser Recognition
 - Young Leader Award in Oregon FBLA (Middle School)
 - Who's Who in Oregon FBLA (High School)
 - **Oregon Chapter Awards**
 - Chapter Newsletter
 - Chapter Website

- Digital Scrapbook
- Government Program Promotion
- March of Dimes
- Super Service

March 1	State Officer Application Deadline Run for Office Information https://oregonfbla.org/run-for-office/		
March 1	Adviser Huddle @ 3:45 p.m. http://leadable.info/HUDDLE		
March 3	Online Testing / Production Testing Access to Advisers		
March 2 – 3	Hotel Lodging Online Registration Window Opens March 2 at 8:00 a.m., Closes March 3 at 5:00 p.m. <i>Hotel assignments on first come, first served basis. Submit Hotel Registration form & preference. 1st choice hotel not guaranteed.</i> https://oregonfbla.org/sblc/		
March 4 – 18	Online Objective Testing and Production Testing Window <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <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 </td><td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> ▪ Production Tests (Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing) </td></tr> </table>	<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)
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March 13 – 15	State Officer Candidate Interviews		
March 15	Oregon FBLA Scholarship Deadlines <ul style="list-style-type: none"> ● Oregon FBLA Foundation Scholarship ● Oregon FBLA OSU Lucille Borigio Scholarship 		
March 15	SBLC Conference Registration Payment Deadline SBLC Conference Registration Deadline (For LATE entries) \$25 additional fee for late registration		
March 20	State Officer Candidate Meeting		
March 24	State Officer Candidate Campaign Materials Deadline		
March 31	SBLC Conference Registration Deadline Change Deadline Only drops/substitutions will be accepted. No registration refunds.		
April 6 – 8	State Business Leadership Conference!		



April 19 **NLC Intent to Compete Forms Due by 5:00 pm**

May 3 **Adviser Huddle @ 3:45 p.m.**
<http://leadable.info/HUDDLE>

June 7 **Adviser Huddle @ 3:45 p.m.**
<http://leadable.info/HUDDLE>

June 26-30** **FBLA National Leadership Conference (NLC)**
Location: Atlanta, Georgia

****Note:** The travel package is set for arrival on June 25 and departure July 1. This package includes Oregon state-specific activities, lodging, spirit items, and conference registration fees. This package does not include flights or ground transportation. More information about NLC registration packages will be released soon.



Tentative Agenda

Thursday, April 6, 2023

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 Officers <i>Exhibits, Leadership Activities, and Candidate Booths</i>
10:00 a.m. – 7:00 p.m.	Competitive Events
3:00 p.m. – 7:00 p.m.	Scholarship Interviews
8:00 p.m. – 10:30 p.m.	Opening Session
11:30 p.m.	Curfew

Friday, April 7, 2023

7:30 a.m. – 5:00 p.m.	Competitive Events
9:30 a.m. – 2:15 p.m.	Workshops
3:00 p.m. – 4:30 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 8, 2023

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

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

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 require a regional qualification, not including Chapter Events. Participants can compete in one (1) chapter event, in addition to their two (2) competitive events. 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 (Middle School)
- Who's Who in 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.

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/>

Oregon Specific Guidelines (Reference Chapter Success Guide): <https://oregonfbla.org/or-fbla-2022-23-chapter-success-guide/>

HIGH SCHOOL – STATE LEVEL COMPETITIVE EVENTS

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

Choose up to two (2) events from these columns (not to exceed two (2) events total):		
Case Study Events 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 Presentation Events 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		Objective Test Events 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 Production Events Computer Applications Database Design & Applications Spreadsheet Applications Word Processing
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 American Enterprise Project* Community Service Project* Local Chapter Annual Business Report* Partnership with Business Project*	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 Who's Who in Oregon FBLA	Oregon Chapter Awards Champion Chapter Chapter Newsletter Chapter Website Digital Scrapbook Government Program Promotion March of Dimes Super Service

MIDDLE SCHOOL – STATE LEVEL COMPETITIVE EVENTS

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

Choose up to two (2) events from these columns (not to exceed two (2) events total):		
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 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



Online Registration and Submission Steps

The SBLC Online Submission and Registration System will go live by February 9, 2023. For the 2023 State Business Leadership Conference, all registration will be online through BluePanda.

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.

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/sbhc 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 in BluePanda.

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.

NEW! Trailblazer Award

Oregon FBLA has added a new chapter recognition – The Trailblazer Award. If your chapter helped another school start or reactivate their FBLA chapter, your chapter is eligible for the Trailblazer Award! To be considered for this award, please send an email to stateadvisor@oregonfbla.org to share which school(s) your chapters helped get started with FBLA this year.

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 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.

Projectors

A standard projector with an HDMI connection 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 your computer does not have an HDMI output, 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.

Number of Chapter Voting Delegates

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

Administrator of the Year

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.

Procedure

The nominations will take place online. Letters of recommendation may be uploaded. Please have the following information available when completing the online nomination:

- Nominee's Name
- Nominee's Email
- Nominee's Position in School/District
- Chapter/School
- School Address/Phone
- Chapter Adviser
- Chapter Adviser Email

Submit nominations at <https://oregonfbla.org/oregon-fbla-administrator-of-the-year-nomination-form/>



Alumni of the Year

Without the returning support and enthusiasm of our past members and state officers, our program would not have the same opportunities to grow and thrive. This award is to celebrate and recognize the volunteer contributions of FBLA alumni to their local chapters, regions, and the state chapter.

Eligibility

Nominations may come from a student, educator, colleague, or parent. When nomination forms are received in the state office, the nominees may be contacted by the state office for further information.

Procedure

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

- Has a deep commitment to FBLA and the members.
- Actively promotes interaction of FBLA activities.
- Supports business and career technical education through involvement and leadership in other activities.
- Serves as a role model, mentor, and champion of member and adviser success.
- Supports opportunities for members to participate in FBLA activities beyond the local level.

There will be an online form for nominating Alumni of the Year. Letters of recommendation may be uploaded at that time. Please have the following information ready:

- Name of nominating school
- Address and phone for nominating school
- Adviser of nominating school
- Email and phone of adviser nominating
- Name of nominee
- Brief description of purpose of nomination

State Awards

Based on the number of entries, Oregon FBLA will recognize one overall alumnus to honor as the FBLA Alumni of the Year.

Submit nominations at <https://oregonfbla.org/oregon-fbla-alumni-of-the-year-nomination-form/>



Adviser of the Year

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

Eligibility

Nominations may come from a student, educator, colleague, or parent. When nomination forms are received in the state office, the nominees may be contacted by the state office for further information.

Procedure

The nominations will take place online. Letters of recommendation may be uploaded. Please have the following information available when completing the online nomination:

- Nominee's Name
- Nominee's Email Address
- Nominee Chapter/School
- School Phone Number
- Name of Principal
- Principal's Email Address
- Name of Nominator
- Nominator Email Address
- Name of Employer (if applicable)

Submit nominations at <https://oregonfbla.org/oregon-fbla-adviser-of-the-year/>

Businessperson of the Year

This national event recognizes outstanding leaders from the business sector who have contributed to the success of Future Business Leaders of America on the local, state, or national levels.

Eligibility

Each chapter is STRONGLY ENCOURAGED to enter one or more persons in the Businessperson of the Year event. Nominees must be members of the business sector, not students or educators.

Regulations

1. The entry form must be completed by the chapter adviser or designee and must be submitted online via our online submission tool, with the nominee's biographical sketch, to include the bullets under the procedure section.
2. Nominees for state and national Businessperson of the Year will be selected in accordance with the regulations of the state chapter and national association.
3. Nominees must be members of the business community. Persons who are students or full-time employees of educational institutions are not eligible for this award; such nominees will be disqualified.

Procedure

The nominations will take place online. Letters of recommendation may be uploaded. Please have the following information available when completing the online nomination:

- Nominating Chapter
- Nominating Chapter Address and Phone Number
- Adviser of Nominating Chapter
- Email and phone for nominating adviser
- Nominee Name
- Nominee Company
- Nominee Position
- Nominee phone, email, and mailing address
- Brief bio of nominee
- Attach a biographical sketch of nominee.

The biographical sketch of the nominee should include:

- Years of participation in FBLA activities
- Promotion of FBLA 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)

Submit nominations at <https://oregonfbla.org/oregon-fbla-businessperson-of-the-year/>

National Business Honor Roll

We are happy to announce the additional opportunity for our members to become members of the 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 are encouraged to nominate members to be recognized in the National Business Honor Roll who meet the following criteria:

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



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

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

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

Submit nominations at <https://oregonfbla.org/national-business-honor-roll>



Who's Who in Oregon FBLA

This award honors FBLA members who have made outstanding contributions to the association at the local, state, and national levels.

Eligibility

Each chapter may enter one (1) participant who is a member of an active local chapter and is on record in the Oregon FBLA Online Registration System as having paid dues by the officially published deadline for the current school year.

Regulations

The entry materials must be submitted through the online submission application by the deadline. Do not mail anything to the state office.

Nominees will be selected in accordance with the regulations of the state chapter and the national association.

State and National officers automatically earn recognition in this event; therefore, chapters with State and National officers may submit another nominee. However, if a state officer wishes to be considered as the state chapter nominee at NLC, all materials need to be completed and submitted.

Each chapter's nominee will be recognized as a Who's Who in Oregon FBLA. The nomination form and criteria will be used to determine Oregon state chapter nominee.

Procedure

Each participant needs to complete a resume not to exceed two pages highlighting the following:

- Years of participation in FBLA activities
- Extent of participation in conference sponsored by the state chapter and national association
- Offices, chairmanships, and committee memberships held
- Contributions to local, state, and national projects
- Participation in other activities, academics, and career development
- Awards, honors, and achievements

Participants may also submit any supporting material with their resume.

Submit nominations at <https://oregonfbla.org/whos-who>

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 6-8, 2023
WHERE: Portland, Oregon

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

- I have reviewed the COVID-19 acknowledgement form and have had students and their parents/guardians review and sign this form so that my chapter is prepared for the conference.
- I have reviewed the permission/medical release form with my students, and I will have a completed copy of the permission/medical release form for each student attending in my possession for the duration of the above event, including travel to and from this event.
- I understand that Oregon FBLA will not collect the individual student forms for this event and that they are to be kept in my possession.
- I understand that students attending the above event will have the opportunity to participate in activities outside of the conference facility, thus requiring walking or further public transportation. I have discussed this with the students and their parents/guardians and have also informed them of proper etiquette and safety precautions while traveling in/around metropolitan areas.
- I understand that proper completion of the permission/medical release form provides the best protection for my students' needs and my liability during an Oregon FBLA event.
- I have checked with my administrator and have secured authorization for my chapter to travel to this event and have reviewed all school/district policies regarding supervision of students on trips and will abide by them.
- The responsibility for the safety of the delegates from this chapter rests with people signing this Statement of Assurance.
- I will participate in all general sessions during the conference and fulfill my assigned responsibilities during the conference.
- I will patrol the halls (even during the day, if necessary), stay up until students and/or halls are quiet, enforce the conference Code of Conduct and Dress Code, and regularly check-in with my students.
- I will ensure that myself and chaperones assisting me will:
 - 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:	



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 2022-2023 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 6 feet 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
 - New loss of taste of smell
 - Chills, muscle pain or sore throat
 - New or worsened cough
 - Nausea, vomiting diarrhea
 - Runny nose or congestion
- Wear a mask based on your personal preference, informed by your personal level of risk (Masks are recommended for individuals who are higher risk for illness.)
- Be mindful of social distancing. Maintain space 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 5 days.
- 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 participants 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