



Oregon

***FBLA***

STATE BUSINESS  
LEADERSHIP CONFERENCE 2025

REGISTRATION GUIDE | [OREGONFBLA.ORG/SBHC](https://oregonfbla.org/sbhc)



# State Business Leadership Conference Registration Guide

## TABLE OF CONTENTS

CONFERENCE OVERVIEW .....	3
SBLC REGISTRATION CHECKLIST .....	5
TENTATIVE AGENDA .....	8
COMPETITIVE GUIDELINES & EVENTS .....	9
PARTICIPANT ELIGIBILITY .....	9
COMPETITOR CONDUCT .....	9
COMPETITIVE EVENT GUIDELINES .....	9
HIGH SCHOOL - STATE LEVEL COMPETITIVE EVENTS .....	10
MIDDLE SCHOOL - STATE LEVEL COMPETITIVE EVENTS .....	11
ADDITIONAL INFORMATION .....	12
GENERAL SESSION CHAPTER SPIRIT .....	12
JUDGES NEEDED .....	12
ADVISER ASSIGNMENTS .....	12
ONCORPS .....	12
PROJECTORS .....	12
BUS PARKING .....	13
VOTING DELEGATES .....	13
DRESS CODE .....	14



## 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 3-5, 2025.

### 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 easy access to the MAX Light Rail and all 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

Lodging Policy Note: All conference attendees should stay at official conference hotels during the State Business Leadership Conference. Attendees not staying at an official conference hotel will be responsible for an additional \$75 registration fee to cover associated facility fees.

### CONFERENCE REGISTRATION FEES

Attendee Registration (Students, Advisers, Chaperones, Guests)	\$170.00
Conference T-Shirt	\$15.00 per t-shirt
Hotel Lodging (Two-Night and Three-Night Options Available)	
DoubleTree by Hilton Hotel Portland	\$187.00/room/night + taxes/fees
Hyatt Regency Portland	\$219.00/room/night + taxes/fees

### LATE FEES

After 5 p.m. on March 1, the SBLC Registration Deadline, registrations are final and all financial commitments are the responsibility of the school. No cancellations/refunds will be issued for any reason. Any late registrations, competitive event changes or corrections are subject to a \$40 fee per change. Changes are accepted until March 10, the SBLC Late Registration/Change Deadline. After March 10 no changes will be accepted.



### 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: Gabrielle Cunningham, State Adviser	<a href="mailto:stateadviser@oregonfbla.org">stateadviser@oregonfbla.org</a>
Registration and Technical Support: Tiffany Perez, Chapter Support	<a href="mailto:hello@oregonfbla.org">hello@oregonfbla.org</a>
Financial Questions:	<a href="mailto:oregon@ctsofinance.org">oregon@ctsofinance.org</a>
State Officer Candidates: Blake Parker, Officer Leadership Coach	<a href="mailto:coach@oregonfbla.org">coach@oregonfbla.org</a>
Development Team: Jessica Malan, Judge Coordinator Blake Parker, Development Coordinator	<a href="mailto:partner@oregonfbla.org">partner@oregonfbla.org</a>

## SBLC Registration Checklist

Complete	Date	Activity	Location/Submission
	Jan 25 - Mar 1	SBLC Registration Window	BluePanda
	Jan 30	State Officer Candidate Information Session	RSVP at: <a href="https://oregonfbla.org/run-for-office/">oregonfbla.org/run-for-office/</a>
	March 1	State Officer Candidate Applications Due	<a href="https://oregonfbla.org/run-for-office/">oregonfbla.org/run-for-office/</a>
		Production Test Submissions Due Computer Applications Spreadsheet Applications Word Processing	<a href="https://oregonfbla.org/production-test-events/">oregonfbla.org/production-test-events/</a>
		Pre-Judged Event Materials Due American Enterprise Project Business Ethics Business Plan Community Service Project Digital Animation Digital Video Production Future Business Educator Future Business Leader Job Interview Local Chapter Annual Business Report Partnership with Business Project	BluePanda
		Recognition Award Submissions Due Administrator of the Year  Adviser of the Year Alumni of the Year Businessperson of the Year  Chapter Newsletter  Chapter Website  Digital Scrapbook Chapter Government Promotion Program  Chapter Super Service Award Community Fundraising Project  National Business Honor Roll  Retiring Adviser	<a href="https://oregonfbla.org/administrator-of-the-year">oregonfbla.org/administrator-of-the-year</a>  <a href="https://oregonfbla.org/adviser-of-the-year/">oregonfbla.org/adviser-of-the-year/</a> <a href="https://oregonfbla.org/alumni-of-the-year/">oregonfbla.org/alumni-of-the-year/</a> <a href="https://oregonfbla.org/businessperson-of-the-year/">oregonfbla.org/businessperson-of-the-year/</a>  <a href="https://oregonfbla.org/chapter-newsletter-submission/">oregonfbla.org/chapter-newsletter-submission/</a>  <a href="https://oregonfbla.org/chapter-website-submission/">oregonfbla.org/chapter-website-submission/</a>  <a href="https://oregonfbla.org/digital-scrapbook/">oregonfbla.org/digital-scrapbook/</a> <a href="https://oregonfbla.org/government-promotion-program/">oregonfbla.org/government-promotion-program/</a>  <a href="https://oregonfbla.org/super-service-award/">oregonfbla.org/super-service-award/</a> <a href="https://oregonfbla.org/community-fundraising-project/">oregonfbla.org/community-fundraising-project/</a>  <a href="https://oregonfbla.org/national-business-honor-roll">oregonfbla.org/national-business-honor-roll</a>  <a href="https://oregonfbla.org/retiring-adviser-form/">oregonfbla.org/retiring-adviser-form/</a>

Complete	Date	Activity	Location/Submission
		SHERPA Award The HOME Award Volunteer of the Year Young Leader Award in Oregon FBLA Who's Who in FBLA	<a href="http://oregonfbla.org/sherpa-award/">oregonfbla.org/sherpa-award/</a> <a href="http://oregonfbla.org/home-award/">oregonfbla.org/home-award/</a> <a href="http://oregonfbla.org/volunteer-of-the-year/">oregonfbla.org/volunteer-of-the-year/</a> <a href="http://oregonfbla.org/young-leader-award/">oregonfbla.org/young-leader-award/</a> <a href="http://oregonfbla.org/whos-who">oregonfbla.org/whos-who</a>
		Scholarship Applications Due Oregon FBLA Foundation Scholarship OSU Lucille Borigio Scholarship	<a href="http://oregonfbla.org/foundation-scholarship/">oregonfbla.org/foundation-scholarship/</a> <a href="http://oregonfbla.org/osu-lucille-borigio-scholarship/">oregonfbla.org/osu-lucille-borigio-scholarship/</a>
	Mar 10	SBLC Late Registration/Change Deadline	<a href="http://oregonfbla.org/sblc-change-form/">oregonfbla.org/sblc-change-form/</a>
	Mar 14	Hotel Lodging Assignments Announced	<a href="http://oregonfbla.org/sblc">oregonfbla.org/sblc</a>
	Mar 4-19	Objective and Production Testing	School site, BluePanda
	Apr 3 - 5	State Business Leadership Conference	Portland, OR



## REGISTRATION

Conference Registration | BluePanda: <https://app.gobluepanda.com/>

The system allows for viewing registrations and competitions in multiple ways while the registration window is open. Changes can be made at any time during this period.

Hotel Lodging Registration | BluePanda: <https://app.gobluepanda.com/>

NEW Hotel registration will be submitted through BluePanda during registration. Your chapter will be assigned a hotel following the close of registration. Hotel placements will be assigned based on preference. 1st choice hotel not guaranteed. Hotel lodging invoices will be sent to chapters from Oregon FBLA.

Registration Changes | Oregon FBLA: <http://www.oregonfbla.org/sblc-change-form/>

After the March 1st Registration Deadline, BluePanda will be closed to making changes to your chapter's SBLC registration. If a change needs to be made after this deadline in registration, competition, or hotel lodging, please complete the SBLC Change Form by March 10th. After March 10th no changes will be allowed.

### Registration Tips:

- Read this registration packet in detail. We recommend sharing with 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. The credit card payment option will be available after the registration deadline when final invoices are sent out.
- Carefully review FBLA Dress Code Policy and Code of Conduct standards with your students before you arrive for the SBLC disqualifications or losing of points.



## TENTATIVE AGENDA

### THURSDAY, APRIL 3, 2025

9:00 a.m. – 1:00 p.m.	Registration Conference Check In
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 4, 2025

7:30 a.m. – 5:00 p.m.	Competitive Events
9:30 a.m. - 2:15 p.m.	Workshops
10:00 a.m. – 3:00 p.m.	SBLC eXpo! Hosted by the Oregon FBLA State Officers Exhibits, Leadership Activities, and Candidate Booths
3:00 p.m. - 4:30 p.m.	Voting Delegates Briefing & Annual Business Meeting
6:00 p.m. – 10:00 p.m.	State Activity
11:00 p.m.	Curfew

### SATURDAY, APRIL 5, 2025

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 on the digital program





## 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
- Annual Chapter Activities Presentation
- Community Service Presentation
- Community Service Project
- Local Chapter Annual Business Report
- Partnership with Business

Oregon FBLA follows all national guidelines. Competitors must participate in all event components (test, production, pre-judged materials, presentations, etc.) in order to be eligible to qualify. If any component is incomplete, Oregon FBLA reserves the right to not allow the competitor(s) present/place in their competitive event.

Any competitor that has placed in the Top 10 of a competitive event at a National Leadership Conference is ineligible to compete in that event again with the exception of chapter events.

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.org/divisions/fbla/fbla-competitive-events/>

FBLA Middle Level Guidelines:

<https://www.fbla.org/divisions/fbla-middle-level/competitive-events/>

## 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):	
<p><b>Case Study Events</b></p> <ul style="list-style-type: none"> <li>Banking &amp; Financial Systems</li> <li>Business Management</li> <li>Client Service</li> <li>Entrepreneurship</li> <li>Help Desk</li> <li>Hospitality &amp; Event Management</li> <li>Impromptu Speaking</li> <li>International Business</li> <li>Introduction to Event Planning</li> <li>Management Information Systems</li> <li>Marketing</li> <li>Network Design</li> <li>Parliamentary Procedure</li> <li>Sports &amp; Entertainment Management</li> </ul> <p><b>Presentation Events</b></p> <ul style="list-style-type: none"> <li>Broadcast Journalism*</li> <li>Business Ethics</li> <li>Financial Statement Analysis*</li> <li>Business Plan*</li> <li>Coding &amp; Programming*</li> <li>Computer Game &amp; Simulation Programming*</li> <li>Data Analysis*</li> <li>Digital Animation*</li> <li>Digital Video Production*</li> <li>Electronic Career Portfolio*</li> <li>Future Business Educator*</li> <li>Future Business Leader*</li> <li>Graphic Design*</li> <li>Introduction to Business Presentation</li> <li>Introduction to Programming *</li> <li>Introduction to Public Speaking</li> <li>Introduction to Social Media Strategy*</li> <li>Job Interview</li> <li>Mobile Application Development*</li> <li>Public Service Announcement*</li> <li>Public Speaking</li> <li>Visual Design*</li> <li>Sales Presentation</li> <li>Social Media Strategies*</li> <li>Website Coding &amp; Development</li> <li>Website Design</li> </ul>	<p><b>Chapter Events</b></p> <ul style="list-style-type: none"> <li>American Enterprise Project*</li> <li>Community Service Project*</li> <li>Local Chapter Annual Business Report*</li> <li>Partnership with Business Project*</li> </ul> <p><b>Objective Test Events</b></p> <ul style="list-style-type: none"> <li>Accounting I</li> <li>Accounting II</li> <li>Advertising</li> <li>Agribusiness</li> <li>Business Communication</li> <li>Business Law</li> <li>Computer Problem Solving</li> <li>Cyber Security</li> <li>Economics</li> <li>Financial Math – formerly Business Calculations</li> <li>Health Care Administration</li> <li>Human Resource Management</li> <li>Insurance &amp; Risk Management</li> <li>Introduction to Business Communication</li> <li>Introduction to Business Concepts</li> <li>Introduction to Business Procedures</li> <li>Introduction to FBLA</li> <li>Introduction to Financial Math</li> <li>Introduction to Information Technology</li> <li>Introduction to Marketing Concepts</li> <li>Introduction to Parliamentary Procedure</li> <li>Journalism</li> <li>Networking Infrastructures</li> <li>Organizational Leadership</li> <li>Personal Finance</li> <li>Public Policy and Advocacy</li> <li>Securities &amp; Investments</li> <li>Supply Chain Management</li> <li>UX Design</li> </ul> <p><b>Production Events</b></p> <ul style="list-style-type: none"> <li>Computer Applications</li> <li>Spreadsheet Applications</li> <li>Word Processing</li> </ul> <p>*Straight to SBLC Events  **1<sup>st</sup> place for Public Speaking will perform their speech on stage at the SBLC Closing Session immediately following receiving their award</p>



## 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**

Career Research

Exploring Business Ethics – formerly Business Ethics

Exploring Business Issues

Exploring Public Speaking - *formerly Elevator*

Speech

Exploring Website Design - *formerly Multimedia &*

Website Development

FBLA Mission & Pledge

Marketing Mix Challenge

Video Game Challenge

**Chapter Events**

Annual Chapter Activities Presentation

Community Service Presentation

**Objective Test Events**

Business Etiquette

Career Exploration

Digital Citizenship

Exploring Computer Science

Exploring Economics

Exploring Leadership – formerly Leadership

Exploring Parliamentary Procedure - formerly

Running an Effective Meeting

Exploring Technology

FBLA Concepts

Financial Literacy

Interpersonal Communication

Learning Strategies

**Production Events**

Exploring Computer Applications - NEW



## ADDITIONAL INFORMATION

### GENERAL SESSION CHAPTER SPIRIT

Each chapter is encouraged to show its spirit for the SBLC General Sessions! Show your FBLA pride and enthusiasm as you encourage your association and chapter in all of its success.

### JUDGES NEEDED

The Oregon FBLA competitions require an extraordinary amount of effort, work, and volunteer spirit to be successful and truly prepare students for career achievement. The more volunteers available, the 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 encourage interested volunteers to sign up at [www.oregonfbla.org/judge](http://www.oregonfbla.org/judge) or you can contact our judge coordinator, Jessica Malan, at [partner@oregonfbla.org](mailto:partner@oregonfbla.org) with their information, and we will contact these individuals.

### 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.

### ONCORPS

OnCorps participants will be the heart of the SBLC. They are FBLA members wanting to also volunteer to support conference operations. They can assist with workshop set-up, conference activities, competitive event set-up, workshop hosting, state officer rehearsals, exhibitor hosting, and much more. Each chapter is to designate at least one student who will participate as your OnCorps representative. As we get closer to the conference, you will be able to assign your registered OnCorps students in a conference volunteer slot.

### 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.



### BUS PARKING

If your chapter needs Bus Parking, please indicate your need in BluePanda registration. Oregon FBLA will coordinate Bus Parking for all buses and will be sharing at a later date the bus parking rates. There are limited bus parking spaces available at the Hilton DoubleTree, and all bus parking at the DoubleTree MUST be coordinated through Oregon FBLA, not directly with the hotel. If your bus attempts to park their bus at the DoubleTree without working with Oregon FBLA, your bus may be asked to vacate the parking spot.

### 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

Projecting a professional image in the workplace is vital for business leaders. It demonstrates seriousness of purpose and respect for clients, colleagues, and others. As Future Business Leaders of America who seek to lead and serve others, participants will dress in business attire and uphold the professional image of the association. Appropriate professional attire is required in all conference areas for all attendees—advisers, members, and guests—at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated.

Conference name badges are part of the Dress Code and must be worn for all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The Dress Code is gender-neutral.



## ACCEPTABLE ITEMS

### BUSINESS PROFESSIONAL

#### Business Suit

- Suit pants and jacket
- Blouse (or) collared dress shirt with tie or scarf
- Dress shoes (or) dress boots

#### Blazer

- Dress pants (or) skirt
- Blazer
- Blouse (or) collared dress shirt with tie or scarf
- Dress shoes (or) dress boots

#### Dress

- A business dress
- Dress shoes (or) dress boots

#### Other Professional

- Dress pants (or) skirt
- Blouse (or) collared dress shirt with tie or scarf
- Dress shoes (or) dress boots

### BUSINESS CASUAL

- Dress pants, skirt, (or) khakis
- Blouse, collared dress shirt, (or) polo shirt
- Dress shoes (or) dress boots

*NOTE: Business Casual is only available during sessions specifically noted in conference materials and is NOT appropriate for competitive events.*

## UNACCEPTABLE ITEMS



The following items are prohibited in all conference areas, including competitive events.

- ❌ Denim or flannel clothing
- ❌ Shorts
- ❌ Athletic clothing
- ❌ Leggings or graphically designed hosiery/tights
- ❌ Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- ❌ Swimwear
- ❌ Flip flops or casual sandals
- ❌ Athletic shoes
- ❌ Industrial work shoes
- ❌ Hiking boots
- ❌ Hats
- ❌ Graphically printed clothing

No dress code can cover all contingencies, so FBLA members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local adviser, state leader, or conference staff.

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the special accommodation portion of the registration form. Requests made after registration closes must be made in writing.