



**District 6 Leadership
Conference
Call to Conference**

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Adviser Checklist to Prepare for District Leadership Conference

- Set chapter deadlines for registration and payment
- Submit school district paperwork and transportation information
- Determine member cost to attend with your chapter, including registration fees, meals, travel, etc.
- Provide members with necessary conference information, including cost
- Send a letter to parents with event details
- Discuss dress code requirements with members
- Collect member payment before registration deadline
- Register all members, advisers, chaperones for the conference by the deadline
- Print e-mailed invoice and check, double-check, triple-check for accuracy
- Submit invoice to bookkeeper for payment
- Mail conference payment
- Follow the deadline checklist for all District Leadership Conference forms
- Review District Leadership Conference tentative agenda with attending members
- Ensure proper dress attire before departure
- Ensure all Multiple Release Forms are properly completed; bring copies with you to District Leadership Conference (These will NOT be turned in to Colorado or District FBLA.)
- Complete the certification form to turn in at registration
- Discuss State Leadership Conference information with members, so they are prepared if they qualify



District Leadership Conference Deadline Checklist

Date	Deadline	Notes
December 1	Membership Deadline Membership Payment Deadline	https://members.fbla-pbl.org/members_online/members/login.asp?action=start&tp=members/fbla_portal.asp&param=
By December 5	Registration Opens	https://www.registermychapter.com/fbla/co-d6
December 15	Registration Deadline	https://www.registermychapter.com/fbla/co-d6
December 16-20	Registration Changes or Additions	https://trileadership.wufoo.com/forms/district-event-participant-substitution-form/
After December 20	NO registration changes or additions are allowed	
January 10	Payment Received Deadline	
January 16	Pre-judge Event Submission Deadline	https://trileadership.wufoo.com/forms/2019-dlc-event-submission/
January 7-16	Production Event Submission Deadline	https://trileadership.wufoo.com/forms/2019-dlc-event-submission/
January 7-16 (7 am to 6 pm M-F only)	Online Testing Window	
January 25	Certification Form	Turn in during registration

General Information

Date: Friday, January 25, 2019

Location: Colorado State University-Pueblo, Occhiato Student Center

Cost: \$25

Registration	Cost	Cost	Cost
Deadline (Received)	December 15	December 16-20	After December 20
Registration (includes online testing, competition materials, awards, conference materials)	\$25.00	Changes: \$10 per member Additions: Registration Fee + \$10 per member	Changes or additions not available
How to Register	Registration Link	Registration Link	Not available

Attendee Information Needed to Register

- Name
- Competitive Event

Required Forms

- Multiple Release Form – completed form from each member (adviser keeps)
- Certification Form (Adviser turns in during on-site registration)

Registration Deadlines

- Registration Opens: By December 5
- Registration Deadline: December 15
- Late Registration: December 16-20, any changes will be \$10 per member, any additions will be the registration fee + \$10 per member
- After December 20: No changes may be made to the District Leadership Conference registration
- Payment **Received** Deadline: Thursday, January 17

Contact Information

Name	Title	E-mail
Cathy Tkacik	Board Member	catherine.tkacik@pueblocitieschools.us
Taylor Shellenberger	State Officer	coloradofblavpd6@gmail.com
Christopher Madrill	State Officer Adviser	christopher.madrill@pueblocitieschools.us

Conference Registration

[Registration Link](#)

Eligibility

In order to be eligible to attend and compete, members must be registered **and paid** with National FBLA by midnight December 1.

Chaperone Ratio

A ratio of one adult for every 10 members is recommended. In the event your district has a different chaperone policy, your county's policy should be followed. When attending Colorado FBLA conferences and events, advisers are expected to provide adequate supervision for his/her members. All chaperones must follow the Colorado FBLA code of conduct.

Registration Refunds

No registration refunds will be processed after the registration deadline.

Payments

Payment Received Deadline: January 16, 2019

State Leadership Conference registration will be allowed only after receiving full DLC payment.

Checks

Checks should be made out to: **FBLA District 6**

Checks should be mailed to:

Pueblo South High School
Attention: Cathy Tkacik
1801 Hollywood Drive
Pueblo, CO 81005

Tentative Schedule

Start	End	Event
7:10	7:50	Judges' Meeting & Breakfast
7:00	7:40	Registration & Continental Breakfast
7:40	8:00	Conference Overview
8:00	9:30	Opening Ceremony
8:00	12:40	Events—Judging
9:45	10:30	Workshop 1
10:40	11:25	Workshop 2 and Lunch A
11:35	12:20	Workshop 3 and Lunch B
12:30	2:30	Closing Ceremony

Release Forms

All members must have completed Multiple Release Forms on file prior to the beginning of the conference. Keep the release forms with you, and complete the Certification Form to turn in at registration.

Parking

Parking details will be sent closer to the conference date.

Special Accommodations

For members that require special accommodations, complete the special needs portion in the registration system. Example reasons that members may need special accommodations would include wheelchair access or interpreter services or special dietary requests.

Food

Lunch will be provided in the CSU-P cafeteria for students. Advisers and Judges will have a separate room where lunch will be available.

Competitive Events

Event Entries

Each member can enter in a maximum of two events: two testing events or one testing event and one presentation (live) event. Event entries are limited per chapter or unlimited, depending on the event. Check out the [Events at a Glance and Limitations](#) document for more details.

Reminder: [Business Ethics event](#) will NOT use the national guidelines, but the state guidelines, found in LiveBinder under the Competitions/FBLA tab.

Online Testing

Online Testing Window: January 7 through January 16 (7 am to 6 pm M-F only)

Information about the online testing and production events will be sent to advisers after the registration deadline. Please ensure computers with internet access are available during this window for your students to test.

Prejudged Events

Deadline: January 10, 2019

Prejudge events are due using the [online submission link](#). Make sure to finish the submission process. The last submitted project will be the one graded.

Events with a pre-judge component:

- [3-D Animation](#)
- [Business Ethics](#)
- [Business Financial Plan](#)
- [Business Plan](#)
- [Coding & Programming](#)
- [Computer Game & Simulation Programming](#)
- [Digital Video Production](#)
- [E-Business](#)
- [Future Business Leader](#)
- [Job Interview](#)
- [Mobile Application Development](#)
- [Website Design](#)

Coding & Programming, Computer Game & Simulation Programming and Mobile Application Development will need to submit a Dropbox link with all the project information. [Don't have Dropbox? You can sign up for a free account!](#)

Production Events

Online Production Window: January 7 through January 16, 2019

Production events are due using the [online submission link](#). Information will be sent to advisers by the end of December. Make sure to finish the submission process. The last submitted project will be the one graded.

Production Events:

- [Computer Applications](#)
- [Database Design & Applications](#)
- [Spreadsheet Applications](#)
- [Word Processing](#)

Changes in Guidelines

The [national guidelines](#) will be followed for rating sheets, with the exception of Business Ethics. [Business Ethics event](#) will NOT use the national guidelines, but the state guidelines, found in LiveBinder.

Timing for presentations may vary. All information regarding the presentation times for events will be communicated through emails.

Who's Who

Deadline: January 10, 2019

Senior members are encouraged to apply for Who's Who by the listed pre-judge deadline. Who's Who in FBLA honors local seniors who have made outstanding contributions to the association at the local, state and national level. To be eligible, the member must have completed the Future level of Business Achievement Awards and must submit a cover letter, resume and adviser letter of recommendation. Information and [submission link can be found online](#). [Here](#) is a link to the rating sheet.

Awards & Recognition

All school results will be sent to the chapter adviser within a week after the conference.

State Leadership Conference

The top competitors in objective test competitions are eligible to attend and compete at the 2019 State Leadership Conference, held at the Gaylord Rockies Resort and Conference Center, April 22-24. More information about State Leadership Conference will be posted online in LiveBinder.

State Qualifier Policies

- If a student would qualify for the State Leadership Conference in two events, the student's adviser must notify the District Adviser ASAP which event the student wishes to enter at the State Leadership Conference.
- Notification of the event choice should be made to the District Adviser. Should one student of a team choose an individual event, the chapter may substitute another eligible member; however, at least 50% of the original team must be the same: Two members of the Parliamentary Procedure team, or one member of any other team event must be retained from district to state. Also, the max number on the team must be maintained, a team of 3 cannot be substituted in for a team of 2. Otherwise, the next place team will be eligible for competition at the Colorado FBLA State Leadership Conference.

Dress Code

The [FBLA National Dress Code](#) will be in effect.

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare members for the business world.

Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program.



National Dress Code

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world.

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 stated in the conference program.

Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Dress for Success



ACCEPTABLE

- Business suit with:
 - Blouse
 - Collared dress shirt and neck or bow tie
- Dress pants or skirt with:
 - Blouse
 - Collared dress shirt and neck or bow tie
- Business dress
- Blazer with dress pants and:
 - Blouse
 - Collared dress shirt and neck or bow tie
- Dress shoes/dress boots

UNACCEPTABLE

- Jewelry in visible body piercing, other than ears
- Denim or flannel clothing of any kind
- Shorts
- Athletic clothing
- Leggings or graphic designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses
- Swimwear
- Flip flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots
- Boat shoes
- Any canvas or fabric shoes
- Hats
- Clothing with printing that is suggestive, obscene, or promotes illegal substances

No dress code can cover all contingencies, so FBLA-PBL 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 or state adviser.

FAQs

Q: Where do I go to register?

A: Registration for District Leadership Conference can be found in the district tab in LiveBinder. Follow the DLC Registration Tutorial for step-by-step instructions.

Q: What is my username and password?

A: Username is your chapter number. Password is service. Follow the DLC Registration Tutorial for step-by-step instructions.

Q: I have a student that needs accommodations.

A: Please list these accommodations in the registration system. Follow the DLC Registration Tutorial for step-by-step instructions.

Q: How do I know that my registration has been received?

A: Make sure to click SUBMIT at the end. If you have received an e-mail confirmation, you are officially registered. Follow the DLC Registration Tutorial for step-by-step instructions.

Q: When is my District Leadership Conference and how do I pay?

A: Read your district's Call to Conference, found online in the district tab of LiveBinder.

Q: In how many events can a student participate?

A: No more than two. Refer to the [Colorado Event Element and Limitation list](#).

Q: How many entries does my chapter receive for each event?

A: Depends on membership. Refer to the footer on the [Colorado Event Element and Limitation list](#).

Q: What are the rules on if a member competed in the event before?

A: The [national guidelines are followed](#). Refer to the section on [Repeat Competitors](#) in the General Guidelines found in each event.

Q: I heard that there's money being given away for Business Ethics competition. What's that all about?

A: MBA Research and Daniels Fund have come together to provide a unique opportunity for students competing in Business Ethics event. Refer to the Business Ethics guidelines in LiveBinder for details.

Q: Help! I've logged in and don't see a member!

A: The member isn't really a member. The membership registration and payment deadline was December 1st. You may still register the student as an FBLA member on the national website. Contact Jen Girvin to add them to the DLC registration list by December 15th for a \$10 fee.

Q: Help! I can't log in!!

A: Username is your chapter number. Password is service. Follow the DLC Registration Tutorial for step-by-step instructions. If you are still unable to log in, you may be blocked from registering because of an owed balance.

Colorado FBLA Code of Conduct

The purpose of the Code of Conduct is to ensure that FBLA members who attend a conference are aware of expected behavior. It is the adviser's responsibility to discuss the form with the members and stress the importance of abiding by the rules. Colorado FBLA is proud of its reputation and encourages advisers to closely monitor students at all conferences. Advisers must have a signed Code of Conduct in their possession at all FBLA activities and must submit a Certification Form certifying that all members have read and signed the Verification Form.

CONDUCT POLICIES AND PROCEDURES FOR COLORADO FBLA

The following conduct policies reflect minimum behavioral standards for Colorado FBLA members. The policies are in effect for all delegates who are attending any Local, State or National FBLA function. The term "delegate" shall mean any FBLA member.

- Defacing of public property—any damage to or loss of property or furnishings of the properties being utilized for meeting purposes will be paid for by the individual or chapter responsible.
- Delegates shall keep their adult advisers informed of their activities and whereabouts at all times.
- Delegates will not be allowed to leave the conference site at any time without adult supervision.
- Members will be prohibited from participation without local supervision provided by the chapter or school. For the National Leadership Conference a designated local adviser or parent will be expected to accompany the participants.
- Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an adviser or other responsible adult.
- Alcoholic beverages and controlled or illegal substances (drugs) of any form are not allowed. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
- Use of tobacco in any form by an FBLA member is prohibited, including e-cigarettes.
- Participants will NOT be admitted to conference activities and competitive events if in violation of the dress code. Furthermore, competitors will not walk on stage during awards sessions if observed violating the dress code.
- Observe the curfews as listed in the conference program. Curfew is defined as being in your own assigned room by the designated hour.
- Members of the opposite sex are not allowed in sleeping rooms in hotels or motels unless the door is WIDE OPEN or the chapter adviser or responsible adult is present in the room.
- Colorado FBLA-PBL photographers and videographers will be taking photos and videos throughout the conference for use in any manner FBLA-PBL deems appropriate including, but not limited to, publishing in FBLA-PBL publications, on the FBLA-PBL website, and in connection with competitive performance events. By attending the conference, you grant FBLA-PBL the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indicia of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, Internet, Web casting, video streaming, television or radio), for the use of FBLA-PBL, its affiliates, or any individual, organization, business, publication, network or other third party, in perpetuity, without payment or any consideration.

DISREGARDING OR VIOLATING THE CODE OF CONDUCT

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, competitive event disqualification, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA-PBL reserves the right to notify law enforcement. Any Code of Conduct violation must be brought to the attention of the state adviser prior to the conclusion of the conference.

Colorado Career and Technical Student Organization (CTSO) Multiple Release Form

Please print and make sure to complete and sign all portions of the release form.

Please have student attendees and their parents/guardians read and complete this multiple-part form. Copies are to be retained by the chapter advisor. The chapter advisor will ensure all forms are completed by a certification process. Follow the certification submission from each CTSO. Colorado CTSO's include: Creative Careers, DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, TSA, and (SC)².

MEDICAL RELEASE/AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY

I hereby authorize any necessary medical/dental treatment required for this student. I/we further agree that I/we will assume all expenses involved in such medical/ dental procedures and will not hold the specific Colorado CTSO or its representatives liable for said expenses.

List any medical/dental conditions that a medical doctor/dentist should be made aware of:

List any allergies that a medical doctor/dentist should be made aware of:

Parent/Guardian Signature

Date

LIABILITY

The undersigned being the parent or guardian of student named above hereby agrees to release the State of Colorado, State Board for Community Colleges and Occupational Education, Colorado Community College System, the Colorado CTSO, its representatives, agents, servants, volunteers and employees from liability for injury to the said minor resulting from any cause whatsoever occurring to the said minor at any time while attending a conference or meeting of Colorado CTSO, including travel to and from said meeting, excepting only such injury or damage resulting from the willful acts of such representatives, agents, servants, and employees.

Parent/Guardian Signature

Date

CODE OF CONDUCT AND DRESS CODE

Students are to conduct themselves in accord with exemplary standards of ethics and behavior, including zero tolerance for any actions that violate any civil or criminal codes. Students found to be in violation of any laws, regulations or policies established for the CTSO event they are attending will be subject to disciplinary action and/or prosecution. Their parents or guardians and school officials will be notified and the student may be removed from the event.

Dress is to reflect the CTE/CTSO image and to follow guidelines for specific events. Each CTSO has specific dress code guidelines.

Reading and understanding completely the policies, practices, and procedures that will serve to govern the conduct and attire of persons attending a CTSO event, I do hereby agree to follow said policies, procedures, and practices and abide by any consequences of any violations.

CTSO Member Signature

Date

Parent/Guardian Signature

Date

PUBLICITY – STANDARD RELEASE FORM

CTSO photographers and videographers will be taking photos and video throughout the meeting for use in any manner the CTSO deems appropriate, including, but not limited to, CCCS/CTSO publications, use on the CCCS/CTSO website, and in connection with Competitive Events. Names will not appear on photos or in videos. By attending the meeting, you grant the CTSO the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indication of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/ or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, internet, web casting, video streaming, television, or radio), for the use of the CTSO, its affiliates, or any individual, organization, business, publication, network, or other third party, in perpetuity, without payment or any consideration.

CTSO Member Signature

Date

Parent/Guardian Signature

Date

Chapter Certification Form

The CTSO members of _____ School have read the Code of Conduct, Dress Code and completed the CTSO Multiple Release Forms.

In addition, we certify that all staff provided by the school district and attending this conference with the Colorado CTSOs have completed and passed a Criminal Background Check and Sexual Abuse Prevention Training.

(Adviser Printed Name)

(Adviser Signature)

(Date)

(School Administrator Printed Name)

(School Administrator Signature)

(Date)

This form is to be submitted during on-site conference registration. Do not send individual forms to the state. Individual forms must be in possession of the adviser.