Adviser Checklist

A recommended checklist for local advisers preparing for the State Leadership Conference.

- ☐ Review the State Leadership Conference guide
- ☐ Print the State Leadership Conference guide for future reference
- ☐ Set chapter deadlines for registration, payment, parent meeting(s), etc.
- ☐ Submit school paperwork information (request for travel, sub request, etc.)
- ☐ Provide members with necessary conference information, including registration costs and dates
- ☐ Send a letter or a meeting with parents to share event details
- ☐ Discuss dress code requirements with attendees
- ☐ Register all attendees (members, advisers, and guests) for the conference by the state deadline
- ☐ Collect member payment before the registration deadline
- ☐ Print conference invoice – check, double-check, triple-check for accuracy
- ☐ Submit invoice to business office/secretary for payment
- ☐ Mail conference payment to Iowa FBLA
- ☐ Follow the important dates checklist for the State Leadership Conference
- ☐ Review the State Leadership Conference tentative agenda with attendees
- ☐ Ensure all forms are completed before the State Leadership Conference
- ☐ Follow Iowa FBLA on social media (@iowafbla) for important event updates
- ☐ Develop a group chat (Text message, GroupMe, or Remind) with attendees for event communications
- ☐ Discuss National Leadership Conference information with members so they are prepared if they qualify
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