

State Leadership Conference Guide

High School
2023

Updated: 1/29/23



Checklist

A recommended checklist for local advisers as they prepare 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, etc.
- ☐ Submit school paperwork information (request for travel, sub request, etc.)
- ☐ Provide members with necessary conference information, including registration cost and dates
- ☐ Send a letter or a meeting with parents to share event details
- ☐ Discuss dress code requirements with members
- ☐ Register all attendees (members, advisers, and guests) for the conference by the state deadline
- ☐ Collect member payment before 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 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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Important Dates

A recommended list of important dates and actions needed for the State Leadership Conference. Please note this list does not supersede any dates or deadlines published by the state or national office.

| Deadline | Item | Notes |
|------------------|---|--|
| Feb 1, 2023 | Registration Opens | iowafbla.org/slc |
| Mar 1, 2023 | Registration Deadline | 5 PM CT |
| Mar 1 - 17, 2023 | Registration Modification Window | |
| Mar 15, 2023 | Pre-Conference Forms Due | iowafbla.org/slc |
| Mar 15, 2023 | Prejudged Materials Due (Asset Collection) | Upload in Blue Panda 5 PM CT |
| Mar 29, 2023 | Payment Deadline | |
| Mar 30 - Apr1 | State Leadership Conference | Coralville, IA |

Revision History

Created: December 21, 2022

Printing Instructions

The State Leadership Conference Guide can be printed in its entirety for reference. Certain page ranges can also be printed for quick reference or to disseminate to members, parents, or other individuals.

- Page 2 - Print the checklist for advisers
- Pages 19 - Print to share with attendees Iowa FBLA's policies
- Page 20 - Print to obtain adviser and administrator signatures
- Pages 21-27 - Print and provide to attendees to obtain signatures from attendees and parental consent.

2023 New Features & Activities

State Only Events

Iowa FBLA will offer Local Chapter Exhibit, NLC Pin Design and Promotion, NLC T-Shirt Design and Promotion, Spelling Relay, and Vocabulary Relay.

Open Test Events

Computer Operating Systems, HTML-CSS, Java Programming, Nonprofit Management, Python Programming, and Retail Management.

Parking Instructions

When arriving at the conference, all attendees and buses should follow signs to drop off and park in the south lot and enter through the conference center. It's NOT recommended to drop off at the front of the hotel entrance.

Adviser and Professional Development Meetings

Iowa FBLA will host two adviser and professional development meetings at the State Leadership Conference. One meeting will focus on important conference topics and Department of Education updates while a second meeting will focus on the 2023 National Leadership Conference in Atlanta, GA.

Performance Events

Due to space constraints, many performance events will be held in an open ballroom format, simultaneously, rather than a closed small conference room. Competitors should arrive 10 minutes before their scheduled time.

Club FBLA

An exclusive experience for members to relax, network, and hang out on Thursday night. Club FBLA will include a soda bar, soft seating, yard games, and dancing.

FBLAOPOLY Gold Chapter Meetup

A special event pre-Friday night entertainment for all chapters that earned FBLAOPOLY Gold and VIP seating for the hypnotist.

Volunteer and Alumni Reception

An exclusive networking reception for Iowa FBLA volunteers, judges, and alumni to engage and network Thursday evening.

General Information

The Iowa Future Business Leaders of America's State Leadership Conference is designed as an educational conference that includes competitive events, leadership development activities, career awareness programs, business meetings, and general sessions.

Registration

Member, Adviser, and Adult Rate

The conference rate is based on the number of nights the attendee stays at an official Iowa FBLA hotel. Iowa FBLA is obligated to meet conference and venue requirements by having a certain percentage of attendees stay on site during the entire conference.

Adviser/Adult Volunteer Rate

Advisers/adults are encouraged to volunteer to assist with the conference activities. If yes is checked for volunteering during the registration process, you will

receive a \$40 discount from the standard rate. You will receive your volunteer assignment at registration check-in at the conference.

Saturday Only Registration

Parents and guests are encouraged to attend the conference on Saturday to celebrate student success during the Awards Sessions. Registration of \$25 takes place on-site Saturday morning, no pre-registration required.

| High School State Leadership Conference March 30 - April 1, 2023 <u>Hyatt Regency Coralville Hotel & Conference Center</u> | | |
|---|-------------------|--------------------------|
| Attendee | Hotel Stay | Registration Cost |
| <u>Standard Rate</u> Member Adviser Adult | 2 nights | \$100 |
| | 1 night | \$115 |
| | No stay | \$130 |
| <u>Volunteer Rate</u> Adviser Adult | 2 nights | \$60 |
| | 1 night | \$75 |
| | No stay | \$90 |
| Saturday Only Registration | N/A | \$25 |

Conference registration is open from February 1, 2023 through March 1, 2023 at 5 PM CT in the conference management system, Blue Panda. Registration can be assessed at app.gobluepanda.com by using your school email address. For assistance, view the registration guide located at www.iowafbla.org/slc. One adviser/adult must be registered per chapter.

Registration Dates

Registration Opens: February 1, 2023
 Registration Deadline: March 1, 2023
 Payment Deadline: March 29, 2023

Information for Registration

Attendee Name, Gender, Email, Phone Number*
 Advisers/adults will also need to select volunteer
 Attendee Grade* (members only)
 Competitive Events (members only)

**In order to be eligible to register for the State Leadership Conference, members must be registered and paid in the my.FBLA database. Members will auto-populate in the chapter list of eligible attendees. Paid membership records auto-sync overnight from my.FBLA to the Blue Panda Conference Management System.*

Registration Eligibility

Chapter advisers, parents, alumni, local administrators, teacher educators or other interested individuals are eligible to attend the State Leadership Conference. Every event attendee at the State Leadership Conference MUST be registered and paid by the registration deadline.

Conference Hotel & Lodging

The official conference hotel is designated as the primary location of the conference events and activities. Overflow hotels are used for additional lodging locations and are typically located within walking distance of the conference hotel. Chapters will be assigned lodging in only approved conference hotels or overflow hotels. Hotel selection is not guaranteed and based on availability at the close of conference registration. Room types are based on number of occupants and not number of beds. Attendees can only be lodged in rooms with the same travel block as all other room occupants.

| Room Type | Daily Rate (per occupant, per night) |
|-------------|--------------------------------------|
| 1 Occupant | \$155.00 |
| 2 Occupants | \$77.50 |
| 3 Occupants | \$51.67 |
| 4 Occupants | \$38.75 |

Official Hotel Properties

| Property Name | Location |
|--|--|
| Hyatt Regency Coralville Hotel & Conference Center (Official Conference Hotel) | 300 E 9th St Coralville, IA 52241 |
| Drury Inn and Suites | 815 1st Ave Coralville, IA 52241 |
| Homewood Suites by Hilton | 921 E 2nd Ave Coralville, IA 52241 |
| Staybridge Suites an IHG Property | 801 E 2nd Ave Coralville, IA 52241 |
| Radisson Hotel & Conference Center | 1200 First Ave Coralville, IA 52241 |
| Hampton Inn by Hilton | 1200 First Ave Coralville, IA 52241 |

Iowa Administrative Code 80.45A requires all lodging facilities in Iowa to complete human trafficking training to accept public funds. The Iowa Office to Combat Human Trafficking certifies lodging facilities that have completed the required training. To find out more about certified lodging facilities, please visit stopthiowa.org. All conference hotels and overflow hotels are certified by the Office to Combat Human Trafficking through the end 2023.

Special Accommodations

For members that require special accommodations, complete this portion in the registration system for each member/attendee. Example reasons that students may need special accommodations would include wheelchair access, interpreter services, food allergies or restrictions, or IEP determined accommodations for competitive events.

Payments

Payments can be submitted to Iowa FBLA via check or credit card. All payments have a deadline of March 29. Iowa FBLA's W-9 is available at www.iowafbla.org/advisers. Many business offices request a copy of the W-9 before processing checks and credit card payments.

Checks

Checks should be made out to Iowa FBLA and mailed to:

Iowa FBLA
Attn: Financial Coordinator
723 Curtis Ave
Chariton, IA 50049

Credit Card Payments

A 1.5% credit card convenience fee will be added to the invoice. This fee will reflect on the invoices generated by the Blue Panda Conference Management System. Credit card payment link and instructions will be sent after the registration deadline.

Late Fee

A 10% late fee will be added to the invoice if payment is not RECEIVED by March 30.

Registration Additions, Modifications, and Refunds

Please note that after the conference registration deadline of March 1, 2023, you will need to contact Iowa FBLA to make any changes or edits. Any changes or edits completed between March 2, 2023 and March 17, 2023 will be charged \$25 per change or edit in addition to any conference fees. This includes, but is not limited to, adding an attendee, adding or modifying competitive events registration, substituting attendees, etc. Dropping an attendee from registration will not be charged the \$25 fee; however, no refunds will be granted after the March 1, 2023 registration deadline regardless of actual conference attendance. No changes can be made after March 17, 2023.

Travel insurance may be purchased by individuals, parents, or schools outside of and separate from Iowa FBLA's registration costs and lodging fees. Iowa FBLA does not endorse or recommend any specific travel insurance company. One potential travel insurance coverage is offered by Travel Guard Group, Inc., Insurance is underwritten by National Union Fire Insurance Company of Pittsburgh, Pennsylvania. Coverage is subject to the terms and conditions of the Travel Guard insurance policy. Iowa FBLA is not licensed to sell insurance, and cannot answer technical questions about the benefits, exclusions, and conditions of this insurance and cannot evaluate the adequacy of existing insurance. Travel insurance is the responsibility of the participant and not Iowa FBLA. The purchase of travel insurance is not required in order to purchase any other products or services from Iowa FBLA. Contact Travel Guard directly at 1-800-826-5248.

Chaperone Ratios and Requirements

A ratio of one adult for every ten (10) members is recommended. In the event your district has a different chaperone policy, your district's policy should be followed. When attending Iowa FBLA conferences and events, advisers are expected to provide adequate supervision for their student members. All advisers, chaperones, and guests must follow the Iowa FBLA code of conduct. Advisers are expected to attend all sessions.

Accommodations Requests

Iowa FBLA meets the criteria specified in the Americans with Disabilities Act for all participants who submit a request through Blue Panda. FBLA will provide reasonable accommodations for competitors to enable equitable access to the competitive events program. The Accommodation Policy is in place to:

- Provide reasonable accommodations to competitors to enable safe and responsible access to the program
- Recognize and facilitate the learning accommodation of students, including those with IEPs and Section 504 accommodations

FBLA recognizes the need to enable students whose first language is not English to have equitable access to the competitive events program. FBLA will provide reasonable accommodations, which may include translation services and interpreters, to those who submit a request through Blue Panda.

Event Preparation

Pre-Conference Forms

When preparing for the State Leadership Conference, several pre-conference forms should be completed to support the registration submitted in the conference management system, Blue Panda. Forms can be completed by the local chapter adviser or member.

| Deadline | Pre-Conference Form | Link |
|------------------|--|---|
| March 15, 2023 | Conference Nomination Form <ul style="list-style-type: none"> • Adviser of the Year • Businessperson of the Year • Who's Who in FBLA • School Administrator of the Year • Adviser Retirement • Conference National Anthem Singer | https://form.jotform.com/iowafbla/22-23-conference-nomination-form |
| Rolling Deadline | Partnership and Exhibitor Registration | https://form.jotform.com/iowafbla/partnership-registration |
| Rolling Deadline | FBLA Competitive Event Sponsorship | https://form.jotform.com/iowafbla/partnership-registration |
| March 15, 2023 | Prejudged Materials | See Prejudged Materials Section |
| March 30, 2023 | Adviser Assurance Form | Submit on Blue Panda |

Financial Contributions

Iowa FBLA is funded through the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). These funds are issued by the Iowa Department of Education and are critical to operating Iowa FBLA. Part of the funding received from the Department of Education requires matching funds through external funding sources. The funding received from local businesses, organizations, chapters, and individuals meet the external funding sources as required by the Department of Education. These funds support the Competitive Events program through National Leadership Conference scholarships, plaques, and awards for competitors.

To encourage Financial Leadership, Iowa FBLA asks each chapter to seek out and obtain \$250 worth of contributions to Iowa FBLA. To be eligible for the Lloyd V. Douglas Chapter of the Year award, the chapter must submit \$250 worth of contributions to Iowa FBLA. Chapters will be recognized at the State Leadership Conference for obtaining the most contributions. For more information about contributions, please visit www.iowafbla.org/partner.

Local Chapter Delegates

Each chapter registered for the State Leadership Conference is awarded two local chapter delegates. Voting delegates are indicated through the registration process and will receive electronic communications relating to their official duties.

State Officer Candidates and Campaigns

The deadline to complete the state officer application is March 1, 2023. The state officer application and handbook is online and can be found at www.iowafbla.org/officer-application. All candidates will be required to complete all activities located in the State Officer Handbook. Campaigning will take place during the State Leadership Conference.

Elections and Voting

Voting Delegates will receive a ballot in their chapters registration packet on site at the State Leadership Conference. Delegate's can cast their ballots electronically from 5 PM Friday up to 9 AM Saturday. Make sure your chapter has a well informed discussion about the candidates before your delegates place their vote. Voting delegates will be casting two ballots, one for the at-large officers (President, Secretary, & Treasurer), and one ballot voting for their District Vice President. Iowa FBLA uses *ranked ballot* voting where the delegates rank the candidates instead of only selecting one candidate.

Competitive Events

For the 2023 State Leadership Conference, the Competitive Events Program will include National Events and State Events. Competitive Events include live presentation/performance events, objective test only events, and state only events. For a full detailed list of guidelines and policies relating to competitive events, advisers and members should review the National FBLA Competitive Events webpage.

Quotas/Limits

State Leadership Conference has quotas or limitations on the number of competitive events a member or chapter may enter and compete in.

Members:

Limited to a maximum of four (4) competitive events in total which may include:

- Limited to a maximum of two (2) National Qualifying Live Presentation/Performance Events
- Limited to a maximum of four (4) National Qualifying Objective Test Only events
- Limited to a maximum of one (1) State Only Event

Chapters:

- Limited to a maximum of two (2) competitive event entries in National Qualifying Live Presentation/Performance events
- Limited to a maximum of fifteen (15) competitive event entries in National Qualifying Objective Test Only events
- Limited to a maximum of two (2) competitive event entries in State Only events

Photo Identification

All competitive event participants will be required to show photo identification prior to entering the competition area. For performance competitors, the member will be required to show a photo ID to the event facilitator before entering the event competition. For objective testing, the member will present their photo ID to a facilitator when picking up their testing card at objective test registration.

Requesting competitors to show photo identification helps increase the fidelity and integrity of FBLA's competitive events program. We encourage government issued identification or school identification to be presented. The competitor must present an original, valid current photo ID that is issued by a city, state or federal government agency or by the competitor's school. The photo must be current and recognizable.

Some Examples:

- Driver's license or non-driver ID card
- Official school-produced student ID card from the school the competitor currently attends
- Passport, passport card, or U.S. Global Entry identification card
- Government-issued military or national identification card

If a competitor does not have an acceptable form of ID listed above, the Competitor Identification Form may be completed and used. To obtain the Competitor Identification Form, please stop by the conference headquarters.

National Qualifying Objective Test Only Events

Online objective testing is completed on the first and second day of the State Leadership Conference in person. Chapters are asked to bring their own computers for online testing of all objective tests. Objective testing will be conducted on a web browser like Chrome or Firefox.

Schools will want to check with their IT department on how students will access a hotel network. In most cases, the student must sign into the computer on the school network before they can access another network off school campus. Iowa FBLA does not provide technical support during the conference for personal devices.

Qualifying Performance Events

Qualifying events are those events defined as a prerequisite event in which the member must first place in the top four at the District Leadership Conference. The events below are restricted to the top four winners of the three District Leadership Conferences.

- | | |
|---|---|
| • Broadcast Journalism | • Introduction to Social Media Strategy |
| • Digital Video Production | • Job Interview |
| • Graphic Design | • Public Service Announcement |
| • Impromptu Speaking | • Sales Presentation |
| • Introduction to Business Presentation | • Social Media Strategies |

Prejudged Materials - Asset Collection

All prejudged materials submitted to Iowa FBLA become the property of Iowa FBLA. Prejudged materials are submitted through the Asset Collection process in Blue Panda. To see what files are required to be uploaded, please log into Blue Panda and click on the 'Action Items' box. Files should be submitted using a Google Drive, Dropbox, One Drive, or similar URL that is publicly accessible. YouTube public or unlisted videos can also be used for submitting a Video URL.

All prejudged materials must be uploaded through the asset collection process BY March 15, 2023 at 5 PM CT.

| Event Name | Submission | File Type |
|--------------------------------------|---------------------|------------|
| American Enterprise Project | Report | PDF URL |
| Business Ethics | Report | PDF URL |
| Business Financial Plan | Report | PDF URL |
| Business Plan | Report | PDF URL |
| Community Service Project | Report | PDF URL |
| Computer Applications | Up to 15 PDF Files | Folder URL |
| Database Design & Applications | Up to 11 PDF Files | Folder URL |
| Digital Animation | Video | Video URL |
| Digital Video Production | Video | Video URL |
| Future Business Leader | Interview Materials | PDF URL |
| Job Interview | Interview Materials | PDF URL |
| Local Chapter Annual Business Report | Report | PDF URL |
| Partnership with Business Project | Report | PDF URL |
| Spreadsheet Applications | Up to 8 PDF Files | Folder URL |
| Word Processing | Up to 9 PDF Files | Folder URL |

State Only Events

Iowa FBLA offers a limited number of State Only Events for members to compete in during the State Leadership Conference. State Only Events do not advance to the National Leadership Conference, nor are they offered at District Leadership Conferences. For full guidelines, see Appendix E.

Local Chapter Exhibit

This event will highlight the local chapter and its activities during the current school year. The event will include an exhibit and a presentation.

NLC Pin Design and Promotion

An essential part of today's business world is design and promotion; therefore, the preparation of art is paramount to the production of quality copy used for promotion purposes. This event is designed to measure the team's ability to develop the concept design for the Iowa FBLA pin for the National Leadership Conference. Students are to use the current year's theme.

NLC T-Shirt Design and Promotion

An essential part of today's business world is design

and promotion; therefore, the preparation of art is paramount to the production of quality copy used for promotion purposes. This event is designed to measure the team's ability to develop the concept design for the Iowa FBLA T-Shirt for the National Leadership Conference. Students are to use the current year's theme.

Spelling Relay

The FBLA spelling relay is designed to create a challenge for FBLA members to work toward a better command of words and their proper usage.

Vocabulary Relay

The FBLA vocabulary relay is designed to create a challenge for FBLA members towards a better command of words and their usage.

Open Test Events

Iowa FBLA offers a limited number of Open Test Events for members to compete in during the State Leadership Conference. Open Test Events do not advance to the National Leadership Conference, nor are they offered at District Leadership Conferences. Open Test Events are open to any FBLA member present at the State Leadership Conference. Prerequisites or registration is not required. The open event tests are a 60 minute online objective test. The top winner of each open event is recognized during the awards ceremony.

- Computer Operating Systems
- HTML-CSS
- Java Programming
- Nonprofit Management
- Python Programming
- Retail Management

Judges

Iowa FBLA relies on volunteers to run and support many activities and programs within Iowa FBLA. If you know of an individual who would be interested in volunteering to serve as a judge, please email Jodi Leimkuehler, Iowa FBLA Judge Coordinator at jodi@iowafbla.org.

Judges can include parents, chaperones, business and industry representatives, supporters of the local FBLA chapter, and any other individual who supports FBLA's mission. At this time, advisers and members of FBLA are ineligible to judge events at the State Leadership Conference.

Conference Activities

Conference Program

The conference schedule, activities, and workshop descriptions will be available on the Iowa FBLA website and a conference mobile application. All conference attendees are encouraged to download the mobile application on their phone and plan out their personal schedule for the conference. This will be the most up-to-date information on times of events, locations of workshops, etc.

Adviser Professional Development Meetings

Two Adviser Professional Development Meetings will take place during the conference. One on the first day to share important conference information and updates. Another meeting will be held on the second day of the conference to share information about the National Leadership Conference. Check the Tentative Schedule for the exact locations and times. The adviser meeting(s) are strongly encouraged to attend. This is a required meeting for advisers using Perkins funds to pay for their conference registration, lodging, and/or meals.

Event Volunteers

Each chapter will be asked to help with competitive events and or chaperoning conference activities. New advisers and chaperones are encouraged to consult with veteran advisers and chaperones to understand the facilitation process. Facilitating may consist of the following: chaperoning conference activities, competitive events timekeeper, door watcher, and objective test supervising.

Volunteer Luncheon

A volunteer luncheon will be provided for Advisers, Judges and Facilitators volunteering at the conference on Friday. This is an open luncheon without a program. Meal tickets will be provided in the conference registration packet.

Tentative Schedule

The schedule is tentative and is subject to change prior to the conference. The official conference schedule is located in the conference program on the Iowa FBLA State Leadership Conference webpage or conference mobile application. Please note: This schedule does not include activities, events, and deadlines that happen prior to or after the conference.

Leadership Lounge & Business and Career Fair

The Business and Career Fair held during the State Leadership Conference provides colleges and universities, military partners, business and industry, and fundraising partners the opportunity to network with event attendees. The Business and Career Fair booths will be available to all attendees.

The Business and Career Fair is available on Friday, March 31, 2023, from 9:00 am to 2:00 pm. A complete list of the Business and Career Fair booths is listed in the official conference program platform.

Workshops

Workshop topics include financial literacy, preparing for college, team work skills, career advice, and many more relative topics for attendees. Check the conference schedule for workshop topics and descriptions.

Workshops will be held on Friday, March 31, 2023 from 9:30 am to 4:00 pm. Workshops are encouraged for all conference attendees when not in a competitive event.

Dress Code

FBLA members and advisers should develop an awareness of the image of 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.

Conference attendees are required to adhere to and follow the National FBLA dress code. The National FBLA dress code can be found at www.fbla.org/dresscode

Professional Attire

Attendees should follow the National FBLA Dress Code.

- General Sessions
- Workshops
- Competitive Events
- Common Areas of the Conference Center

Casual Attire

Clothing should be appropriate for a professional conference.

- Community Service Activities
- Entertainment and Social Activities
- Common Areas of the Hotel

Recognition Events

Iowa FBLA recognizes individuals and chapters for their hard work and dedication to FBLA. Individual recognition is awarded to members, advisers, school, and business representatives. Chapter recognition is awarded to the local FBLA chapter. Adviser of the Year, Businessperson of the Year, and Who's Who in FBLA will also receive recognition at the National Leadership Conference.

Recognition Event Submission Process

The following Recognition Events require a nomination form to be completed by the deadline outlined in the deadline checklist and pre-conference submission form checklist. The below recognition events should be submitted by March 15, 2023 using the link located in the Pre-Conference Submission forms.

- Adviser of the Year
- Adviser Retirement
- Businessperson of the Year
- Conference National Anthem Singer
- School Administrator of the Year
- Who's Who in FBLA

Individual Recognition Events

Individual recognition events highlight the dedication and service that the individual has contributed to Iowa FBLA. Recognition events may be calculated automatically, by rating sheet, or require materials to be submitted.

Adviser Length of Service

Local chapter advisers are recognized for years of service to the FBLA association. Recognition is given for the first year and then given for five-year intervals of service.

Adviser of the Year

Local chapter advisers are recognized for being an outstanding leader for their local chapter. All active local chapter advisers with three years of service or greater and have not received the Adviser of the Year award in the past three years are eligible. A student-member may nominate their local adviser by submitting a nomination by the pre-conference form deadline.

Adviser Retirement

Local chapter advisers that plan to retire in the current academic year are recognized for years of service to the FBLA association. Recognition is given for any level of service.

Businessperson of the Year

This event recognizes outstanding Iowa business leaders who have contributed to the success of FBLA at the local level. Each active local chapter may enter one person in the Businessperson of the Year event. The nominees must be members of the business and industry sector. Persons who are full-time employees of educational institutions or departments of education shall not be nominated for the award. A chapter may nominate a Businessperson by submitting a nomination by the pre-conference form deadline.

National Anthem Singer

This event gives an opportunity for an outstanding Iowa FBLA member to sing the National Anthem during our opening session. A chapter may nominate a member to sing the National Anthem by uploading an MP3 audition file of the member singing the national anthem by the pre-conference form deadline.

School Administrator of the Year

This event recognizes outstanding Iowa school administrators who have contributed to the success of FBLA at the local level. Each active local chapter may enter one person in the School Administrator of the Year event. The nominees must be full-time employees of local, regional, or state educational institutions or educational agencies. A chapter may nominate a School Administrator by submitting a nomination by the pre-conference form deadline.

Who's Who in FBLA

This event honors FBLA members who have made outstanding contributions to the local, state, and national levels. Each chapter may nominate one member; state and national officers do not count toward the chapter entry limit. Nominees must complete the Contributor Level of the Business Achievement Awards to be eligible for Who's Who in FBLA. Applicants must submit a form by the pre-conference form deadline.

Chapter Recognition Events

Chapter recognition events highlight the chapter and what local members have contributed to Iowa FBLA. Recognition events may be calculated automatically, by rating sheet, or require materials to be submitted.

Financial Leadership Award

Local chapters are recognized for their efforts in securing contributions and donations for competitive events and cash scholarships at the State Leadership Conference. To be recognized for this award, the chapter must submit the minimum \$250 requirement.

Largest Local Chapter - Market Share

This recognition award will give recognition to those chapters whose membership represents a large percentage of the entire high school student body. Results are calculated by high school population in grades 9-12 from state records through the Iowa Department of Education.

Largest Local Chapter Membership

Effective state and national programs depend upon membership support and growth. Increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to local chapters that have attained the largest membership in FBLA.

Largest Percentage of Increase in Local Chapter Membership

Effective state and national programs depend upon membership support and growth. Continued membership growth makes the expansion of services and materials possible. This event provides recognition to those local chapters that have attained the highest percentage of increase in FBLA membership.

Lloyd V. Douglas Chapter of the Year

The Lloyd V. Douglas Chapter of the Year Award is presented to the chapter who accumulates the most points from events at the State Leadership Conference. Recognition events do not qualify towards the Lloyd V. Douglas Chapter of the Year Award. Any chapter that would like to be recognized for the Lloyd V. Douglas Chapter of the Year Award must complete all criteria for the Iowa Merit Award. Each chapter receives points for entering and placing in events

- | | |
|---------------------|-----------|
| • 1st Place | 10 points |
| • 2nd Place | 9 points |
| • 3rd Place | 8 points |
| • 4th Place | 7 points |
| • 5th Place | 6 points |
| • 6th Place | 5 points |
| • 6th Place | 5 points |
| • 7th Place | 4 points |
| • 8th Place | 3 points |
| • 9th Place | 2 points |
| • 10th Place | 1 points |
| • Officer Candidate | 5 points |

March of Dimes Award

This event recognizes local chapters that fundraise and donate money to the March of Dimes. March of Dimes is the National Community Service Partner for FBLA for more than 45 years, raising millions of dollars for moms and babies. The chapter adviser must submit fundraising information via Blue Panda during the conference registration process.

Optional & Miscellaneous Items

Throughout the conference, Iowa FBLA offers discounted rates and optional items that can be purchased for an enhanced conference experience. All items are optional and not required to purchase to participate in the conference. Some items require pre-registration, cash only, or conference exclusive, please see each section for specific information.

Pre-Purchased Dinners

\$17.00 per meal, per person. Price includes tax and gratuity. Pre-registration required through Blue Panda by the conference registration deadline. Vegetarian options and dietary restrictions will be accommodated when reported in Blue Panda by the conference registration deadline.

Thursday Dinner Options

- Mac n Cheese with Crostini and Side of Fruit
- Mac n Cheese with BBQ Pulled Pork and Crostini
- Mac n Cheese with Buffalo Chicken and Crostini
- Chicken Tenders with Fries
- Market Salad with Chicken

Friday Dinner Options

- Bacon Cheddar Burger with Fries
- Grilled Chicken Sandwich with Fries
- Beyond Burger with Fries
- Chicken Tenders with Fries
- Market Salad with Chicken

Starbucks Menu

Starbucks will offer a limited menu selection in the Leadership Lounge for attendees on Friday from 9 AM to 2 PM. This menu is in addition to the Starbucks located in the Hyatt lobby.

- Regular Coffee
- Iced Coffee
- Cold Brew
- Bottled Frappuccino
- Cans of Double/Triple Shot
- Refreshers including exclusive March of Dimes Purple Drink, Strawberry Acai, Mango Dragon Fruit, Pink Drink, and Dragon Drink

Exclusive March of Dimes Purple Drink

Passion fruit tea, vanilla syrup, soy milk, and fresh blackberries shaken over ice. Support March of Dimes by purchasing this drink in the Leadership Lounge on Friday.

- | | |
|----------|--------|
| • Tall | \$4.75 |
| • Grande | \$5.25 |
| • Venti | \$5.75 |

Post-Conference Information

Scores and Results

The Official Results of the State Leadership Conference will be certified and posted on www.iowafbla.org/slc after the 2023 State Leadership Conference. Results including rating sheets, individual and team scores, and performance standards will be provided electronically after the event. Electronic communications will be sent to advisers on how to access these reports.

National Leadership Conference

Competitors that participated in National Qualifying Events and who placed in the top four (4) of the state, qualify to advance in that competitive event at the National Leadership Conference. Competitors are only eligible to compete in one national competitive event at the National Leadership Conference. If placing in the top four of more than one National Qualifying Event, the competitor must determine which event they'll compete in.

Iowa FBLA allows “bump ups” in all National Qualifying Events. In the event that a top four qualifier declines the invitation to compete, Iowa FBLA will reach out to the 5th place winner and extend an invitation to compete at the National Leadership Conference. Invitations will be extended to winners starting in 5th place and stopping at 10th place until four entries have been accepted to advance to the National Leadership Conference.

Forms, Policies, and Procedures

To create a safe and meaningful educational environment and experience for all attendees, Iowa FBLA has adopted the following forms, policies, and procedures.

Conflict of Interest Policy

Iowa FBLA requires all board members, officers, volunteers, and key employees to act in the best interest of Iowa FBLA at all times. To view the full policy, click [here](#) or go to iowafbla.org/advisers.

Non-Discrimination Statement

Iowa FBLA will not discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices. To view the full statement, click [here](#) or go to iowafbla.org/advisers.

Online Integrity Policy

Iowa FBLA is committed to providing a safe, productive, and welcoming environment for all meeting participants and Iowa FBLA staff. To view the full policy, click [here](#) or go to iowafbla.org/advisers.

Whistleblower Policy

Iowa FBLA aims to provide employees with an avenue for raising such concerns, and to reassure such employees that they'll be protected from

reprisal or victimization as a consequence of reporting the alleged wrongdoing of any officer, director, employee, or agent of Iowa FBLA. To view the full policy, click [here](#) or go to iowafbla.org/advisers.

Comprehensive Consent Form

A form required to be signed by conference attendee and parent or legal guardian acknowledging and understanding the Personal Liability, Code of Conduct, FERPA Directory Information, the Photography, Video, and Sound Release, and COVID Waiver of Liability agreements. To read or complete the full consent form, click [here](#) or go to iowafbla.org/advisers.

Adviser Assurance Form

A form required to be signed by the local adviser and school administration and turned in when arriving at the event. The form assures the supervising local adviser will carry and maintain all attendees Comprehensive Consent Forms during the event. To read or complete the assurance form, click [here](#) or go to iowafbla.org/advisers.

Appendix A: Adviser Assurance Form

Iowa FBLA

Adviser Assurance Form (for the Comprehensive Consent Form)

I, _____, Chapter Adviser for _____, verify that:
(Name of Adviser) (FBLA Chapter)

All conference-registered school representatives (including but not limited to students, instructors, advisers and observers) participating in Iowa FBLA sponsored conferences, have completed the Comprehensive Consent Form & COVID Waiver of Liability Form.

The Comprehensive Consent Forms & COVID Waiver of Liability Forms of all conference-registered school representatives (including but not limited to instructors, advisers and observers) will remain in my possession at all times during any Iowa FBLA sanctioned conference.

I understand that, under no circumstances (other than those approved by the State Adviser and/or State Chair) I may not leave the conference premises for the entire duration of the conference. I agree to be the responsible party for my students and their actions.

I recognize and understand that Iowa FBLA will NOT collect the Comprehensive Consent Forms and COVID Waiver of Liability Forms of my conference-registered school representatives (including but not limited to students, instructors, advisers and observers). I also have communicated the complete contents of this signed Assurance page with all Conference-registered school representatives (including but not limited to students, instructors, advisers and observers).

(Signature of School Adviser) (Date) (E-mail)

(Signature of Principal/Director/Dean) (Date) (E-mail)

Appendix B: Comprehensive Consent Form

This is to certify the named **Member/Participant** listed below has my permission to attend all Iowa FBLA sponsored State Leadership Conference activities. I also release Iowa FBLA, the school officials, the chapter advisers, conference staff, and Iowa FBLA staff and volunteers from any claims for personal injuries/damages which might be sustained while (s)he is traveling to and from an event or during an Iowa FBLA sponsored activity.

I authorize the below named **Educator/Adviser** or Iowa FBLA staff to secure the services of a doctor or hospital for the named **Member/Participant**. I will pay the expenses for necessary services in the event of accident or illness.

| | |
|--|--|
| Member/Participant Name | Name: Age: DOB: Gender: |
| Local Chapter (School) Name | Name: |
| Name of Educator/Adviser/Supervising Member | Name: |
| Parent(s)/Guardian Name(s) & Phone | Name: Phone Number: Name: Phone Number: |
| Emergency Contact Name/Phone Number | Name: Phone Number: |
| Member/Participant Home Address | Address: City, State Zip: |
| Swimming Permission | <input type="radio"/> Yes, my child can/may swim <input type="radio"/> No, my child cannot swim/isn't permitted to swim |
| Medical Information | Known Allergies: Current Medication: Chronic Conditions: Physical Restrictions: |

I have read and completely understand the **Personal Liability**, the **Code of Conduct**, **FERPA Directory Information**, and the **Photography, Video, and Sound Release** agreements, and by signing, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release Iowa FBLA's national, state, regional, and local associations. **NOTE:** All participants must sign this form.

Member/Participant Signature

Parent/Guardian Signature

Iowa FBLA Personal Liability

I hereby agree to release FBLA Inc. and Iowa FBLA, its representatives, agents, servants and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending the Iowa FBLA event indicated on the other side of this page, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of representatives, agents, servants and employees.

Having read and understood completely the “Code of Conduct” of Iowa FBLA, I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing Iowa FBLA.

NOTE: All persons under legal age must have a parent or guardian sign this form (see other side). Otherwise, this form will be returned for a parent or guardian signature. All participants must sign this form.

Code of Conduct Agreement

The Iowa FBLA Leadership Conferences are designed to be an educational function and all plans are made with that objective. The Conferences represent Iowa FBLA’s most significant meetings of the year. Iowa FBLA wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing the nation’s greatest student organization. In order that everyone may receive the maximum benefits from their participation, the “Code of Conduct,” as established by the Iowa FBLA Iowa FBLA Board, must be followed at all times. Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. We are proud of our students and know that by signing this “Code of Conduct” you are simply reaffirming your dedication to be the best possible representative of your school and chapter.

1. I will, at all times, respect all public and private property, including the hotel or motel in which I am housed.
2. I will spend each night in the room of the hotel or motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not be in the sleeping room of the opposite sex.
5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
6. I will not leave the hotel or motel without the express permission of my local chapter adviser.
7. My conduct shall be exemplary at all times.
8. I will keep my adviser informed of my whereabouts at all times.
9. I will, when required, wear my official identification badge.
10. I will respect the official FBLA dress.
11. I will attend and be on time for all general sessions and activities that I am assigned to and registered for.
12. I will adhere to the dress code at all required times

Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the conference I am attending, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense.

1. Violations of Items 1 through 6 of the “Code of Conduct” will be grounds for disqualification, immediate removal from competition and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant’s local school district and parents/guardians. The participant’s entire voting delegation could be unseated and the candidates or competitors from the participant’s local chapter could be disqualified as well.

2. Violations of Items 7 through 12 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant’s local school district administration and parents or guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at his/her own expense.

It is within the spirit of being a proud and meaningful member of FBLA that I agree to these rules of conduct by signing my name on the other side of this page.

Photography, Video and Sound Release

I hereby grant the Iowa FBLA permission to make still or motion pictures and sound recordings, separately or in combination and also give a production company approved by the Iowa FBLA permission to use the finished silent or sound pictures and/or sound recordings as deemed necessary.

Further, I so hereby relinquish to the Iowa FBLA all rights, title, interest in and income from the finished sound or silent motion pictures, still pictures and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates and prints and further grant the Iowa FBLA the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network or governmental agency or to any of their assignees, without payment or other consideration to me.

My agreement to perform under camera, lighting and stated conditions is voluntary and I do hereby waive all personal claims, causes of action or damages against the Iowa FBLA and the employees thereof, arising from a performance or appearance.

I hereby authorize Iowa FBLA to display my picture, school information (school, address and telephone number) and e-mail address on the Iowa FBLA website.

Appendix C: FERPA Waiver

Family Educational Rights and Privacy Act (FERPA)

Iowa Future Business Leaders of America

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Iowa Future Business Leaders of America**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, **Iowa Future Business Leaders of America** may disclose appropriately designated “directory information” without written consent, unless you have advised the **Iowa Future Business Leaders of America** to the contrary in accordance with **Iowa Future Business Leaders of America** procedures. The primary purpose of directory information is to allow the **Iowa Future Business Leaders of America** to include information from your child’s education records to higher education institutions, the military and Iowa FBLA partners.

| Who may receive directory information? | Purpose for which directory information may be used? |
|--|--|
| Higher Education Institutions | Scholarship opportunities, open house events, Phi Beta Lambda communications, admissions contact |
| Military Recruiters | Military opportunities, scholarship opportunities, ROTC programs |
| Additional Iowa FBLA Partners | Internship, apprenticeship and job opportunities |

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that partner with **Iowa Future Business Leaders of America** for the promotion of college and career readiness. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. **[These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want **Iowa Future Business Leaders of America** to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the **Iowa Future Business Leaders of America** in writing 30 days before the event. **Iowa Future Business Leaders of America** has designated the following information as directory information.

- Student’s name
- Telephone listing
- Electronic mail address
- Photograph
- Dates of participation
- Grade level
- The most recent educational agency or institution attended
- Student membership number used to communicate in electronic systems

Appendix D: COVID Waiver of Liability

Waiver of Liability, Release,

Assumption of Risk & Indemnity Agreement

For and in consideration of the Attendee being permitted to participate in the _____ (event name) of the Future Business Leaders of America ("FBLA") on _____, (event date) at _____, (venue name, city, and state) and by signing the Waiver of Liability, Release, Assumption of Risk and Indemnity Agreement ("Agreement"), Attendee (and the parent or legal guardian of Attendee, if applicable) acknowledges and agrees as follows:

Assumption of Risk

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact and/or by contact with contaminated surfaces and objects, and even possibly in the air. However, the state of medical knowledge is evolving. People reportedly can be infected and show no symptoms and therefore spread COVID-19. **Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death.** As a result, federal, state, and local governments and federal and state health agencies recommend physical distancing and have, in many locations, prohibited the congregation of groups of people.

Although FBLA will take appropriate measures to ensure that its activities will be conducted using recommended safety protocols, including physical distancing and enhanced disinfecting, FBLA cannot prevent you or your Attendee from becoming exposed to, contracting, or spreading COVID-19 while participating in FBLA activities. It is not possible to prevent against the presence of COVID-19. Therefore, if you choose to have Attendee participate in FBLA activities, Attendee may be exposing himself/herself to and/or increasing his/her and your risk of contracting or spreading COVID-19.

By signing this Agreement, I acknowledge I have read and understood the above warning about COVID-19. I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I or Attendee may be exposed to or infected by COVID-19 by participating in the FBLA Activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 by participating in Activities may result from the actions, omissions, or negligence of myself and others, including, but not limited to, FBLA employees, other attendees, officers, agents, and members of the general public. The FBLA Activities are of such value to me and/or my Attendee that I accept the risk of being exposed to, contracting, and/or spreading COVID-19 in order to participate in the FBLA Activities.

Waiver of Liability/Lawsuit

Attendee further acknowledges that there may be risks and dangers not known to Attendee or FBLA or not reasonably foreseeable at this time. Attendee acknowledges that there are risks and uncertainties inherent in participating, including but not limited to illness, death and/or and damage to person or property due to the negligent acts or omissions of FBLA and/or others. These risks may be caused by the negligence of Attendee or the negligence or inaction of others, including the "Releasees" (defined below). Attendee acknowledges, understands and agrees that all the risks and dangers described throughout this Agreement, including those caused by the negligence of Attendee and/or others, are included within the waiver and release. Attendee acknowledges, understands and assumes the risks, if any, arising from the conditions and use of any locations for the Activities and related premises and acknowledges and understands that included within the scope of this waiver and release is any cause of action (including any cause of action based on negligence) arising from the performance, or failure to perform, maintenance, inspection, supervision or control of said areas and for the failure to warn of dangerous conditions existing at said areas. It is the purpose of this Agreement to exempt, waive and relieve Releasees from liability for personal injury, property damage, and wrongful death, including if caused by negligence, including the negligence, if any, of Releasees.

Attendee, on behalf of himself/herself, his/her dependents, heirs, executors, administrators and assigns, waives, releases and relinquishes, discharges and covenants not to sue FBLA, its officers, directors, employees, affiliates, and agents (all referred to together as FBLA) and Releasees (defined below) from any and all claims for liability, cause(s) of action, demands, damages, costs, loss of service, expenses and compensation, including known and unknown, for personal injury, illness, property damage, wrongful death or loss of any kind whatsoever suffered in connection with the Activities occurring to Attendee, arising out of participation in Activities, whenever or however they occur and for such period said Activities may continue, even if caused by the negligence (but not the gross, reckless, willful, or fraudulent conduct) of Releasees or third parties, including but not limited to in any way related to COVID-19 and whether a COVID-19 infection occurs before, during, or after participation in the Activities. I agree that if I or my Attendee is exposed or infected by COVID-19 during Attendee's participation in Activities or any travel related thereto, then I and Attendee may be found by a court of law to have waived my right to maintain a lawsuit against the Releasees on the basis of any claim for negligence.

Attendee further understands that FBLA does not assume any responsibility for or obligation to provide Attendee with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. Attendee expressly waives any such claim for compensation or liability on the part of FBLA in the event of injury, illness, or medical expenses incurred by Attendee.

In the event that I file a lawsuit against FBLA, I agree to do so solely in the state of Iowa, and I further agree that the substantive law of Iowa shall apply in that action without regard to the conflict of law rules. Each party hereby irrevocably consents to the exclusive jurisdiction and venue of any state or federal court located within the state of Iowa. Notwithstanding any other term of this Agreement, in no event shall any liability of the Releases exceed the amount actually paid to Attendee for the Activities or One Hundred Dollars (\$100), whichever is greater.

The undersigned further expressly agrees that the foregoing waiver, release, and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of Iowa and that if any portion is held invalid, it is agreed that the balance shall notwithstanding continue in full legal force and effect.

"Releasees" include FBLA and its officers, directors, employees, affiliates, partners, event hosts, owners and operators of the premises used to conduct any event and each of them, their officers, directors, agents and employees.

Attendee acknowledges that he/she has not relied upon any representations of FBLA and understands these waivers and releases are necessary to allow FBLA to offer Activities to Attendee.

I have had sufficient opportunity to read this entire document, I have read and understood it, and I agree to be bound by its terms. I understand I have given up substantial rights by signing it, and have signed it freely and voluntarily without any inducement, assurance, or guarantee being made to me and intend my signature to be complete and unconditional release of all liability to the greatest extent allowed by law.

In consideration of participating in the Activities, by signing this form, I acknowledge that I agree to all of the above statements. By signing the comprehensive release form, Attendee expresses his/her understanding and intent to enter into this Agreement willingly and voluntarily.

Parent has read, understands and fully agrees to the terms of this Agreement. The Parent (on behalf of the Minor and for Parent) understands and agrees that by signing this Agreement, the Minor and Parent have given up considerable future legal rights. The Parent has signed this Agreement freely and voluntarily. The Parent further has been advised that the Minor and Parent have a right to seek independent counsel of Parent's choice about these matters and the rights waived and released by this Agreement, and the signature of the Parent below represents and warrants that the Parent has done so, or has chosen not to do so, and hereby waives the right to do so or to claim that the Parent did not understand the legal effect of this Agreement.

I the above signed hereby acknowledge to be lawful parent and/or guardian of the above-mentioned minor and I therefore acknowledge my qualifications to sign the Comprehensive Release on behalf of the minor.

Appendix E: State Only Events

Local Chapter Exhibit

This event will highlight the local chapter and its activities during the current school year. The event will include an exhibit and a presentation.

ELIGIBILITY

Each chapter may enter one exhibit at the State Leadership Conference. This is a chapter event of one-three members.

PROCEDURE

The chapter exhibit may be a threefold exhibit, poster, or any other creative idea. The exhibit should be able to sit on a 6 foot narrow table. Each Exhibit should include examples of chapter activities and should show conferences, public relations, community service, fundraising, recruiting, and state sponsorship. Creativity is

encouraged through the design and use of meaningful pictures and graphics.

JUDGING

Exhibits must be set up by 9 a.m. Friday. Exhibits will be checked to determine whether chapters have complied with event eligibility and regulations. A 3-5-minute presentation will be given at the State Leadership Conference. Rank is determined by the total on each score sheet. Points given may range between zero and the maximum number indicated. All decisions of the judges are final.

Exhibit & Presentation Rating Sheet

| Exhibit Evaluation | Not Demonstrated | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations | Points Earned |
|--|----------------------------|----------------------------|--------------------|----------------------|---------------|
| Content & Design | | | | | |
| Community Service, Conferences, Fundraising, Public Relations, Recruiting, State Sponsorship | (5 per category max of 30) | | | | |
| Clear and concise presentation with logical arrangements of information | 1-5 | 6-9 | 10-14 | 15 | |
| Correct grammar, punctuation, spelling, and acceptable business style | 0-5 | 6-7 | 8-9 | 10 | |
| Originality/creativity _____ 15 Aesthetics _____ 10 Effective use of design element Pictures show success of activity | 0-5 | 6-9 | 10-15 | 16-20 | |
| Total Exhibit Points | | | | | |
| Oral Presentation Evaluation | | | | | |
| Voice quality, diction, grammar | 0 | 1-2 | 3-4 | 5 | |
| Poise and professional appearance | 0 | 1-2 | 3-4 | 5 | |
| Explanation of the Project | | | | | |
| Description of project development and strategies used to implement project | 0 | 1-2 | 3-4 | 5 | |
| Team Presentation Participation | 0 | 1-2 | 3-4 | 5 | |
| Demonstration of ability to effectively answer questions | 0 | 1-2 | 3-4 | 5 | |
| Total Points | | | | | |

Guidelines Penalty Deduct five (5) points when guidelines are not followed.

Total Points (Maximum of 100)

Entry:

Judge Signature:

Judge Comments:

NLC PIN DESIGN AND PROMOTION

An essential part of today's business world is design and promotion; therefore, the preparation of art is paramount to the production of quality copy used for promotion purposes. Please see the schedule in the conference program for location and time of event pickup and dropoff. This event is designed to measure the team's ability to develop the concept design for the Iowa FBLA pin for the National Leadership Conference. Students are to use the current year's theme found at <http://fbia.org/brand-center/>

ELIGIBILITY

Each local chapter may enter two participants who are members of the active local chapter and are on record of paying dues by March 1 of the current school year. Participants will work as a team on one sketch.

REGULATIONS

1. Participants must be selected in accordance with the regulations of the State Chapter.
2. Participants may not have placed first in this event at a previous State Leadership Conference.
3. A participant who fails to report on time for this event may be disqualified.
4. All layout design must be the work of the participants.
5. Design must be on the front and back of the T-Shirt poster board.
6. No reference material, visual aids or pre-drawn design may be brought or used during the event.

PROCEDURE

The following materials will be supplied two sheets each per contestant of 11" by 17" paper

Contestants will provide:

- a. Any type and quality of black ink/lead writing instruments and erasers for initial planning and final layout.
- b. Ruler/straight edge
- c. Stencil or chart pack
- d. Any color of markers

Participants should place emphasis on concept and design.

NLC T-SHIRT DESIGN AND PROMOTION

An essential part of today's business world is design and promotion; therefore, the preparation of art is paramount to the production of quality copy used for promotion purposes. Please see the schedule in the conference program for location and time of event pickup and dropoff. This event is designed to measure the team's ability to develop the concept design for the Iowa FBLA T-Shirt for the National Leadership Conference. Students are to use the current year's theme found at <http://fbia.org/brand-center/>.

ELIGIBILITY

Each local chapter may enter two participants who are members of the active local chapter and are on record of paying dues by March 1 of the current school year. Participants will work as a team on one sketch.

REGULATIONS

1. Participants must be selected in accordance with the regulations of the State Chapter.
2. Participants may not have placed first in this event at a previous State Leadership Conference.
3. A participant who fails to report on time for this event may be disqualified.
4. All layout design must be the work of the participants.
5. Design must be on the front and back of the T-Shirt poster board.
6. No reference material, visual aids or pre-drawn design may be brought or used during the event.

PROCEDURE

The following materials will be supplied:

- a. two sheets each per contestant of 11" by 17" paper
- b. one poster board T-Shirt template
- c. tape
- d. scissors
- e. FBLA logos

Contestants will provide:

- a. Any type and quality of black ink/lead writing instruments and erasers for initial planning and final layout.
- b. Ruler/straight edge
- c. Stencil or chart pack
- d. Dictionary
- e. Up to 3 colors of markers (one may be black)

Participants should place emphasis on concept and design.

SPELLING RELAY

The spelling relay event is designed to create a challenge for FBLA members to work toward a better command of words and their proper usage. Participation in the spelling relay helps students:

- become aware of the need to develop an extensive business vocabulary
- develop a sincere desire to learn the correct spelling of frequently used words
- acquire a mastery of as many useful words as possible
- develop a technique for attaching new words
- use the dictionary to make those words part of correct business vocabulary

ELIGIBILITY

Each local chapter may enter one team composed of two or three members who are members of the active local chapter.

REGULATIONS

1. Participants may not have placed first in this event in a previous State Leadership Conference.
2. No more than one team member may have participated in this event at a previous State Leadership Conference.
3. A participant who fails to report on time for the event may be disqualified.

PROCEDURE

The teams are seated alphabetically by chapter from left to right. Participants from the same chapter are seated one behind the other. When the participant in the front chair fails to spell the word pronounced, he/she withdraws at the end of that round. A participant from a chapter will be required to spell the same number of words as all other chapters until elimination. When all persons from a chapter have failed to spell their words, that chapter is eliminated from the relay. The round in which the next to the last participant fails to spell his/her word correctly must be completed before the last remaining participant/s is/are declared the winner/s.

The following general rules govern the event:

- The word is pronounced twice by the pronouncer. When requested, the pronouncer will define the word, whether the word is singular or plural; a noun, verb, or adjective; and if it is the possessive form. Words selected for the relay are not necessarily those used frequently in business or office occupations.
- The participant pronounces the word after the pronouncer, spells it, and pronounces the word again upon completion of the spelling. The judges may disqualify any participant who does not begin spelling the word correctly within a 60-second period and complete the spelling in the same 60-second period.
- If a participant fails to spell a word correctly, the same word will not be given to the next person.

JUDGING

Judges will determine the accuracy and adequacy of the participants' spelling and will reference Webster's New Collegiate Dictionary, the official and final authority on spelling for the event. If a word is challenged by a participant to the pronouncer or one of the judges, the latter will consult the dictionary, deliberate, and then give the decision. The judges are in complete control of the relay, and the decision shall be final on every question.

VOCABULARY RELAY

The FBLA vocabulary relay is designed to create a challenge for FBLA members towards a better command of words and their usage. Participation in the vocabulary relay helps students:

- Become aware of the need to develop an extensive business vocabulary
- Develop a sincere desire to learn the definitions of frequently used words.
- Acquire a mastery of as many useful words as possible.
- Develop a technique for attacking new words.
- Using the dictionary to make those words part of an adequate vocabulary.

ELIGIBILITY

Each local chapter may enter one team composed of two or three members who are members of the active local chapter.

REGULATIONS

1. Participants may not have placed first in this event at a previous State Leadership Conference.
2. No more than one team member may have participated in this event at a previous State Leadership Conference.
3. A participant who fails to report on time for the event may be disqualified.

PROCEDURE

The teams are seated alphabetically by chapter from left to right. Participants from the same chapter are seated one behind the other. When the participant in the front chair fails to define accurately the word pronounced, he/she withdraws at the end of the round. A participant from a chapter will be required to define the same number of words as all other chapters until elimination. When all persons from a chapter have failed to define their words, that chapter is eliminated from the relay. The round in which the next to the last participant fails to define his/her word correctly must be completed before the

last remaining participant/s is/are declared the winner/s.

The following general rules govern the event:

- The word is pronounced, spelled, and pronounced again by the pronouncer. When necessary for clarity, the pronouncer will indicate whether the word is singular or plural; a noun, verb, or adjective; and if it is the possessive form. Participants have the privilege of raising their hands if they do not understand a word or need additional information. Words selected for the relay are not necessarily those used frequently in business or office occupations.
- The participant pronounces the word after the pronouncer and defines it. He/she may be required to use the word in a sentence. The judges may disqualify any participant who, in their opinion, does not begin defining the word correctly within a 60-second period and complete the definition in a reasonable time.
- If a participant fails to define a word correctly the same word will not be given to the next person. A few sample words are listed below.

| | | | |
|--------------|-------------|-------------|-------------|
| abeyance | filibuster | malfeasance | refractory |
| accretion | grotesque | maritime | rescind |
| appellant | heterodyne | metatarsal | reticence |
| bicameral | hypothecate | munitia | sequel |
| capitulation | impartial | nonpareil | specious |
| churlish | inception | nullify | stratagem |
| codicil | inertia | olfactory | tachometer |
| complacent | integer | parody | tenacious |
| consignee | inveigh | pecuniary | tensile |
| cornice | lamine | perplexity | tract |
| depreciation | legation | placid | untenable |
| domicile | lien | plebiscite | velours |
| encumbrance | liquefy | probate | vicissitude |
| exonerate | litigant | quadrant | zealous |
| facetious | lucid | | |

JUDGING

Judges will determine the accuracy and adequacy of the participants' definitions and will have available for reference a copy of Webster's New Collegiate dictionary, the official and final authority on definitions for the event. If a word is challenged or a question raised by a participant to the pronouncer or one of the judges, the latter will consult the dictionary, deliberate, and then give the decision. The judges are in complete control of the relay, and the decision shall be final on every question.