

## 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"> <li>● Adviser of the Year</li> <li>● Businessperson of the Year</li> <li>● Who's Who in FBLA</li> <li>● School Administrator of the Year</li> <li>● Adviser Retirement</li> <li>● Conference National Anthem Singer</li> </ul>	<a href="https://form.jotform.com/iowafbla/22-23-conference-nomination-form">https://form.jotform.com/iowafbla/22-23-conference-nomination-form</a>
Rolling Deadline	Partnership and Exhibitor Registration	<a href="https://form.jotform.com/iowafbla/partnership-registration">https://form.jotform.com/iowafbla/partnership-registration</a>
Rolling Deadline	FBLA Competitive Event Sponsorship	<a href="https://form.jotform.com/iowafbla/partnership-registration">https://form.jotform.com/iowafbla/partnership-registration</a>
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](http://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](http://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.