

District Leadership Conference Guide

2022-23

Updated: November 1, 2022

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Revision History

Created: November 1, 2022

Updated:

Printing Instructions

The District 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 4 - Checklist - Print for easy reference for advisers

Page 5 - Dates & New Items - Print for a chapter meeting with members

Pages 11-15 - Competitive Events - Print for referencing competitive events offered

Page 21 - Assurance Form - Print to obtain adviser and administrator signatures

Pages 22-23 - Signed Forms - Print and provide to attendees to obtain signatures from attendees and parental/guardian consent.

Pages 24-34 - Policies/Disclosures - Print to share with attendees Iowa FBLA's policies and disclosures



Checklist

A recommended checklist for local advisers as they prepare for the District Leadership Conference.

- Set chapter deadlines for registration and payment, often a few days prior to the state registration deadline
- Submit school paperwork information (request for travel, sub request, etc.)
- Provide members with necessary conference information, including registration cost and dates
- Utilize the Competitive Event Poster and make guidelines on all competitive events available to members for sign up
- Send a letter to families with event details
- Discuss dress code requirements with members
- Register all attendees (members, advisers, and guests) for the conference by the state deadline
- Print emailed invoice – check, double-check, triple-check for accuracy
- Submit an invoice to the bookkeeper or business office for payment. If paying with Perkins dollars, make sure the expense was budgeted and approved
- Mail conference payment
- Follow the important dates checklist for the district conference
- Review tentative agenda with attendees
- Set a practice day with your students to make sure their events are well prepared
- Discuss State Leadership Conference information with members, so they are prepared if they qualify

Important Dates

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

Date	Activity
November 15	Registration Opens
January 13	Registration Deadline
January 20	Prejudged Materials Due
January 28	Payment Deadline
January 28	District Leadership Conference
February 4	Snow Date: Virtual Conference

2023 DLC New Features & Activities

- Objective testing is now completed at the local high school prior to the district conference
- Battle of the Chapters competition has been moved from the state conference to the district conference
- Judged debrief sessions are now offered for competitors to receive feedback



General Information

The Iowa FBLA District Leadership Conference is designed as an educational conference that includes competitive events, leadership development activities, career awareness programs, business meetings, and general sessions.

Date: January 28, 2023

Cost:

- \$25 per student member
- \$25 per adult not volunteering
- \$10 per adult serving as a volunteer

Locations:

- District 1: Waukon High School, Waukon, IA
- District 2: Ankeny High School, Ankeny, IA
- District 3: Linn-Mar High School, Marion, IA

Time:

- Recommended Arrival: 9:30 AM
- Opening Session: 10:00 AM
- Closing/Awards Session: 3:00 PM
- Departure/Release: 3:30 PM

Registration

Conference registration is open from November 15 through January 13 at 5 PM in the conference management system, Blue Panda. Registration can be accessed at app.gobluepanda.com by using your school email address. For assistance, view the registration guide located under the Adviser tab at www.iowafbla.org.



Registration Dates

Registration Opens: November 15

Registration Deadline: January 13

Prejudged Materials Deadline: January 20

Payment Deadline: January 28

Information Needed for Registration

Attendee Name, Grade (members only), Gender, Email, and Competitive Event(s) (members only)*. Prejudged materials will be collected after registration is submitted.

*In order to be eligible to register for the District Leadership Conference, members must be registered and paid in the my.FBLA database. Members will auto-populate in the chapter list of eligible attendees.

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.

Lunch Counts

During the registration process, Advisers will be asked to identify if the student members will be attending the conference in-person for lunch counts. Some student members may choose to only complete online tests and not attend the in-person conference due to scheduling conflicts.



Advisers are asked to communicate with students if they plan to attend in-person to get an accurate count for lunch to reduce food waste.

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, 504 plans authorized under Section 504 of the Rehabilitation Act of 1973, or Individualized Education Programs authorized by The Individuals with Disabilities Education Act (IDEA) determined accommodations.

Payments

Iowa FBLA's W-9 is available on the Adviser tab at www.iowafbla.org. Most 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 Blue Panda. All other invoices 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 January 28.

Registration Additions, Substitutions, and Refunds

No registration additions, member substitutions, or refunds will be processed after the registration deadline.

There are no refunds after the registration deadline. 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 the entire conference and support students during all sessions.

Americans with Disabilities Act (ADA)

Iowa FBLA will make all reasonable accommodations necessary for all students to compete. During the registration process, please indicate any accommodations on an individual student's registration. A representative from Iowa FBLA will reach out to confirm your accommodation request after the close of registration.

Competitive Events

Quotas

District 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 three (3) competitive events in total
- Limited to a maximum of two (2) qualifying presentation events

Chapters:

- Limited to a maximum of two (2) competitors per qualifying presentation event
- Unlimited competitors in non-qualifying objective test events

For a full detailed list of guidelines and policies relating to competitive events, advisers and members should review the FBLA Competitive Events webpage. The quotas do not apply to the Battle of the Chapters competition.



Qualifying Presentation Events

Top four (4) entries in each qualifying event from each district will advance to the State Leadership Conference. Members will follow the National FBLA Guidelines and Preliminary Rating Sheets. The member's pre-judged materials will be reviewed prior to and/or during their performance event. Events that start with 'Introduction to...' are open only to 9th and 10th grade student members.

The District Leadership Conference Qualifying Presentation Events are:

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

Presentation event times will be listed on the tentative conference schedule. Members will be assigned a presentation time after the close of registration. The actual event presentation time will be sent to advisers prior to the conference after all registrations have been entered.

Presentation times can not be adjusted or modified to accommodate individuals leaving the conference early or arriving late.

Competitors present directly from a laptop/device in the preliminary round. Screens and projectors are not allowed for use during preliminary round competition, and competitors are not allowed to bring their own. Power will



not be available. Presentation events will be closed and not open to the public to view.

Prejudged Materials

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.

Prejudged Materials Deadline: January 20

Event	Prejudged Component
Digital Video Production	Project (URL)
Job Interview	Cover Letter, Resume (PDF)

Judge Debrief Sessions

Following the conclusion of a presentation event at the District Leadership Conference, the judges from the event will host a debrief session that is open to all event attendees. During the session, judges will share information on what they were looking for in project quality, presentation skills, critical thinking and problem solving, and any other event highlights. Information on specific student performance is not shared. All students who participated in the event, as well as those who may consider the event in a future year and wish to learn more, are encouraged to participate along with their advisers.



Online Objective Tests

Online objective tests will be taken prior to the District Leadership Conference at each local high school. This allows student members who are interested in competing at the district level to enter into a competitive event but not be required to attend the actual event on the day-of if their schedule does not allow. Students competing in only objective tests are still able to attend the conference (though not required) and take advantage of the networking opportunities, educational content, and participate in workshops during the in-person conference. During the registration process, you'll be asked if the student member is attending the in-person conference to assist in reducing food waste.

Online Testing Window & Time

- January 16-20, 2023
- 7:00 AM - 7:00 PM CT during testing window

All objective tests are non-qualifying events or 'straight-to-state' events. Any member competing in a non-qualifying objective test event, will be eligible to advance to the State Leadership Conference, if desired. Members in the top four (4) will be recognized during the District Leadership Conference's Awards of Excellence Ceremony.

Objective Tests are taken via an online testing platform. Information about the online testing events will be sent to advisers after the close of registration. Please ensure computers with internet access are available during this window for members to test.

Members will complete the test on their individual device. All tests will be completed individually. For team tests, the scores will be averaged after all competitors have completed the test individually. Events that start with



'Introduction to...' are open only to 9th and 10th grade student members. Only the objective test will be completed at the District Leadership Conference.

- Accounting I
- Accounting II
- Advertising
- Agribusiness
- Banking and Financial Systems
- Business Calculations
- Business Communication
- Business Ethics
- Business Law
- Business Management
- Computer Applications
- Computer Problem Solving
- Cyber Security
- Database Design & Application
- Economics
- Entrepreneurship
- Future Business Leader
- Health Care Administration
- Help Desk
- Hospitality & Event Management
- Human Resource Management
- Insurance and Risk Management
- International Business
- Introduction to Business Communication
- Introduction to Business Concepts
- Introduction to Business Procedures
- Introduction to Event Planning
- Introduction to FBLA
- Introduction to Financial Math
- Introduction to Information Technology
- Introduction to Marketing Concepts
- Introduction to Parliamentary Procedure
- Journalism
- Management Information Systems
- Marketing
- Network Design
- Networking Infrastructures



- Organizational Leadership
- Parliamentary Procedure
- Personal Finance
- Political Science
- Securities and Investments
- Sports & Entertainment Management
- Spreadsheet Applications
- Supply Chain Management
- UX Design
- Word Processing

Conference Activities

General Sessions

At minimum, each district has two general sessions that include an opening session and a closing session called the Awards of Excellence Ceremony. The dress code for general sessions is the National FBLA Dress Code. Please note, each district may choose to have additional general sessions including keynote speeches, speakers, etc. The top four (4) award winners in qualifying presentation events will advance to the State Leadership Conference.

Lunch

Lunch will be provided during the conference. Each district site may have different food options. Please indicate any dietary restrictions during registration.

Educational Workshops and Activities

For each district site, the State Officers will organize educational workshops and/or activities including community service for the members while the competition results are processed.



Battle of the Chapters Competition

The Battle of the Chapters competition will now be hosted at the district conference rather than the state conference. For each district site, a Battle of the Chapters relay competition will take place. The Battle of the Chapters competition registration will be entered into Blue Panda. Each school may submit one team for the Battle of the Chapters competition. The Battle of the Chapters competition is open to any in-person member attending the district conference and does not count toward the event quota limit.

Volunteering & Event Management

Local advisers are asked to assist at the District Leadership Conference by volunteering to serve as event administrators or timekeepers. Advisers that volunteer during the conference receive a discounted registration fee. Advisers wishing not to participate as a volunteer are charged the regular conference registration rate.

State Leadership Conference

Competitors who participated in the qualifying presentation events and who placed in the top four (4) of the district, will need to be registered in the event for the State Leadership Conference, if desired. If one of the top four (4) individual/team chooses not to compete at the State Leadership Conference, the 5th place entry will be invited to compete. If two individual/team entries choose not to compete at the State Leadership Conference, the 5th and 6th place entries will be invited to compete. No additional individual/team entries after 6th place will be considered for the State Leadership Conference.



Competitors who participated in objective tests may choose to compete in that specific event at the State Leadership Conference or may choose a different event.

Policies

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.

Iowa FBLA members are required to adhere to and follow the National FBLA dress code. The National FBLA dress code can be found by visiting the National FBLA Competitive Events webpage at www.fbla.org

- General Sessions: National FBLA-PBL Dress Code
- Competitive Events: National FBLA-PBL Dress Code
- Common Areas of Conference: National FBLA-PBL Dress Code
- Community Service Activities: N/A
- Social Activities: N/A

Online Integrity Policy

Iowa FBLA is committed to providing a safe, productive, and welcoming environment for all meeting participants and Iowa FBLA staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, Iowa FBLA staff members, service providers, and all others are expected to abide by this Online Integrity Policy. This Policy applies to all



Iowa FBLA meeting-related events, including those sponsored by organizations other than Iowa FBLA but held in conjunction with Iowa FBLA events, on public or private platforms.

Iowa FBLA has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, Iowa FBLA asks that you inform either a local adviser, Kent Seuferer, Executive Director (kent@iowafbla.org), or Chris Dzurick, State Chairperson (chris.dzurick@iowa.gov) so that appropriate action can be taken.

Unacceptable Behavior is defined as:

- Harassment, intimidation, or discrimination in any form.
- Verbal abuse of any attendee, speaker, volunteer, exhibitor, Iowa FBLA staff member, service provider, or other meeting guest.
 - Examples of verbal abuse include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, Iowa FBLA staff member, service provider, or other meeting guest.
- Disruption of presentations during sessions, in the exhibit hall, or at other events organized by Iowa FBLA throughout any virtual or in-person event. All participants must comply with the instructions of the moderator and any Iowa FBLA event staff.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. Iowa FBLA reserves



the right to remove such messages and potentially ban sources of those solicitations.

- Participants should not copy or take screenshots of Q&A or any chat room activity that takes place in the virtual space.

Iowa FBLA reserves the right to take any action deemed necessary and appropriate, including immediate removal from the event without warning or refund, in response to any incident of unacceptable behavior, and Iowa FBLA reserves the right to prohibit attendance at any future event, virtually or in person.

Non-Discrimination Statement

It is the policy of the Iowa Future Business Leaders of America (Iowa FBLA) not to 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 as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or complaints related to compliance with this policy by the Iowa FBLA, please contact Kent Seufferer, Iowa FBLA Executive Director, 723 Curtis Ave, Chariton, IA 50049, email: kent@iowafbla.org, the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St, Des Moines, IA 50319-0201, telephone number, 515-281-4121, FAX number: 515-242-5840, email: icrc@iowa.gov, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, telephone number: 312-730-1560, FAX number: 312-730-1576, TDD number: 877-521-2172, email: OCR.Chicago@ed.gov. Additionally, you may contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-0146, telephone number: 515-281-5295.



Appendix A: Adviser Assurance Form

I, _____, Adviser for _____, verify:

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.

The Comprehensive Consent Forms of all conference-registered school representatives (including but not limited to members, 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 Executive Director 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 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).

Local Adviser Signature, Name, & Date

School Principal Signature, Name, & Date



Appendix B: Comprehensive Consent Form

This is to certify the named Member/Participant listed below has my permission to attend all Iowa FBLA sponsored 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 they are 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.

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.

Attendee Signature, Name, & Date

Parent/Guardian, Name, & Date



Chapter (School) Information	
Chapter (School) Name	
Supervising Adult Name	
Attendee (Member/Participant) Information	
Name	
DOB & Age	
Gender	
Full Address (Home)	
Known Allergies	
Current Medications	
Chronic Conditions	
Physical Restrictions	
Parent/Guardian Information (Emergency Contact)	
Name	
Phone Number	
Name	
Phone Number	
Swimming Permission	
<input type="checkbox"/> Yes, my child can/may swim, if allowed by adviser	<input type="checkbox"/> No, my child cannot swim/isn't permitted to swim

Iowa FBLA Personal Liability

I hereby agree to release Future Business Leaders of America, Inc. (FBLA) and Iowa Future Business Leaders of America (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 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 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-PBL dress.
11. I will attend and be on time for all general sessions and activities that I am assigned to and registered for.
12. 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.



FERPA Waiver

Family Educational Rights and Privacy Act (FERPA)
Iowa Future Business Leaders of America (Iowa FBLA)

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, FBLA Collegiate 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



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 sponsored by the Future Business Leaders of America (“FBLA”) 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 Releasees 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 the Comprehensive Consent Form, I acknowledge that I agree to all of the above statements. By signing the Comprehensive Consent Form, Attendee expresses their 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 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 undersigned hereby acknowledge to be lawful parent and/or guardian of the above-mentioned minor and I therefore acknowledge my qualifications to sign the Agreement on behalf of the minor.

