



**COLORADO FBLA**

**DISTRICT  
CONFERENCE  
HANDBOOK**

**2008-2009**

# COLORADO FBLA DISTRICT LEADERSHIP CONFERENCE CHECKLIST

## APRIL

\_\_\_ Contact host facility and establish conference date.

## MAY

\_\_\_ Confirm conference date with state adviser.

## JUNE

\_\_\_ Officer-Adviser Training  
\_\_\_ Estimate budget for registration fees.

## JULY

\_\_\_ Rest and Relax Summer Vacation

## AUGUST/SEPTEMBER

\_\_\_ Rough draft materials approved by state officer team advisers—Deadline, August 15  
\_\_\_ Registration Packet (see Registration Packet Section)  
\_\_\_ Tentative Agenda  
\_\_\_ Determine what conference assignments and workshops are needed

## OCTOBER/NOVEMBER

\_\_\_ Mail or email information regarding registration materials to all chapters **BY SEPTEMBER 1** (Make certain you have approval from state officer team adviser before distribution)  
\_\_\_ Finalize workshops and program  
\_\_\_ Check with printer on costs and deadlines for printing program (optional)  
\_\_\_ Appoint committees with a chairman for each (see Host Chapters Assignment Section)  
\_\_\_ Contact workshop leaders, speakers, and guests  
\_\_\_ Contact all judges and administrators (see Administrators and Judges Section)

## NOVEMBER/DECEMBER

\_\_\_ Mail dues reminder letters (see Dues Reminder Letters Section)  
\_\_\_ Prepare Event Administrator Packets (see Event Packets Section)  
\_\_\_ Prepare Judge's Packets (see Event Packets Section)  
\_\_\_ Prepare Chapter Registration Packets (see Conference Registration Section)  
\_\_\_ Prepare School Take Home Packets (see Take Home Packet Section)  
\_\_\_ Prepare Room Signs (see Room Signs Section)  
\_\_\_ Prepare draft of after conference school congratulatory letter (see Final School Letters Section)

## NOVEMBER/DECEMBER

- \_\_\_ Contact host facilities for progress report (see Host Chapter Assignments Section) and make final arrangements for:
  - \_\_\_ Auditorium or large room for general sessions
  - \_\_\_ Workshop rooms
  - \_\_\_ Conference headquarters rooms (see Conference Headquarters Section)
  - \_\_\_ Judges and written events rooms (see Rooms Section)
  - \_\_\_ Lounges for both advisers and members
  - \_\_\_ Facilities for luncheon and/or banquet
  
- \_\_\_ Equipment for general sessions:
  - \_\_\_ Podium
  - \_\_\_ Microphone
  - \_\_\_ Projector
  - \_\_\_ Screen
  - \_\_\_ Chalkboard/Flip Chart
  - \_\_\_ FBLA banner
  - \_\_\_ Colorado Flag
  - \_\_\_ American Flag
  - \_\_\_ Tables and chairs
  - \_\_\_ School signs
  - \_\_\_ Other
  
- \_\_\_ Tables and chairs for registration, information and displays
  
- \_\_\_ Set up books and keep account of all transactions (used for income and expense statement after the conference; set a deadline for all bills to be submitted to you for the conference)
  
- \_\_\_ Contact people to work in conference headquarters (see Conference Headquarters Section)
  
- \_\_\_ Review registration information from the online database.
  
- \_\_\_ Verify competitive event registration for eligibility (i.e. appropriate grade level, team and individual event conflicts, competitors are on official membership roster, etc.)
  
- \_\_\_ Assign Speaking/Interview times and solve conflicts.

## JANUARY

- \_\_\_ Assign district secretary to take minutes during the conference
  
- \_\_\_ Finalize workshop presenters, speakers, and guests (including equipment needed for presentations) **at least THREE WEEKS** prior to the conference
  
- \_\_\_ Mail conference registration confirmation to all schools attending **at least THREE WEEKS** prior to the conference (see Conference Registration Section)
  
- \_\_\_ Finalize all judges and administrators **at least TWO WEEKS** prior to the conference. Mail a confirmation/information letter. (See Administrators and Judges Section)
  
- \_\_\_ Finalize state officers **at least TWO WEEKS** prior to the conference. Be sure you have something for them to do during the conference. Send driving directions, rehearsal times, and session scripts. Arrange accommodations for any overnight guests.
  
- \_\_\_ Conduct a dress rehearsal the night before the conference; run through the entire program; set up for the conference; make sure the podium will not be empty during the general sessions; run through the awards ceremony with the other state officers

### **DAY OF CONFERENCE**

- \_\_\_ Conduct an advisers' meeting to answer last-minute questions; meeting could be held during registration; need to work out conflicts for those advisers who are responsible for an event and need to attend the interview for an officer candidate (optional)
- \_\_\_ Meet with the judges and administrators to give them final details for their particular events
- \_\_\_ RELAX!

### **WITHIN ONE WEEK AFTER CONFERENCE**

- \_\_\_ Send the winner's list to state adviser

### **WITHIN TWO WEEKS AFTER CONFERENCE**

- \_\_\_ Write thank you letters to all people who helped with the conference
- \_\_\_ Write congratulatory letters to all schools (see Final School Letters Section)

### **WITHIN ONE MONTH AFTER DISTRICT CONFERENCE**

- \_\_\_ Pay all bills
- \_\_\_ Pay district expenses to Colorado FBLA
  - \_\_\_ \$1 per registrant
  - \_\_\_ \$50 for State officer team advisers
  - \_\_\_ \$100 for state officer formal and expenses
  - \_\_\_ \$200 for Online Registration
- \_\_\_ Send conference report consisting of the following to the state adviser:
  - \_\_\_ Copy of the final registration packet
  - \_\_\_ Detailed minutes of conference
  - \_\_\_ Income and expense statement
  - \_\_\_ Proposed budget
  - \_\_\_ Summary of evaluations
  - \_\_\_ Copies of all correspondence
  - \_\_\_ Copies of all other materials needed for the conference
  - \_\_\_ Other

### **PRIOR TO STATE LEADERSHIP CONFERENCE**

- \_\_\_ Send a check payable to **COLORADO FBLA** which will include: \$1 for each district conference registrant, which represents certificates; \$50 to assist with state officer team adviser expenses, \$100 for state officer formals, and \$200 for online registration.

### **AFTER STATE LEADERSHIP CONFERENCE**

- \_\_\_ Send a check for the balance of your district funds to the newly selected State Vice President representing your district.

**PRIOR TO MAY OFFICER MEETING**

- \_\_\_\_\_ Give the following materials to new district adviser and state vice president
  - \_\_\_\_\_ District Leadership Conference Handbook
  - \_\_\_\_\_ Copy of registration packet
  - \_\_\_\_\_ Detailed minutes of conference
  - \_\_\_\_\_ Income and expense summary
  - \_\_\_\_\_ Proposed budget
  - \_\_\_\_\_ Summary of evaluations
  - \_\_\_\_\_ Copies of all correspondence
  - \_\_\_\_\_ Copies of all other materials needed for the conference
  - \_\_\_\_\_ Computer program disk(s)
  - \_\_\_\_\_ Fall and District Leadership Conference Materials
  - \_\_\_\_\_ Files
  - \_\_\_\_\_ Other (including helpful hints)

# **SAMPLE NEWSPAPER ARTICLE**

**DAILY CAMERA-BOULDER**

## **FUTURE BUSINESS LEADERS SET CONFERENCE**

Students involved in Future Business Leaders of America throughout the area will hold a leadership conference Saturday at Rangeview High under the leadership of Jane Doe of Strasburg, who currently serves as FBLA District 3 Vice President.

Representatives from 23 schools in the organization's District 3 will participate in leadership workshops, general sessions, and competitive events such as Business Communication, Accounting, Computer Applications, Business Procedures, interviews, and team events. District winners will be eligible to compete in state and national contests.

FBLA facilitates the transition from school to work. The goals include building character and confidence, creating an interest in and understanding of business, developing business leadership skills and practicing and encouraging efficient money management. FBLA goals related to the personal development needs include public speaking, decision-making, team building, community service, job search skills, and business partnership.

## TIPS & SUGGESTIONS

- ❖ Distribute Event Administrator packets to advisers at conference registration table.
- ❖ Advisers must prove registration errors in conference headquarters.
- ❖ If written events are being administered in the same room, make sure all tests start at the same time.
- ❖ Event Administrators – If a competitor's name is not on the registration list, add the name to the list, let the student compete, then have conference headquarters verify registration.
- ❖ Make sure all tests and events are scored and announced at Award Session before schools are dismissed.
- ❖ Create a way of designating when an event has been entered on the winner's list to avoid filing tests in take home packets that have not yet been scored or entered.
- ❖ Must have callbacks if more than one set of judges is used for an event.
- ❖ Recommend having an announcer for the Awards Session or rotate reading with state officers.
- ❖ Make sure judges are using the most recent rating sheets.

## COLORADO FBLA DISTRICT #5 LEADERSHIP CONFERENCE

February 22, 20--  
Overland High School

### ATTENDANCE REPORT

SCHOOL	Members	Advisers	Guests
Cedaredge High School	14	2	2
Delta High School	39	2	
Dolores County High School	10	2	1
Fruita High School	5	1	
Grand Junction High School	24	2	
Grand Junction Central High School	7	2	
Gunnison High School	11	1	
Hotchkiss High School	38	1	
Hayden High School	39	1	1
Meeker High School	8	1	
Montrose High School	11	1	2
Norwood High School	11	1	1
Olathe High School	5	1	
Ouray High School	4	1	
Paonia High School	14	1	
Rangely High School	14	1	
Ridgway High School	9	1	
Rifle High School	22	1	
Roaring Fork High School	19	1	1
TOTALS	304	24	8

# FINAL INCOME AND EXPENSE REPORT

## Future Business Leaders of America District No. 5 Leadership Conference

Beginning Balance	\$ 150.00
Income	
District No. 5 Leadership Conference (Registration @ 328 x \$15)	\$4,920.00
Total Income	\$5,070.00
Expenses	
Postage	64.25
\$1 per registrant to State Office	328.00
Keynote Speaker	500.00
Mileage	176.80
Supplies	143.44
Judge's Gifts	500.00
Awards	700.00
Flowers	72.84
Bus Freight	9.40
Refreshments & Lunch	1,640.00
Programs	325.00
State Officer Team Adviser Expenses	50.00
Officer Formals	50.00
Online Registration	<u>200.00</u>
Total Expenses	\$ 4,809.73
Net Profit or loss	\$ 260.27

Check to the district for conference profit (to be used for the following years conference.)

Check to the State Office for: Online Registration, Officer Formals, State Officer Team Adviser Expenses and \$1.00 per registrant.

# DISTRICT LEADERSHIP CONFERENCE EVALUATION FORM SUMMARY

## **First General Session**

Excellent-2; Good-20; Average-23; Fair-8; Poor-1

Overall Comments: Enjoyed activities that made people laugh.

## **Workshops**

FBLA-PBL Together Workshop--Excellent-2; Good-3; Fair-2  
Keynote Speaker Workshop--Excellent-101; Good-5; Average-3  
Get Connected--Excellent -26; Good-7; Fair-1

## **Second General Session**

Excellent-10; Good-14; Average-9; Fair-1; Poor-1

Overall Comments:

Enjoyed movies from March of Dimes.

## DUES REMINDER LETTER

November 5, 20--

Mr. Larry Johnson  
FBLA Adviser, Ouray High School  
P.O. Box N  
Ouray, CO 81214

Dear Mr. Johnson:

This is a note to remind you that your chapter dues or updates must be submitted by December 1, 20--, if any of your chapter members wish to participate in the District Leadership Conference to be held at Delta High School on February 15.

Please send to me a copy of your official online registration form, from the national website, along with the District Leadership Conference registration.

I am looking forward to seeing you and your chapter at the District Leadership Conference.

Sincerely,

John Smith  
Vice President Representing District 5

# ADMINISTRATORS AND JUDGES CHECKLIST

At the Fall Leadership Conference or within your fall mailing, advisers in your District may be asked to volunteer to find judges for the Leadership Conference. In addition, if your District is near a large university with a business department, administrators may be requested from them. If no large university is nearby, advisers from your district may serve as administrators. **DO NOT USE LOCAL ADVISERS AS JUDGES!!!** Advisory board members, PBL members and Professional members may be used as judges. Fewer administrators may be used if all written testing takes place in one area.

Letters should be sent to each judge and administrator approximately three weeks prior to the District Leadership Conference to remind them of their commitment and to inform them of their responsibilities.

The following is a listing of the judges and administrators that are needed in order to run your DLC.

## **Online Objective Events**

Accounting I  
Accounting II  
Accounting III  
Banking & Financial Systems  
Business Calculations  
Business Communication  
Business Law  
Business Math  
Business Procedures  
Computer Applications  
Computer Problem Solving – A+  
Cyber Security  
Database Design & Applications  
Desktop Publishing  
Economics  
Entrepreneurship  
FBLA Principles & Procedures  
Future Business Leader  
Global Business Issues  
Help Desk  
Introduction to Business  
Introduction to Business Communication  
Introduction to Parliamentary Procedure  
Introduction to Technology Concepts  
Management Decision Making  
Management Information Systems  
Marketing  
Network Design  
Networking Concepts  
Parliamentary Procedure  
Personal Finance  
Sports Management  
Spreadsheet Applications  
Technology Concepts  
Word Processing I  
Word Processing II

## **Workshops**

Dependent on size

## **Chapter Event**

Name Tag (2 Judges)

## **Team Judged Events**

**2-3 Administrators, 3 Judges, 1 Timer**

Business Presentation  
Business Ethics  
Business Financial Plan  
Business Plan  
Emerging Business Issues

## **Individual Judged Events**

**2-3 Administrators, 3 Judges, 1 Timer**

Client Services  
Future Business Leader  
Help Desk  
Impromptu Speaking  
Job Interview  
Public Speaking I  
Public Speaking II

## **Team Collaborative Events**

**Online Testing – No Oral Presentations**

Banking & Financial Systems  
Desktop Publishing  
Entrepreneurship  
Global Business Issues  
Management Decision Making  
Management Information Systems  
Network Design

## **Pre-judged Events**

**2 Judges**

Business Financial Plan  
Business Plan  
Desktop Application Programming  
Digital Video  
E-Business  
Electronic Career Portfolio  
Internet Application Programming

# JUDGE RECRUITMENT LETTER

November 4, 20\_\_

«FirstName» «LastName»  
«NameofCompany»  
«CompanyAddress»  
«HomeAddress»  
«City» «State» «Postal\_Code»

Dear «Title» «LastName»:

My name is John Johnson, and I am honored to serve as this year's Colorado FBLA State Vice President representing District 1. On February 19, 20\_\_ I will be hosting the District 1 Leadership Conference at the Union Colony Civic Center in Greeley, Colorado. I am searching for business professionals such as you to judge competitions.

This FBLA District Leadership Conference provides an opportunity for FBLA members from local high schools to compete against each other in events such as Desktop Publishing, Business Law, Parliamentary Procedure and many other business oriented categories. These competitions encourage bright young students to pursue a career in the business world.

Local business professionals are encouraged to share their expertise by volunteering to judge. The conference begins at 7:30 a.m. and usually ends at approximately 2:00 p.m. I would appreciate your talent as a judge. Enclosed is a Judge's Profile form. If you can attend the conference, please complete the appropriate information and mark the competitions you would like to judge. If you cannot attend, please return the form stating that you are not able to participate. Please send back the Judge's Profile form as soon as possible or by December 12, 20\_\_.

I appreciate your time. If you have any questions feel free to contact me at (303) 555-1234. You may also contact my adviser Ms. Susie Smith at (303) 555-5678.

Sincerely,

John Johnson  
State Vice President District 1  
Colorado FBLA

Enclosure

## JUDGE'S PROFILE

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Position with Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

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The following are events in which we need judges. Please indicate areas you would be interested in judging, prioritizing your choices: (1 first choice, 2 second choice, etc.)

\_\_\_ **Business Ethics** – Students will be given a case study involving making ethical business decisions in the business world or in the workplace. They will be given 20 minutes to prepare and 7 minutes to present.

\_\_\_ **Business Financial Plan** – Students will explain the business venture, the financial plan, and their request for a loan. Judges will serve as officers of the financial institution, questioning and interacting with the team members throughout the presentation.

\_\_\_ **Business Plan** – Students will demonstrate the understanding and astery of the process required in developing and implementing a new business venture.

\_\_\_ **Business Presentation** - Students will demonstrate the ability to deliver an effective business presentation while using multimedia presentation technology

\_\_\_ **Client Service** - Students will demonstrate skills in interact with internal and external clients to provide an outstanding client service experience. Students will interact with a panel of judges to solve a problem.

\_\_\_ **Help Desk** - Students will have 5 minutes to interact with a panel of judges and demonstrate how he/she would solve the problem of the ability to provide technical assistance to the users of computer hardware and software

\_\_\_ **Impromptu Speaking** – Students give a short speech on a given topic with only 10 minutes preparation time.

\_\_\_ **Job Interview** – Students apply for a job and are scored on a cover letter, resume, job application, and an interview.

\_\_\_ **Future Business Leader**– This event honors outstanding business education students who have demonstrated leadership qualities through FBLA. Students are judged by their cover letter, resume, letters of recommendation, and an interview.

\_\_\_ **Public Speaking I** – Students give a four-minute speech based on one of the nine FBLA goals. This event is limited to ninth and tenth grade students only.

\_\_\_ **Public Speaking II** – Students give a five-minute speech based on one of the nine FBLA goals. This event is open to all FBLA members.

\_\_\_ **Emerging Business Issues** – Teams are required to give an oral presentation arguing for or against whether or not Internet retail companies should charge sales tax.

\_\_\_ **Nametag** – Chapters prepare a nametag to wear during the district conference and are judged on their creativity and use of the FBLA theme.

## JUDGE CONFIRMATION LETTER

January 17, 20\_\_

«Title» «FirstName» «LastName»  
«NameofCompany»  
«CompanyAddress»  
«City» «State» «Postal\_Code»

Dear FBLA Judge:

I am thrilled that you are able to attend the FBLA District 2 Conference in Fort Lupton on February 7, 20\_\_. I appreciate you taking time away from your regular schedule and serving as a judge.

Attached is a list of the judge's assignments. Please note the event times. Judges are asked to attend a meeting at 7:00 a.m. at the **(where)**. Please note the enclosed map to assist in your arrival. This meeting entails distributing judge's packets, reviewing the day's schedule, and answering any pertinent questions.

I tried to insert judges according to preference, however not everyone received their first choice. A copy of the event rules and guidelines of the competition(s) you will be judging are also included in this letter.

If an emergency arises and you cannot attend, please contact me at (303) 555-1234, or my adviser, Scooby Doo at (303) 555-5678. Immediate contact is important so alternate judges can be found.

Thank you for providing your business expertise to the youth of Colorado FBLA. I look forward to meeting you

Sincerely,

Judy Jetson  
State Vice President District 2  
Colorado FBLA

Enclosures

**SAMPLE**

## **EVENT ADMINISTRATOR CONFIRMATIONS**

TO:

FROM:

SUBJECT: Individual Judged Event Administrator -

DATE:

Thank you for volunteering your time to help with the \_\_\_\_\_Event and the District # Leadership Conference on (date). The (event name) Event will begin at (time) in (where). The following information will acquaint you with your duties.

1. Pick up all event materials at Conference Headquarters -- (where) -- one-half hour prior to event.
2. Acquaint yourself with the event rules and check contents of packet.
3. Two lists of participants are in your packet; post one outside of the event area. If a participant is not in the interview area when the judges are ready to interview them, they may be disqualified.
4. Introduce each applicant to the judges--it is only necessary to state their name.
5. Refer to event guidelines for the time allowed with the judges. Watch the time and notify the judges when time is up--arrange your signals with the judges prior to beginning the interviews.
6. Encourage judges to make comments on the rating sheets, as this is a learning situation. Also, the judges **MUST** sign all rating sheets and judges should tally the score for each participant.
7. Return all event materials, including all of the judges' rating sheets and top 10 list to Conference Headquarters **IMMEDIATELY** for processing.

PACKET CONTENTS:   2 lists of participants  
                          1 copy of event rules  
                          Extra rating sheets  
                          List of Judges  
                          Copy of FBLA Goals

**SAMPLE**

TO:

FROM:

SUBJECT: Event Administrator—Business Ethics, Client Services, Impromptu Speaking, Emerging Business Issues

DATE:

Thank you for volunteering your time to help with the Future Business Leaders of America District #\_\_\_\_\_ Leadership Conference on (date) \_\_\_\_\_. The \_\_\_\_\_ Event will begin at (time) in (where). The following information will acquaint you with your duties.

1. Pick up all event materials at Conference Headquarters-- (where)--one-half hour prior to event.
2. Acquaint yourself with the event rules and contents of packet.
3. Two lists of participants are in your packet; post one list outside the event area. All substitutes MUST have the substitute form properly signed and ready to turn in prior to competing in this event. Indicate on the list the participants who do not show up for the event and all substitutes. Please have all participants check the spelling of their names on your list and make any needed corrections.
4. **Business Ethics:** Provide each participant with a topic envelope and two (2) 4" x 6" index cards 20 minutes prior to scheduled speaking time. No reference materials or notes may be brought in or used during the preparation period.  
**Client Services:** Provide each participant with a topic envelope and two 4" x 6" index cards 10 minutes prior to scheduled role play. No reference materials or notes may be brought in or used during the preparation period.  
**Impromptu Speaking:** Provide each participant with a topic envelope and two 4" x 6" note cards ten minutes prior to his/her scheduled speaking time. No reference materials or notes may be brought in or used during the preparation period.  
**Emerging Business Issues:** Teams will be permitted to bring to the preparation and presentation areas prepared notes written/printed on note cards. Teams will be provided one 4" x 6" note card per participant which can be used in the final preparation. Books, other bound materials, and props will not be allowed. Teams will draw to determine whether they will present an affirmative or negative argument. Teams have 5 minutes to finalize their preparations.
5. Participants are to remain with you until they are asked to report to the judges to give their speech/presentation. After finishing their presentation, they must leave the room, as they are not allowed to listen to other participants.
6. Return all materials, including all of the judges' rating sheets and top 10 list to Conference Headquarters IMMEDIATELY for processing.

PACKET CONTENTS: 2 lists of participants  
1 copy of event rules  
Topic envelope (1 per participant)  
4" x 6" index cards  
Copy of FBLA Goals

**SAMPLE**

TO:

FROM:

SUBJECT: Event Administrator--Public Speaking I, Public Speaking II, Business Presentation

DATE:

Thank you for volunteering your time to help with the Future Business Leaders of America District #\_\_\_\_ Leadership Conference on (date) \_\_\_\_\_. The \_\_\_\_\_ Event will begin at (time) in (where). The following information will acquaint you with your duties.

1. Pick up all event materials at Conference Headquarters--(where)--one-half hour prior to event.
2. Acquaint yourself with the event rules.
3. Post one of the lists of participants outside the event area. No substitutions are allowed.
4. Each judge is to fill out a separate rating sheet for each participant. Ask the judges to make any comments they wish to convey directly on the rating sheet. Their comments encourage this event to be a learning situation for the participants.
5. Introduce each participant by name. Initiate applause after each presentation if the audience is hesitant. No one is to enter or leave the room during a speech; announce this at the beginning of the event.
6. **Public Speaking I:** Each participant is to present a four-minute speech. The timer for the event will stand to give a one-minute warning to the participant at three (3) minutes.  
**Public Speaking II:** Each participant is to present a five-minute speech. The timer for the event will stand to give a one-minute warning to the participant at four (4) minutes.  
**Business Presentation:** The team has seven (7) minutes to deliver the presentation. The timer for the event will stand to give a one-minute warning to the team at six (6) minutes.
7. Check with the judges after each speech/presentation to be sure they have finished their rating sheet before introducing the next participant--arrange some type of signal with the judges prior to the next event.
8. Remind the judges that all rating sheets MUST be signed and ask that the judges tally each participant's score.
9. Return all materials, including all of the judges' rating sheets and top 10 list to Conference Headquarters IMMEDIATELY for processing.

PACKET CONTENTS: 2 lists of participants  
1 copy of event rules  
1 list of judges  
Extra rating sheets  
Copy of FBLA Goals

**SAMPLE**

TO:

FROM:

SUBJECT: Event Administrator—Job Interview, Future Business Leader

DATE:

Thank you for volunteering your time to help with the Future Business Leaders of America District # \_\_\_\_ Leadership Conference on (date) \_\_\_\_\_. The Public Speaking Event will begin at (time) in (where). The following information will acquaint you with your duties.

10. Pick up all event materials at Conference Headquarters--(where)--one-half hour prior to event.
11. Acquaint yourself with the event rules.
12. Post one of the lists of participants outside the event area. No substitutions are allowed in this event as participants must submit materials prior to the event.
13. Each judge is to fill out a separate rating sheet for each participant. Ask the judges to make any comments they wish to convey directly on the rating sheet. Their comments encourage this event to be a learning situation for the participants.
14. Introduce each participant by name. Initiate applause after each presentation if the audience is hesitant. No one is to enter or leave the room during a speech; announce this at the beginning of the event.
15. Each participant will be scheduled for a ten-minute interview (or depending on District time allotment).
16. Check with the judges after each speech to be sure they have finished their rating sheet before introducing the next participant--arrange some type of signal with the judges prior to the next event.
17. Remind the judges that all rating sheets MUST be signed and ask that the judges tally each participant's score.
18. Return all materials, including all of the judges' rating sheets and top 10 list to Conference Headquarters IMMEDIATELY for processing.

PACKET CONTENTS: 2 lists of participants  
1 copy of event rules  
1 list of judges  
Extra rating sheets  
Copy of FBLA Goals  
Participant Materials

**SAMPLE**

TO: All District #5 Chapter Advisers  
TO: All District 5 Chapter Advisers

FROM: \_\_\_\_\_

SUBJECT: Judges, Graders, Contest Administrators, etc.

DATE:

I want to take this opportunity to thank you for your offers of help in locating people for specific contests or workshops for the District Conference. I sincerely appreciate your consideration.

Please look at the list below. I have indicated that you offered to locate someone, or I have personally requested that you find someone for a competitive event. If you cannot fulfill this request, please call me as soon as possible so that I can contact another adviser to see if he/she might be able to suggest someone. Please make the contact and confirm with the person. As soon as confirmation is made, please contact me. In addition, I have contacted the Business Education Department at Mesa State for their help.

**Judges**

Business Ethics  
Business Presentation  
Client Services  
Emerging Business Issues  
Future Business Leader  
Help Desk  
Impromptu Speaking  
Job Interview  
Public Speaking I  
Public Speaking II

The Palisade High Chapter has offered to plan a workshop. If you have ideas, please let me know. If you have any questions, please call. Again, thanks so much for all your help.

**SAMPLE**

TO:

FROM:

SUBJECT:     Event Judge

DATE:

Thank you for volunteering your time to help with the Future Business Leaders of America District #\_\_\_ Leadership Conference to be held at (where) on (date). The \_\_\_\_\_ will begin at (time) in (where). I have scheduled a meeting of the judges for this event at (time) in (where) to review the event rules, rating sheets, materials, and to answer any of your questions concerning the event.

Lunch will be served in (where) beginning at (time). I have enclosed a ticket should you wish to be our guest. The Awards Program will begin at (time) in (where).

Please do not hesitate to contact me (where) if you have any questions.

Enclosures:     Event rules  
                    Rating sheet  
                    Map

(Modify memo for each judged event.)

## JUDGES MEETING CHECKLIST

- ❖ Review judge's memo and packet contents
- ❖ Explain the role of the Event Administrator
- ❖ Emphasize importance on staying on schedule
- ❖ Explain procedure for completing top 10 winner's list for the event and the scores match the winner's list
- ❖ Emphasize importance of breaking ties
- ❖ Ask for questions about event guidelines and scoring
- ❖ Interview judges should ask the same questions of each contestant for consistency of judging. Questions for finalists should be different than preliminary questions.
- ❖ Ties must be broken before judges leave the conference
- ❖ Ask for cell phone number on the rating sheet

## CONFERENCE REGISTRATION

As registration forms begin coming in, the names on the forms need to be checked against the membership lists sent to you by the local chapters. If a name appears on a form and does not appear on the membership list, a telephone call or memo to that school will be necessary to clear the matter up.

To keep track of students and advisers registered and money received, a database should be prepared ahead of time. As chapter registration forms arrive, input school information into the database.

The morning of the conference at the registration table, the following items are needed:

- ❖ School packets
- ❖ Substitution forms
- ❖ Cash bag
- ❖ Extra lunch tickets
- ❖ Extra receipt forms
- ❖ Extra name tag forms
- ❖ District membership lists
- ❖ Official chapter registration



**SAMPLE**

## REGISTRATION DATABASES

An Excel Spreadsheet will be provided by Colorado FBLA. The following table shows a sample of a sort of your spreadsheet.

<b>First Name</b>	<b>Last Name</b>	<b>School</b>	<b>Grade</b>	<b>Competition</b>
Ruben	Carrillo	Lamar High School	11	Accounting I
Spencer	Montgomery	Crowley County	10	Accounting I
Lance	Pfeiff	Crowley County	10	Accounting I
Jessica	Duran	Genoa-Hugo School	11	Accounting I
Danielle	Pacheco	Genoa-Hugo School	11	Accounting I
Corey	Rutland	Genoa-Hugo School	11	Accounting I
Naomi	Anderson	Swink High School	11	Accounting I
Ashley	Williams	Swink High School	11	Accounting I
Jennifer	Abel	La Junta High School	10	Accounting I
Kerri	Danko	La Junta High School	10	Accounting I
Ashley	Ruiz	La Junta High School	11	Accounting I
Donovan	Campbell	Fowler High School	11	Accounting I
Luke	Hochevar	Fowler High School	12	Accounting I
Cynthia	Aragon	Rocky Ford High School	11	Accounting I
Daphne	Stroh	Las Animas High School	12	Accounting I
Chelsey	Howard	Cheyenne Wells High School	11	Accounting I
Dani	Pelton	Cheyenne Wells High School	11	Accounting I
Taran	Walter	Cheyenne Wells High School	11	Accounting I
Andrea	Harmon	Springfield High School	12	Accounting I
Nathan	Aguilar	Trinidad High School	12	Accounting I
Kimberly	Meehan	John Mall High School	11	Accounting I
April	Martinez	John Mall High School	11	Accounting I
Katrina	Heinz	Cheyenne Wells High School	11	Accounting I
			<b>23</b>	

**SAMPLE**

## REGISTRATON CONFIRMATION LETTER

January 14, 2002

«M\_1stFirstname» «M\_1stLastname»  
«M\_2ndFirstname» «M\_2ndLastname»  
«School»  
«Address1»  
«City» «State» «PostalCode»

Dear Adviser:

The district conference is soon approaching! I am writing this letter to inform you of all the materials I received from your chapter, and to remind you of a few very important changes, deadlines, and guidelines.

### ADVISER/GUEST ASSIGNMENTS

With this mailing I am including a list of adviser and guest assignments. Changes have been made since you received a copy in your conference registration packet. Every year a few judges call and cancel right before conference, so adviser/guest assignments are subject to modification. I appreciate all of your help. Adviser assistance contributes to the success of the District Leadership Conference.

### ADVISER RESPONSIBILITIES

Please find the enclosed updated conference agenda. Registration will begin on time at 7:30 a.m. I encourage your chapter to show up 15 minutes early so registration can be completed on schedule. Event administrator packets will be available at conference registration and not conference headquarters. Advisers administering written events are asked to arrive 15 minutes early at the test site to receive and review test materials. Please check student dress code carefully before beginning any test. If a participant is not dressed appropriately, they are not compete in their event. **Conference headquarters will not honor any DQ's written on Scantron forms.**

**Donuts and juice are available at registration.** Please encourage your students to participate in the pre-conference activities taking place in the auditorium as well as the exciting workshops scheduled throughout the day.

Enclosed you will find interview times and speaking event times. Every speaking event and interview has a holding room. Competitors are asked to report to their respective holding rooms. Occasionally, competitors are not in attendance, so the next person in line will present at an earlier time. This allows conference headquarters to receive scores in a timely fashion.

Please review the enclosed list of your school's competitors. Report any errors in name spelling, etc. as soon as possible. On the day of the conference make sure that all members in competitions have all materials that they may need for their event. (No. 2 pencils) These will not be dispersed to participants at the conference. Please be prepared! Make sure that members have full knowledge of the guidelines of their competitions.

## **DRESS CODE**

Dress code is strictly enforced. Monitors will be present at written events. Students will not be allowed to take tests if they are not in dress code. Furthermore, dress code applies to the entire conference.

Winners at the awards session will not walk on stage if they are not in dress code. If you have questions about the dress code, please ask in advance. A good rule of thumb to follow is if the attire is questionable, do not wear it.

## **SUBSTITUTIONS**

A substitution form is enclosed. Please make copies as needed. If you have substitutions, bring the completed form(s) to the conference registration table at districts. Please note that a substitution cannot be made for skill events. The person who completed the skill site test must be the same person completing the written test at districts. Substitutions may not be made for Job Interview or Future Business Leader. Also review the checklist enclosed. Items checked as missing must be brought to conference registration.

## **GRIEVANCE COMMITTEE**

The grievance committee is the chapter adviser at \_\_\_\_\_, the chapter adviser, \_\_\_\_\_, and the chapter adviser at \_\_\_\_\_. If you have a problem, please see one of these people before the end of the conference. After the conference is over, no grievances will be heard and all decisions of judges are final.

Good luck in competition!

Sincerely,

John Johnson, State Vice President District ?

Susie Smith, District ? Adviser

Enclosures:

Adviser/Guest Assignments

Conference Agenda

Speaking/Interview Times

School Competition List

Substitution Form

Payment Receipt

SCHOOL \_\_\_\_\_

## REGISTRATION CHECKLIST AND FINANCIAL REPORT

If one of the following items is checked, then we are missing it from your district registration. Please bring it with you to conference registration.

- ❖ Original Registration Form (no faxes)
- ❖ Membership List (copy of official national roster)
- ❖ District Registration Payment (see below for total amount due)
- ❖ President Picture (optional)

### Financial Report

_____	Members	@ \$15.00 _____	=	\$ _____
_____	Advisers	@ \$15.00 _____	=	\$ _____
_____	Guests	@ \$15.00 _____	=	\$ _____
		Late Fee	=	\$ _____
		Total amount due	=	\$ _____
		Total amount paid	=	\$ _____
		Total amount owed	=	\$ _____

# SUBSTITUTION FORM

\_\_\_\_\_ will substitute  
for

(name)

\_\_\_\_\_ in the  
\_\_\_\_\_ (name)

\_\_\_\_\_ event.

Chapter \_\_\_\_\_ Adviser \_\_\_\_\_

Substitutes must be on official membership roster.  
No substitutions for skill events.  
No substitutions for Job Interview and Future Business Leader  
Only direct substitutions allowed.

# DISTRICT EVENTS

(53 Events)

Accounting I  
Accounting II  
Banking & Financial Systems  
Business Calculations  
Business Communication  
Business Ethics  
Business Financial Plan  
Business Law  
Business Math  
Business Plan  
Business Presentation  
Business Procedures  
Client Services  
Computer Applications  
Computer Problem Solving A+  
Cyber Security  
Database Design & Applications  
Desktop Application Programming  
Desktop Publishing  
Digital Video  
E-Business  
Economics  
Electronic Career Portfolio  
Emerging Business Issues  
Entrepreneurship  
FBLA Principles and Procedures  
Future Business Leader  
Global Business  
Help Desk  
Impromptu Speaking  
Internet Application Design Programming  
Introduction to Business  
Introduction to Business Communication  
Introduction to Parliamentary Procedure  
Introduction to Technology Concepts  
Job Interview  
Management Decision Making  
Management Information Systems  
Marketing  
Name Tag  
Network Design  
Networking Concepts  
Parliamentary Procedure  
Personal Finance  
Public Speaking I  
Public Speaking II  
Sport Management  
Spreadsheet Applications  
Technology Concepts  
Website Development  
Word Processing I  
Word Processing II  
Who's Who in FBLA

## CHAPTER REGISTRATION PACKETS

Chapter registration packets for the morning of registration should include the following items:

1. School's receipt for monies received;
2. Name tag for each participant (distinguish between voting delegates, contestants, guests, and advisers) – if needed;
3. Program;
4. Lunch tickets;
5. Map of facility;
6. Speaking/Interview times;
7. Evaluation forms; and

You should use 9" x 12" clasp envelopes for the packets. On the outside of each envelope, the following information is needed:

1. School name
2. Chapter adviser
3. Number of members, guests and advisers registered
4. Money owed

# PROGRAM CHECKLIST











- Cover Page
  - Date and Location
- Dress Code
- List of Chapters in District
- Conference Agenda and Room Assignments
- Map of Room Locations
- FBLA Pledge, FBLA/PBL Goals, FBLA/PBL Purpose, FBLA/PBL Creed (optional)
- State and/or National Theme
- State Vice President and District Adviser
- List of Colorado FBLA Officers (optional)
- Host School Chapter Officers (optional)
- Local Chapter Officers from your District (optional)
- Summary of Workshops (optional)
- Acknowledgments
- Statement (back page)

Colorado Community College System is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and ADA may be referred to the Director of Affirmative Action, Colorado Community College System, 9101 East Lowry Blvd., Denver, CO 80230, (303) 620-4000 or to the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, (303) 844-5695.

Accommodations for persons with disabilities will be made if requested and reasonable. For TTY/Voice Relay in Colorado, dial 1-800-659-3656.

- Other

# LUNCH TICKETS

 <p>LUNCH TICKET</p> <p>DISTRICT #5</p> <p>LEADERSHIP CONFERENCE Overland High School</p> <p>Tuesday, February 22, 2007</p>	 <p>LUNCH TICKET</p> <p>DISTRICT #5</p> <p>LEADERSHIP CONFERENCE Overland High School</p> <p>Tuesday, February 22, 2007</p>
 <p>LUNCH TICKET</p> <p>DISTRICT #5</p> <p>LEADERSHIP CONFERENCE Overland High School</p> <p>Tuesday, February 22, 2007</p>	 <p>LUNCH TICKET</p> <p>DISTRICT #5</p> <p>LEADERSHIP CONFERENCE Overland High School</p> <p>Tuesday, February 22, 2007</p>
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# EVALUATION FORM

FBLA DISTRICT NO.

(When)

(Where)

Check one:  Student       Adviser       Guest

4 = Excellent - Most Difficult

3 = Good - Difficult

2 = Fair - Average

1 = Poor - Easy

<b>ACTIVITY</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>COMMENTS</b>
Pre-registration					
Conference Registration					
General Session					
Keynote Speaker					
Conference Facilities					
Workshop (title)					
Workshop (title)					
Workshop (title)					
Awards Session					

Comments:

## EVENT MATERIALS PACKET

Each event will require at least one event materials packet. In most cases, a 10" x 13" clasp envelope is sufficient; however, have on hand a supply of the larger size clasp envelopes (one package should be sufficient). On the outside of each envelope, print the name of the event, the administrator or judge, the time the event is scheduled to begin, the room where the event is to be held or judged and the number of participants in the event. Attach a copy of the administrator's/judge's confirmation letter and a copy of the event guidelines.

### Online Events

- Administrator Instructions
- 1 Copy of Event Rules

### Emerging Business Issues Holding Room

- Administrator Instructions
- Copy of Event Rules
- 1 List of Participants in scheduled presentation order
- Dress Code

### Emerging Business Issues Preparation Room

- Administrator Instructions
- Copy of Event Rules
- 1 List of Participants in scheduled presentation order
- Pro or Con cards and envelope
- 1 Stop Watch or Clock
- Dress Code
- 4" x 6" index cards (2 for each participant)

### Emerging Business Issues Presentation Room

- Presentation Room
- Administrator Instructions
- Copy of Event Rules
- 1 List of Participants in scheduled presentation order
- 1 List of Judges
- Extra rating sheets
- Event Winner's List for each group
- Dress Code
- Copy of FBLA Goals

### Emerging Business Issues (Timer) - Each Section plus Callbacks

- Administrator Instructions
- Copy of Event Rules
- 1 List of Participants in scheduled presentation order
- 1 Stop Watch
- Dress Code

### Impromptu Speaking Holding Room

#### Client Services

#### Help Desk

- Administrator Instructions (hold until presentation)
- Copy of Event Rules
- 1 List of Participants in scheduled presentation order
- Dress Code

### Impromptu Speaking Preparation Room

#### Client Services

#### Help Desk

- Administrator Instructions
- Copy of Event Rules
- 1 List of Participants in scheduled presentation order
- Topic envelope
- 4" x 6" index cards (2 for each participant)
- 1 Stop Watch or Clock
- Dress Code

### Impromptu Speaking Presentation Room - Each Section plus Callbacks

#### Client Services

#### Help Desk

- Administrator Instructions
- Copy of Event Rules
- 1 List of Participants in scheduled presentation order
- 1 List of Judges
- Extra rating sheets
- Event Winner's List for each group
- Dress Code
- FBLA Goals

### Impromptu Speaking (Timer) - Each Section plus Callbacks

#### Client Services

#### Help Desk

- Administrator Instructions
- Copy of Event Rules
- 1 List of Participants in scheduled presentation order
- 1 Stop Watch
- Dress Code

**Job Interview - Each Section plus Callbacks**

**Future Business Leader- Interview - Each**

**Section plus Callbacks**

- Administrator Instructions
- Copy of Event Rules
- 2 Lists of Participants in scheduled interview order
- 1 List of Judges
- Written tests scores
- Extra rating sheets
- Event Winner's List
- 1 Stop Watch or Clock
- Dress Code
- FBLA Goals

**Public Speaking I and II**

**Business Services**

**(Event Room) Each Section plus Callbacks**

- Administrator Instructions
- Copy of Event Rules
- 2 Lists of Participants in scheduled presentation order
- 1 List of Judges
- Extra Rating Sheets
- Event Winner's List
- Dress Code
- FBLA Goals

**Public Speaking I and II (Timer)**

**Business Services**

- Administrator Instructions
- Copy of Event Rules
- 1 List of Participants in scheduled presentation order
- 1 Stop Watch
- Dress Code

**Business Ethics (Holding Room)**

- Administrator Instructions
- Copy of Event Rules
- 2 Lists of Participants in alphabetical order
- Dress Code
- Stop Watch

**Business Ethics Preparation Room**

- Administrator Instructions
- Copy of Event Rules
- 1 List of Participants in scheduled presentation order
- Topic envelope
- 4" x 6" index cards (2 for each participant)
- 1 Stop Watch or Clock
- Dress Code

**Business Ethics Presentation Room**

- Administrator Instructions
- Copy of Event Rules
- 2 Lists of Participants in alphabetical order
- Dress Code
- Stop Watch
- Rating Sheets
- Event Winner's List
- FBLA Goals

**Business Ethics (Timer)**

- Administrator Instructions
- Copy of Event Rules
- 1 List of Participants in scheduled presentation order
- 1 Stop Watch
- Dress Code

**Workshop Facilitator**

- Presenter's Bio to read as introduction
- Gift for presenter

## **JUDGES EVENT MATERIAL CHECKLIST**

- Copy of Event Rules and Dress Code
- List of participants in scheduled presentation order
- Topic
- Winner's List Form
- Rating Sheets (1 for each participant +5 extra)
- List of FBLA goals
- State and National Themes
- Pen/pencil
- Calculator/Name tag
- Student Materials (Job Interview, Future Business Leader)

# EVENT WINNER'S LIST FOR JUDGED EVENTS

	<u>Name</u>	<u>School</u>	<u>Score</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Scores must be adjusted to match order on winner's list

# CONFERENCE HEADQUARTERS

The Conference headquarters is the most important function of the entire conference. Several different activities take place here.

1. Rating sheet grading
2. Judges' meetings
3. Administrators' materials pickup & drop off

## **Rating Sheet Grading\***

One person should be in charge of the rating sheets. As the rating sheets are turned in, each one should be re-added by machine to make sure there are no mistakes. There will usually be two to three sheets per participant in an event. Average the sheets together to obtain one score. Place the sheets in numerical order with the highest number of points scored first. Match the placement with the judges' top 10 winner's list. The judges' decisions are final for placement. If a tie should occur, the judges are responsible for making the decision of who places in what position. (Do not let your judges leave until all rating sheets have been verified.)

Future Business Leader and Help Desk require both online testing and rating sheet grading.

## **Certificates**

A file folder should be prepared ahead of time with each event listed on the front, and certificates should be prepared ahead of time for each event. A completed certificate may have the following information: event, date, and place received (optional). When an event has all materials graded, place a copy of the final winners' list in the folder. This list will have the top ten winners indicated on it.

The final winners list (optional) is then duplicated and a copy placed in each school's packet that is returned at the end of the Conference. If winners list is not given at the conclusion of the conference, it should be e-mailed to each chapter upon return to school. One person should be in charge of the take home packets. (See Section I.)

## **Event Grading**

Rating sheet grading will be completed prior to conference:

### Skill Events

Accounting II  
Computer Applications  
Database Design & Applications  
Desktop Publishing  
Spreadsheet Applications  
Word Processing I  
Word Processing II

### Events Graded by Board Member

Business Financial Plan  
Business Plan  
Desktop Application Programming  
Digital Video Production  
Electronic Career Portfolio  
E-Business  
Internet Application Programming  
Website Development

## **Judges' Meetings**

If possible, a person other than the District Adviser should be in charge of these meetings to answer any questions the judges may have before they begin their judging. These meetings should also be used as a checking point to make sure all judges have arrived and are ready to go. (Meeting checklist available in Section E)

## **Administrator Pickup and Drop Off**

Place all event packets in order of time the event is scheduled to begin. Again, this is merely used as a checkpoint to insure all administrators have shown up and are in their scheduled rooms for their event. Remind the administrators to drop off all event materials IMMEDIATELY following their event.

## **Online Graded Events**

Accounting I	Introduction to Business
Accounting II	Introduction to Business Communication
Banking & Financial Systems	Introduction to Parliamentary Procedure
Business Calculations	Introduction to Technology Concepts
Business Communication	Management Decision Making
Business Law	Management Information Systems
Business Math	Marketing
Business Procedures	Personal Finance
Computer Problem Solving – A+	Networking Concepts
Computer Applications-Written	Network Design
Cyber Security	Parliamentary Procedure
Desktop Application Design	Personal Finance
Desktop Publishing	Sports Management
Economics	Spreadsheet Applications
Future Business Leader - Written	Technology Concepts
FBLA Principles and Procedures	Word Processing I
Global Business	Word Processing II
Help Desk	

## **Rating Sheet Events**

Business Ethics	Impromptu Speaking
Business Financial Plan	Job Interview
Business Plan	Future Business Leader
Business Presentation	Name Tag
Client Services	Public Speaking I
Digital Video Production	Public Speaking II
E-Business	Website Development
Electronic Career Portfolio	Who's Who in FBLA
Emerging Business Issues	

Notes: Check all rating sheets for accuracy  
Judges will provide top 10 winners  
Prepare the "Final Winners" List for first through tenth places  
Return rating sheets and materials to individual schools

### GRADING ROOM CHECKLIST

Event	OUT	IN	Pre Graded	Online	Rating Sheet	Certificate
Accounting I				X		X
Accounting II				X		X
Banking & Financial Systems				X		X
Business Calculations				X		X
Business Communication				X		X
Business Ethics					X	X
Business Financial Plan			X		X	X
Business Law				X		X
Business Math				X		X
Business Plan			X		X	X
Business Procedures				X		X
Business Presentation					X	X
Client Services					X	X
Computer Applications			X	X		X
Computer Problem Solving A+			X	X		X
Cyber Security				X		X
Database Design & App			X	X		X
Desktop Application Program			X			X
Desktop Publishing			X	X		X
Digital Video			X			X
E-Business			X			X
Economics				X		X
Electronic Career Portfolio			X			X
Emerging Business Issues					X	X
Entrepreneurship				X		X
FBLA Principles & Procedures				X		X
Future Business Leader				X	X	X
Global Business				X		X
Help Desk				X	X	X
Impromptu Speaking					X	X
Internet Application & Design			X			X
Introduction to Business				X		X
Intro to Business Com				X		X
Intro to Parli Pro				X		X
Intro to Technology Concepts				X		X
Job Interview					X	X
Management Decision Making				X		X
Management Info Systems				X		X
Marketing				X		X
Name Tag					X	X
Network Design				X		X
Networking Concepts				X		X
Parliamentary Procedure				X		X
Personal Finance				X		X
Public Speaking I					X	X
Public Speaking II					X	X
Spreadsheet Applications			X	X		X
Sports Management				X		X
Technology Concepts				X		X
Website Development			X			X
Who's Who in FBLA					X	X
Word Processing I			X	X		X
Word Processing II			X	X		X

## MATERIALS CHECKLIST

- ❖ FBLA-PBL Chapter Management Handbook
- ❖ Extra rating sheets for each event
- ❖ Extra copies of the Dress Code
- ❖ FBLA-PBL Goals
- ❖ Skill event rating sheets or spreadsheet with scores
- ❖ Extra lunch tickets
- ❖ Speaking/Interview times
- ❖ Event administrator assignments
- ❖ Judges assignments
- ❖ Impromptu topics (Preliminaries and Finals – if necessary)
- ❖ Business Ethics topic
- ❖ Emerging Business Issues Pro/Con Cards
- ❖ Grading room checklist
- ❖ Help Desk topic
- ❖ Winner's List Spreadsheet ready for data input
- ❖ 4 x 6 index cards
- ❖ Stop Watches
- ❖ Copies of FBLA Goals

<b>MEDAL AND CERTIFICATE LIST</b>				
<b>Event</b>	<b>Gold</b>	<b>Silver</b>	<b>Bronze</b>	<b>Certificates</b>
Accounting I	1	1	3	10
Accounting II	1	1		10
Banking & Financial Systems	1	1		10
Business Calculations	1	1	3	10
Business Communication	1	1	3	10
Business Ethics	3	3		30
Business Law	1	1	3	10
Business Financial Plan	3	3		30
Business Math	1	1	3	10
Business Plan	3	3		30
Business Presentation	3	3		30
Business Procedures	1	1	3	10
Client Services	1	1		10
Computer Applications	1	1	1	10
Computer Problem Solving A+	1	1	3	10
Cyber Security	1	1	3	10
Database Design & Applications	1	1	1	10
Desktop Application Programming	1	1	1	10
Desktop Publishing	2	2		20
Digital Video Production	3	3		30
E-Business	3	3		30
Economics	1	1	3	10
Electronic Career Portfolio	1	1		10
Emerging Business Issues	3	3		30
Entrepreneurship	3	3		30
FBLA Principles & Procedures	1	1	3	10
Future Business Leader	1	1		10
Global Business	3	3		30
Help Desk	1	1		10
Internet Application Design Programming	1	1	1	10
Impromptu Speaking	1	1		10
Introduction to Business	1	1	3	10
Introduction to Business Communication	1	1	3	10
Introduction to Parliamentary Procedure	1	1	3	10
Introduction to Technology Concepts	1	1	3	10
Job Interview	1	1		10
Management Decision Making	3	3		30
Management Information Systems	3	3		30
Marketing	1	1	3	10
Name Tag				10
Network Design	3	3		30
Networking Concepts	1	1	3	10
Parliamentary Procedure	5	5		50
Personal Finance	1	1	3	10
Public Speaking I	1	1	3	10
Public Speaking II	1	1	3	10
Sports Management	1	1	3	10
Spreadsheet Applications	1	1	1	10
Technology Concepts	1	1	3	10
Website Development	3	3	0	30
Who's Who in FBLA	1	0	0	10
Word Processing I	1	1	1	10
Word Processing II	1	1	1	10
<b>TOTAL</b>	<b>83</b>	<b>82</b>	<b>70</b>	<b>840</b>

## **DISTRICT LEADERSHIP CONFERENCE EVENT ROOMS**

### **SEQUESTERED EVENTS**

**Holding Room, Prep Room, Presentation Room**

**One Room for each of the above**

**Holding and Prep Rooms may be share with other events**

Business Ethics

Client Services

Emerging Business Issues

Impromptu Speaking

Help Desk

### **PRESENTATION ROOMS**

**Job Interview and Future Business Leader may share the same room**

Business Presentation

Job Interview

Future Business Leader

Public Speaking I

Public Speaking II

Business Financial Plan

Business Plan

# DISTRICT LEADERSHIP CONFERENCE EVENT TIMES

EVENT	TIME
Individual Written Tests	1 Hour
Collaborative Team Written Tests	1 Hour

SEQUESTERED EVENTS	HOLDING	PREP	PRESENTATION
Business Ethics		20 Minutes	7 Minutes – 3 Minutes Q & A
Client Services		10 Minutes	5 Minutes – 3 Minutes Q & A
Emerging Business Issues		5 Minutes	5 Minutes - 3 Minutes Q & A
Help Desk		10 Minutes	5 Minutes – 3 Minutes Q & A
Impromptu Speaking		10 Minutes	4 Minutes

PRESENTATION EVENTS	SETUP	PRESENTATION	Q & A
Business Presentation	5 Minutes	7 Minutes	3 Minutes
Business Financial Plan	5 Minutes	7 Minutes	3 Minutes
Business Plan	5 Minutes	7 Minutes	3 Minutes
Job Interview		10 Minutes	
Future Business Leader		10 Minutes	
Public Speaking I		4 Minutes	
Public Speaking II		5 Minutes	

## Event Time Schedule Examples

		Preparation	Presentation
Business Ethics (2-3 teams may be prepping at the same time)	Team 1	7:40	8:00
	Team 2	7:50	8:10
	Team 3	8:00	8:20
Emerging Business Issues (10 minutes apart)	Team 1	7:55	8:00
	Team 2	8:05	8:10
	Team 3	8:15	8:20
Impromptu Speaking (Individuals may be prepping at the same time) (7 minutes apart)	#1	7:50	8:00
	#2	7:57	8:07
	#3	8:04	8:14
Client Services and Help Desk	#1	7:50	8:00
	#2	8:00	8:10

## Presentation Time Schedule Examples

Business Presentation (20 minutes apart)	I or T #1	8:00
	I or T #2	8:20
Job Interview – Future Business Leader (10 minutes apart)	#1	8:00
	#2	8:10
Public Speaking I (8 minutes apart)	#1	8:00
	#2	8:08
Public Speaking II (8 minutes apart)	#1	8:00
	#2	8:08

**FINAL WINNER'S LIST  
DISTRICT ?  
200?**

**EVENT**

The first ten places may be recognized at the district level.

The **top \_\_\_\_\_ winners** from each District Leadership Conference are eligible to compete at the state level.

**NAME**

**SCHOOL**

1

2

3

4

5

6

7

8

9

10

## **HOST CHAPTER ASSIGNMENTS**

The host chapter will have several duties to perform during the morning session of the Conference. Assign students when they are not in a contest.

1. Registration Table – 3 people. One person is needed to distribute school packets, one person to collect additional monies, write receipts, and sell additional lunch tickets; and one person in charge of substitution forms and cross checking membership lists.
2. Runners in Conference Headquarters – 2 people each hour. Their duties may include picking up job interview rating forms, keeping people in conference headquarters supplied with coffee and doughnuts, running errands as needed, etc.
3. Information Table – 1 person each hour. Answer questions about conference, where to find rooms, etc.
4. Morning Refreshments – 2 people each hour. Necessary only if there are refreshments for the contestants during the morning.
5. Evaluation Forms – 2 people may be needed to collect evaluation forms at the conclusion of the Second General Session.

# SUGGESTED COMMITTEES CHECKLIST

## REGISTRATION COMMITTEE

- Purchase 9" x 12" manila envelopes for registration materials
- Label envelopes with chapter names and number of participants
- Prepare name tags for each participant (optional)
- Prepare map of building interior for each participant
- Include program for each participant
- Include evaluation form for each participant
- Include lunch ticket for each participant
- Collect evaluations at end of conference and prepare summary
- Include a receipt for registration fees for each chapter
- Send a news release to local chapters and newspapers announcing the conference; include special guests, workshop topics, chapters involved, etc.
- Include any other materials pertinent to the conference
- Set up system for tabulating registration materials and participants in competitive events; type up list of participants in competitive events
- Set up registration tables the night prior to the conference
  - Table for pre-registered participants
  - Table for non-pre-registered participants
  - Table for event confirmation
  - Table for information
- Make sure event confirmation book gets to the events chairperson before the competitive events start
- Set up table for displays
- Clean up registration area and take all materials to conference headquarters
- Other

## HELLO AND SMILE COMMITTEE

- Welcome participants with an FBLA smile; your conference will start out with success and a good feeling.
- Prepare event signs for locations in the school

## GENERAL SESSION COMMITTEE

- Set up table with shadow panel or skirt for officers and guest; if more than 10 people are needed for the opening/closing sessions, place them in the front row
- Collect all equipment needed and have it ready for the sessions
- Podium and microphone
  - Screen and projector
  - Gavel
  - American and Colorado flags
  - FBLA banner
  - Chalkboard
  - Chapter signs for voting delegates' seating
- Handle microphone sound, lights, etc., on the day of the conference; make sure of the location of the custodian in case of an emergency
- Return all equipment after the conference
- Set up the awards table with medals and certificates
- Other

## LUNCHEON COMMITTEE

- Plan menu with cooks and determine cost of meal
- Plan and purchase table decorations
- Design and print luncheon tickets
- Decorate tables, set up head table, and serve and clean up food
- Invocation and introduction of entertainment (optional)

#### REFRESHMENT COMMITTEE

- Plan refreshments for the morning or afternoon
- Serve and clean up

#### CLEAN-UP COMMITTEE

- Make sure all materials are picked up and stored and/or returned
- Make sure everything is as clean or cleaner than you found it

#### CONFERENCE HEADQUARTERS COMMITTEE

- Work with Conference and Events Chairman as needed
- Prepare packets for stuffing materials
- Other

## ROOMS SIGNS

Room signs can be prepared as soon as final confirmation is received on all rooms to be used for the conference. Include the room number, the contest and the time the contest is scheduled. If more than one contest is held in the same room, information can be placed all on the same sign, for example:

### ROOM 302

8:30	Job Interview Application Session
10:00	Entrepreneurship
11:30	Business Procedure

## FINAL SCHOOL LETTER

The week following the Conference, a congratulatory letter should be sent to each school in the district. Scantron forms may or may not be enclosed with these letters.

**SAMPLE**

February 15, 20\_\_

High School  
Street Address  
City, State Zip

Dear High School FBLA Chapter:

Congratulations to each winner and participant in the 20\_\_ FBLA District ? Leadership Conference. I was pleased with the attendance of ??? people.

I would like to extend sincere congratulations to (name) from (school) high School for (his/her) election as District Reporter. He/she has expressed great ideas for District? FBLA.

I am looking forward to seeing you at the State Conference in Vail on April \_\_, 20\_\_. Best of luck in your state events.

Sincerely,

## SELECTION COMMITTEE

The state vice president presiding over the district, state officers present at the conference, one adviser (preferably the past district adviser), and a chapter member from each school may sit on this committee and interview the candidates running for a District office and State Selection Committee. The committee should convene before the first interview to review application materials and discuss interview questions. It is this committee's responsibility to submit a report of their findings at the Second General Session.

### STRUCTURE OF COMMITTEE

The committee should consist of the following individuals:

- A local adviser who has previously advised a state officer (the current district adviser should also be present if possible)
- Two or three state officers (depends upon those present and available)
- One local chapter member from each school in the district
- One district officer
- One district officer adviser
- Any others so desired

**NOTE:** The adviser(s) assist and guide the committee. The adviser should not assume an active role during candidate interviews (except when interviewing the candidate's adviser). All decisions made by the committee must be with the adviser's knowledge and support.

### RESPONSIBILITY OF COMMITTEE

- It is the responsibility of the Selection Committee to, after careful consideration, officially approve candidates seeking office.
- The Selection Committee may, after interviewing and screening all officer candidates, select a slate of officers. The Selection Committee may ask a candidate to run for a specific office. For example, the committee may feel that one individual is better qualified for a different office than the desired office.

### SELECTION COMMITTEE

- The committee shall then invite the officer candidate and his/her adviser back to the interview area and ask whether he/she would consider running for the different office. It is important that the rationale be presented carefully to the candidate and adviser.
- In the event that there are no candidates for an office, necessary appointments to FBLA district officer positions will be done according to the FBLA Bylaws.

### ELIGIBILITY OF CANDIDATES\*

The following are required for a candidate to be eligible for office:

- Must be an active member (from an active local chapter)
- Must have endorsement of parents and/or guardians, local adviser, and school administrator
- Must file an official application with the district adviser
- Must have at least one full school year remaining in the business education program
- Must hold or have held an elective office in his/her local chapter OR a comparable office in an organization on the approved list of National and State Activities released by the National Association of Secondary Principals.
- Must be approved by the Selection Committee

## **GRIEVANCE COMMITTEE**

The committee's responsibility is to settle any conflicts that may arise during the year. Conflicts may involve decisions rendered by either a District Adviser and/or a Conference Chairperson. The committee is composed of the District Secretary's Adviser, the District Reporter's Adviser, and one other adviser selected or appointed at the District's Fall Leadership Conference during the Adviser's Meeting. Another adviser is chosen to act as an alternate in the event a grievance is submitted by one of the advisers on the grievance committee.



**FBLA PEAK AWARD OFFICER  
VISITATION VERIFICATION FORM**

This is to verify a chapter visit from a state officer for a Peak Award.

Chapter visited: \_\_\_\_\_

Officer Attending: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Chapter Adviser Signature: \_\_\_\_\_

Chapter President Signature: \_\_\_\_\_

Officer Signature: \_\_\_\_\_

**INCLUDE THIS FORM IN THE PEAK AWARD DOCUMENTATION**

# Online Testing Information

List of your students will be emailed this weekend.

- Please have students enter their names and passwords **exactly** as shown on the list—even if there is an error, it can be corrected later. (Sample below)

## Participant Information

All participants included

Row	First Name	Last Name	Password	School Name	Assessments
1	CATHY	CATHY	C3167Y	PUEBLO SOUTH	R08 Accounting I

- Go to [www.esess.org](http://www.esess.org) and click the **Participant Login**
- You will receive a login document from me that you can cut apart so each student will have their own copy of their name and password. (Sample below)

C

Site URL:	http://www.techfluency.org/esess/
Org. Name:	CO FBLA Dist 6
First Name:	CATHY
Last Name:	CATHY
Password:	C3167Y

**Online testing will be available from 6 am to 5 pm on the following dates:**

- Monday, January 28, through Friday, February 1
- Monday, February 4, and Tuesday, February 5
- Testing will be unavailable evenings and over the weekend.

**If you have not reviewed the Sample Test, please do so prior to administering the test.**

Go to [www.esess.org](http://www.esess.org) and click the **Participant Login**

Organization: Sample  
First Name: Sample  
Last Name: Sample  
Password: Sample

**Review the Participant Guide.**

- After logging in, Select Help on left
- Select Participant Guide and read the Contents

If you have any problems or questions – let me know.

Cathy Tkacik, District #6 Adviser  
719-549-7747

## Online Testing Option

FBLA District Vice President and Adviser may choose to conduct all written tests online at the students' home school prior to conference. A few years ago national FBLA began using an online system for all written tests taken at the national leadership conference.

Students will register for their events online through the Colorado FBLA website. Information is then downloaded to each district. We will upload all students to the testing system. In January all schools will be notified with information to go online to review the testing procedure and receive training as proctors. There will be a two-week window when online testing will be conducted at the home high school. We recommend that you schedule all students taking the same event to test at the same time. For example, all Accounting 1 students would test from 10-11 am on Tuesday. Tests will be the same for all students; however, questions and answers will be in random order.

*"The Technological Fluency Institute (TFI) provides programs and services that employ technology for online testing. The Institute also specializes in designing and developing online testing and online learning programs for colleges, schools, agencies, and businesses. E-SESS™ is an online assessment system developed by the Technological Fluency Institute. E-SESS™ drives online assessments for state and local student organizations"*