



2021 State  
Leadership Conference  
Call to Conference

Updated: March 4, 2021

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## Important Dates and Deadlines

<i>Activity</i>	<i>Date</i>	<i>Notes</i>
Registration Opens	Jan 15, 2021	8 am CT
Adviser Zoom Session	Feb 17, 2021	7 pm CT
Registration Deadline	Mar 1, 2021	11:59 pm CT deadline
Pre-Conference Forms Deadline	Mar 1, 2021	5 pm CT deadline
Online Testing Opens	Mar 2, 2021	8 am CT
Adviser Zoom Session	Mar 3, 2021	7 pm CT
Recorded Submission Deadline	Mar 10, 2021	5 pm CT deadline
Pre-judged Submission Deadline	Mar 10, 2021	5 pm CT deadline
Live Competitive Events	Mar 15-18, 2021	Starting at 3:00 pm, daily
Online Testing Deadline	Mar 18, 2021	5 pm CT deadline
State Leadership Conference	Apr 1-2, 2021	2:00 – 6:00 pm daily

## Adviser Checklist

- Set chapter deadlines for registration and payment
- Submit school district paperwork information (request for participation, sub request, etc.)
- Provide members with necessary conference information, including registration cost and dates
- Send a letter to parents with event details
- Discuss dress code requirements with members
- Register all members, advisers, and guests for the conference by the deadline
- Collect member payment before registration deadline
- Print e-mailed invoice – check, double-check, triple-check for accuracy
- Submit invoice to the school business office for payment
- Mail conference payment to Iowa FBLA-PBL
- Follow the deadline checklist for the State Leadership Conference
- Review State Leadership Conference tentative agenda with attending members
- Ensure all forms are completed before State Leadership Conference
- Follow Iowa FBLA on social media for important event updates (Instagram: [IowaFBLA](#); Twitter: [@IowaFBLA](#); Facebook: [@IAFutureBusinessLeaders](#))
- Develop a group chat ([GroupMe](#) or [Remind](#)) with attendees for event communications
- Discuss National Leadership Conference information with members, so they are prepared if they qualify

## Updates since last edition

Impromptu Speaking was incorrectly listed under the ‘Request a Case Study and Production Test’ section. Impromptu Speaking will be live and the case study will be administered live.

## Changes for the 2021 State Leadership Conference

- **Format Change:** The 2021 SLC will be virtual via an online conference platform
- **Registration Cost:** Reduced cost from an in-person event to an online event (\$49 per member and \$29 per guest. Complimentary registration for Advisers, State Officers, and Board of Directors.
- **Deadline Changes:**
  - Registration Deadline has been extended
  - Pre-judged reports and projects deadline has been extended to March 10
  - Pre-judged skill/production events deadline has been advanced to March 10
  - Video recording deadline has been created (March 10)
  - Objective test window has been created (March 2 – 18)
  - State Officer Application deadline has been extended to February 15
- **Event Date Change:** The online event has been reduced to two (2) days (April 1-2)
- **Attendee refunds, substitutions, and deletions:** Due to extending the registration deadline, no refunds, substitutions, or deletions will be allowed after the conference registration deadline.
- **Email Address:** An accessible email address is required for each registered attendee.
- **Registration Forms:**
  - Chapter Activities Outline: Converted from paper to Wufoo form, renamed Iowa Merit Award – Chapter Activities Outline form. The Iowa Merit Award – Chapter Activities Outline form has been changed from an optional form to a **required** form. Deadline extended to March 1.
  - March of Dimes Report: Submit amount raised in Blue Panda. March of Dimes check submission form is located under the Adviser Resource tab on the Iowa FBLA website.
  - Participants with Special Needs: Form has been eliminated. Incorporated into the Blue Panda registration process. Complete the “Special Needs” field in the event attendee section.
  - Statement of Assurance: Form has been eliminated to align with National FBLA.
  - Who’s Who in FBLA Application: Converted from paper to Wufoo form. Application now requests headshot. Deadline extended to March 1.
  - National Anthem Form: Form suspended for the 2021 SLC.
  - Businessperson of the Year nomination form: Converted from paper to Wufoo form. Deadline extended to March 1.
  - Adviser of the Year: Converted from Google Forms to Wufoo. Deadline extended to March 1.

- **Competitive and Recognition Events:**
  - Recognition Events Document has been eliminated. Recognition Events are now incorporated in the Call to Conference.
  - State Only events have been suspended for the 2021 SLC
  - Random Acts of Kindness has been suspended for the 2021 SLC
  - Live Performance Events: **Client Service, Future Business Leader, Help Desk, Impromptu Speaking, and Job Interview.** Events will take place between March 15-18 starting at 3 pm, daily.
  - Request Form Created: Request Case Study Prompts and Production Tests for event entries.
  - Prejudged reports and projects: Changed from file submission to sharable public URL submission.
  - File and Video Submission: Moved to Blue Panda and retitled “Asset Collection Process”.
  - Future Business Leader: Reclassified as a National Competitive Event. Photo submission deadline extended to March 10.
  - Who’s Who in FBLA: Application now requests headshot. Deadline extended to March 1.
  - Plaques and Awards for 1<sup>st</sup> – 4<sup>th</sup> place awards, Recognition for 1<sup>st</sup> – 10<sup>th</sup>
  - Advancement to NLC: 1<sup>st</sup> – 4<sup>th</sup> place automatic, 5<sup>th</sup> – 10<sup>th</sup> may be extended an invitation if competitors decline
  - **Individual Recognition Event Name Changes:**
    - Iowa Businessperson of the Year is now **Businessperson of the Year**
    - Local Chapter Adviser Award is now **Adviser Length of Service**
    - Local Chapter Adviser of the Year is now **Adviser of the Year**
    - Who’s Who in Iowa FBLA is now **Who’s Who in FBLA**
  - **Chapter Recognition Event Name Changes:**
    - Event Sponsorship/Business Contributions Award is now **Financial Leadership Award**
    - Local Recruitment of Chapters is now **Recruitment of Local Chapters**
    - FBLA Membership as a Percentage of Total High School Population is now **Largest Local Chapter – Market Share Award**
- **Confirmation Reports:** Have been developed to confirm submitted entries.
- **Policies and Forms**
  - Iowa FBLA-PBL has adopted an Online Integrity Policy.
  - Iowa FBLA-PBL has adopted a Family Educational Rights and Privacy Policy (FERPA) policy.
  - Parent Consent, Medical Consent, Photo Consent forms have been eliminated.
  - The Comprehensive Consent form replaces the eliminated forms.
  - Professional Conduct Form has been renamed as Code of Conduct Agreement.

## Informational Zoom Sessions

Iowa FBLA will host two informational Zoom sessions for local advisers. The sessions will assist advisers with questions relating to the registration process, competitive events, changes to the 2021 SLC and any other general questions.

[Adviser Zoom Session](#): **Thursday, February 18, 2021 at 7:00 pm**

[Adviser Zoom Session](#): **Wednesday, March 3, 2021 at 7:00 pm**

All advisers are encouraged to attend the Zoom sessions and it’s strongly recommended that new advisers attend. More information, including the Zoom session link will be sent to advisers prior to the event.

## General Information

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

**Date:** April 1-2, 2021

**Location:** Virtual/Online

**Cost:** \$49 per member and \$29 per guest. Complimentary registration for Advisers, State Officers, and Board of Directors.

## Registration

Registration & Step-by-Step Guide – [Iowa FBLA SLC Webpage](#).

### Registration Deadlines

- Registration Opens: January 15, 2021
- Registration Deadline: March 1, 2021 – 11:59 pm CT
- Payment Postmark Deadline: March 26, 2021

### Attendee Information Needed to Register

Name\*

Grade\*

Gender\*

Email\*

Competitive Event

\*In order to be eligible to register and compete, members must be registered and paid with National FBLA-PBL to show up as a chapter member in Blue Panda.

### Registration Eligibility

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

### Registration Refunds

No registration refunds will be processed after the registration deadline.

### Required Registration Forms

Comprehensive Release Form – completed form from each member (adviser keeps – can be completed electronically)

Multiple Pre-Conference Forms – See [Policies and Consent Forms](#)

### Americans with Disabilities Act (ADA)

Iowa FBLA-PBL 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-PBL will reach out to confirm your accommodation request after the close of registration.

## Event Preparation

### Pre-Conference Forms

When preparing for the State Leadership Conference, several pre-conference forms should be completed to support the registration submitted in Blue Panda. Forms can be completed by the local chapter adviser or member. Please note some forms are required and some forms are optional.

<i>Deadline</i>	<i>Pre-Conference Form</i>	<i>Link</i>
<b>March 1, 2021</b>	<b>Recognition Event Upload</b> <ul style="list-style-type: none"> <li>● Adviser of the Year</li> <li>● Businessperson of the Year</li> <li>● Iowa Merit Award (Required)</li> <li>● Who's Who in Iowa FBLA</li> </ul>	<ul style="list-style-type: none"> <li>● <a href="https://iowafbla.wufoo.com/forms/pdw8p0b1pz9gzl/">https://iowafbla.wufoo.com/forms/pdw8p0b1pz9gzl/</a></li> <li>● <a href="https://iowafbla.wufoo.com/forms/pxlekd4056j07x/">https://iowafbla.wufoo.com/forms/pxlekd4056j07x/</a></li> <li>● <a href="https://iowafbla.wufoo.com/forms/pxap3910lbkbf/">https://iowafbla.wufoo.com/forms/pxap3910lbkbf/</a></li> <li>● <a href="https://iowafbla.wufoo.com/forms/p1tgnmv01dfhl93/">https://iowafbla.wufoo.com/forms/p1tgnmv01dfhl93/</a></li> </ul>
<b>March 1, 2021</b>	<ul style="list-style-type: none"> <li>● Partnership and Exhibitor Registration</li> </ul>	<ul style="list-style-type: none"> <li>● <a href="https://iowafbla.wufoo.com/forms/w3awc820kwn37w/">https://iowafbla.wufoo.com/forms/w3awc820kwn37w/</a></li> </ul>

### Asset Collection Process

Asset Collection refers to information, documents, videos, and URLs that are required to be collected with specific event entries. Asset collection is managed in Blue Panda and must be completed by the local chapter adviser utilizing the pre-assigned Blue Panda login. Please review the [Event Submission Matrix](#) for files and deadlines assigned with each event entry. Google Drive, Dropbox, One Drive, or similar URL that is publicly accessible is recommended for the asset collection process.

### Competitive Event Scholarships

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

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

### Local Chapter Delegates

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

### Bylaw Amendment

When a bylaw amendment has been properly submitted to and approved by the Board of Directors, the amendment will be provided to local chapters 30 days before the next regular business meeting. The amendment will be placed on the agenda for that meeting. Bylaw amendments require a 2/3 vote of all registered voting delegates at that meeting. The Regular Business Meeting is held during the General Session at a conference.

### State Officer Applications

#### Candidates and Campaigns

The deadline to complete the state officer application is February 15, 2021. The state officer application is [online](#) and can be found on the Iowa FBLA website under the Resources tab. All candidates will be required to complete an exam by the date outlined on the state officer application. Applicants will be notified on March 1,



2021, if they have met the qualifications for candidacy. Campaigning will take place before the State Leadership Conference.

### Elections and Voting

Voting delegates and advisers will receive email communications on the election and voting process that will take place before the State Leadership Conference. Delegates and advisers should discuss the officer candidates with local chapter members before casting an electronic vote.

## Competitive Events

For the 2021 State Leadership Conference, the Competitive Events Program will include National Events and a select number of state recognition events; State Events and Random Acts of Kindness have been suspended this year. Competitive Events may be live via a video conferencing platform, recorded video, online testing, and/or prejudged materials. For information on a specific event, please see the [Event Submission Matrix](#).

Any member attending the State Leadership Conference may enroll in two National Competitive Events. Certain exclusions apply to the individual competitor event limit, including one additional entry for chapter based events and Who's Who in FBLA entries. Restricted events include the events identified as qualifying events for the 2021 Regional Leadership Conference. The events below are restricted to the Top 4 winners of the three Regional Leadership Conferences.

- Business Ethics
- 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

For a full detailed list of guidelines and policies relating to competitive events, members should review the Iowa FBLA Competitive Events Handbook on the Iowa FBLA website on the [SLC Events page](#) and the [National FBLA Competitive Events webpage](#).

### Requesting Case Studies and Production Tests

To request case study prompts and the production event tests, please complete this [form](#) and a confirmation email will be sent that contains the materials requested. Case Study Prompts and Production Tests can be requested between the close of registration (March 1) and the deadline to upload Competitive Event Submissions (March 10).

Request Case Study Prompts and Production Tests: <https://iowafbla.wufoo.com/forms/xxbkkxp0it8r9v/>

- Banking and Financial Systems
- Computer Applications
- Database Design
- Entrepreneurship
- Hospitality and Event Management
- International Business
- Introduction to Event Planning
- Management Decision Making
- Management Information Systems
- Marketing
- Network Design
- Parliamentary Procedure
- Sports and Entertainment Management
- Spreadsheet Applications
- Word Processing

## Event Submission Matrix

All National Competitive Event submissions are completed in Blue Panda using the Asset Collection Process unless noted otherwise. This table does not outline the submission process for recognition events.

<i>Event</i>	<i>Submission</i>	<i>File Type</i>	<i>Deadline</i>
3D Animation	Prejudged Video	Video URL	3/10/2021 11:59 PM
	Recorded Presentation	Video URL	3/10/2021 11:59 PM
American Enterprise Project	Prejudged Report	PDF URL	3/10/2021 11:59 PM
	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Banking & Financial Systems	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Broadcast Journalism	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Business Ethics	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Business Financial Plan	Prejudged Report	PDF URL	3/10/2021 11:59 PM
	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Business Plan	Prejudged Report	PDF URL	3/10/2021 11:59 PM
	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Client Service	Live Presentation	Live Presentation	Live Presentation
Coding & Programming	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Community Service Project	Prejudged Report	PDF URL	3/10/2021 11:59 PM
	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Computer Applications	Prejudged Productions Test	9 PDF Files	3/10/2021 11:59 PM
Computer Game & Simulation Programming	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Database Design & Applications	Prejudged Production Test	13 PDF File	3/10/2021 11:59 PM
Digital Video Production	Prejudged Video	Video URL	3/10/2021 11:59 PM
	Recorded Presentation	Video URL	3/10/2021 11:59 PM
E-Business	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Electronic Career Portfolio	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Entrepreneurship	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Future Business Leader	Headshot	PNG, JPEG File	3/10/2021 11:59 PM
	Interview Materials	PDF URL	3/10/2021 11:59 PM
	Live Presentation	Live Presentation	Live Presentation
Graphic Design	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Help Desk	Live Presentation	Live Presentation	Live Presentation
Hospitality & Event Management	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Impromptu Speaking	Live Presentation	Live Presentation	Live Presentation
International Business	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Intro to Business Presentation	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Intro to Event Planning	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Intro to Public Speaking	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Intro to Social Media Strategy	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Job Interview	Interview Materials	PDF URL	3/10/2021 11:59 PM
	Live Presentation	Live Presentation	Live Presentation
Local Chapter Annual Business Report	Prejudged Report	PDF URL	3/10/2021 11:59 PM
	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Management Decision Making	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Management Information Systems	Recorded Presentation	Video URL	3/10/2021 11:59 PM
March of Dimes Award	Money Raised	Amount	3/1/2021 11:59 PM
Marketing	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Mobile App Development	Recorded Presentation	Video URL	3/10/2021 11:59 PM

Network Design	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Parliamentary Procedure	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Partnership with Business Project	Prejudged Report	PDF URL	3/10/2021 11:59 PM
	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Public Service Announcement	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Public Speaking	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Publication Design	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Sales Presentation	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Social Media Strategies	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Sports & Entertainment Management	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Spreadsheet Applications	Prejudged Production Test	15 PDF Files	3/10/2021 11:59 PM
Website Design	Recorded Presentation	Video URL	3/10/2021 11:59 PM
Who's Who in FBLA*	Headshot*	PNG, JPEG File*	3/1/2021 11:59 PM
	Application Materials*	Pre-Conference Form*	3/1/2021 11:59 PM
Word Processing	Prejudged Production Test	7 PDF Files	3/10/2021 11:59 PM

\* Submit via the [Pre-Conference Forms](#) section using the proper form for the event.

### Live Competitive Events

Live Competitive Events will take place between March 15-18, 2021, via a video conferencing platform starting at 3:00 pm, daily. The following events will be live: **Client Service, Future Business Leader, Help Desk, Impromptu Speaking, and Job Interview.** Members and advisers will receive an email scheduling the live event prior to March 15, 2021.

- Monday, March 15 - Client Service
- Tuesday, March 16 - Future Business Leader
- Tuesday, March 16 - Help Desk
- Wednesday, March 17 - Impromptu Speaking
- Thursday, March 18 - Job Interview

### Prejudged and Recorded Submission Process

All prejudged materials and recorded videos must be submitted following the Asset Collection Process outlined in the [Event Submission Matrix](#) table by March 10, 2021, unless noted otherwise.

All prejudged and recorded materials submitted to Iowa FBLA become the property of Iowa FBLA. The materials may be used for publication and/or reproduced.

To record team presentations, recorded video submissions can use any web-based meeting software (Zoom is recommended) that allows recording of teams when they are unable to be in the same location. Individual competitors may use any method they prefer to record presentations. Videos must be posted online and submitted via an unlisted (only viewable with a link) format. (YouTube is recommended). If using a method other than YouTube to post online, please work with school technology coordinators to assist in posting an unlisted video.

A video will be submitted for judging. This video submission shall adhere to the following guidelines:

- Only the student(s) registered for the event may appear in the presentation. All team members should be visible during the presentation.
- Students must conform to the FBLA-PBL Dress Code while recording the video.

- Videos shall be submitted in one take. Only one video per competitor/team may be submitted. The submission **shall not** be edited in any way.
- Submissions may not be re-shot for any reason, including quality of performance, mistakes, etc.
- Teleprompters, cue cards, or other off-screen aids for competitors may not be used, excluding note cards if allowed by event guidelines.
- For events that allow materials, visual aids, portfolios, etc. they may be shown to the judges as part of the recorded presentation. Materials cannot be uploaded as part of the presentation.
- For Presentations with Equipment and Demonstrations, students may utilize presentations (example: PowerPoints), should they choose to use them.
- Students would be allowed to share their computer screen for events categorized as Presentations with Equipment and Demonstration. If sharing the screen, students must still be seen in the recording.
- The question and answer portion will be eliminated, so competitors should endeavor to address all portions of the rating sheet in their presentation.
- The total presentation time **shall not** be extended by the amount of time allotted. Any presentations that go over the time listed on the rating sheet, will receive a penalty deduction.

### Objective Tests for State Leadership Conference

Objective Tests are taken via the E-ess online testing platform ([www.esess.org](http://www.esess.org)). Members will complete the test on their individual device. Members and schools may want to check with their IT administrator on how to connect and access guest networks for homes, hotels, and other schools. In some cases, the member must sign into the computer on the school network before accessing another network off school campus.

- |  |   |
|--|---|
| ● Accounting I                           | ● Introduction to Business Procedures     |
| ● Accounting II                          | ● Introduction to Event Planning          |
| ● Advertising                            | ● Introduction to FBLA                    |
| ● Agribusiness                           | ● Introduction to Financial Math          |
| ● Banking and Financial Systems          | ● Introduction to Information Technology  |
| ● Business Calculations                  | ● Introduction to Parliamentary Procedure |
| ● Business Communication                 | ● Journalism                              |
| ● Business Law                           | ● Management Decision Making              |
| ● Computer Applications                  | ● Management Information Systems          |
| ● Computer Problem Solving               | ● Marketing                               |
| ● Cyber Security                         | ● Network Design                          |
| ● Database Design & Application          | ● Networking Infrastructures              |
| ● Economics                              | ● Organizational Leadership               |
| ● Entrepreneurship                       | ● Parliamentary Procedure                 |
| ● Health Care Administration             | ● Personal Finance                        |
| ● Help Desk                              | ● Political Science                       |
| ● Hospitality & Event Management         | ● Securities and Investments              |
| ● Insurance and Risk Management          | ● Sports & Entertainment Management       |
| ● International Business                 | ● Spreadsheet Applications                |
| ● Introduction to Business               | ● Supply Chain Management                 |
| ● Introduction to Business Communication | ● Word Processing                         |

Information about online testing will be emailed to advisers after the registration deadline. All online tests will be completed in each chapter's home school or at the competitor's home beginning March 2, 2021, at 8 am CT. The closing date for online testing is March 18, 2021, at 5 pm CT.

## Judges

Iowa FBLA relies on volunteers to run and support many activities and programs within Iowa FBLA. If you know of an individual who would be interested in volunteering to serve as a judge, please email [judges@iowafbla.org](mailto:judges@iowafbla.org).

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

## Recognition Event Submission Process

### Pre-Submissions or Nominations

The following Recognition Events require a pre-submission or nomination form to be completed by the deadline outlined in the deadline checklist and pre-conference submission form checklist. All pre-submitted or nomination forms are for individual recognition events with the exception of Iowa Merit Award, which is a chapter recognition.

- Adviser of the Year
- Businessperson of the Year
- Iowa Merit Award
- Who's Who in FBLA

The above recognition events should be submitted by March 1, 2021 using the link located in the Pre-Conference Submission forms.

## Conference Information

The 75<sup>th</sup> Annual State Leadership Conference will take place on April 1-2, 2021, from 2:00 to 6:00 pm, daily.

### Conference Platform

Iowa FBLA uses a web-based software-as-a-service (SAAS) platform called *Hopin* ([hopin.com](http://hopin.com)). Attendees are **not** required to download any software to access the conference platform. A secure link and password will be sent to all registered attendees via the email address submitted during the registration process.

Members and schools may want to check with their IT administrator to confirm that the *Hopin* domain ([hopin.com](http://hopin.com) and [hopin.to](http://hopin.to)) is white-listed and can be accessed using an individual or school device. More information about Iowa FBLA's online meetings can be found in the [Online Integrity Policy](#).

## Tentative Schedule

This schedule is tentative and is subject to change prior to the conference. The official conference schedule is located on the conference platform. Please note: This schedule does not include activities, events, and deadlines that happen prior to, or after the conference.

Thursday, April 1, 2021 (Day 1)

<i>Start Time</i>	<i>End Time</i>	<i>Event</i>
2:00 pm	3:00 pm	Opening Session
3:00 pm	3:30 pm	Concurrent Workshops*
3:00 pm	3:30 pm	Competitive Events Feedback Sessions*
3:00 pm	4:30 pm	Adviser Meeting
3:30 pm	4:00 pm	Concurrent Workshops*
3:30 pm	4:00 pm	Competitive Events Feedback Sessions*
4:00 pm	4:30 pm	Business and Career Fair <sup>^</sup>
4:00 pm	4:30 pm	Networking Session
4:30 pm	5:00 pm	Concurrent Workshops*
4:30 pm	5:00 pm	Competitive Events Feedback Sessions*
5:00 pm		Entertainment – Brian Imbus

Friday, April 2, 2021 (Day 2)

<i>Start Time</i>	<i>End Time</i>	<i>Event</i>
2:00 pm	3:00 pm	General Session
3:00 pm	3:30 pm	Concurrent Workshops*
3:00 pm	3:30 pm	Competitive Events Feedback Sessions*
3:30 pm	4:30 pm	Battle of the Chapters Region #1
3:30 pm	4:30 pm	Battle of the Chapters Region #2
3:30 pm	4:30 pm	Battle of the Chapters Region #3
4:30 pm	5:00 pm	Concurrent Workshops*
4:30 pm	5:00 pm	Competitive Events Feedback Sessions*
5:00 pm		Awards of Excellence Ceremony

\* Exact Titles and Descriptions will be listed via the official conference platform

<sup>^</sup> A complete list of the Business and Career Fair booths will be listed via the official conference platform

## Business and Career Fair

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

The Business and Career Fair is available on Thursday (Day 1) from 2:00 to 6:00 pm with an allotted time in the schedule from 4:00 to 4:30 pm to visit with booth representatives. The Business and Career Fair is open from 2:00 to 5:00 pm on Friday (Day 2). A complete list of the Business and Career Fair booths is listed on *Hopin*, the official conference platform.



## Post-Conference Information

### Awards, Scores, and Results

Competitors will be recognized for placing in the Top 10 of National Competitive Events. The Top 4 individuals will receive plaques and awards for National Competitive Events and Recognition Events. Plaques and awards will be hand delivered or mailed to the chapter address at the conclusion of the 2021 SLC.

The Official Results of the State Leadership Conference will be certified and posted on [www.iowafbla.org](http://www.iowafbla.org) after the 2021 SLC. Results including rating sheets, individual and team scores, and performance standards will be accessible electronically after the event. Electronic communications will be sent to advisers on how to access these reports.

### Qualifying for National Leadership Conference

The Top 4 individuals or teams in National Competitive Events automatically qualify to advance to the National Leadership Conference with the exclusion of Who's Who in FBLA, which is one qualifier. The Adviser of the Year recipient and the Businessperson of the Year recipient are invited to attend the National Leadership Conference and receive national recognition.

If a Top 4 individual or teams chooses not to attend the National Leadership Conference, the 5<sup>th</sup> place (and beyond) individual or teams may be extended an invite to the National Leadership Conference. Invitations may be extended up to the 10<sup>th</sup> place individual or teams. No more than four individuals or teams may be extended invites per National event with the exclusion of Who's Who in FBLA. Who's Who in FBLA automatically advances the first place individual to the National Leadership Conference. Members may compete in only one National Event and one Chapter Event. For more information about the National Leadership Conference, please review the [National FBLA Competitive Events Guidelines](#).

Individuals and teams advancing to the National Leadership Conference are encouraged to participate in the National Prep Day hosted by Iowa FBLA. Individuals and teams attending the National Leadership Conference will receive electronic communications about National Prep Day.

National Prep Day is held annually on the first Saturday in June. More information about National Prep Day can be found on the Iowa FBLA website under the Events tab.

## Miscellaneous Conference Information

### Recognition Events

Iowa FBLA recognizes individuals and chapters for their hard work and dedication to FBLA. Individual recognition is awarded to members, advisers, and business representatives. Chapter recognition is awarded to the local FBLA chapter. Certain recognition events require a nomination or pre-submitted materials as outlined in the [Pre-Conference Forms](#) Section.

To be eligible for recognition awards, the chapter adviser must "Add" the individual or chapter recognition events in the Competition Registration in Blue Panda. Individual and chapter recognition awards will be recognized at the State Leadership Conference. Adviser of the Year, Businessperson of the Year, and Who's Who in FBLA will also receive recognition at the National Leadership Conference.

### Individual Recognition Events

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

#### *Adviser Length of Service*

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

#### *Adviser of the Year*

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

#### *Businessperson of the Year*

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

#### *Who's Who in FBLA*

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

Who's Who in FBLA Activity Form

<i>Activity</i>	<i>Possible Points</i>	<i>Maximum Score</i>
Paid member of FBLA	2 per year	8
Offices Held in FBLA	2/local	6
	4/state	4
	4/nat'l	4
State Fall Leadership Conference Attendance	1/conf.	3
Regional Leadership Conference Attendance	1/conf.	3
State Leadership Conference Attendance	1/conf.	3
National Fall Leadership Conference Attendance	1/conf.	3
National Leadership Conference Attendance	1/conf.	2
FBLA Events Entered: (List Events Entered)	2/event	18
FBLA Awards Won: (List Awards Earned)	2/award	18
Involvement in service project/s	2/project	12
Member of FBLA Committee/s	2/committee	6
Member of other organizations	1/org.	3
Offices held in other organizations	1/org.	3
Other	1/each	4
Total Points		100



## Chapter Recognition Events

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

### *Chapter Length of Service*

Active local chapters are recognized for years of service to FBLA. Recognition will be awarded for the first year of service and then awarded for five-year intervals.

### *Financial Leadership Award*

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

### *Iowa Merit Award*

Outstanding local chapters are recognized with the Iowa Merit Award. At the beginning of the school year, FBLA chapters should review the criteria for the Iowa Merit Award. This list serves as a guide for the evaluation process.

- Complete the Chapter Information Form
- Complete the Iowa Merit Award – Chapter Activities Outline
- Have chapter representatives participate in a minimum of two (2) of the following items:
  - 2020 National Leadership Experience
  - 2020 Blast Off Box
  - 2021 Regional Leadership Conference
  - 2021 State Leadership Conference
- Conduct public relations programs in the school or community
- Conduct a combined total of five (5) or more community service and fund raising projects
- Submit one of the following Chapter Written reports: American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, or Partnership with Business Project
- Contribute at least \$250 towards the Financial Leadership Award

### *Largest Increase in Local Chapter Membership*

Effective state and national programs depend upon membership support and growth. Continued membership growth makes the expansion of services and materials possible. This event provides recognition to those local chapters that have significantly increased in FBLA membership from one year to the next.

### *Largest Local Chapter - Market Share*

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

### *Largest Local Chapter Membership*

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

### *Largest Local Chapter Membership – Professional Division*

Effective state and national programs depend upon membership support and growth from all divisions. An increased local level, professional membership base provides resources for the expansion of services to local chapters. Membership recruitment offers chapters a worthwhile experience in public relations and leadership. Recognition is given to local chapters that have attained the largest listing of professional members.

*Largest Percentage of Increase in Local Chapter Membership*

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

### *Lloyd V. Douglas Chapter of the Year*

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

- 1st Place                      10 points
- 2nd Place                      9 points
- 3rd Place                      8 points
- 4th Place                      7 points
- 5th Place                      6 points
- 6th Place                      5 points
- 7<sup>th</sup> Place                      4 points
- 8<sup>th</sup> Place                      3 points
- 9<sup>th</sup> Place                      2 points
- 10<sup>th</sup> Place                      1 points
- State Officer Candidate      5 points

### *March of Dimes Award*

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

### *Recruitment of Local Chapters*

This event honors those local chapters that charter or reactivate FBLA chapters. More chapters provide more students the opportunity to become better prepared for careers in business and make possible the continued expansion of national services and activities.

### *Wufoo Confirmation Reports*

The reports below can be accessed to review and confirm submissions. These reports are password protected and should only be accessed by registered Advisers.

<i>Confirmation Report</i>	<i>Link</i>
<b>Adviser of the Year</b>	N/A
<b>Businessperson of the Year</b>	N/A
<b>Iowa Merit Award – Chapter Activities Outline</b>	<a href="https://iowafbla.wufoo.com/reports/w11xl08x0j8dyl/">https://iowafbla.wufoo.com/reports/w11xl08x0j8dyl/</a>
<b>Who’s Who in FBLA</b>	<a href="https://iowafbla.wufoo.com/reports/p1xw7dzn1m39qpc/">https://iowafbla.wufoo.com/reports/p1xw7dzn1m39qpc/</a>
<b>Competitive Event Request</b>	<a href="https://iowafbla.wufoo.com/reports/z156x9ah00esa5j/">https://iowafbla.wufoo.com/reports/z156x9ah00esa5j/</a>

Rating Sheets

Who's Who in FBLA Rating Sheet

IOWA FBLA

WHO'S WHO IN FBLA

Student: \_\_\_\_\_

School: \_\_\_\_\_

Points given may range between zero and maximum number indicated.

Activity	Possible Points	Maximum Score	Points Earned
Completed BAA Future Level	Required	YES/NO	
Paid member of FBLA	2 per year	8	
Offices Held in FBLA	2/local	6	
	4/state	4	
	4/nat'l	4	
FBLA-PBL Conferences attended:			
Regional Leadership Conference		3	
State Fall Leadership Conference		3	
State Leadership Conference		3	
National Fall Leadership Conference		3	
National Leadership Conference		2	
FBLA Events Entered: (Lists Events Entered)	2/event	18	
FBLA Events Won: (List any award earned through participation in events contained within the guidelines—each level of participation equals 2 points)	2/award	18	
FBLA Awards Won BAA Other	1/Award	5	
FBLA National Appointments (i.e., National Assistants)	1/Award	1	
Involvement in service project/s	2/project	12	
Member of FBLA Committee/s	2/committee	4	
Member of other organizations	1/organization	3	
Offices held in other organizations	1/organization	3	
Other (i.e., community service)	1/each	4	
	Total Score 100		

Judge's Comments:

## Policies & Consent Forms

### Online Integrity Policy

Iowa FBLA-PBL is committed to providing a safe, productive, and welcoming environment for all meeting participants and Iowa FBLA-PBL staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, Iowa FBLA-PBL staff members, service providers, and all others are expected to abide by this Online Integrity Policy. This Policy applies to all Iowa FBLA-PBL meeting-related events, including those sponsored by organizations other than Iowa FBLA-PBL but held in conjunction with Iowa FBLA-PBL events, on public or private platforms.

Iowa FBLA-PBL 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-PBL asks that you inform either a local adviser, Lou Voss, State Adviser ([stateadviser@iowafbla.org](mailto:stateadviser@iowafbla.org)), or Chris Dzurick, State Chairperson ([chris.dzurick@iowa.gov](mailto: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-PBL 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-PBL 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-PBL throughout the virtual meeting. All participants must comply with the instructions of the moderator and any Iowa FBLA-PBL virtual event staff.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. Iowa FBLA-PBL 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-PBL reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and Iowa FBLA-PBL reserves the right to prohibit attendance at any future meeting, virtually or in person.

### Iowa FBLA-PBL Personal Liability

I hereby agree to release FBLA-PBL Inc., and Iowa FBLA-PBL, 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-PBL Leadership Conference 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-PBL, 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-PBL.

## Code of Conduct Agreement

The Iowa FBLA-PBL Leadership Conferences are designed to be educational functions and all plans are made with that objective. The Conferences represent Iowa FBLA-PBL's most significant meetings of the year. Iowa FBLA-PBL 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 Iowa FBLA-PBL, 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 agreeing to this "Code of Conduct" you are simply reaffirming your dedication to be the best possible representative of your school and chapter.

1. I will respect official FBLA-PBL dress.
2. I will attend, and be on time for, all general sessions and activities that I am assigned to and registered for.
3. I will adhere to the dress code at all required times.
4. I will respect all event attendees, including attendees, advisers, speakers, volunteers, exhibitors, and staff members.
5. I will adhere to the Online Integrity Policy for online and virtual meetings and events.

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 removed or sent home at my own expense.

## Photography, Video, and Sound Release

I hereby grant the Iowa FBLA-PBL 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-PBL 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-PBL 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-PBL 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-PBL and the employees thereof, arising from a performance or appearance. I hereby authorize Iowa FBLA-PBL to display my name, picture, school information (school, address, and telephone number) and e-mail address on the Iowa FBLA-PBL web site.

## Family Educational Rights and Privacy Act (FERPA)

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

Who may receive directory information?	Purpose for which directory information may be used?
Higher Education Institutions	Scholarship opportunities, open house events, Phi Beta Lambda communications, admissions contact
Military Recruiters	Military opportunities, scholarship opportunities, ROTC programs
Additional Iowa FBLA-PBL 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 – Phi Beta Lambda** 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 – Phi Beta Lambda** 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 – Phi Beta Lambda** in writing 30 days before the State Leadership Conference. **Iowa Future Business Leaders of America – Phi Beta Lambda** 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**

### Comprehensive Consent Form

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

I authorize the below named **Educator/Adviser** or Iowa FBLA-PBL 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.

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

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

\_\_\_\_\_  
Member/Participant Signature

\_\_\_\_\_  
Parent/Guardian Signature (if under 18)



**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.

## FAQs

### Registration Questions

**Q:** Where do I go to register?

**A:** Registration for State Leadership Conference can be accessed from the SLC tab under Events on the Iowa FBLA website. Follow the Blue Panda Registration Guide for step-by-step instructions.

**Q:** What is my login information and how do I reset my password?

**A:** Username includes IAFBLA\_ and your chapter number. The default password is service. Example: Chapter number is 2934, the username would be IAFBLA\_2934. You can use the self-service tool by clicking “Forgot Password” on the login page of Blue Panda to reset your password via email.

**Q:** Where do I submit a student that needs accommodations?

**A:** Please list these accommodations in the registration system. A state staff member will confirm after the close of registration.

**Q:** How do I know that my registration has been received?

**A:** Make sure to click SUBMIT at the end of the registration process. If you receive an e-mail confirmation, you are officially registered. Chapter registration can be re-opened prior to the close of registration an unlimited number of times.

**Q:** Why am I not seeing all my chapter members?

**A:** The member must first be registered and paid on my.FBLA-PBL.org. Blue Panda syncs with my.FBLA-PBL.org every four hours. (6 am, 10 am, 2 pm, 6 pm, 10 pm, and 2 am CT)

### Competitive Event Questions

**Q:** Where is the information on taking tests?

**A:** Tests will all take place online, prior to the State Leadership Conference. Information about logging in to take tests will be sent out via email after the close of registration.

**Q:** Can students start the test on one day and finish it on another?

**A:** No. Students must take the test in one sitting.

**Q:** In how many events can a member participate? How many entries can my chapter submit?

**A:** No more than three. Please refer to the Iowa FBLA Competitive Events Handbook on the SLC Event webpage.

**Q:** My members didn't attend or place at RLC, can they still compete at SLC?

**A:** Yes, members can compete at SLC in certain events with the exclusion of qualifying events at the Regional Leadership Conference. Please refer to the Iowa FBLA Competitive Events Handbook on the SLC Event webpage.

**Q:** Will Competitive Events take place on April 1-2, 2021 during SLC?

**A:** Competitive Events will be submitted before the conference or be held live before the conference.

**Q:** Will Competitive Events be pre-recorded or live?

**A:** A majority of competitive events will be pre-recorded and pre-submitted with the exclusion of the following live events: **Client Service, Future Business Leader, Help Desk, Impromptu Speaking, and Job Interview.**

**Q:** How do I submit pre-judged and pre-submitted files?

**A:** Submit these files and URLs in Blue Panda following the Asset Collection Process.