



**2021-22**

Iowa

FBLA-PBL

# Policy Manual

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Approved by the  
Future Business Leaders of America - Phi Beta Lambda, Iowa Chapter  
Board of Directors

Adopted: July 21, 2021

Revised:

723 Curtis Avenue | Chariton, IA 50049 | [IowaFBLA.org](http://IowaFBLA.org)

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## Section 1: Bylaws

### 1.1: Iowa FBLA and PBL Bylaws

- 1.1.1 The Future Business Leaders of America – Phi Beta Lambda, Iowa Chapter shall be guided by the bylaws approved by the respective division.

## Section 2: State & National Officers

### 2.1: State Officer Roles

- 2.1.1 The student state officers of Iowa FBLA-PBL shall be divided into three divisions – Future Business Leaders of America - Middle Level for middle school students (grades 5-9), Future Business Leaders of America for high school students (grades 9-12), and Phi Beta Lambda for college students.
- 2.1.2 Future Business Leaders of America will have the following officers.

#### President

- Presides at officer meetings and official business meetings
- Appoints appropriately needed committees and committee chairpersons
- Maintains close communication with the state adviser and other division presidents
- Ensures that the tasks required to accomplish the program of work are being performed in a timely manner by the officer team
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL
- Serves a one year term on the Iowa FBLA-PBL Board as a non voting ex-officio member

#### District 1 Vice President

- Presides at meetings in absence of the president and would assume that position if it became vacant (2020-21 year only and then every three years)
- Responsible for communications with all chapters in district
- Assists with planning activities and district leadership conference in specified district
- Assists State President with meetings
- Helps create president scrapbook with state officer team
- Performs other duties as directed by the president or state adviser
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

#### District 2 Vice President

- Presides at meetings in absence of the president and would assume that position if it became vacant (2021-22 year only and then every three years)
- Responsible for communications with all chapters in district
- Assists with planning activities and district leadership conference in specified district
- Assists State President with meetings
- Helps create president scrapbook with state officer team
- Performs other duties as directed by the president or state adviser
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

#### District 3 Vice President

- Presides at meetings in absence of the president and would assume that position if it became vacant (2022-23 year only and then every three years)
- Responsible for communications with all chapters in district
- Assists with planning activities and district leadership conference in specified district
- Assists State President with meetings
- Helps create president scrapbook with state officer team
- Performs other duties as directed by the president or state adviser
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

#### Secretary

- Records the minutes of the officer meeting and official business meetings
- Keeps an accurate record of business brought before the voting delegates at the State Leadership Conference
- Assists the Vice Presidents with the creation of communication materials
- Assists in creating the membership newsletter
- Helps create president scrapbook with state officer team
- Performs other duties as directed by the president or state adviser
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

#### Treasurer

- Presents the proposed budget at the fall conference
- Updates membership on state officer expenditures at each conference
- Assists state president with organizing state scholarship canvassing
- Helps create president scrapbook with state officer team
- Performs other duties as directed by the president or state adviser
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

### 2.1.3 Phi Beta Lambda will have the following officers.

#### President

- Presides at officer meetings and official business meetings
- Appoints appropriately needed committees and committee chairpersons
- Maintains close communication with the state adviser and other division presidents
- Ensures that the tasks required to accomplish the program of work are being performed in a timely manner by the officer team
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL
- Serves a one year term on the Iowa FBLA-PBL Board as a non voting ex-officio member

#### Vice President

- The Vice President presides at meetings in absence of the president and would assume that position if it became vacant
- Promote the national membership programs to chapters
- Assists State President with meetings
- Helps create president scrapbook with state officer team
- Performs other duties as directed by the president or state adviser
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

#### Secretary

- Records the minutes of the officer meeting and official business meetings
- Keeps an accurate record of business brought before the voting delegates at the State Leadership Conference
- Assists the Vice President with the creation of communication materials
- Assists in creating the membership newsletter
- Helps create president scrapbook with state officer team
- Performs other duties as directed by the president or state adviser
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

#### Treasurer

- Presents the proposed budget at the fall conference
- Updates membership on state officer expenditures at each conference
- Assists state president with organizing state scholarship canvassing
- Helps create president scrapbook with state officer team
- Performs other duties as directed by the president or state adviser
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

#### Historian-Reporter

- Shall serve as editor of all state publications that will keep all chapters informed of all local chapter activities
- Posts news articles submitted by local chapters to the association website
- Capture conference memories through video and pictures
- Manages association social media accounts
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

### 2.1.2 FBLA Middle Level will have the following officers.

#### President

- Presides at officer meetings and official business meetings
- Appoints appropriately needed committees and committee chairpersons
- Maintains close communication with the state adviser and other division presidents
- Ensures that the tasks required to accomplish the program of work are being performed in a timely manner by the officer team
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

#### Vice President of Membership

- The Vice President of Membership presides at meetings in absence of the president and would assume that position if it became vacant
- Works with the state adviser and other officers to develop a membership strategy for the year
- Works with local chapters and districts to increase membership and participation
- Promote the national membership programs to chapters
- Works with the other Vice Presidents to develop recruitment materials
- Performs other duties as directed by the president or state adviser

- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

#### Vice President of Public Relations

- Manages association social media accounts
- Posts news articles submitted by local chapters to the association website
- Capture conference memories through video and pictures
- Record the minutes for all called meetings
- Store and log officer, adviser, and member contact information
- Logs all activities and completion dates against POW

## 2.2: State Officer Elections

- 2.2.1 No one chapter may have more than two candidates, with the exception of National Officer; a school may run a candidate for an elected position and National Office, though a National Office candidate may not run for state president.
- 2.2.2 Candidates must follow the steps outlined in the official State Officer Handbook and submit a State Officer Application by the stated deadline. Candidates who meet the minimum requirements must complete the State Officer Exam and receive a minimum score of 75% in order to be named an official candidate.
- 2.2.3 If an office is uncontested through no candidates applying or qualifying, the State Adviser will notify chapters and will accept applications only for those positions for two weeks. If no individuals apply, the position will remain unfilled until the conclusion of the state leadership conference.
- 2.2.4 All candidates will run and be elected at the State Leadership Conference. All state officers will be elected by ballot vote (paper or digital) of the local chapter voting delegates. Each chapter will receive two voting delegates. The membership cutoff deadline for the determination of voting delegates by chapter will be the SLC Dues Eligibility Deadline. Chapters may not have more voting delegates than the number of members registered for the conference.
- 2.2.5 A majority vote is required for election. Voting shall take place by ranked ballot vote of the voting delegates.
- 2.2.6 Teller reports will be issued upon request to the state adviser after the election.

## 2.3: National Officer Election

- 2.3.1 Individuals interested in running for national office must also follow the same procedures as state officer candidates and meet the qualifications for running for State President. The candidate will be voted on just as all state officer positions and the winning candidate will receive the endorsement of Iowa and the signature of the State Adviser for their National Candidate submissions.
- 2.3.2 Each National Officer will serve as an ex-officio State Officer but may not hold the State President position outlined in Section 2.1.1.
- 2.3.3 Should the National Office open a special application period for a vacancy, the Iowa FBLA-PBL Board shall:

1. Open an application period (with the length of the period based on the special application period determined by the National Office) for interested parties to apply for the vacant position
2. Interview each candidate with the help of the State Adviser and/or State Chair, current respective division officers and at least three (3) current Board members
3. Select only one (1) candidate to interview with the National Office for the vacant position

## 2.4: Removal from Office

- 2.4.1 Officers must meet the expectations outlined in the State Officer Candidate Packet. Failure to meet the requirements will result in probation, removal of financial benefits and in extreme cases removal from office. The decision to remove a candidate from office must be approved by the State Adviser and Board Chair unanimously.

## 2.5: State Officer Travel Policy for FBLA and Middle Level

- 2.5.1 At no point during any conference, event, meeting or activity affiliated with FBLA or Middle Level, is the Iowa Department of Education to be the sole supervisor of the officer.
- 2.5.2 If required by the State Adviser or Iowa FBLA-PBL Board of Directors, all officers must be supervised and transported by an approved school staff member or a legal parent/guardian while attending an official FBLA-PBL event.
- 2.5.3 If for any reason another school is providing transport, a letter written from both schools must acknowledge this arrangement and waive all liability from Iowa FBLA-PBL.

## 2.6: State Officer Travel Policy for PBL

- 2.6.1 Travel for Iowa FBLA-PBL events is at the discretion of the state officer, local chapter, respective parent(s)/guardian(s), and State Adviser.

## 2.7: Officer Vacancies

- 2.7.1 Should a vacancy arise in a position due to removal from office, resignation or other circumstances, the process shall be:
  1. Open an application period (not to exceed two (2) weeks) for interested parties to apply for the vacant position
  2. Interview each candidate with the help of the State Adviser and/or State Chair, and at least one Board member
  3. Appoint a candidate for the position, to begin immediately following appointment or after installment at the respective SLC



## Section 3: Districts

### 3.1: Creation of FBLA Districts & District Boundaries

- 3.1.1 Iowa FBLA is divided into three geographical districts. Each district must have a District Adviser(s) (DA) to manage the operations of the district.
- 3.1.2 Should the State Adviser seek to adjust district boundaries without the request of a chapter or district, respective DAs and the Iowa FBLA-PBL Board must be contacted for approval.
- 3.1.3 The Iowa FBLA district has the responsibility to select their District Adviser, either by nomination, a rotation schedule or a permanent appointment. The State Adviser will approve the selection.
- 3.1.4 Each district is allotted a stipend to be used to compensate the DA for their additional work. This stipend will be approved yearly by the Iowa FBLA-PBL Board.
- 3.1.5 Each District Adviser is responsible for the management of their respective District Leadership Conference. All duties and responsibilities are outlined in the District Adviser Handbook, updated by the State Adviser on a yearly basis.

## Section 4: Competitive Events

*All current competitive event policies and procedures are outlined in the division's respective Competitive Event Handbook.*

### 4.1: National Competitive Events

- 4.1.1 Iowa FBLA-PBL offers all national competitive events as approved by the National FBLA-PBL Board of Directors.

### 4.2: Board Approved State Only Competitive Events

- 4.2.1 All state only competitive event changes for Iowa FBLA-PBL must first be presented to the Board for approval.

### 4.3: General Competitive Event Policies & Procedures

- 4.3.1 All members and chapters are required to abide by the National FBLA-PBL Honor Code. In the event of an alleged violation to the Honor Code, the Iowa FBLA-PBL Board will have the authority to make an official decision to settle the allegation. If a violation is determined to have occurred, the competitive event entry will be subject to penalties of point deductions or disqualification at the determination of the Board, and information will be forwarded to the appropriate chapter or school organization for potential action of academic integrity violations. (**Appendix D**)
- 4.3.2 College students must be concurrently enrolled in an undergraduate or graduate program in order to compete in the PBL competitive events program.

## Section 5: General Conference Policies & Procedures

### 5.1: Iowa FBLA-PBL Comprehensive Consent Form

- 5.1.1 Each year, Iowa FBLA-PBL requires students to complete a Comprehensive Consent Form (**Appendix B**). This form absolves Iowa FBLA-PBL of responsibility for the student and allows for the distribution of a student's name, contact information and image.

- 5.1.2 Iowa FBLA-PBL asks that the local chapter adviser collect the Comprehensive Consent Form from each student and submit a signed Adviser Assurance Form (**Appendix A**) to the State Office prior to the start of official Iowa FBLA-PBL events.

## 5.2: Supervision Policy

- 5.2.1 At each Iowa FBLA-PBL event, an adviser, school official or school approved adult, must accompany the students.
- 5.2.2 Under no circumstances should an adviser leave the conference site without a school approved adult supervising their students.
- 5.2.3 In some instances, a student may be traveling with another chapter to an event. The chaperoning chapter must accept full responsibility for the student and their actions. All permissions and liabilities must be arranged between the two chapters.

## 5.3: Alcohol & Tobacco Policy

- 5.3.1 Iowa FBLA-PBL's policy prohibiting alcohol use, smoking and the illegal manufacture, distribution, dispensation, possession or use of alcohol and illicit drugs is designed to promote both the health and safety of all members at all sanctioned events. Should any member or adviser be found in violation of this policy, their school district may be notified of the infraction. If the incident is in violation of Iowa or Federal law, appropriate legal action may occur.

## 5.4: Disciplinary Policy

- 5.4.1 In most instances, the discipline of a student is left to the adviser and their respective school district; however, if the incident is in direct violation of a Iowa FBLA-PBL policy, the State Adviser, State Chair and Iowa FBLA-PBL Board have the right to intervene.

## 5.5: Travel Policy

- 5.5.1 Members of Iowa FBLA-PBL are expected to travel with their adviser or school approved adult to all Iowa FBLA-PBL events.

## 5.6: Dress Code Policy

- 5.6.1 Iowa FBLA-PBL adopts the approved National FBLA-PBL Dress Code.

## 5.7: Conference Registration Policy

- 5.7.1 Iowa FBLA-PBL Conference registration rates are approved by the Iowa FBLA-PBL Board each year and cannot be reduced for any chapter for any reason. National conference registrations are subject to change via the National Board of Directors.
- 5.7.2 All members and advisers must pay the respective conference registration rate.

## 5.8: Conference Refund Policy

- 5.8.1 Refunds for Iowa FBLA-PBL conferences will be issued if a formal request is made to the State Office by the Substitution/Change/Cancellation Deadline; this deadline will be the close of conference registration for each conference.
- 5.8.2 The State Office may issue a conference refund at the discretion of the State Adviser and/or State Chair after the deadline.

## 5.9: Conference Late Fee Policy

- 5.9.1 Payments for conference registration not received by the published Payment Receipt Deadline will be subject to a \$25 late fee.
- 5.9.2 A chapter will not be allowed to register for any future conferences if there is an outstanding balance on their account. If a balance remains one month from the close of the unpaid conference, the school district will be contacted to collect the debt owed to Iowa FBLA-PBL.

## 5.10: Family Educational Rights and Privacy Act (FERPA) Waiver

- 5.10.1 Iowa FBLA-PBL has the right to collect student contact information for strategic uses, including communications between partners and students. Should a student/parent/guardian not wish to have their student's information shared, they must provide written notification to Iowa FBLA-PBL by the close of the respective conference registration. The FERPA Waiver (**Appendix C**) is included with the Comprehensive Consent Form.

## 5.11 Conference Lodging

- 5.11.1 Iowa FBLA-PBL requires that all members and advisers attending Iowa FBLA-PBL events and needing lodging shall book with approved, contracted hotel properties of Iowa FBLA-PBL. Hotel rates are negotiated in advance for chapters. For the protection of all members and advisers, only contracted properties are covered under the General Liability Insurance policy carried by Iowa FBLA-PBL in the amount of \$1,000,000. Should a chapter be local (within 50 miles), they may appeal this policy via the approved form made available at the time of hotel booking, to be signed by the adviser and school administration waiving Iowa FBLA-PBL of any liability from their housing arrangements.

# Section 6: Membership

## 6.1: Membership Eligibility

- 6.1.1 Iowa FBLA-PBL is separated into divisions based on school level achieved:
- Iowa Middle Level: 5<sup>th</sup>-8<sup>th</sup> grade
  - Iowa Future Business Leaders of America: 8<sup>th</sup> -12<sup>th</sup> grade
  - Iowa Phi Beta Lambda: College Students

## 6.2: Transferal of Membership

- 6.2.1 A student member may, at the discretion of the State and National Office, transfer their membership to a different chapter within Iowa. If a student intends to compete for their new chapter, the transferral of membership must be completed before registration closes and the new chapter must register the student for their competitive event(s).

# Appendices

## Appendix A: Adviser Assurance Form



### Iowa FBLA-PBL Adviser Assurance Form *(for the Comprehensive Consent Form)*

I, \_\_\_\_\_, Chapter Adviser for \_\_\_\_\_, verify that:  
*(Name of Adviser) (FBLA-PBL Chapter)*

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

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

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

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

\_\_\_\_\_  
*(Signature of School Adviser)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(E-mail)*

\_\_\_\_\_  
*(Signature of Principal/Director/Dean)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(E-mail)*

**Appendix B: Comprehensive Consent Form**

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

**NOTE:** All participants must sign this form.

## 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 event indicated on the other side of this page, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of representatives, agents, servants and employees.

Having read and understood completely the "Code of Conduct" of Iowa FBLA-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.

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

## Code of Conduct Agreement

The Iowa FBLA-PBL Leadership Conferences are designed to be an educational function 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 the Iowa FBLA-PBL Iowa FBLA-PBL Board, must be followed at all times. Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. We are proud of our students and know that by signing this "Code of Conduct" you are simply reaffirming your dedication to be the best possible representative of your school and chapter.

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

## Violations and Penalties

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

1. Violations of Items 1 through 6 of the "Code of Conduct" will be grounds for disqualification, immediate removal from competition and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant's local school district and parents/guardians. The participant's entire voting delegation could be unseated and the candidates or competitors from the participant's local chapter could be disqualified as well.
2. Violations of Items 7 through 12 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's local school district administration and parents or guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at his/her own expense.

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

## Photography, Video and Sound Release

I hereby grant the Iowa FBLA-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 picture, school information (school, address and telephone number) and e-mail address on the Iowa FBLA-PBL website.

## Appendix C: FERPA Waiver

### Family Educational Rights and Privacy Act (FERPA) Iowa Future Business Leaders of America – Phi Beta Lambda

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 event. **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

## Appendix D: National Honor Code

Integrity and honor are integral elements of ethical, responsible leadership. In a community devoted to learning, a foundation of integrity and honor among individuals must exist if that community is to thrive with respect and harmony among its members. Great care must be taken in maintaining academic integrity and honor while preparing students/members for their future careers, and as they grow into future leaders. It is the individual responsibility of every member, local adviser, and state adviser to maintain and enforce these standards. To administer such a high standard across our organization, every competitor must agree and certify to the compliance of the following guidelines for any competitive event into which they are registered:

1. The contents of this FBLA-PBL competitive event entry, and any answers or solutions provided, are solely the work of the competitor and/or his/her team members.
2. The FBLA-PBL competitive event guidelines related to this event were read and followed, along with any supplemental guidelines for the conference.
3. No help was sought beyond that allowed in any FBLA-PBL competitive event instructions or guidelines; nor any supplemental guidelines created for the conference.
4. No more time was taken than allowed by FBLA-PBL competitive event guidelines, and all video recordings submitted for judging were recorded in one take on the first attempt.
5. No textbooks, reference materials, or other aids not specifically allowed in the FBLA-PBL competitive event guidelines, nor any supplemental guidelines created for the conference, were or will be used.
6. In the case of extemporaneous presentations, no cases, prep materials, student notes, or associated items were provided or used to aid the undersigned competitor(s) prior to recording of the presentation and that all the above listed, if utilized, were destroyed.
7. No FBLA-PBL competitive event or test materials will be or have been saved to any storage device remaining in the possession of the competitor(s) or that of any other person; nor has it been saved to any cloud storage.
8. No portion of this entry has previously been entered into FBLA-PBL national competition.
9. Participation of the competitor in this, and any, FBLA-PBL competitive events will take place in an honest fashion.

In the event of an alleged violation to one or more of these guidelines, the National Awards Program (NAP) Committee for the designated FBLA-PBL division will have the authority to make an official decision to settle the allegation. If a violation is determined to have occurred, the entry will be subject to penalties of point deductions or disqualification at the determination of the NAP Committee, and information will be forwarded to the appropriate state FBLA-PBL organization for potential action of academic integrity violations.