

# Iowa State Leadership Conference Guidelines

**FBLA**

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# IOWA FBLA STATE LEADERSHIP CONFERENCE

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, election of officers, business meetings, and general sessions.

## Prior to Conference

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

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. Each chapter receives points for entering and placing in events.

1st Place	6
2nd Place	5
3rd Place	4
4th Place	3
5th Place	2
6 <sup>th</sup> Place	1
Running for State Office	1/candidate

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 including: (1) Submit the Chapter Information form by due date (2) Submit Chapter Activities Outline Form by due date (3) Submit one of the following chapter written reports: American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, or Partnership with Business Project.

## Business Sponsorships

The State Committee is asking for your assistance in acquiring award sponsorships for the State Leadership Conference. Not only will these contributions provide award certificates and trophies for our students at SLC, they will also assist in obtaining matching funds from the Department of Education through Carl Perkins Funds. These matching funds are critical for the operation of Iowa FBLA.

Therefore, we ask that each chapter obtain \$250 worth of sponsorships/business contributions. This is a requirement to be eligible for the Lloyd V. Douglas Chapter of the Year and there are recognition awards at SLC for the chapter that obtains the most business contributions.

The Business Sponsorship packet will be sent to each chapter via email prior to the registration of SLC. Business Sponsorships are due February 15. Chapters will use the Iowa FBLA Sponsorship and Exhibitor Form <https://goo.gl/forms/1GkMrCOgr5lnefgD2>. Chapters may also find details of the packet on the Support Us page on the Iowa FBLA website <http://www.iowafbla.org/support.html>.

## Eligibility

The Iowa State Chapter will follow the procedures listed below:

Any Iowa FBLA member in good standing may participate in the conference. A member in good standing is an FBLA member who's local, state, and national dues are paid by February 15 and he/she has been an active member during the school year. Local FBLA chapters may add specific requirements qualifying members as in "good standing" for participation at State Leadership Conference.

- Any student attending the State Leadership Conference may enroll in two (2) National Events, one (1) Chapter Event, and one (1) State Event, not to exceed 4 events.
- Each chapter may enter only the number of competitors per event that are listed on the official Event Entry Registration Form.
- Each chapter can enter one Who's Who Applicant; State Officers are automatic candidates. All must fill out the Application form. (*Clarification: If you are a chapter with a State Officer(s) you can have one other student apply too*). Who's Who Recognition Event does not count toward the number of events a student may enter at SLC.

## Repeat Competitors

- To be eligible for any National individual competitive event at the State Leadership Conference, a student may not have entered in the event at a previous National Leadership Conference.
- To be eligible for any National team event no more than one (1) team member may have entered this event at a previous National Leadership Conference. In Warren D. Roberts Parliamentary Procedure, no more than two (2) team members may have entered this event at a previous National Leadership Conference.
- All are eligible to enter a chapter event. (Even if they presented at Nationals in a previous year).
- To be eligible for any State individual competitive event at the State Leadership Conference, a student may not have placed first in the event at a previous State Leadership Conference.
- To be eligible for any State team event the student may not have placed first in the event at a previous State Leadership Conference (none of the first place team members are eligible).

When preparing for Competitive Events be sure to read the Chapter Management Handbook thoroughly, especially Competitive Changes to this Edition, Special Note to Advisers, , and Preparing for Competition. If you are entering written reports, you must adhere to all rules in writing the reports (**listed with each event**).

## Event Types

**NATIONAL EVENTS**--Winners are eligible to compete at the National Leadership Conference. These events are explained in the Competitive Events section of the Chapter Management Handbook. If you do not have your copy of the Chapter Management Handbook, call 1-800-FBLA-WIN immediately to order a copy from the National Office. Please read the handbook thoroughly. The Iowa State Leadership Conference is based on that handbook.

**STATE LETTERED EVENTS** are state events **ONLY**. Winners are state winners and are not eligible for national competition. These events are explained in the **Iowa Handbook Iowa FBLA Chapter Lettered Events** on the Iowa FBLA Website [www.iowafbla.com](http://www.iowafbla.com).

**STATE RECOGNITION EVENTS** (R events) are explained in the **Iowa Handbook Iowa FBLA Chapter Recognition Events** on the Iowa FBLA Website [www.iowafbla.com](http://www.iowafbla.com). These are for recognition only. To receive recognition, fill out the **State Recognition Entry Form** and send in February 15.

**ONLINE NATIONAL COMPETITIONS** --The following events do not occur at the State Leadership Conference; LifeSmarts, Virtual Business Management Challenge. Students may participate in these events throughout the year following the National guidelines. Students who have placed in these events, with the National Center, will be recognized at the State Leadership Conference. Winners will have the choice to participate in these events at the National Leadership Conference summer competition. These events do not count for the State Leadership Conference.

## Conference Registration

Conference registration materials will be posted on [www.iowafbla.org](http://www.iowafbla.org) by January 1. Conference registration, event registration and hotel reservations will open through the online program at [www.gobluepanda.com](http://www.gobluepanda.com) and close at the end of the day on February 15. All chapter conference documents are to be submitted through the Iowa FBLA Pre-Conference Documents Form due February 15.

### *Getting prepared to register:*

Start with selecting members attending conference. A list of registered members will populate from Nationals. Indicate which student to register in the Attendee section. Know if they have any special needs or dietary needs and indicate in the member registration. Also know what meal type, either Vegetarian or Chicken.

Once members have been added, you will add Competitions. For each event, add an Attendee. For Individual Events you will add an attendee then save. If you have more than one Individual in that same event, you will add them separately (individually) and save each time. For Team events, you will add each member of the team in the event. If you have more than one team, you will add another team with those new attendees. You can submit as many times as you need, make changes as you need, etc. (Nothing is final until the end of the day February 15).

Be sure to answer the Final Question Section and Housing Sections. You can 'Save and Continue' and you can also 'Submit', as many times as you need. Each time you Submit, the program will give you an option to Print an Invoice. (Nothing is final until the end of the day February 15).

Please take note if there are any Issues listed in the bottom left of the window. The program will indicate if something is missing or entered incorrectly.

### Student, Adviser and Chaperone Cost

The fee includes a registration fee, one meal function, printing, seminar and workshop fees, facility costs, competitive event expense, and all incidental costs for conference operation. The registration fee is to be prepaid by all registering students and advisers. All member attendees are expected to attend the banquet; the optional meal price is available for those students who may have to attend other school related events the night if the banquet (i.e. track, tennis, musicals, etc.).

Member \$90, Member w/o banquet \$70, Adviser \$30, State Officer \$0, State Officer Parent (limit 2) \$0, Chaperone w/banquet \$30.00, Chaperone w/o banquet \$0, Guest w/banquet \$30.

### Businesspersons of the Year/ Chaperone/Guests

If your chapter is hosting a Businessperson of the Year, chaperones, or other guests, be sure to indicate the names of these individuals in the REGISTRATION. Each person attending should have a name tag. This will ensure their banquet selection. **YOUR LOCAL CHAPTER IS RESPONSIBLE FOR THE BANQUET FEE(S) OF THESE GUESTS.**

## Parents of State Officers

The State will cover banquet fee for two family members. Please register these two family members under the State Officer Parent option and indicate their meal preference for the banquet. If the state officer has more than two family members attending, the chapter will be responsible for the banquet cost and will use the Guest w/banquet option.

## Chaperones

Each chapter is suggested to bring **1 chaperone for 12 members**. Chaperones are needed to give a sense of supervision and professionalism. We need to be responsible for all of our students at all times. Please review your School District's Policy on Student/Adult ratio.

Chaperones are also needed to help facilitate events. The more chaperones we have working, the less the advisers have to work. This in turn means, more time with our students. There is no fee for chaperones, unless they attend the banquet (\$30). Fill out chaperone's availability on the Event Facilitator Sign up Form.

## Registration Forms

The following forms are due February 15. They are to be submitted through the Iowa FBLA Pre-Conference Documents Form the SLC Registration webpage.

**State Recognition Entry Form** – this form is required for all chapters. It allows us to calculate the state recognition awards, assign adviser responsibilities, and get chaperone information.

**Event Conflicts Page** – We do not intend to eliminate any member from a competitive event due to a conflict in schedule. Most conflicts can be resolved. If a student is in any Presentation event which might cause a conflict with Officer Q & A, NLC Pin and T-Shirt Design, Battle of the Chapters, Spelling or Vocab Relay, indicate when the student would like to make the Presentation. Every effort will be made to accommodate the student. List all possible conflicts on the Event Conflicts Page.

**Chapter Activities Outline** – if competing for LVD Chapter of the Year.

**Business Person of the Year Nomination Form and Resume** –if nominating a business person.

**Who's Who Applicants Resume** – for at least one outstanding member of your chapter, plus any state officer.

Additional documents:

File image picture of Future Business Leader Candidates, file image picture of State Officer Candidate/s.

## Scheduling Events

Performance event times will be listed on the Tentative Event Schedule and sent out to advisers prior to registration. Students will be assigned a Performance time within the event time range listed. Advisers can make suggestions for times if conflicts arise on the Events Conflict Page. Otherwise, the committee will set the Performance Time. The Performance Time will be sent to advisers prior to the conference after all registrations have been entered.

For the Written tests: As we are moving to online testing, suggested Event test times will be posted on the Tentative Schedule of Events. Students are to take their test during these posted times, except for those who have conflicts with presentation events (identified on the Event Conflicts Form). Also, the following Individual/Team events **must** be taken Thursday in order to compete in the second part of those events on Friday-Saturday (there is no exception):

#### **Team Test**

Banking & Financial Systems  
Entrepreneurship  
Global Business  
Hospitality Management  
Management Decision Making  
Management Information Systems  
Marketing  
Network Design  
Sports and Entertainment Management

#### **Individual Test**

Help Desk  
Future Business Leader  
Parliamentary Procedure

## Finalizing Registration

You may Submit registration on [www.gobluepanda.com](http://www.gobluepanda.com) and on the Iowa FBLA Pre-Conference Documents Form as many times as you need up until the final deadline at the end of the day on February 15. All closes then!!

Two weeks prior to the conference, advisers will be sent the Demonstration/Presentation Times and Events by Student documents for review. For one week advisers will be allowed to make substitutions and deletions. No additions will be allowed to the original number your chapter has entered in any event. Only deletions will be allowed at the conference.

There will be **no refunds after March 15**. (Substitutions of members in attendance will be allowed). Substitutions should be made directly to the FBLA State Conference Chair prior to the conference date.

## Pre-Judged Projects

All written reports, pre-judged projects, and credentials will be submitted prior to conference to be Pre-Judged by March 1 on the Iowa FBLA Event Upload page. The State Committee will make disqualifications if deadlines are not met. Advisers can begin preparation for these events at the beginning of the school year, once the Chapter Management Handbook has been received. Topics are posted on the FBLA-PBL website. The specific due date for these is listed on the current year's Iowa FBLA Dates document. It is a **MUST** THAT ENTRIES ARE RECEIVED ON TIME.

## Written Reports

Reports submitted for competition become the property of Iowa FBLA. These reports may be used for publication and/or reproduced.

**American Enterprise, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project** -Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference. If using reoccurring projects, report information must be based on this year's activities with information on updates, items that may have been done differently than previous years and written by one of this year's team members. Penalty points will be given if the written project doesn't adhere to the guidelines.

**Business Financial Plan** -Will follow the topic for the year listed in the Chapter Management Handbook.



**Business Plan** -The project must not have been submitted for a previous SLC. Business plans must not have been in operation for a period exceeding 12 months before the NLC. Reports should not be submitted that evaluate ongoing business ventures.

## Skills Events

**Home School Site Testing.** Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing tests will be mailed to chapters who have competitors in those events by February 27. These tests will be administered in the home school and submitted prior to the conference. These tests are to be administered by the local FBLA adviser or other school official under **STRICT SUPERVISED TESTING CONDITIONS** between March 1 through March 15 and submitted by March 15 on the Iowa FBLA Event Upload page. One hour (60 minutes excluding general directions, equipment set-up, and warm-up) will be allowed for Database Design & Applications, Spreadsheet Applications, and Word Processing. Two hours (120 minutes excluding general directions, equipment set-up, and warm-up) will be allowed for Computer Applications. **All students in the above events must take a written objective test administered at the state leadership conference.**

## Event Facilitator Sign up Form

In order for events to run smoothly and on time, Event Facilitators are needed. Event Facilitators work with the judges in timekeeping for the event, introduce the scheduled performers, help to keep the event organized and on time, helps to find answers if something arises, etc. Each chapter adviser is welcome to have their chaperones be an event facilitator, invite former alumni to come back and help at conference, invite business partners and/or parents to help and too will be needed to facilitate events throughout the conference. A new Event Facilitator Sign-Up form will be shared this year for advisers to sign up and to share with those who they believe would be good facilitators.

## Business and Career Fair

Colleges and universities, military partners, business and industry, and fundraising partners, can network with conference attendees. Advisers are welcome to make recommendations and may use the Iowa FBLA Sponsorship and Exhibitor Form <https://goo.gl/forms/1GkMrCOgr5lnefgD2>.

## Judges

Each year we are looking for good judges. If your chapter has a suggestion or recommendation for a judge, please let Jodi Leimkuhler, our Judges Coordinator, know.

## Online Testing

This year we will be doing online testing for the written tests. Chapters will be asked to bring their own computers to help make this happen. We will work with each chapter to make sure we can accommodate for everything, we know some chapters may not be able to bring their own computers. This will be a work in progress but are very excited for the opportunity to make this happen for our students.

More information to come....

## At Conference

### At Conference Registration

Conference Registration will consist of Advisers picking up programs, name badges, and general conference information.

### Adviser Meeting

An Adviser Meeting will be held sometime during the conference, check the Tentative Schedule.

### Event Facilitators

Each chapter will be asked to help with facilitating events and or chaperoning the lip sync contest. New advisers and chaperones helping with events will need to watch the Event Facilitator Video prior to conference. Facilitating may consist of the following: time keeper, door watcher, and skills testing supervising.

### Adviser/Judge/Facilitator Hospitality Luncheon

A luncheon will be provided for Advisers, Judges and Facilitators on Friday. This is an open luncheon, all may attend when they can.

### Standards of Professional Conduct

Have each student fill out the Standards of Professional Conduct Form. Bring your copy to SLC.

Business attire is required during all general sessions, competitive events, and meetings. Casual attire is acceptable during evening and social activities. Formal or business attire may be worn to the State Conference banquet. See Parent Consent-Medical-Photo-Professional Conduct Form.

### Online Testing

- Internet Access. The conference internet code will be posted at the conference site.
- Online Testing Access. The testing code will be posted at the conference site
- School Networks: Schools will want to check with their IT department on how students will access the hotel network. In most cases, student must sign into the computer on the school network before they can access another network off of school campus.

### Sequestering of Students

Due to limitations of space and time, students **WILL NOT BE SEQUESTERED**. We ask for

1. Case Events- Students do not share information to other students about the case information until all performances are complete.

### Open Events

Encourage your members to attend the competitive events that are identified in the program as (**Open**). They can learn much for the future if we get them there to observe. We ask for

1. Performance Events – Chapters with students entered in a performance event may not have students watch that event until chapter participants has performed.
2. Students are respectful when watching performances at all times.

## General Assembly Seating

Seating will be organized by the State Committee for Sessions and Banquet Dinner. Saturday Awards Assembly will not be assigned.

Should it be necessary for your chapter to leave the Awards Program early due to school conflicts, please be seated in the back rows and then depart quietly. Should you need to miss the Awards Program, please designate another local chapter to represent your members on stage to receive any awards presented.

## Campaigning

Students running for State Office must follow the Campaign Guidelines.

### Campaign Speeches

Campaign speeches will be held during the General Session Friday morning. Candidates will be given 2 minutes for their speech (change from previous years). Candidates can practice their speech using the microphone on stage, prior to the General Session, see Tentative Schedule for time.

### Voting Delegates

Each chapter in good standing is entitled to two (2) voting delegates depending upon chapter membership as of February 15. Voting delegates will vote for State Officers and on other matters presented at the conference. It is the duty of the delegate to know the wishes of his/her local chapter in regard to officer election and policies.

Delegates will be provided with a special delegate ribbon to be attached to the name tag, which must be worn at all times.

### Voting Delegate/State Officer Candidate Question/Answer Session

There will be a Voting Delegate/State Officer Candidate Question & Answer Session immediately following the opening General Session. Make sure your voting delegates and State Officer Candidate/s report to the stage after the opening session.

### Voting Procedures

Voting occurs during the Delegate Assembly on Saturday.

The roll call will be taken only once to determine the number of delegates present. A delegate not present for the roll call will not be allowed to vote. The majority will be determined by the initial roll call.

A majority vote shall be required for elections. If no candidate for an office receives a majority vote on the third vote, the candidate receiving the lowest number of votes for that vote shall be dropped from the fourth vote. If necessary, the candidate receiving the lowest number of votes for that vote shall be dropped from each subsequent vote until one candidate receives a majority of the votes.

The new officers will be announced at the general session following the voting. Officer candidates elected to a FBLA state office will be installed on Saturday at the awards program.

## March of Dimes Activities

### Lip Sync Competition and March of Dimes Mini-Walk

This year the Officers would like to try something new for Thursday night, a Lip Sync Challenge. More information about this challenge will be coming from the Iowa FBLA State Officers.

A March of Dimes Mini-Walk will be held Saturday morning. At the conclusion of the Walk, those students that completed the Walk will be treated to donuts and juice. State Officers and adult supervisors will lead the walk through the Riverwalk area. Students/advisers are asked to bring a roll of dimes or any denomination they chose to help with this fundraising project.

## Friday Evening Banquet Dinner and Hypnotist

The Friday night Banquet is considered a Formal activity and students are asked to be in Formal Attire. This is an evening where the officers and their parents are showcased, business representatives and Business Persons of the Year are invited and recognized, Chapter Recognition Awards are presented and a number of competitive events from the previous day are awarded. The dinner is a bit more formal and is a great opportunity to teach our students proper dinner and awards assemblies etiquette. Consider it as close as we can get to a “Black Tie Affair.” Please prepare your students to be on their best behavior, use good dining etiquette (offer to the left, pass to the right), be respectful to all speakers and the servers, not to play with their food, etc. Let this be a great teaching moment and a wonderful experience!

After the dinner students are given approx. 30 minutes to go change in to T-Shirts and Jeans for the hypnotist. Each chapter will be asked to submit two names of students who are interested in being on stage. At least one student from each chapter is typically selected.

Once the hypnotist is ready, doors will be opened. We ask that the students AGAIN are respectful and carefully walk to their chairs. Winners from FBLAOPOLY will have preferred seating and be asked to enter early.

## Business and Career Fair

The State Leadership Conference provides colleges and universities, military partners, business and industry, and fundraising partners, the opportunity to network with conference attendees. Business and Career Fair exhibit booths will be located in the main hallway along with the campaign booths.

## After Conference

All announced results are final upon conclusion of the conference. National qualifiers will be determined by competitive event guidelines. If such determined qualifiers cannot compete, selection will be determined by order of placement.

Teachers will receive the Event Results form by the end of SLC. Within the next two weeks, advisers will need to confirm the names of students who will be competing at the National Leadership Conference. We ask that you are prompt with either “yes’ or “no” on each eligible student. If the answer is “no” we move on to the next eligible member.

## Conference Follow-up

Individual student award winners are expected to send written thank-you letters to Iowa FBLA event sponsors. Names and addresses of event sponsors will be provided to all FBLA advisers.

FBLA chapters winning awards sponsored by organizations or individuals are expected to have a representative of the chapter send a written thank-you to the organization or individual sponsoring the chapter event.

## Preparing for Nationals

1. Students competing in events with **Pre-Judged** projects will have a chance to update them.
2. These **Pre-Judged** projects are to be returned to the State Adviser and submitted according to the National Office at a date posted on the Iowa FBLA Dates document for the current year. These will be sent to Nationals to be judged prior to the conference. **THEY CAN NOT BE LATE!!!**
3. Students competing in events with **Skills Tests**: the tests will be sent to participants at a date posted on the Iowa FBLA Dates document for the current year and must be completed and sent back to the State Adviser and submitted according to the National Office. These will be sent to Nationals to be judged prior to the conference. **THEY CAN NOT BE LATE!!!**
4. Iowa FBLA has requested a hotel block with the National Center. Iowa FBLA will make hotel arrangements for the State Chapter; all attendees from Iowa are welcome. Advisers will need to confirm with Iowa FBLA the number of students, advisers, and chaperones that will be attending needing hotel. Chapters are responsible for all hotel fees, but will send payment to Iowa FBLA, not the hotel.
5. If the location of NLC is near enough for a charter bus, Iowa FBLA often arranges the transportation for chapters. Otherwise chapters are on their own for transportation. Chapters are responsible for all transportation fees.
6. While attending NLC, advisers will be asked to help with facilitating the Future Business Leader event or to chaperone the dance/social activity.
7. Iowa FBLA often plans a state meeting, community service project, state dinner, and other state chapter activities. A blog will be active for advisers to communicate ideas, and a Google spreadsheet will be available for advisers to sign up. Chapters are responsible for all fees associated with the activities.
8. An Activity Pack will be offered for those attending NLC. The pack includes a Iowa FBLA NLC T-Shirt, Iowa FBLA NLC trading pins, and flashy items to be used for the Opening and Closing Sessions.
9. While at NLC, chapters are expected to participate in the following activities:
  - a. State Meeting
  - b. State Community Service Project, State Dinner, State Activity (if applicable)
  - c. Opening Session, Closing Session
  - d. All Regional Sessions
  - e. Exhibit and Campaign booths
  - f. March of Dimes Walk (if possible)
  - g. March of Dimes Social Activity (if possible)

10. Chapters may be asked to help support any Iowa FBLA student running for a National Office. This would include; helping with the campaign booth, and over all support throughout the conference.
11. We ask that each participant follow all FBLA Rules of Behavior and Code of Conduct policies.
12. Most importantly we ask that each participant “HAVE FUN.”