



# STATE BUSINESS LEADERSHIP CONFERENCE

## REGISTRATION GUIDE

2018

# **Washington FBLA-PBL State Business Leadership Conference 2018 *Registration and Information Guide***

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## Conference Overview

Washington Future Business Leaders of America is excited to invite your FBLA chapter to the 46<sup>th</sup> **Annual Washington FBLA State Business Leadership Conference, April 4-7, 2018**. Bellevue will be the site of Washington FBLA's State Business Leadership Conference! During the SBLC, Washington's finest members will have the opportunity to:

- Test business knowledge and career skills in competitive events!
- Compete for the opportunity to advance to the National Leadership Conference in Baltimore, Maryland!
- Celebrate 76 years of FBLA history, success, and excellence!
- Earn recognition and attend stimulating leadership sessions!
- Campaign for State Office and elect State Leaders!
- Participate in fun entertainment and activities!
- Meet and network with fellow members and advisers along with business and community leaders!
- Enjoy spectacular and inspiring general sessions!
- Earn honors and scholarships as one of the best in education!

### *Location*

Washington FBLA is privileged to celebrate the capstone of the FBLA experience in Bellevue! Chapters will be staying at the Hyatt Regency Bellevue and the Bellevue Hilton. Bellevue is vibrant with food, entertainment, shopping, and activities.

***Conference Fee Schedule***

Conference Fees have had no increase from the prior year and are outlined below. All conference attendees are required to stay in a conference hotel. Hotel reservations must be made through Washington FBLA and must be paid directly to Washington FBLA.

Conference Registration Fees:

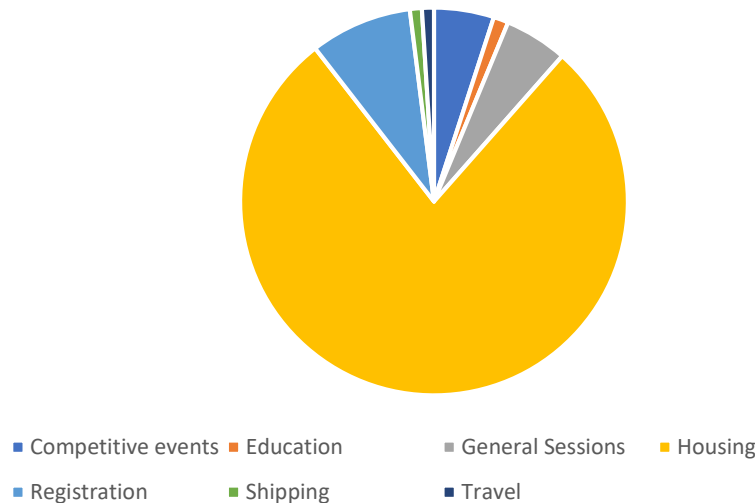
Adviser/Chaperone Registration Fee*:	\$150
Adviser/Chaperone Registration Fee without Hotel:	\$250
Student Registration Fee:	\$185
Student Registration Fee without Hotel:	\$285

Hotel Fees:

All hotel fees include three nights lodging. Hotel assignment is done on a first come, first served basis. Housing will open up at 3:30 p.m. on February 26 and must be completed by March 14.

3 Night Hotel Single/Double Occupancy	\$780 Per Room
3 Night Hotel Triple/Quad Occupancy	\$780 Per Room

What SBLC Registration Costs Cover



*Late Fees*

**The final deadline for conference registration is March 1, 2018, at 5:00 p.m.**

This is a receipt deadline.

After 5 p.m. on **March 1, 2018**, there are **NO** refunds for any reason, and all financial commitments are the responsibility of the school.

After 5 p.m. on **March 1, 2018**, substitutions are allowed for a **\$25** substitution fee. Substitutions are not allowed after 5 p.m. on Tuesday, **April 3, 2018**.

After 5 p.m. on **March 1, 2018**, any competitive event changes, hotel room assignment changes, or corrections are subject to a **\$5** change fee. One week after the registration deadline (**Midnight on Thursday, March 8, 2018**), the change fee increases to **\$25**. Two weeks after the registration deadline (**Midnight on Thursday, March 15, 2018**), the change fee increases to **\$100**. There are absolutely **NO** changes allowed after 5 p.m. on Tuesday, **April 3, 2018**.

Because advisers cannot make changes themselves in the online registration system, there is no fee for changes until **March 2**.

All changes will be made through the online change form. No changes will be accepted via email.

***Competitive Event Eligibility Overview***

<b>Event:</b>	<b>Type:</b>	<b>Qualifier</b>	<b>Max Entries:</b>	<b>Plus One:</b>
3-D Animation	I/T	State	2	No
Accounting I	I	Region	Region Winners	Yes
Accounting II	I	Region	Region Winners	Yes
Advertising	I	Region	Region Winners	Yes
Agribusiness	I	Region	Region Winners	Yes
American Enterprise Project	C	Chapter	1	No
Banking & Financial Systems	I/T	Region	Region Winners	No
Broadcast Journalism	I	Region	Region Winners	Yes
Business Calculations	I	Region	Region Winners	Yes
Business Communication	I	Region	Region Winners	Yes
Business Ethics	I/T	Region	Region Winners	No
Business Financial Plan	I/T	State	2	No
Business Law	I	Region	Region Winners	Yes
Business Math & Financial Literacy (Middle Level)	I	Region	Region Winners	Yes
Business Plan	I/T	State	2	No
Career Exploration (Middle Level)	I	Region	2	Yes
Client Service	I	Region	Region Winners	No
Coding & Programming	I	State	2	No
Community Service Project	C	Chapter	1	No
Community Service Project (Middle Level)	C	Chapter	1	No
Computer Applications	I	Region	Region Winners	No
Computer Game & Simulation Programming	I/T	State	2	No
Computer Problem Solving	I	Region	Region Winners	Yes
Cyber Security	I	Region	Region Winners	Yes
Database Design & Applications	I	Region	Region Winners	No
Digital Video Production	I/T	Region	Region Winners	No
E-Business	I/T	Region	Region Winners	No
Economics	I	Region	Region Winners	Yes
Electronic Career Portfolio	I	Region	Region Winners	No
Elevator Speech (Middle Level)	I	Region	Region Winners	No
Emerging Business Issues	I/T	Region	Region Winners	No
Entrepreneurship	I/T	Region	Region Winners	No
Future Business Leader	I	State	2	No
Global Business	I/T	Region	Region Winners	No
Graphic Design	I/T	Region	Region Winners	No
Health Care Administration	I	Region	Region Winners	Yes
Help Desk	I	Region	Region Winners	No
Hospitality Management	I/T	Region	Region Winners	No
Impromptu Speaking	I	Region	Region Winners	No
Insurance & Risk Management	I	Region	Region Winners	Yes
Introduction to Business	I	Region	Region Winners	Yes
Introduction to Business Communication	I	Region	Region Winners	Yes

<b>Event:</b>	<b>Type:</b>	<b>Qualifier</b>	<b>Max Entries:</b>	<b>Plus One:</b>
Introduction to Business Presentation	I/T	Region	Region Winners	No
Introduction to Business Procedures	I	Region	Region Winners	Yes
Introduction to Computer Science & Coding (ML)	I	Region	Region Winners	Yes
Introduction to FBLA	I	Region	Region Winners	Yes
Introduction to Financial Math	I	Region	Region Winners	Yes
Introduction to Information Technology	I	Region	Region Winners	Yes
Introduction to Parliamentary Procedure	I	Region	Region Winners	Yes
Introduction to Public Speaking	I	Region	Region Winners	No
Job Interview	I	Region	Region Winners	No
Journalism	I	Region	Region Winners	Yes
LifeSmarts	I/T	Recognition	N/A	N/A
Local Chapter Annual Business Report	C	Chapter	1	No
Management Decision Making	T	Region	Region Winners	No
Management Information Systems	T	Region	Region Winners	No
Marketing	T	Region	Region Winners	No
Mobile Application Development	I/T	State	2	No
Mock Interview – Open Event (State Only)	I	N/A	4	No
MOS Excel	I	Recognition	N/A	N/A
MOS Word	I	Recognition	N/A	N/A
Multimedia & Website Development (Middle Level)	I	State	2	N/A
Network Design	I/T	Region	Region Winners	No
Networking Concepts	I	Region	Region Winners	Yes
Organizational Leadership	I	Region	Region Winners	Yes
Parliamentary Procedure	I/T	Region	Region Winners	No
Partnership with Business Project	C	Chapter	1	No
Personal Finance	I	Region	Region Winners	Yes
Pitch It! – Open Event (State Only)	I	N/A	4	No
Public Service Announcement	I/T	Region	Region Winners	No
Public Speaking	I	Region	Region Winners	No
Publication Design	I/T	Region	Region Winners	No
Sales Presentation	I	Region	Region Winners	No
Securities & Investments	I	Region	Region Winners	Yes
Social Media Campaign	I/T	Region	Region Winners	No
Sports & Entertainment Management	T	Region	Region Winners	No
Spreadsheet Applications	I	Region	Region Winners	No
Virtual Business Finance Challenge	I	Recognition	N/A	N/A
Virtual Business Management Challenge	I/T	Recognition	N/A	N/A
Website Design	I/T	Region	Region Winners	No
Who’s Who in FBLA	I	Recognition	N/A	N/A
Word Processing	I	Region	Region Winners	No

**Special Notes:**

- Event Types:
  - I: Individual
  - T: Team
  - I/T: Individual or Team
  - C: Chapter Project – in all except Local Chapter Annual Business Report, the chapter may select 2 or 3 individuals to present on the chapter's behalf. Local Chapter Annual Business Report does not have a presentation
- Qualifier:
  - Region: Means you must qualify for this event at a Winter Regional Leadership Conference.
  - State: Means that this event goes directly to state level competition (no region qualifier required).
  - Chapter: Means that this is a chapter event – it goes directly to state competition, but each chapter may only submit one entry in this chapter project.
  - Recognition: This event is recognition only. You do not register for it, it does not count towards your maximum entries in anything – we will automatically recognize the winners shared with us by National FBLA.
- Max Entries:
  - For events that go directly to state, the chapter may submit up to two entries. For events that require a region qualifier, the max you can qualify is 6 – but they all must have qualified at the region conference.
- Plus One:
  - In events that are an online test only (no possibility of a performance), you may add one student to compete at SBLC who did not qualify at a region conference.
- Wild Cards:
  - Each chapter receives two (2) Wild Card entries. Your chapter may enter two events at state that are beyond your eligibility; i.e., if you have no region winners in an event, or you want to enter more than 2 in a straight-to-state event). This is 2 entries, not 2 people, so it could be 2 team events.

**Clarification on Prelims and Finals:**

In events that advance directly to state, all individuals or teams who submit a project will have the opportunity for a performance. Depending on number of entries, there may or may not be a preliminary and/or final round. However, all individuals or teams who submit a project will have at least one performance.

In events that have a test and then advance to case study, a maximum of 15 individuals or teams will advance to a performance. In Parliamentary Procedure, a maximum of 10 teams will advance to a performance.



**Competitive Event Recognition:**

At the 2018 State Business Leadership Conference, the top 10 competitors will be recognized in all competitive events. Events which are an individual online test will be recognized during opening session. All other events will be recognized during the closing session.

**Gold Seal Chapter:**

For the 2018 State Business Leadership Conference, the top scoring chapters in the Champion Chapters will be recognized in Gold Seal Chapter Award of Merit.

## Important Dates

### February 13

- Registration for Role Play Online testing. Testing Materials may be requested online by the proctors. The form is available at [www.wafbla.org/sblc](http://www.wafbla.org/sblc). Events are as follows:
  - Banking & Financial Systems
  - Entrepreneurship
  - Global Business
  - Help Desk
  - Hospitality Management
  - Management Decision Making
  - Management Information Systems
  - Marketing
  - Network Design
  - Parliamentary Procedure
  - Sports & Entertainment Management

### February 14

- Role Play Testing Opens

### February 26

- Role Play Testing Closes

### February 27

- Role Play Testing Finalists posted on WA FBLA Web site

### March 1 – State Online Receipt Deadlines

- SBLC Online Registration forms deadline  
*All forms can be found at [www.wafbla.org/sblc](http://www.wafbla.org/sblc)*
  - Complete one chapter summary form per chapter
- Complete and upload the SBLC Registration form  
State Officer application deadline
  - Upload a scanned image or PDF at [www.wafbla.org/sblc](http://www.wafbla.org/sblc)

### February 26

- SBLC Housing Registration Opens

**March 1—State Online Receipt Deadlines**

Upload competitive event test entries:

- Computer Applications
- Database Design & Applications
- Spreadsheet Applications
- Word Processing
  
- Online submission of pre-judged competitive event materials at [www.wafbla.org/sblc](http://www.wafbla.org/sblc):
  - American Enterprise Project
  - Business Financial Plan
  - Business Plan
  - Community Service Project
  - Publication Design
  - Future Business Leader
  - Job Interview
  - Local Chapter Annual Business Report
  - Partnership with Business Project
  
- Online submission of forms at [www.wafbla.org/sblc](http://www.wafbla.org/sblc):
  - Administrator of the Year
  - Adviser of the Year
  - Alumni of the Year
  - Businessperson of the Year
  - National Business Honor Roll
  - Who's Who in FBLA
  - March of Dimes Financial Form
  - Statement of Assurance Form
  
- Online submission of competitive event URL at [www.wafbla.org/sblc](http://www.wafbla.org/sblc):
  - 3D Animation
  - Coding and Programming
  - Computer Game and Simulation Programming
  - Digital Video Production
  - E-business
  - Mobile Application Development
  - Multimedia & Website Development (Middle Level)
  - Web Site Design

**March 1 – National Online and Receipt Deadline**

- Membership dues deadline to be eligible for competition at SBLC
- Business Achievement Awards deadline
- Community Service Awards
- NAP Committee Applications (Advisers)

**March 1**

- Final day to upload housing request forms

**March 5 – 23**

- Washington FBLA SBLC Online Testing Period

**April 1 – National Receipt Deadline (Forms submitted online on national site)**

- 100% Class Participation deadline
- Membership Madness deadline
- Membership Mania deadline
- Membership Achievement Award deadline
- Outstanding Chapter Award deadline
- Distinguished Business Leader Scholarship application deadline
- Chapter/State Membership Recognition Awards
- Big 10 Awards Membership Deadline
- National Bylaw Amendment

## State Business Leadership Conference 2018! Registration Checklist

### *Required Registration Forms*

The following forms are **required** with your State Business Leadership Conference Registration: **(Online deadline March 1, 2018)**

- Registration Summary Data Form—Online submission
  - SBLC Chapter Overview Form
  - SBLC Adviser Registration Forms
  - SBLC Student Registration Forms

Housing – Online Opens at 3:30 p.m. on February 26, 2018 and closes at 5 p.m. on March 16, 2018.

- Housing—Excel spreadsheet to be uploaded online

### *Competitive Events Pre-Judged Materials*

The following competitive events require submission of materials before the conference: **(Receipt deadline March 1, 2018)**

- School Site Testing Entries—Online Submission
  - Computer Applications
  - Database Design & Applications
  - Spreadsheet Applications
  - Word Processing
  
- Pre-Judged Materials—Online Submission
  - American Enterprise Project
  - Business Financial Plan
  - Business Plan
  - Community Service Project
  - Community Service Project (ML)
  - Future Business Leader
  - Job Interview
  - Local Chapter Annual Business Report
  - Partnership with Business Project
  
- Forms—Online Submission
  - Administrator of the Year
  - Adviser of the Year
  - Alumni of the Year
  - Businessperson of the Year
  - National Business Honor Roll
  - Who's Who in FBLA

- URL Submissions—Online Submission Deadline March 1, 2018
  - 3D Animation
  - Coding and Programming
  - Computer Game Simulation Programming
  - Digital Video Production
  - E-Business
  - Mobile Application Development
  - Multimedia & Website Development (Middle Level)
  - Web Site Design

**IMPORTANT** The competitive event pre-judge materials & URL submissions final deadline is March 1, 2018, at 5 p.m. Late entries for pre judged materials will not be accepted.

Because you cannot make changes online, there is no change fee until registration closes on March 1, 2018, at 5 p.m.

An online change form will be used for all changes. No changes will be accepted via email.

### ***Registration Tips!***

- ***Avoid Common Registration Frustrations! Read this registration packet in detail!*** Assign it for extra credit to chapter officers to ensure that multiple members of your chapter are familiar with SBLC requirements and procedures.
- ***Read the National Competitive Events Guide. Washington FBLA follows national guidelines on competitive events.***
- Housing is paid as part of the total registration fee. You must pay for housing through Washington FBLA. The hotel will NOT bill schools/school districts.
- Follow-up with the district or business office to ensure the invoice will be paid on time.
- Photocopy all forms and correspondence for your records and bring them with you to the SBLC!
- Make registration checks payable to: Washington FBLA.
- Carefully review FBLA-PBL Dress Code Policy and Code of Conduct standards with your students before you arrive for the SBLC. There is NO REASON for competitors to be disqualified from competition and the SBLC.
- E-mail Competitive Event questions to [competition@wafbla.org](mailto:competition@wafbla.org).

## How to Submit

ITEM(S)	SUBMIT VIA
Registration payment	Washington FBLA P. O. Box 912 Jacksonville, OR 97530
School Site Tests for <ul style="list-style-type: none"> <li>• Computer Applications</li> <li>• Database Design &amp; Applications</li> <li>• Spreadsheet Applications</li> <li>• Word Processing</li> </ul>	Online Submission Forms available at <a href="http://www.wafbla.org/sblc">www.wafbla.org/sblc</a>
Online Submission of Competitive Events <ul style="list-style-type: none"> <li>• American Enterprise Project</li> <li>• Business Financial Plan</li> <li>• Business Plan</li> <li>• Coding &amp; Programming</li> <li>• Community Service Project</li> <li>• Community Service Project (Middle Level)</li> <li>• Computer Game &amp; Simulation Programming</li> <li>• Future Business Leader</li> <li>• Job Interview</li> <li>• Local Chapter Annual Business Report</li> <li>• Mobile Application Development</li> <li>• Partnership with Business Project</li> <li>• Public Service Announcement</li> </ul>	
Online Submission Forms <ul style="list-style-type: none"> <li>• Administrator of the Year</li> <li>• Adviser of the Year</li> <li>• Alumni of the Year</li> <li>• Businessperson of the Year</li> <li>• March of Dimes Financial Form</li> <li>• National Business Honor Roll</li> <li>• Statement of Assurance Form</li> <li>• Who's Who in FBLA</li> </ul>	

ITEM(S)	SUBMIT VIA
National Recognition Entries <ul style="list-style-type: none"> <li>• 100% Class Participation</li> <li>• Membership Madness</li> <li>• Membership Mania</li> <li>• Membership Achievement Award</li> <li>• Outstanding Chapter Award</li> <li>• Distinguished Business Leader Scholarship</li> </ul>	Online submission at <a href="http://www.fbla-pbl.org/fbla/membership-benefits/awards/">http://www.fbla-pbl.org/fbla/membership-benefits/awards/</a>
<p><b>QUESTIONS?</b></p>	Washington FBLA 206.801.0009  Mike Oechsner   <a href="mailto:mike@wafbla.org">mike@wafbla.org</a> Dawne Schmidt   <a href="mailto:dawne@wafbla.org">dawne@wafbla.org</a> Sarah Magney   <a href="mailto:sarah@wafbla.org">sarah@wafbla.org</a>



## **Tentative Agenda**

### ***Wednesday, April 4, 2018—Leadership Day 1***

3 p.m. – 6 p.m.	Chapter Sign-in/Registration T Shirt Distribution
4 p.m. – 4:30 p.m.	Candidate Orientation
6:30 p.m. – 8:15 p.m.	Opening Session
8:15 p.m. – 9 p.m.	Campaigning
9:15 p.m. – 10 p.m.	Region Meetings/Region Elections Capital North Central Northeast Northwest Puget Sound Southeast Southwest West Central
10 p.m. – 11 p.m.	Competition Prep Rooms Open
11:30 p.m.	Curfew

### ***Thursday, April 5, 2018—Leadership Day 2***

7 a.m. – 7:45 a.m.	Judge Orientation
8 a.m. – 12 noon	Competitive Events
8 a.m. – 12 noon	Open Events
8:30 a.m. – 11:30 a.m.	Open Testing
9 a.m. – 9:45 a.m.	Adviser Orientation #1 (Advisers must attend one orientation)
9 a.m. – 9:45 a.m.	Leadership Development Sessions Round 1
10 a.m. – 10:45 a.m.	Leadership Development Sessions Round 2

11 a.m. – 11:45 a.m.	Adviser Orientation #2 (Advisers must attend one orientation)
12 noon – 1 p.m.	Voting Delegate Q&A With State Officer Candidates
12:15 p.m. – 12:45 p.m.	Region Adviser Meetings
1 p.m. – 1:45 p.m.	Leadership Development Sessions Round 3
2 p.m. – 6 p.m.	Competitive Events
2 p.m. – 2:45 p.m.	Leadership Development Sessions Round 4
1 p.m. – 5 p.m.	Open Events
2:15 p.m. – 5:15 p.m.	Open Testing
2 p.m. – 2:45 p.m.	Adviser Orientation #3 (Advisers must attend one orientation)
4 p.m. – 4:45 p.m.	Adviser Orientation #4 (Advisers must attend one orientation)
6 p.m. – 8 p.m.	Professional Division Annual Meeting
6 p.m. – 9 p.m.	Chapter Night!
7:30 p.m. – 9 p.m.	State Activity
9 p.m. – 10 p.m.	Competitive Event Prep Areas Open
11:30 p.m.	Curfew

***Friday, April 6, 2018—Leadership Day 3***

8 a.m.	Voting Session
9 a.m. – 11 a.m.	Parliamentarian Interviews
8 a.m. – 3 p.m.	Parliamentary Procedure Finals
8 a.m. – 12 p.m.	Competitive Event Finals
8 a.m. – 12:30 p.m.	Open Event
9 a.m. – 9:45 a.m.	Leadership Development Sessions Round 5
9:30 a.m. – 12:30 p.m.	Open Testing
10 a.m. – 10:45 a.m.	Leadership Development Session Round 6
10 a.m. – 3 p.m.	Exhibits & Professional Division Silent Auction
11 a.m. – 11:45 a.m.	Leadership Development Session Round 7
12:15 p.m. – 12:45 p.m.	Region Adviser Meetings
1 p.m. – 1:30 p.m.	Leadership Development Session Round 8
1:30 p.m. – 5 p.m.	Open Testing
2 p.m. – 2:45 p.m.	Leadership Development Session Round 9
2 p.m. – 6 p.m.	Competitive Event Finals:
9:00 p.m. - 11:00 p.m.	Dance
11:30 p.m.	Curfew

***Saturday, April 7, 2018—Leadership Day 4***

8:00 a.m. – 11:00 a.m.	Closing Session
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## Additional Leadership Information

### *Judges Needed*

The Washington FBLA Business & Career Events Program requires an extraordinary amount of effort, work, and volunteer spirit to be successful and truly prepare students for career achievement. The more volunteers available, the easier, less time consuming and more efficient the conference is for everyone.

If you have chaperones, contacts, or colleagues who can judge events, we would love to get them involved. Please contact us at [judges@wafbla.org](mailto:judges@wafbla.org) for details, and we will contact these individuals with the appropriate information.

### *Adviser Assignments*

Please be prepared to assist as an event proctor or monitor. Your support will continue to ensure a smoothly running conference. You will be assigned at least one responsibility from your regional adviser.

### *Courtesy Corps*

Each chapter is encouraged to designate one student who will participate as your Courtesy Corps representative.

Courtesy Corps participants will be the heart of the SBLC. They will assist with workshop set-up, greeting of judges and volunteers, competitive event set-up, workshop hosting, state officer rehearsals, exhibitor hosting, and much more. They will receive a name badge ribbon.

After registration has closed, Courtesy Corps volunteers will be contacted to sign up for their desired 4-hour time block. There will be an orientation call, as well as orientation at the SBLC.

### *Voting Delegates*

Each Chapter is entitled voting delegates based on their total membership. Voting Delegate Ribbons will be in your chapter registration packet and they are required to be eligible to vote.

5 Members to 50 Members:	2 Voting Delegates
51 Members to 100 Members:	3 Voting Delegates
101 Members or More:	4 Voting Delegates

As a volunteer-led association, the power to change, direct, and propel the association rests with student voting delegates. Voting delegates elect state officers and approve amendments to the Student Bylaws.

Voting Delegates are required to attend the following meetings:

- Candidate Booths
- Campaign Speeches
- State Officer Candidate Q&A Session
- Washington FBLA Annual Business Meeting and Voting Session

## Forms & Submissions

The following forms and submissions are submitted through the Washington FBLA Online Submission system at [www.wafbla.org/sblc](http://www.wafbla.org/sblc):

- Adviser of the Year
- Businessperson of the Year
- Who's Who in FBLA
- Largest Percentage of Local Chapter Membership—State & Region (form required)
- Local Recruitment of Chapters (form required)

The following forms are submitted to the National FBLA Office, at <http://www.fbla-pbl.org/fbla/membership-benefits/awards/>. More information about these recognition programs are available in the Chapter Management Handbook:

- 100% Class Participation
- Membership Madness (Online)
- Membership Mania (Online)
- Membership Achievement Award
- Outstanding Chapter Award
- Distinguished Business Leader Scholarship

*Statement of Assurance Form*

**STATEMENT OF ASSURANCE**

Advisers attending Washington FBLA events must review, sign, and return this statement of assurance along with their registration materials for each Washington FBLA conference/event.

**ACTIVITY:** Washington FBLA State Business Leadership Conference  
**DATE:** April 4-7, 2018  
**WHERE:** Hyatt Regency, Bellevue, Washington

As the adviser responsible for the students attending this event, I confirm that:

- I have reviewed the permission/medical release form with my students, and I will have a completed copy of the permission/medical release form for each student attending in my possession for the duration of the above event, including travel to and from this event.
- I understand that Washington FBLA will not collect the individual student forms for this event and that they are to be kept in my possession.
- I understand that students attending the above event will have the opportunity to participate in activities outside of the conference facility, thus requiring walking or further public transportation. I have discussed this with the students and their parents/guardians and have also informed them of proper etiquette and safety precautions while traveling in/around metropolitan areas.
- I understand that proper completion of the permission/medical release form provides the best protection for my students' needs and my liability during a Washington FBLA event.
- I have checked with my administrator and have secured authorization for my chapter to travel to this event and have reviewed all school/district policies regarding supervision of students on trips and will abide by them.
- The responsibility for the safety of the delegates from this chapter rests with people signing this Statement of Assurance.
- I will participate in all general sessions during the conference and fulfill my assigned responsibilities during the conference.
- I will patrol the halls (even during the day, if necessary), stay up until students and/or halls are quiet, enforce the conference Code of Conduct and Dress Code, and regularly check-in with my students.
- I will ensure that myself and chaperones assisting me will:
  - Be 21 or older
  - Follow the conference Code of Conduct and Dress Code
  - Act responsibly and interact appropriately with students

I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated on the Permission Forms as indicated by my signature appearing below. (Typing/writing your name in the box below serves as your signature and confirmation of understanding):

Adviser Signature:	
Chapter Name:	
Date:	

*Administrator of the Year Form*

**ADMINISTRATOR OF THE YEAR  
NOMINATION FORM**

The award is designed to recognize the outstanding support of a school administrator to the local chapter adviser and members of FBLA. An administrator may be nominated by a student, educator, colleague, or parent. The recipient will be awarded and recognized at the State Business Leadership Conference.

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

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

School Phone Number: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

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

Adviser Email Address: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Position in School/District: \_\_\_\_\_

Submit a letter of nomination by the deadline. Describe the present scope of his or her involvement with Washington FBLA. Include a list of contributions made to the local Chapter and Washington FBLA. A letter of recommendation may also be included to support the nomination of this individual. All nomination materials must be submitted in PDF format via the online submission tool by the published deadline. This form should be scanned and uploaded in the PDF submission form at [www.wafbfa.org/sblc](http://www.wafbfa.org/sblc)



*Adviser of the Year Form*

**ADVISER OF THE YEAR  
NOMINATION FORM**

WSBEA will select one adviser to honor as the Washington FBLA Adviser of the Year.

Nominee's Name: \_\_\_\_\_

Nominee's Email Address: \_\_\_\_\_

Chapter/School: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

School Phone Number: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Name of Principal: \_\_\_\_\_

Principal's Email Address: \_\_\_\_\_

Name of Nominator: \_\_\_\_\_

Nominator Email Address: \_\_\_\_\_

Name of Employer (if applicable): \_\_\_\_\_

Submit a letter of nomination by the deadline. Describe the present scope of his or her involvement with Washington FBLA. Include a list of contributions made to the local Chapter and Washington FBLA. A letter of recommendation may also be included to support the nomination of this individual. All nomination materials must be submitted in PDF format via the online submission tool by the published deadline.

\_\_\_\_\_  
Chapter Officer Signature Date

\_\_\_\_\_  
Administrator Signature Date

*Alumni of the Year Form*

**ALUMNI OF THE YEAR  
NOMINATION FORM**

The award is designed to recognize the outstanding support of FBLA Alumni to the local, state, and national chapters, advisers, and members of FBLA. Alumni may be nominated by a student, educator, colleague, or parent. The recipient will be awarded and recognized at the State Business Leadership Conference.

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

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

School Phone Number: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

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

Adviser Phone Number: \_\_\_\_\_

Adviser Email Address: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Please submit this application via the online submission tool in PDF format by the deadline listed in the SBLC registration packet with a letter of nomination. Describe the present scope of his or her involvement with Washington FBLA. Include a list of contributions made to the local Chapter and Washington FBLA. A letter of recommendation may also be included to support the nomination of this individual.

***Businessperson of the Year Form***

**BUSINESSPERSON OF THE YEAR  
NOMINATION FORM**

This award recognizes one outstanding business person from throughout the state who has contributed outstanding personal service to FBLA-PBL on the local, state, regional, or national levels. This form, along with letters of nomination and recommendation, must be submitted in PDF format via our online submission tool by the deadline. Recipients of this award are invited to attend the National Leadership Conference where they will be further recognized for their contribution by National FBLA.

FBLA Chapter: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

School Phone Number: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

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

Adviser Email Address: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Name of Company and Position: \_\_\_\_\_

Nominee Phone: ( ) \_\_\_\_\_ Nominee Email: \_\_\_\_\_

Nominee Address: \_\_\_\_\_

Please attach a biographical sketch of your chosen businessperson. Be sure to particularly address the following points:

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contribution to local or state chapter projects and activities
- Financial assistance to and sponsorship of activities for local and/or state chapter(s)

A letter of recommendation for the applicant may be submitted as well.

Please submit the application, biographical sketch, and any additional materials via our online submission tool in PDF format by the deadline listed in the SBLC registration packet and on the calendar of events. The online submission form can be found at [www.wafbla.org/sbhc](http://www.wafbla.org/sbhc).

### ***National Business Honor Roll Form***

The National Business Honor Roll is designed to recognize those members of FBLA who truly excel in academic preparation for college and an eventual career in the business world. Washington FBLA recognizes that in order to succeed as a true business leader, our members need to be well prepared in terms of their academics, career skills, and leadership development.



FBLA chapters in Washington are encouraged to nominate members to be recognized in the National Business Honor Roll who meet the following criteria:

- High School: Overall cumulative GPA of at least 3.5 on a 4.0 scale
- Demonstrated leadership potential through service as a chapter officer, committee leader, or other participation in chapter activities
- Clearly defined career objectives

Members accepted in the National Business Honor Roll will be recognized during the State Business Leadership Conference.

To nominate members for this honor, upload the following information for each nominee and submit it via the link listed below.

- Enclose a copy of most recent report card/transcript or other official report showing cumulative GPA
- Enclose a brief resume of FBLA involvement, offices held, etc., as well as other activities

Submit application materials using this link:

<https://trileadership.wufoo.com/forms/wa-fbla-sblc-2018-national-business-honor-roll/>