



2019

STATE BUSINESS LEADERSHIP CONFERENCE

REGISTRATION GUIDE

**Washington FBLA-PBL
State Business Leadership Conference 2019
*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 47th **Annual Washington FBLA State Business Leadership Conference, April 10-13, 2019**. 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 San Antonio, Texas!
- Celebrate 77 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.

Keynote Speaker

Wiley Bailey

Speaker Biography



While growing up on a farm in the mountains of North Alabama and playing the banjo in his family's bluegrass band, Wiley Bailey learned valuable lessons that he has shared with hundreds of thousands of people.

Wiley's goal is to show his audiences that they can change lives around them by doing simple actions to help others. His stories motivate students to change and help those in need, rather than just seeing challenges and doing nothing about it. Through playing his banjo and telling "down home" stories, Wiley delivers an impactful message that will have you laughing one minute and wiping away a tear the next.

Wiley has delivered inspirational messages in nearly 35 states, Nepal, and Japan. He is a past CTSO national officer and is a graduate of Auburn University. He is married and lives on a farm in Sand Rock, Alabama.

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:

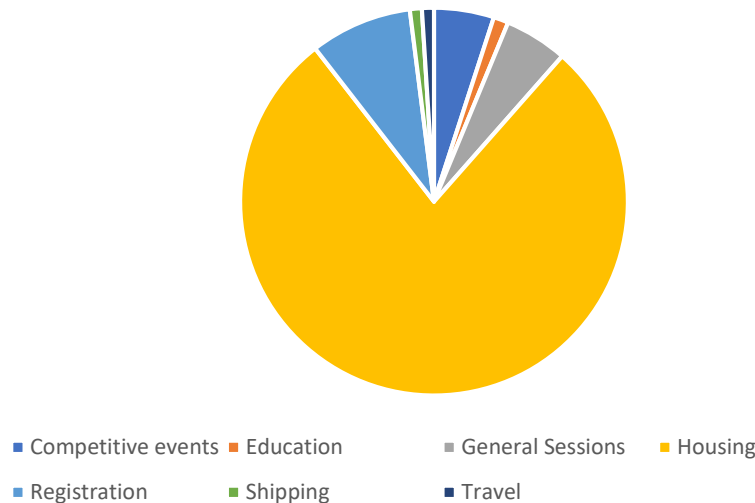
Adviser/Chaperone Registration Fee*:	\$150
Adviser/Chaperone Registration Fee without Hotel:	\$250
Student Registration Fee:	\$185
Student Registration Fee without Hotel:	\$285

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 March 6 and must be completed by March 12.

3 Night Hotel Single/Double Occupancy	\$798 Per Room
3 Night Hotel Triple/Quad Occupancy	\$798 Per Room

What SBLC Registration Costs Cover



Late Fees

The final deadline for conference registration is March 5, 2019, at 5:00 p.m.
This is a receipt deadline.

After 5 p.m. on **March 5, 2019**, there are **NO** refunds for any reason, and all financial commitments are the responsibility of the school.

After 5 p.m. on **March 5, 2019**, substitutions are allowed for a **\$25** substitution fee. Substitutions are not allowed after 5 p.m. on Saturday, **April 6, 2019**. There are no cancellations or refunds for any reason.

After 5 p.m. on **March 5, 2019**, 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 Tuesday, March 12, 2019**), the change fee increases to **\$25**. Two weeks after the registration deadline (**Midnight on Tuesday, March 19, 2019**), the change fee increases to **\$100**. There are absolutely **NO** changes allowed after 5 p.m. on Saturday, **April 6, 2019**.

With the new online registration system this year, advisers may make all of their own changes through the day that registration closes.

Competitive Event Eligibility Overview

Event:	Type:	Qualifier	Max Entries:	Plus One:
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 Etiquette (Middle Level)	I	Region	Region Winners	Yes
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
Creed (Middle Level – State Only)	I	State	2	No
Critical Thinking (Middle Level)	T	Region	Region Winners	Yes
Cyber Security	I	Region	Region Winners	Yes
Database Design & Applications	I	Region	Region Winners	No
Digital Gaming Theory (Middle Level – State Only)	I/T	State	2	No
Digital Video Production	I/T	Region	Region Winners	No
Digital Citizenship (Middle Level)	I	Region	Region Winners	Yes
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

Event:	Type:	Qualifier	Max Entries:	Plus One:
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
Jingle! – Open Event (State Only)	I	N/A	4	
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
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
No Free Lunch (Middle Level – State Only)	I/T	State	2	No
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
Political Science	I	Region	Region Winners	Yes
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
Social Media Concepts (Middle Level – State Only)	I	State	2	No
Spell It! (Middle Level – State Only)	T	State	2	No
Sports & Entertainment Management	T	Region	Region Winners	No
Spread the Word (Middle Level – State Only)	I/T	State	2	No
Spreadsheet Applications	I	Region	Region Winners	No
The Intern (Middle Level – State Only)	I	State	2	No
The Tank (Middle Level – State Only)	I/T	State	2	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 (2) 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 2019 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 2019 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 15

- Registration deadline for Role Play Online testing. Testing Materials may be requested online by the proctors. The form is available at 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 18

- Role Play Testing Opens

February 26

- Role Play Testing Closes

February 28

- Role Play Testing Finalists posted on WA FBLA Web site

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 5 – State Online Receipt Deadlines

- SBLC Online Registration forms deadline
All forms can be found at 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

March 5—State Online Receipt Deadlines (cont.)

- 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:
 - American Enterprise Project
 - Business Financial Plan
 - Business Plan
 - Community Service Project
 - Community Service Project (Middle Level)
 - Future Business Leader
 - Job Interview
 - Local Chapter Annual Business Report
 - Partnership with Business Project
 - Publication Design

- Online submission of forms at www.wafbla.org/sblc:
 - Administrator of the Year
 - Adviser of the Year
 - Alumni of the Year
 - Businessperson of the Year
 - March of Dimes Financial Form
 - National Business Honor Roll
 - Statement of Assurance Form
 - Who's Who in FBLA

- Online submission of competitive event URL at 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 6

- SBLC Housing Registration Opens

March 11 – 29

- Washington FBLA SBLC Online Testing Period

March 12

- SBLC Housing Registration Closes – Final day to upload housing request forms.

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 2019 Registration Checklist

Required Registration Forms

All registration this year will be completed in Blue Panda. Advisers make their own changes and process all of their own registration. There is a training video that can be found on the SBLC website.

Housing – Online Opens at 3:30 p.m. on March 6, 2019, and closes at 5 p.m. on March 12, 2019.

- 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 5, 2019)

- 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 5, 2019
 - 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 5, 2019, at 5 p.m. Late entries for pre-judged materials will not be accepted.

All changes can be processed by YOU in the online registration system until it closes on March 5. Any changes after March 5 will be subject to a change fee.

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.

How to Submit

ITEM(S)	SUBMIT VIA
Registration payment	Washington FBLA P. O. Box 1440 Owasso, OK 74055
School Site Tests for <ul style="list-style-type: none"> • Computer Applications • Database Design & Applications • Spreadsheet Applications • Word Processing 	Online Submission Forms available at www.wafbla.org/sblc
Online Submission of Competitive Events <ul style="list-style-type: none"> • American Enterprise Project • Business Financial Plan • Business Plan • Coding & Programming • Community Service Project • Community Service Project (Middle Level) • Computer Game & Simulation Programming • Future Business Leader • Job Interview • Local Chapter Annual Business Report • Mobile Application Development • Partnership with Business Project • Public Service Announcement 	
Online Submission Forms <ul style="list-style-type: none"> • Administrator of the Year • Adviser of the Year • Alumni of the Year • Businessperson of the Year • March of Dimes Financial Form • National Business Honor Roll • Statement of Assurance Form • Who's Who in FBLA 	

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

Tentative Agenda

Wednesday, April 10, 2019—Leadership Day 1

- | | |
|-----------------------|---|
| 4 p.m. – 4:45 p.m. | Candidate Orientation |
| 5 p.m. – 6:15 p.m. | Chapter Sign-in/Registration
T Shirt Distribution |
| 6:30 p.m. – 8:15 p.m. | Opening Session |
| 8:45 p.m. – 9:30 p.m. | Region Meetings/Region Elections
Capital
North Central
Northeast
Northwest
Puget Sound
Southeast
Southwest
West Central |
| 11:30 p.m. | Curfew |

Thursday, April 11, 2019—Leadership Day 2

- | | |
|----------------------|---|
| 6 a.m. to 7 a.m. | Competition Prep Rooms Open |
| 7 a.m. – 7:45 a.m. | Judge Orientation |
| 8 a.m. – 12 noon | Competitive Events |
| 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 |
| 9 a.m. to 12 noon | Campaigning |
| 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
- 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!
- 9 p.m. – 10:30 p.m. State Activity
- 9 p.m. – 10 p.m. Competitive Event Prep Areas Open
- 11:30 p.m. Curfew

Friday, April 12, 2019—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
9 a.m. – 9:45 a.m.	Leadership Development Sessions Round 5
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
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 13, 2019—Leadership Day 4

8:00 a.m. – 11:30 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 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:

- 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)
- Administrator of the Year
- Alumni of the Year
- Champion Chapters
- Market Share Award

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

Adult Delegate Code of Conduct

Washington FBLA Adult Delegate Code of Conduct

Presented to the Board of Directors June 11, 2018

As leaders and teachers of young professionals, it is important that we prepare our students to have a safe, fulfilling experience at our conferences. Washington FBLA recognizes the importance of all adult conference delegates upholding the highest standards of behavior and decorum to model a positive example for our students and ensure the continued success of our organization. It is expected of all conference delegates, and especially our adult leaders, to live out the FBLA values of Competence, Integrity, Teamwork, and Innovation in all our formal and informal interactions at FBLA events.

In order to ensure these standards, the Washington FBLA Board of Directors has adopted the following Adult Delegate Code of Conduct. The rules stated below shall govern the conduct of all adult conference delegates throughout the duration of the time that the adult delegate could reasonably be expected to provide supervision or assistance to students during or en route to/from a Washington FBLA event.

1. Adult delegates shall make a good faith effort to attend all conference general sessions from start to finish with their entire chapter delegation.
2. Adult delegates shall promote clean, powerful and positive usage of social media outlets utilized by their chapter members and themselves.
3. Adult delegates shall refrain from using inappropriate or profane language at all times.
4. Adult delegates shall refrain from verbal, physical or sexual harassment, hazing or name-calling during official conference dates.
5. Adult delegates shall fulfill conference assignments related to chaperoning duties and competitive event management roles (all advisers will receive event assignments for each conference they attend). This includes attending all official adviser meetings.
6. Adult delegates shall maintain the limits of professional, appropriate relationships with all student members.
7. There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible. Adult delegates should ensure that their students clean up private and public spaces they have occupied and/or utilized.
8. Adult delegates shall not possess or consume alcoholic beverages or illegal or mind-altering substances in any form at any time.
9. Adult delegates shall not possess weapons or other dangerous items at any time.
10. Adult delegates shall adhere to a professional dress code in line with conference policies.
11. Advisers (with the assistance of other adult delegates) shall conduct daily meetings with participants to review schedules and ensure that students are prepared to participate in all appropriate conference activities.

12. Adult delegates should make their best effort to ensure that all student delegates remain in their own sleeping room with the door closed and maintaining a reasonable noise level throughout the duration of published conference curfew.
13. Adult delegates shall never extend curfew beyond the published conference curfew for any reason. Ensure that students are quiet and respectful at the hotel in the evening hours leading up to and after curfew. Adult delegates shall check rooms at curfew to be sure all students are where they need to be.
14. Adult delegates should ensure that their chapter's delegates (including all adult delegates) are on time for all coordinated conference transportation (including charter busses and flights). Delegates who are not present for conference transportation at announced departure times may be left behind and will need to arrange alternative transportation at their own expense.
15. Chapters shall maintain an adult-to-student delegate ratio in compliance with school/district policies during the entire duration of the event, including overnight. Chapters who share chaperoning duties shall enforce curfew and conference policies for members of both chapters.

Any violation of the Adult Delegate Code of Conduct shall be addressed using any or all of the following disciplinary actions:

1. Any Washington FBLA member, volunteer, or staff members may submit a formal written grievance detailing any violations by adult delegates with the Washington FBLA Board of Directors, as well as any actions taken to address the behavior on-site, up to one week after the conclusion of the conference in which the violation occurred. Any grievances will be addressed in compliance with Washington FBLA's Whistle Blower Policy. The subject of any grievance will be notified by the Board of Directors and given up to one week to respond in writing to the grievance. After reviewing the grievance and response, if deemed necessary, the Board of Directors may elect to send a formal written notice of violation to an adult delegate's school administrators detailing the violation. In severe circumstances, the Board may formally inform the school that the adult delegate is no longer allowed to attend Washington FBLA events for a specific period of time, up to indefinitely.
2. In extreme circumstances, and in consultation with the Board of Directors, adult delegates may be instructed by conference staff to leave a conference activity or to leave the conference altogether. If an adult delegate is instructed to leave a conference, the chapter shall be responsible for arranging additional adult supervision for student delegates in coordination with school administration, as well as any transportation costs which may be incurred.

All adult delegates shall review this form prior to each conference in order to be eligible to attend Washington FBLA events. The chapter adviser shall sign and return this form to Washington FBLA prior to the beginning of the conference.

Chapter Name

Adult Delegate Name

By signing below, I certify that all adult delegates planning to attend the conference with my chapter have reviewed the Adult Delegate Code of Conduct and understand all of the rules and processes outlined in it.

Adult Delegate Signature

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.wafbla.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/sblc.

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://leadable.info/NBHR>