

2022
State Business
Leadership Conference
Registration Guide

State Business Leadership Conference 2022

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 **50th Annual Washington FBLA State Business Leadership Conference, April 20-23, 2022**. Spokane 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 Chicago, Illinois!
- Celebrate 80 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 Spokane! Chapters will be staying at the Davenport Grand, The Centennial Hotel Spokane, and the DoubleTree by Hilton Hotel Spokane City Center. Spokane is vibrant with food, entertainment, shopping, and activities.

SBLC 2022 COVID Protocols

Updated November 29, 2021

The Washington FBLA 2022 State Business Leadership Conference is scheduled to be held in Spokane April 20-23, 2022. We anticipate 1800-2200 attendees and as over 300 volunteers to participate in the event. At this time, the intent is that general sessions will be live streamed – and all other elements of the conference will be held in-person with no opportunity to participate virtually.

COVID Protocols:

Washington FBLA follows all regulations set by the State of Washington, the Office of the Superintendent of Public Instruction, the Washington Department of Health, and the Spokane County Health District.

At this time, the following restrictions are applicable to Washington FBLA for this event:

- Governor's restrictions for After School Programs
- Governor's directive and WA Department of Health Directive for mandatory indoor masking when not actively eating, drinking, or performing
- Governor's directive for indoor events with over 1,000 attendees

Each of these directives have implications on our conference. As of the current moment in time, the impacts of each are outlined below, and detailed out as to how they impact our attendees, our venues, our volunteers, and our contractors.

After School Program Guidelines:

- Our program falls under the Governor's restrictions for After School Programs. This includes all staff members of every building that has a scheduled component of our conference (Davenport Grand, Davenport Tower, DoubleTree Hotel Spokane City Center, Centennial Hotel, and Performing Arts Center).
- Under these restrictions, all adults serving as staff members, independent contractors, or volunteers to any of these facilities, or to WA FBLA, have requirements that must be met if they are to be IN ANY OF THE ABOVE LISTED BUILDINGS must be fully vaccinated. Under the Governor's restrictions, there is no opt out or testing alternative. Any staff member who will be compensated or volunteering during the scheduled time of this conference must be fully vaccinated.
- This also applies to any volunteers who wish to serve as judges for our conference.
- This requirement does not impact students who are attending as part of their school programs, regardless of age.

Events over 1,000 Attendees Guidelines:

- Our program also falls under the Governor’s restrictions for indoor events with over 1,000 attendees.
- In addition to the above requirements in After School Program Guidelines, any attendee over 12 years old must either be fully vaccinated or have proof of a negative COVID test that is not less than 72 hours old. This requirement applies to ALL ATTENDEES including STUDENTS who are over 12. Our conference is in excess of 72 hours, so participants need to be aware of their plan for testing if they are not fully vaccinated so that they remain eligible to participate throughout the entire conference.

General Information:

- Each venue will be responsible and will have to sign an attestation that they are fulfilling their obligations as it relates to staff and contractors.
- All judges will have to provide proof of vaccination prior to volunteering.
- All attendees will have the option to provide proof of vaccination at the time of registration, or provide proof of a negative test within the time requirements each morning of conference
- Washington FBLA is not coordinating or arranging any testing facilities or services – attendees who are not vaccinated will need to plan in advance to meet testing requirements for full conference participation.

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:

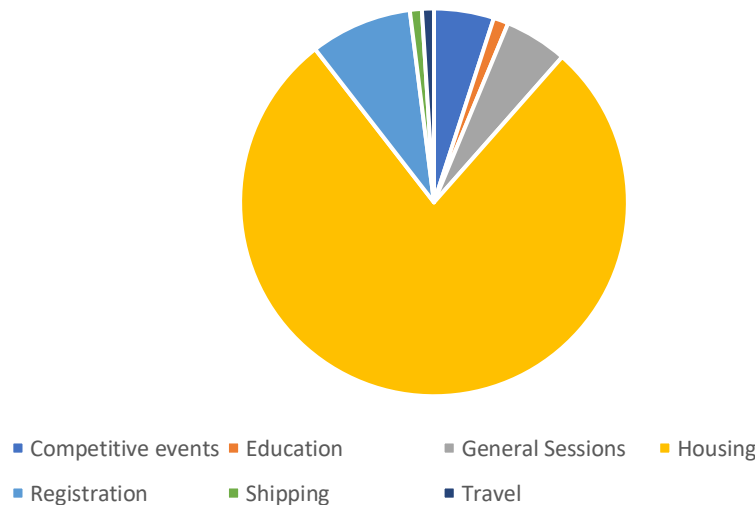
Adviser/Chaperone Registration Fee:	\$150
Adviser/Chaperone Registration Fee without Hotel:	\$250
Student Registration Fee:	\$185
Student Registration Fee without Hotel:	\$285

Hotel Fees:

All hotel fees include three nights lodging. Hotel assignment is done on a first come, first served basis. Housing registration will open up at 3:30 p.m. on March 9 and must be completed by March 11.

3 Night Hotel Single/Double/Triple/Quad Occupancy \$664 Per Room

What SBLC Registration Costs Cover



PLEASE NOTE THESE HOTEL CHANGES AS OF PUBLICATION DATE:

- Spokane area hotels are no longer providing mid-stay housekeeping service. However, complimentary service is available upon request during your stay.
- Hotel airport shuttle service is not available from any of the Spokane area hotels.

Late Fees

The final deadline for conference registration is March 7, 2022, at 5:00 p.m.
This is a receipt deadline.

After 5 p.m. on **March 7, 2022**, there are **NO** refunds for any reason, and all financial commitments are the responsibility of the school.

After 5 p.m. on **March 7, 2022**, substitutions are allowed for a **\$25** substitution fee. Substitutions are not allowed after 5 p.m. on Friday, **April 1, 2022**. There are no cancellations or refunds for any reason.

After 5 p.m. on **March 7, 2022**, 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 Monday, March 14, 2022**), the change fee increases to **\$25**. Two weeks after the registration deadline (**Midnight on Monday, March 21, 2022**), the change fee increases to **\$100**. There are absolutely **NO** changes allowed after 5 p.m. on Friday, **April 1, 2022**.

With the online Blue Panda registration system advisers may make all their own changes through the registration close date.

High School 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/T	Region	Region Winners	No
Business Calculations	I	Region	Region Winners	Yes
Business Communication	I	Region	Region Winners	Yes
Business Ethics— <i>Modified</i>	I/T	Region	Region Winners	No
Business Financial Plan	I/T	State	2	No
Business Law	I	Region	Region Winners	Yes
Business Management— <i>Name Change</i>	T	Region	Region Winners	No
Business Plan	I/T	State	2	No
Client Service	I	Region	Region Winners	No
Coding & Programming— <i>Modified</i>	I/T	State	2	No
Community Service Project	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
Data Analysis— <i>NEW</i>	I/T	Region	Region Winners	No
Database Design & Applications	I	Region	Region Winners	No
Digital Video Production	I/T	Region	Region Winners	No
E-Business— <i>Modified</i>	I/T	Region	Region Winners	No
Economics	I	Region	Region Winners	Yes
Electronic Career Portfolio	I	Region	Region Winners	No
Entrepreneurship	I/T	Region	Region Winners	No
Future Business Leader	I	State	2	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 & Event Management	I/T	Region	Region Winners	No
Human Resource Management— <i>NEW</i>	I	Region	Region Winners	Yes
Impromptu Speaking	I	Region	Region Winners	No
Insurance & Risk Management	I	Region	Region Winners	Yes
International Business	I/T	Region	Region Winners	No
Introduction to Business Communication	I	Region	Region Winners	Yes
Introduction to Business Concepts	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 Event Planning	I/T	Region	Region Winners	No
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
Introduction to Social Media Strategy	I/T	Region	Region Winners	No
Job Interview	I	Region	Region Winners	No
Journalism	I	Region	Region Winners	Yes
Local Chapter Annual Business Report	C	Chapter	1	No
Management Information Systems	T	Region	Region Winners	No
Marketing	T	Region	Region Winners	No
Mobile Application Development	I/T	State	2	No
Network Design	I/T	Region	Region Winners	No
Networking Infrastructures	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
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/T	Region	Region Winners	No
Securities & Investments	I	Region	Region Winners	Yes
Social Media Strategies	I/T	Region	Region Winners	No
Sports & Entertainment Management	T	Region	Region Winners	No
Spreadsheet Applications	I	Region	Region Winners	No
Supply Chain Management	I	Region	Region Winners	Yes
UX Design— <i>NEW</i>	I	Region	Region Winners	Yes
Website Design	I/T	Region	Region Winners	No
Word Processing	I	Region	Region Winners	No

Middle Level Competitive Event Eligibility Overview

Event:	Type:	Qualifier:	Max Entries:	Plus One:
Annual Chapter Activities Presentation— <i>NEW</i>	C	State	1	No
Business Ethics— <i>NEW</i>	I/T	State	2	No
Business Etiquette	I	Region	Region Winners	Yes
Career Exploration	I	Region	2	Yes
Career Research— <i>NEW</i>	I	State	2	No
Community Service Presentation— <i>Name Change</i>	C	State	1	No
Critical Thinking	T	Region	Region Winners	Yes
Digital Citizenship	I	Region	Region Winners	Yes
Elevator Speech	I	Region	Region Winners	No
Exploring Business Issues— <i>NEW</i>	I/T	State	2	No
Exploring Computer Science— <i>Modified</i>	I	Region	Region Winners	Yes
Exploring Economics— <i>NEW</i>	I	Region	Region Winners	Yes
Exploring Technology— <i>NEW</i>	I	Region	Region Winners	Yes
FBLA Concepts— <i>NEW</i>	I	Region	Region Winners	Yes
FBLA Mission & Pledge— <i>NEW</i>	I	State	2	No
Financial Literacy— <i>Modified</i>	I	Region	Region Winners	Yes
Interpersonal Communication— <i>NEW</i>	I	Region	Region Winners	Yes
Leadership— <i>NEW</i>	I	Region	Region Winners	Yes
Learning Strategies— <i>NEW</i>	I	Region	Region Winners	Yes
Marketing Mix Challenge— <i>NEW</i>	I/T	State	2	No
Multimedia & Website Development— <i>Modified</i>	I/T	State	2	No
Running an Effective Meeting— <i>NEW</i>	I	Region	Region Winners	Yes
Video Game Challenge— <i>NEW</i>	I/T	State	2	No

Special Notes

- Event Types:
 - I: Individual
 - T: Team
 - I/T: Individual or Team
 - C: Chapter Project – the chapter may select 2 or 3 individuals to present on the chapter’s behalf.
- 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, and 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 a case study, a maximum of 15 individuals or teams will advance to a performance.

Competitive Event Recognition:

At the 2022 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 the Thursday night award session. All other events will be recognized during the closing session.

Important Dates

February 18

- Registration deadline for Role Play Online testing. 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 21

- Role Play Testing Opens

March 1

- Role Play Testing Closes

March 3

- 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 7 – State Online Receipt Deadlines

- SBLC Online Registration forms deadline
All forms can be found at www.wafbla.org/sbhc
- State Officer application deadline
 - Upload candidate materials at www.wafbla.org/sbhc

March 7—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 Ethics
 - Business Financial Plan
 - Business Plan
 - Community Service Project
 - Future Business Leader
 - Job Interview
 - Local Chapter Annual Business Report
 - Partnership with Business Project

- 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
 - Digital Video Production

March 9

- SBLC Housing Registration Opens at 3:30 p.m.

March 11

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

March 21 – April 8

- Washington FBLA SBLC Online Testing Period

State Business Leadership Conference 2022 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 Quick Start Guide that can be found on the SBLC website.

Housing—Online Opens at 3:30 p.m. on **March 9, 2022**, and closes at 5 p.m. on **March 11, 2022**.

- 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 7, 2022)

- School Site Testing Entries—Online Submission
 - Computer Applications
 - Spreadsheet Applications
 - Database Design & Applications
 - Word Processing

- Pre-Judged Materials—Online Submission
 - American Enterprise Project
 - Business Ethics
 - Business Financial Plan
 - Business Plan
 - Community Service Project
 - 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
 - March of Dimes Financial Form
 - National Business Honor Roll
 - Statement of Assurance Form
 - Who's Who in FBLA

- URL Submissions—Online Submission Deadline March 7, 2022
 - 3D Animation
 - Digital Video Production

IMPORTANT The competitive event pre-judge materials & URL submissions final deadline is March 7, 2022, 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 7. Any changes after March 7 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.

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 Ethics • Business Financial Plan • Business Plan • Community Service Project • Future Business Leader • Job Interview • Local Chapter Annual Business Report • Partnership with Business Project 	Online Submission Forms available at gobluepanda.com
Online Submission of Recognition Awards <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 	Online Submission Forms available at www.wafbla.org/sblc
URL Online Submission Forms <ul style="list-style-type: none"> • 3-D Animation • Digital Video Production 	Online Submission Forms available at gobluepanda.com
QUESTIONS?	Washington FBLA 206.801.0009 Mike Oechsner mike@wafbla.org Dawne Schmidt dawne@wafbla.org

Tentative Agenda

Wednesday, April 20, 2022—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
This session will be "Chapter Attire Night." Please wear your chapter or school spirit items to the opening session along with school-appropriate attire (undamaged denim is acceptable). This high-energy session is your chance to show your chapter spirit, so come prepared to participate! This session will include the kick-off of SBLC, our inspiring keynote speaker, and the introduction of the 2020-21 state officer candidates. We look forward to an enthusiastic start to SBLC!
- 8:45 p.m. – 9:30 p.m. Region Meetings
 Capital
 North Central
 Northeast
 Northwest
 Puget Sound
 Southeast
 Southwest
 West Central
- 11:00 p.m. Curfew

Thursday, April 21, 2022—Leadership Day 2

- 6 a.m. to 7 a.m. Competition Practice Rooms Open
- 7 a.m. – 7:45 a.m. Judge Orientation
- 8 a.m. – 12 noon Competitive Events
- Broadcast Journalism
 - Business Ethics
 - Business Financial Plan
 - Digital Video Production
 - Graphic Design
 - Introduction to Business Presentation
 - Job Interview
 - Local Chapter Annual Business Report
 - ML – Annual Chapter Activities Presentation
 - ML – Career Research
 - ML – Community Service Presentation
 - ML – Exploring Business Issues
 - ML – FBLA Mission & Pledge
 - Public Service Announcement
 - Publication Design
 - Social Media Strategies
 - Website Design
- 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 11 a.m. 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**
- American Enterprise Project
 - Banking & Financial Systems FINALS
 - Banking & Financial Systems PREP
 - Broadcast Journalism FINALS
 - Business Ethics FINALS
 - Business Financial Plan FINALS
 - Coding & Programming FINALS
 - Digital Video Production FINALS
 - Graphic Design FINALS
 - Introduction to Business Presentation FINALS
 - Job Interview FINALS
 - Local Chapter Business Report FINALS
 - Management Information Systems FINALS
 - Management Information Systems PREP
 - Marketing FINALS
 - Marketing PREP
 - Mobile App Development
 - Network Design FINALS
 - Network Design PREP
 - Partnership With Business
 - Public Service Announcement FINALS
 - Publication Design FINALS
 - Social Media Strategies FINALS
 - Sports & Entertainment Management FINALS
 - Sports & Entertainment Management PREP
 - Website Design FINALS
- 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)**
- 5:45 p.m. – 7:30 p.m. **Recognition Session!**
This session includes scholarship presentations, chapter honors, online testing winners, and other recognition awards.
- 9 p.m. – 11 p.m. **Competitive Event Prep Areas Open**
- 11:00 p.m. **Curfew**

Friday, April 22, 2022—Leadership Day 3

- 6 a.m. to 7 a.m. Competition Practice Rooms Open
- 8 a.m. Voting Session
- 8 a.m. – 3 p.m. Parliamentary Procedure Finals
- 8 a.m. – 12 p.m. Competitive Events
- Business Plan
 - Client Service
 - Client Service PREP
 - Community Service Project
 - Computer Game & Simulation Programming
 - Data Analysis
 - E-Business
 - Electronic Career Portfolio
 - Future Business Leader
 - Impromptu Speaking
 - Impromptu Speaking PREP
 - Intro to Public Speaking
 - Introduction to Social Media Strategy
 - ML - Business Ethics
 - ML – Critical Thinking
 - ML – Critical Thinking PREP
 - ML – Elevator Speech
 - ML – Marketing Mix
 - ML - Multimedia & Website Development
 - ML - Video Game Challenge
 - Parliamentary Procedure
 - Parliamentary Procedure PREP
 - Public Speaking
 - Sales Presentation
- 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 Events

- 3-D Animation
- Business Management FINALS
- Business Management PREP
- Business Plan FINALS
- Client Service FINALS
- Client Service PREP
- Community Service Project FINALS
- Computer Game & Simulation Programming FINALS
- Data Analysis FINALS
- E-Business FINALS
- Electronic Career Portfolio FINALS
- Entrepreneurship FINALS
- Entrepreneurship PREP
- Future Business Leader FINALS
- Help Desk
- Help Desk PREP
- Hospitality Management FINALS
- Hospitality Management PREP
- Impromptu Speaking FINALS
- Impromptu Speaking PREP
- International Business FINALS
- International Business PREP
- Intro to Public Speaking FINALS
- Introduction to Event Planning FINALS
- Introduction to Event Planning PREP
- Introduction to Social Media Strategy FINALS
- Parliamentary Procedure
- Parliamentary Procedure PREP
- Public Speaking FINALS
- Sales Presentation FINALS

6 p.m. – 8 p.m.

Professional Division Annual Meeting

9:00 p.m. - 11:00 p.m.

Dance

11:00 p.m.

Curfew

Saturday, April 23, 2022—Leadership Day 4

8:00 a.m. – 11:30 a.m.

Awards Session

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.

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:

- Administrator of the Year
- Adviser of the Year
- Alumni of the Year
- Businessperson of the Year
- Largest Percentage of Local Chapter Membership—State & Region (form required)
- Local Recruitment of Chapters (form required)
- March of Dimes Financial Form
- Market Share Award
- National Business Honor Roll
- Who's Who in FBLA

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. The online submission form can be found at www.wafbla.org/sblc

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. The online submission form can be found at www.wafbla.org/sbhc

Businessperson of the Year Form

**BUSINESSPERSON OF THE YEAR
NOMINATION FORM**

This award recognizes one outstanding businessperson 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 by 5 p.m. on March 7, 2022, using this link:

<https://leadable.info/WAFBLA22NBHR>