

Washington



***STATE BUSINESS LEADERSHIP
CONFERENCE 2023
REGISTRATION GUIDE***



State Business Leadership Conference 2023 *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 **51st Annual Washington FBLA State Business Leadership Conference, April 19-22, 2023**. 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 Atlanta, Georgia!
- 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.

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:

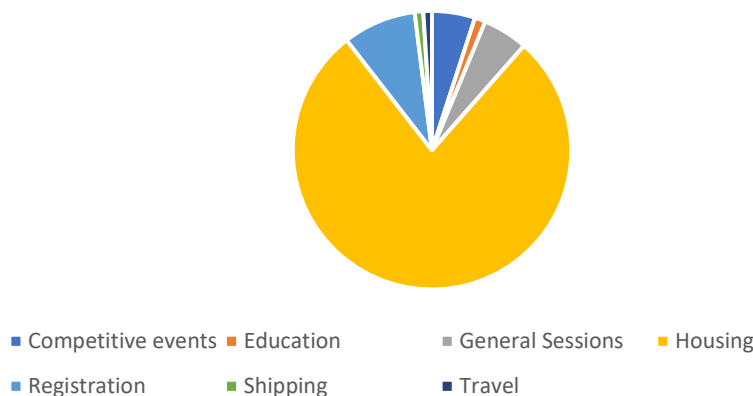
Adviser/Chaperone Registration Fee:	\$150
Adviser/Chaperone Registration with Professional Division Dues:	\$185
Adviser/Chaperone with WE-BAM Dues:	\$185
Adviser/Chaperone with WE-BAM & Professional Division Dues:	\$220
Adviser/Chaperone Registration Fee without Hotel:	\$250
Student Registration Fee:	\$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 opens at 3:30 p.m. on March 7 and must be completed by March 9.

3 Night Hotel Single/Double/Triple/Quad Occupancy: \$674 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 6, 2023, at 5:00 p.m.** This is a receipt deadline.

After 5 p.m. on **March 6, 2023**, there are **NO** refunds for any reason, and all financial commitments are the responsibility of the school.

After 5 p.m. on **March 6, 2023**, substitutions are allowed for a **\$25** substitution fee. Substitutions are not allowed after 5 p.m. on Friday, **March 31, 2023**. There are no cancellations or refunds for any reason.

After 5 p.m. on **March 6, 2023**, 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 13, 2023**), the change fee increases to **\$25**. Two weeks after the registration deadline (**Midnight on Monday, March 20, 2022**), the change fee increases to **\$100**. There are absolutely **NO** changes allowed after 5 p.m. on Friday, **March 31, 2023**.

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:	Category	Plus One:
Accounting I	I	Region	Region Winners	Objective Test	Yes
Accounting II	I	Region	Region Winners	Objective Test	Yes
Advertising	I	Region	Region Winners	Objective Test	Yes
Agribusiness	I	Region	Region Winners	Objective Test	Yes
American Enterprise Project	C	Chapter	1	Presentation Event	No
Banking & Financial Systems	I/T	Region	Region Winners	Case Study	No
Broadcast Journalism	I/T	Region	Region Winners	Presentation Event	No
Business Calculations	I	Region	Region Winners	Objective Test	Yes
Business Communication	I	Region	Region Winners	Objective Test	Yes
Business Ethics	I/T	Region	Region Winners	Presentation Event	No
Business Financial Plan	I/T	State	2	Presentation Event	No
Business Law	I	Region	Region Winners	Objective Test	Yes
Business Management	I/T	Region	Region Winners	Case Study	No
Business Plan	I/T	State	2	Presentation Event	No
Client Service	I	Region	Region Winners	Case Study	No
Coding & Programming	I/T	State	2	Presentation Event	No
Community Service Project	C	Chapter	1	Presentation Event	No
Computer Applications	I	Region	Region Winners	Production	No
Computer Game & Simulation Programming	I/T	State	2	Presentation Event	No
Computer Problem Solving	I	Region	Region Winners	Objective Test	Yes
Cyber Security	I	Region	Region Winners	Objective Test	Yes
Data Analysis	I/T	Region	Region Winners	Presentation Event	No
Database Design & Applications	I	Region	Region Winners	Production	No
Digital Animation — <i>Name Change</i>	I/T	State	2	Presentation Event	No
Digital Video Production	I/T	Region	Region Winners	Presentation Event	No
E-Business	I/T	Region	Region Winners	Presentation Event	No
Economics	I	Region	Region Winners	Objective Test	Yes
Electronic Career Portfolio	I	Region	Region Winners	Presentation Event	No
Entrepreneurship	I/T	Region	Region Winners	Case Study	No
Future Business Leader	I	State	2	Presentation Event	No
Graphic Design	I/T	Region	Region Winners	Presentation Event	No
Health Care Administration	I	Region	Region Winners	Objective Test	Yes
Help Desk	I	Region	Region Winners	Case Study	No
Hospitality & Event Management	I/T	Region	Region Winners	Case Study	No
Human Resource Management	I	Region	Region Winners	Objective Test	Yes
Impromptu Speaking	I	Region	Region Winners	Case Study	No
Insurance & Risk Management	I	Region	Region Winners	Objective Test	Yes
International Business	I/T	Region	Region Winners	Case Study	No
Introduction to Business Communication	I	Region	Region Winners	Objective Test	Yes

Event:	Type:	Qualifier:	Max Entries:	Category	Plus One:
Introduction to Business Concepts	I	Region	Region Winners	Objective Test	Yes
Introduction to Business Presentation	I/T	Region	Region Winners	Presentation Event	No
Introduction to Business Procedures	I	Region	Region Winners	Objective Test	Yes
Introduction to Event Planning	I/T	Region	Region Winners	Case Study	No
Introduction to FBLA	I	Region	Region Winners	Objective Test	Yes
Introduction to Financial Math	I	Region	Region Winners	Objective Test	Yes
Introduction to Information Technology	I	Region	Region Winners	Objective Test	Yes
Introduction to Marketing Concepts— <i>NEW</i>	I	Region	Region Winners	Objective Test	Yes
Introduction to Parliamentary Procedure	I	Region	Region Winners	Objective Test	Yes
Introduction to Public Speaking	I	Region	Region Winners	Presentation Event	No
Introduction to Social Media Strategy	I/T	Region	Region Winners	Presentation Event	No
Job Interview	I	Region	Region Winners	Presentation Event	No
Journalism	I	Region	Region Winners	Objective Test	Yes
Local Chapter Annual Business Report	C	Chapter	1	Presentation Event	No
Management Information Systems	I/T	Region	Region Winners	Case Study	No
Marketing	I/T	Region	Region Winners	Case Study	No
Mobile Application Development	I/T	State	2	Presentation Event	No
Network Design	I/T	Region	Region Winners	Case Study	No
Networking Infrastructures	I	Region	Region Winners	Objective Test	Yes
Organizational Leadership	I	Region	Region Winners	Objective Test	Yes
Parliamentary Procedure	I/T	Region	Region Winners	Case Study	No
Partnership with Business Project	C	Chapter	1	Presentation Event	No
Personal Finance	I	Region	Region Winners	Objective Test	Yes
Political Science	I	Region	Region Winners	Objective Test	Yes
Public Service Announcement	I/T	Region	Region Winners	Presentation Event	No
Public Speaking	I	Region	Region Winners	Presentation Event	No
Publication Design	I/T	Region	Region Winners	Presentation Event	No
Sales Presentation	I/T	Region	Region Winners	Presentation Event	No
Securities & Investments	I	Region	Region Winners	Objective Test	Yes
Social Media Strategies	I/T	Region	Region Winners	Presentation Event	No
Sports & Entertainment Management	I/T	Region	Region Winners	Case Study	No
Spreadsheet Applications	I	Region	Region Winners	Production	No
Supply Chain Management	I	Region	Region Winners	Objective Test	Yes
UX Design	I	Region	Region Winners	Objective Test	Yes
Website Design	I/T	Region	Region Winners	Presentation Event	No
Word Processing	I	Region	Region Winners	Production	No

Middle Level Competitive Event Eligibility Overview

Event:	Type:	Qualifier:	Max Entries:	Category	Plus One:
Annual Chapter Activities Presentation	C	State	1	Presentation	No
Business Ethics	I/T	State	2	Presentation	No
Business Etiquette	I	Region	Region Winners	Objective Test	Yes
Career Exploration	I	Region	Region Winners	Objective Test	Yes
Career Research	I	State	2	Presentation	No
Community Service Presentation	C	State	1	Presentation	No
Critical Thinking	I/T	Region	Region Winners	Case Study	Yes
Digital Citizenship	I	Region	Region Winners	Objective Test	Yes
Elevator Speech	I	Region	Region Winners	Presentation	No
Exploring Business Issues	I/T	State	2	Case Study	No
Exploring Computer Science	I	Region	Region Winners	Objective Test	Yes
Exploring Economics	I	Region	Region Winners	Objective Test	Yes
Exploring Technology	I	Region	Region Winners	Objective Test	Yes
FBLA Concepts	I	Region	Region Winners	Objective Test	Yes
FBLA Mission & Pledge	I	State	2	Presentation	No
Financial Literacy	I	Region	Region Winners	Objective Test	Yes
Interpersonal Communication	I	Region	Region Winners	Objective Test	Yes
Leadership	I	Region	Region Winners	Objective Test	Yes
Learning Strategies	I	Region	Region Winners	Objective Test	Yes
Marketing Mix Challenge	I/T	State	2	Presentation	No
Multimedia & Website Development	I/T	State	2	Presentation	No
Running an Effective Meeting	I	Region	Region Winners	Objective Test	Yes
Video Game Challenge	I/T	State	2	Presentation	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 2023 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 17

- Registration deadline for Role Play Online testing. Events are as follows:
 - Banking & Financial Systems
 - Entrepreneurship
 - International Business
 - Help Desk
 - Hospitality Management
 - Management Decision Making
 - Management Information Systems
 - Marketing
 - Network Design
 - Parliamentary Procedure
 - Sports & Entertainment Management

February 20

- Role Play Testing Opens

February 28

- Role Play Testing Closes @ 5 p.m.

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
- NAP Committee Applications (Advisers)

March 6 – State Online Receipt Deadlines

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

March 6—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:
 - Digital Animation
 - Digital Video Production

March 7

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

March 9

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

March 20 – April 7

- Washington FBLA SBLC Online Testing Period

State Business Leadership Conference 2023 Registration Checklist

Required Registration Forms

All registration this year will be completed in Blue Panda. Advisers make their own changes and process all their own registration.

Housing—Online Opens at 3:30 p.m. on **March 7, 2023**, and closes at 5 p.m. on **March 9, 2023**.

- 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 6, 2023)**

- School Site Testing Entries—Online Submission
 - Computer Applications
 - Database Design & Applications
 - Spreadsheet 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, 2023
 - Digital Animation
 - Digital Video Production

IMPORTANT The competitive event pre-judge materials & URL submissions final deadline is March 6, 2023, 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 6. Any changes after March 6 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 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 app.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"> • Digital Animation • Digital Video Production 	Online Submission Forms available at app.gobluepanda.com
QUESTIONS?	Washington FBLA 206.801.0009 Tiffany Perez hello@wafbla.org



Tentative Agenda

Wednesday, April 19, 2023—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
<i>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 2023-2024 state officer candidates. We look forward to an enthusiastic start to SBLC!</i> |
| 8:45 p.m. – 9:30 p.m. | Region Meetings <ul style="list-style-type: none">▪ Capital▪ North Central▪ Northeast▪ Northwest▪ Puget Sound▪ Southeast▪ Southwest▪ West Central |
| 11:00 p.m. | Curfew |



Thursday, April 20, 2023—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
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
10 a.m. – 3 p.m.	Exhibits & Professional Division Silent Auction
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)
5:45 p.m. – 7:30 p.m.	Recognition Session! <i>This session includes scholarship presentations, chapter honors, online testing winners, and other recognition awards.</i>
9 p.m. – 11 p.m.	Competitive Event Prep Areas Open
11:00 p.m.	Curfew



Friday, April 21, 2023 - Leadership Day 3

8 a.m. – 12 p.m.	Competitive Events
9 a.m. – 11 a.m.	Voting Session
9 a.m. – 9:45 a.m.	Leadership Development Sessions Round 5
10 a.m. – 10:45 a.m.	Leadership Development Session Round 6
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
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 22, 2023—Leadership Day 4

8:00 a.m. – 10:30 a.m.	Awards 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.

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



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
- March of Dimes Financial Form
- Market Share Award
- National Business Honor Roll
- Who's Who in FBLA

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

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.

Procedure

The nominations will take place online. Letters of recommendation may be uploaded. Please have the following information available when completing the online nomination:

- Nominee's Name
- Nominee's Email
- Nominee's Position in School/District
- Chapter/School
- School Address/Phone
- Chapter Adviser
- Chapter Adviser Email

Submit nominations at <https://wafbla.org/administrator-of-the-year/>.



Alumni of the Year

Without the returning support and enthusiasm of our past members and state officers, our program would not have the same opportunities to grow and thrive. This award is to celebrate and recognize the volunteer contributions of FBLA alumni to their local chapters, regions, and the state chapter.

Eligibility

Nominations may come from local chapter advisers, FBLA members, Professional Division members, and alumni. When nomination forms are received in the state office, the nominees may be contacted by the state office for further information.

Nomination forms must be uploaded via the online submission process in PDF format prior to the State Business Leadership Conference. An alumnus may be nominated by a student, educator, colleague, or parent. The recipient will be awarded and recognized at the State Business Leadership Conference.

Procedure

A selection committee will review information according to stated criteria, with emphasis being given to that alumnus who:

- Has a deep commitment to FBLA and the members.
- Is a current member of the FBLA Professional Division.
- Actively promotes interaction of FBLA activities.
- Supports business and career technical education through involvement and leadership in other activities.
- Serves as a role model, mentor, and champion of member and adviser success.
- Supports opportunities for members to participate in FBLA activities beyond the local level.

There will be an online form for nominating Alumni of the Year. Letters of recommendation may be uploaded at that time. Please have the following information ready:

- Name of nominating school
- Address and phone for nominating school
- Adviser of nominating school
- Email and phone of adviser nominating
- Name of nominee
- Brief description of purpose of nomination

State Awards

Based on the number of entries, Washington FBLA will recognize one overall alumnus to honor as the Washington FBLA Alumni of the Year.

Submit nominations at <https://wafbla.org/alumni-of-the-year/>.



Adviser of the Year

The purpose of this award is to recognize an outstanding FBLA local chapter adviser of the year. The honoree is automatically nominated for recognition at the National Leadership Conference.

WSBEA will select one adviser to honor as the Washington FBLA Adviser of the Year. The adviser must be a current WSBEA member to be eligible for the award at the state level. This recipient will be eligible to then be nominated for the Western Business Education Association Outstanding CTSO Adviser of the Year (if desired and is a current NBEA/WBEA member).

Procedure

The nominations will take place online. Letters of recommendation may be uploaded. Please have the following information available when completing the online nomination:

- Nominee's Name
- Nominee's Email Address
- Nominee Chapter/School
- School Phone Number
- Name of Principal
- Principal's Email Address
- Name of Nominator
- Nominator Email Address
- Name of Employer (if applicable)
- Supply a letter of recommendation (no more than three) that outline the quality of the nominee and/or address the information listed below.
- Personal Information and Background (20 points)
 - Educational Background
 - Professional Memberships (list the organizations and contribution(s) to the organizations)
 - Honors and Awards Received (personally, chapter-wide, and/or members)
- Contributions to the CTSO (60 points)
 - Offices held
 - Committees served on
 - Conference activities
 - Participation of students within the CTSO levels
- Impact of Letter of Recommendation (20 points)
 - No more than three letters

Submit nominations at <https://wafbla.org/adviser-of-the-year/>.



Businessperson of the Year

This national event recognizes outstanding leaders from the business sector who have contributed to the success of Future Business Leaders of America on the local, state, or national levels.

Eligibility

Each chapter is STRONGLY ENCOURAGED to enter one or more persons in the Businessperson of the Year event. Nominees must be members of the business sector, not students or educators.

Regulations

1. The entry form must be completed by the chapter adviser or designee and must be submitted online in PDF format via our online submission tool, with the nominee's biographical sketch, to include the bullets under the procedure section.
2. Nominees for state and national Businessperson of the Year will be selected in accordance with the regulations of the state chapter and national association.
3. Nominees must be members of the business community. Persons who are students or full-time employees of educational institutions are not eligible for this award; such nominees will be disqualified.

Procedure

The nominations will take place online. Letters of recommendation may be uploaded. Please have the following information available when completing the online nomination:

- Nominating Chapter
- Nominating Chapter Address and Phone Number
- Adviser of Nominating Chapter
- Email and phone for nominating adviser
- Nominee Name
- Nominee Company
- Nominee Position
- Nominee phone, email, and mailing address
- Brief bio of nominee
- Attach a biographical sketch of nominee.

The biographical sketch of the nominee should include:

- Years of participation in FBLA activities
- Promotion of FBLA 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)

Submit nominations at <https://wafbla.org/businessperson-of-the-year/>.

National Business Honor Roll

We are happy to announce the additional opportunity for our members to become members of the National Business Honor Roll!

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.

The National Business Honor Roll materials will be an online form to submit. When you submit the form, you will be required to attach an unofficial copy of your transcript as well as a one-page resume. Please have the following information ready when you apply for the National Business Honor Roll:

- Name
- Chapter
- Home Address
- Phone Number
- Email
- School Address
- Year in School
- Years in FBLA
- GPA

Submit nominations at <https://wafbla.org/national-business-honor-roll/>.



Who's Who in Washington FBLA

This award honors FBLA members who have made outstanding contributions to the association at the local, state, and national levels.

Eligibility

Each chapter may enter one (1) participant who is a member of an active local chapter and is on record in the Washington FBLA Online Registration System as having paid dues by the officially published deadline for the current school year.

Regulations

The entry materials must be submitted as a PDF file in the online submission tool by the deadline. Do not mail anything to the state office.

Nominees will be selected in accordance with the regulations of the state chapter and the national association.

State and National officers automatically earn recognition in this event; therefore, chapters with State and National officers may submit another nominee. However, if a state officer wishes to be considered as the state chapter nominee at NLC, all materials need to be completed and submitted.

Each chapter's nominee will be recognized as a Who's Who in Washington FBLA. The nomination form and criteria will be used to determine Washington state chapter nominee.

Procedure

Each participant needs to complete a resume not to exceed two pages highlighting the following:

- Years of participation in FBLA activities
- Extent of participation in conference sponsored by the state chapter and national association
- Offices, chairmanships, and committee memberships held
- Contributions to local, state, and national projects
- Participation in other activities, academics, and career development
- Awards, honors, and achievements

Participants may also submit any supporting material with their resume.

Submit nominations at <https://wafbla.org/whos-who/>.