

Washington



FBLA

**STATE BUSINESS LEADERSHIP
CONFERENCE 2024
REGISTRATION GUIDE**



State Business Leadership Conference 2024

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 **52nd Annual Washington FBLA State Business Leadership Conference, April 24-27, 2024**. Spokane will be the site of Washington FBLA's State Business Leadership Conference! Washington 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!
- 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!

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. Please note Hotel airport shuttle service is not available from any of the Spokane area hotels.

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 13 and must be completed by March 15. Access the Housing Spreadsheet and form under the Housing section at <https://wafbla.org/sblc/>

3 Night Hotel Single/Double/Triple/Quad Occupancy: \$674 Per Room

Housing is included in your invoice. You must pay for housing through Washington FBLA. The hotel will NOT bill schools/school districts.

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. Please note you will receive a Student invoice and an Adult invoice separately.

Conference Registration Fees:

Adviser/Chaperone Registration Fee:	\$165
Adviser/Chaperone Registration Fee without Hotel:	\$265
Student Registration Fee:	\$200
Student Registration Fee without Hotel:	\$300

Late Fees

The final deadline for conference registration is March 1, 2024, at 5:00 p.m. This is a receipt deadline.

After 5 p.m. on **March 1, 2024**, there are **NO** refunds for any reason, and all financial commitments are the responsibility of the school.

After 5 p.m. on **March 1, 2024**, substitution changes are allowed for a **\$25** substitution fee until **March 9 (change deadline)**. There are no cancellations or refunds for any reason.

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



State Business Leadership Conference 2024 Registration Adviser Checklist

<i>Complete</i>	<i>Date</i>	<i>Activity</i>	<i>Location/Submission</i>
	Jan 22-Mar 1	SBLC Registration Open	Blue Panda
	Jan 23-Feb 14	Role Play Testing Registration Open	Blue Panda
		Production Test Registration	wafbla.org/production-test-request-form
	Feb 19-Feb 23	Role Play Testing Window	School site, online
	Feb 26	Role Play Finalist Posted	Email from State Office
	March 1	SBLC Registration Closes	Blue Panda
		State Officer Candidate Applications Due	wafbla.org/state-officer-application
		Production Test Submissions Due Computer Applications Database Design and Applications Spreadsheet Applications Word Processing	wafbla.org/production-test-events/
		Pre-Judged Event Materials Due American Enterprise Project Business Ethics Business Plan Community Service Project Digital Animation Digital Video Production Future Business Educator Future Business Leader Job Interview Local Chapter Annual Business Report Partnership with Business Project	Blue Panda

	Mar 1, cont.	Recognition Award Submissions Due Administrator of the Year Adviser of the Year Alumni of the Year Businessperson of the Year Honorary Life Member Market Share National Business Honor Roll Retiring Adviser Who's Who in FBLA	wafbla.org/administrator-of-the-year wafbla.org/adviser-of-the-year wafbla.org/alumni-of-the-year wafbla.org/businessperson-of-the-year wafbla.org/honorary-life-member-award https://wafbla.org/market-share/ wafbla.org/national-business-honor-roll wafbla.org/retiring-adviser wafbla.org/whos-who
		Scholarship Applications Due Dr. Eugene Kosy Scholarship Carl Jonsson Scholarship	wafbla.org/kosy-application wafbla.org/carl-e-jonsson-scholarship
	Mar 1- Apr 15	Courtesy Corps Sign Up	wafbla.org/courtesy-corps
	Mar 9	SBLC Registration Change Deadline	wafbla.org/sbhc-change-form
	Mar 13-15	FBLA Housing Submission Open (Opens 3:30pm on Mar 13)	wafbla.org/sbhc-housing-form
	Mar 18-29	Objective Testing	School site, Blue Panda
	Apr 23	Adult & Student Code of Conduct Complete	No Submission- remains with Chapter Adviser
	Apr 24-27	State Business Leadership Conference	Spokane, WA

Registration Tips!

- Avoid Common Registration Frustrations! Read this registration packet in detail!
- Read the National Competitive Events Guide. Washington FBLA follows national guidelines on competitive events.
- 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 (PO Box 1440, Owasso, OK, 74055)



Competitive Event Notes

Please refer to the Chapter Success Guide on Eligibility Overview or visit wafbla.org/sblc to view eligible competitors.

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 2024 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.



State Business Leadership Conference Agenda- *Tentative*

Wednesday, April 24, 2024—Leadership Day 1

5 p.m. – 6:30 p.m.	Registration and State Officer Candidate Check In
6:30 p.m. – 7 p.m.	Doors Open for Opening Session Seating
7 p.m. – 8:30 p.m.	Opening Session
8:45 p.m. – 9:30 p.m.	Region Meetings with Region VP speeches
9:30 p.m. – 10 p.m.	Puget Sound Adviser Meeting
11 p.m.	Curfew

Thursday, April 25, 2024—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. – 12:30 p.m.	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
10 a.m. – 10:45 a.m.	Leadership Development Sessions Round 2
10 a.m. to 1 p.m.	Campaigning
11 a.m. – 11:45 a.m.	Adviser Orientation #2 (Advisers must attend one orientation)
12:15 p.m. – 12:45 p.m.	Region Adviser Meetings (regions TBA)
1 p.m. – 1:45 p.m.	Leadership Development Sessions Round 3
1 p.m. – 5:30 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 p.m. – 6 p.m.	Voting Delegate Q&A with State Officer Candidates
7:30 p.m. – 8 p.m.	Doors Open for Recognition Session Seating
8 p.m. – 9:30 p.m.	Recognition Session
9:45 p.m. – 10:45 p.m.	Competitive Event Prep Areas Open
11 p.m.	Curfew

Friday, April 26, 2024 - Leadership Day 3

8 a.m. – 12:30 p.m.	Competitive Events
9 a.m. – 11 a.m.	Voting Session
9 a.m. – 9:45 a.m.	Leadership Development Sessions Round 5
9 a.m. – 4 p.m.	Exhibit Fair
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 (regions TBA)
1 p.m. – 1:30 p.m.	Leadership Development Session Round 8
2 p.m. – 2:45 p.m.	Leadership Development Session Round 9
1 p.m. – 5:30 p.m.	Competitive Events
6 p.m. – 8 p.m.	Professional Division Annual Meeting and Adviser/Alumni Reception
9 p.m. - 10:45 p.m.	Evening Activity (Dance and Rec Room)
11 p.m.	Curfew

Saturday, April 27, 2024—Leadership Day 4

7:30 a.m. – 8 a.m.	Doors Open for Awards Session Seating
8 a.m. – 11 a.m.	Awards Session



Additional Leadership Information

Dress Code

Business Professional dress is expected for all SBLC Agenda events with exception of the following:
Opening Session (April 24): Business Casual or FBLA Attire (ie. Chapter t-shirt)
Friday Evening Activities (April 26): Conference T-shirt (unaltered)

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. wafbla.org/sbhc-judge-sign-up

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

Competitive Event Sponsors- Road to Excellence

Support an SBLC Champion or Championship Team from one of our 100+ competitions by sponsoring their road to the 2024 National FBLA Leadership Conference in Orlando, Florida.

Your sponsorship will directly cover the NLC conference registration fee for the champion student/team of an event of your choosing. The donation amount for each event varies and is available through our partner form.

wafbla.org/partner-form

Adviser Assignments

Please be prepared to assist as an event manager 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.

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:

- Candidate Booths
- Campaign Speeches
- State Officer Candidate Q&A Session



Washington FBLA Student Code of Conduct

ALL WASHINGTON FBLA SPONSORED ACTIVITIES

- Revised October 2023 -

CODE OF CONDUCT

Attendance at any Washington FBLA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisers, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending an WASHINGTON FBLA activity and submitted to the chapter adviser prior to the respective registration deadline. The chapter adviser must have a completed copy of the permission/medical release form for each student attending in their possession for the duration of the event, including travel to and from the event. This Form must be kept on file in the local school district after conference.

Delegates shall abide by the rules and practices of WASHINGTON FBLA and school district policies at all times to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the WASHINGTON FBLA organization. The standards outlined in this document constitute the Washington FBLA Code of Conduct.

The following shall be regarded as severe violations of the WASHINGTON FBLA Code of Conduct:

Should a conduct code violation occur for item 1 through 8 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

1. **Alcohol, Drugs and Tobacco:** a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances, vaping, or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the adviser. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. **Curfew:** Committing serious violations of curfew regulations as outlined in item 9 below.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. **Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. **Serious Violations** of the student conduct code of the school district or school that the student represents.
6. **Private Transportation:** Driving or riding in a private automobile during a conference, unless accompanied by an authorized adviser. (Delegates are to be housed at the conference site) Occasionally a chapter adviser, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter adviser prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.
7. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment,



hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

8. Students may not be inside a hotel room other than the room they are assigned at any time without the express advance permission of their adviser.

The following shall be other violations of the WASHINGTON FBLA Code of Conduct:

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Trustees or local Adviser.

9. **Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of FBLA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
10. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
11. **Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
12. **Personal Conduct:** Failing to report accidents, injuries or illnesses immediately to the local FBLA Adviser; failing to keep adult advisers informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a person not assigned to the room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open); having a chaperone or adviser in a room without a third person present and the door visibly open.
13. **Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations. At Washington FBLA sponsored events students may not swim or use swimming facilities.

Individual School District Policies may supersede the code of conduct.

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

Student Name and Signature

Parent/Guardian Name and Signature



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.

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