

# 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



## Get Ready for the 2024 National Leadership Conference!

We can't wait to see you in Orlando! This packet contains everything you need to know to register for the 2024 National Leadership Conference.

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## NLC Overview

FBLA members have the competitive edge, as the best and brightest of FBLA convene to compete in leadership events, share their successes, and learn new ideas about shaping their career future through workshops and exhibits. This four-day conference is considered the pinnacle of the FBLA experience, especially for those running for national office.

### Conference Location

Orange County Convention Center (West Concourse)  
 9800 International Dr  
 Orlando, FL 32819

### Important Resources

- [NLC Website](#) – The NLC Website will continue to be populated with more information leading up to NLC. Please check it regularly.
- [NLC Helpdesk](#) – Do you have a question? The NLC Helpdesk has answers to frequently asked questions. If you can't find the answer to your question in the helpdesk, submit a ticket and a member of the conference planning team will get back to you as soon as possible.

### NLC Orientations

All advisers/chaperones must attend an onboarding.

- [MS & HS NLC Chaperone Orientation](#) June 11, from 12:00 PM to 1:00 PM ET
- [MS & HS NLC Chaperone Orientation](#) June 12, from 6:00 PM to 7:00 PM ET

### NLC Registration Timeline

Below are key events and deadlines to keep in mind as you prepare for the 2024 National Leadership Conference!

Date	Event/Deadline
April 27	✓ Intent to Compete Sent to Advisers
April 30	✓ Intent to Compete Submission Deadline
May 1	✓ Finalized Competitor Lists to Chapters ✓ Registration Opens in BluePanda
May 3	✓ Registration Deadline in BluePanda ✓ Housing Deadline in BluePanda

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	<ul style="list-style-type: none"> <li>✓ <b>BAA Capstone Competitive Review Deadline</b></li> </ul>
May 4	<ul style="list-style-type: none"> <li>✓ <b>Production Test Distribution to Advisers</b></li> <li>✓ <b>1st Round of NLC Late Fees <i>Opening</i> – Any conference registration and/or competitive event changes <i>between May 11–June 4</i> will be subject to the following late fees:</b> <ul style="list-style-type: none"> <li>• <b>Conference Registration: <u>\$25 late fee</u></b></li> <li>• <b>Competitive Event Change Fee: <u>\$35 per change</u></b></li> </ul> </li> </ul>
May 6	<ul style="list-style-type: none"> <li>✓ <b>Competitive Event Prejudged Assets Submission Deadline by Local Advisers (Uploaded into Blue Panda)</b></li> </ul>
May 13	<ul style="list-style-type: none"> <li>✓ <b>(HS) Production Test Asset Submission Deadline by Local Advisers</b></li> </ul>
May 15	<ul style="list-style-type: none"> <li>✓ <b>(HS) National Officer Candidate Application Deadline</b></li> </ul>
June 1	<ul style="list-style-type: none"> <li>✓ <b>(ALL) Deadline for LEAD &amp; BAA Recognition at NLC</b></li> </ul>
June 4	<ul style="list-style-type: none"> <li>✓ <b>1st Round of NLC Late Fees <i>Closing</i> – Any conference registration and/or competitive event changes <i>between May 11–June 4</i> will be subject to the following late fees:</b> <ul style="list-style-type: none"> <li>• <b>Conference Registration: <u>\$25 late fee</u></b></li> <li>• <b>Competitive Event Change Fee: <u>\$35 per change</u></b></li> </ul> </li> </ul>
June 5	<ul style="list-style-type: none"> <li>✓ <b>2nd Round of NLC Late Fees <i>Opening</i> – Any conference registration and/or competitive event changes <i>between June 5–22</i> will be subject to the following late fees:</b> <ul style="list-style-type: none"> <li>• <b>Conference Registration: <u>\$35 late fee</u></b></li> <li>• <b>Competitive Event Change Fee: <u>\$85 per change</u></b></li> </ul> </li> </ul>
June 11	<ul style="list-style-type: none"> <li>✓ <b><u>MS &amp; HS NLC Chaperone Orientation</u> from 12:00 PM to 1:00 PM ET</b> *All advisers/chaperones must attend an onboarding.</li> </ul>
June 12	<ul style="list-style-type: none"> <li>✓ <b><u>MS &amp; HS NLC Chaperone Orientation</u> from 6:00 PM to 7:00 PM ET</b> *All advisers/chaperones must attend an onboarding.</li> </ul>
June 13	<ul style="list-style-type: none"> <li>✓ <b>NLC Payment Deadline</b></li> </ul>
June 22	<ul style="list-style-type: none"> <li>✓ <b>2nd Round of NLC Late Fees <i>Closing</i> – Any conference registration and/or competitive event changes <i>between June 5–22</i> will be subject to the following late fees:</b> <ul style="list-style-type: none"> <li>• <b>Conference Registration: <u>\$35 late fee</u></b></li> <li>• <b>Competitive Event Change Fee: <u>\$85 per change</u></b></li> </ul> </li> </ul>
Prior to NLC	<ul style="list-style-type: none"> <li>✓ <b>Final Round of NLC Late Fees – Any conference registration and/or competitive event changes <i>after June 22</i> will be subject to the following late fees:</b> <ul style="list-style-type: none"> <li>• <b>Conference Registration: <u>\$60 late fee</u></b></li> <li>• <b>Competitive Event Change Fee: <u>\$225 per change</u></b></li> </ul> </li> </ul>



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## NLC Registration

Conference registration fees include access to the Future Leaders Expo Hall, three days of workshops, general sessions, access to the conference app, networking opportunities, and costs associated with competition, coaching, hotel rooms, trading pins, WA FBLA NLC T-shirt and spirit items.

### Overview

#### Conference Fees

##### 5 night Package:

Single: \$1,130

Double: \$782

Triple: \$665

Quad: \$610

##### 6 Night Package:

Single: \$1,270

Double: \$852

Triple: \$715

Quad: \$645

#### Registration Deadlines

- **May 3, 2024:** All competitors must be registered no later than May 7, 2024. This is also the last date for regular rate registration.
- **After May 3, 2024:** Late fees will apply for both competitors and conference attendees. Competitive event changes must be made by your state leader.

Date Range	Late Fee
May 4 – June 4	<ul style="list-style-type: none"> <li>✓ Conference Registration + \$25</li> <li>✓ \$35 per Competitive Event change</li> </ul>
June 4 – 22	<ul style="list-style-type: none"> <li>✓ Conference Registration + \$35</li> <li>✓ \$85 per Competitive Event change</li> </ul>
After June 22	<ul style="list-style-type: none"> <li>✓ Conference Registration + \$60</li> <li>✓ \$225 per Competitive Event change</li> </ul>

#### Registration Instructions

- Only local advisers can register members for NLC.
- Please review the [Chaperone Policy](#) before registering members.



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## Payment Instructions

**Payment Options: Credit Card or Check**

**Payment Deadline: Within 30 Days of Receiving the Invoice**

**Payment by Check**

**If paying by check, you must include both the check and the invoice in your envelope.**

**All checks (with invoice) should be made payable to FBLA and mailed to the address below:**

**Washington Future Business Leaders of America**

**PO Box 1440**

**Owasso, OK 74055**

## Change Fees

**Attendee substitutions can be made in Blue Panda until May 3<sup>rd</sup> without penalty. Substitutions after May 3<sup>rd</sup> will incur a \$25 change fee.**

## Add-On Options

**Additional add-on options will also be available in an NLC online store accessible to members, advisers, and parents in mid-March. Instructions will be posted on the NLC homepage.**

## Conference Guest Passes

**\*Guest passes are non-refundable and available on a first-come, first-serve basis.**

- **General Session Guest Pass (\$25 per session) – Pass provides access for guests to attend the Opening Session or Closing Session. Passes are specific to an individual session and cannot be changed once purchased.**
- **Guest Day Pass for Open Competitive Event Finals (\$25) – Pass gives guests access to view open competitive events on July 2<sup>nd</sup>.**
- **Guest Pass Bundle (\$60) – Pass provides access to both general sessions and open competitive event finals on July 2<sup>nd</sup>.**



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## Social Events & Discounted Excursions

*\*Social events & excursions are non-refundable and available on a first-come, first-served basis.*

**FBLA Night at Universal Studios** (\$125) – July 1, 2024 from 5:00 pm to 11:00 pm

*Join us for an unforgettable evening of fun and networking at Universal Studios Florida!*

- Entrance into the park from 5:00 pm to 11:00 pm (park exclusive to FBLA from 9:00 pm to 11:00 pm)
- Shuttle to and from Universal Studios (Shuttles will depart from the OCCC and return to hotels)
- \$25 Meal Card

*\*NOTE: Universal Day Passes will not be eligible for exclusive park access, shuttle, or meal card. Attendees for FBLA Night must purchase the FBLA Night pass.*

*How to Purchase: An external site will also be available on the NLC website in March. Tickets are limited and first come, first serve.*

### Universal Park to Park Day Passes

*FBLA has secured discounted park to park passes at Universal Studios. These passes allow holders to jump between Universal Studios Florida & Universal Islands of Adventure.*

- 1-Day Park to Park – \$130 (\$222.59 Online)
- 3-Day Park to Park – \$195 (\$411.08 Online)

### Dave & Buster's Power Cards

*Looking for a fun activity one night during the conference? Dave & Buster's is located on I-Drive less than 1 mile from the OCCC and is a great option for an easy outing before competitions. FBLA has discounted power cards for sale in \$30 increments.*

- \$45 Power Cards – \$30 for FBLA Members

## Pre-Registration for Special Programming

*Some programming may require pre-registration. Additional information on new programming opportunities will be made available on the [NLC website here](#). Below are examples of programming that will require pre-registration through the NLC registration system.*

- Officer Training
- Certification Lab
- Student Enterprise Application
- BAA Capstone Competitive Review
- And more!



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## Hotel Reservations

### Housing Policy

#### Housing Requirement

*FBLA members, advisers, and parents/guardians/chaperones/guests are required to stay in a hotel that is part of the FBLA housing block of hotels. FBLA requires full conference registration from student members, advisers, and school-approved chaperones. Student members who are not staying in an official FBLA hotel will not be considered full conference registrants and therefore not permitted to compete. The availability of a preferred room type will not provide an exemption from this policy.*

#### Eligibility for Housing

*Only registered conference attendees are eligible to take advantage of the FBLA-negotiated conference room rates within the FBLA housing block. To accommodate FBLA members and for the safety of all attendees, every guest staying within the FBLA conference block must be registered for the conference.*

*Housing blocks will be audited against the official registration roster to ensure that attendees comply with the policy.*

#### Extenuating Circumstances

*If there are extenuating circumstances, a written request for a waiver may be submitted through your state adviser to the FBLA conference registrar.*

### Housing Overview

#### Key Dates:

- *May 1, 2024 – Housing Opens*
- *May 3, 2024 – Housing Deadline*

*Housing Reservation Requirement: All reservations must have all guest names listed – this includes student names – by May 3, 2024. Guest names must match names in the conference registration system. Failure to add names to hotel reservations by this deadline will result in ineligibility to attend the conference.*

### State Hotel Overview

#### Avanti International Resort

8738 International Dr, Orlando, FL 32819





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## Travel Logistics

Additional travel information and discounts will be available on the [NLC website](#) as it comes available.

### Airline Discounts

A few of the major airline companies have discounted tickets for groups. Please see below for more information. All questions regarding these discounted tickets should be directed to the airline and not FBLA.

#### American Airlines

American Airlines does not offer conference-specific meeting codes; however, groups can request discounted pricing by completing this [request form](#).

#### Delta Air Lines

Delta Air Lines is pleased to offer special discounts for Future Business Leaders of America. Please [click here](#) to book your flights. All flights must be in/out of Orlando International Airport – MCO or Tampa International Airport-TPA

You may also call Delta Meeting Network® at 1.800.328.1111\* Monday–Friday, 8:00 a.m. – 6:30 p.m. (EST) and refer to Meeting Event Code NY2FU

\*Please note there is not a service fee for reservations booked and ticketed via our reservation 800 number.

#### United Airlines

We are pleased to partner with United Airlines for air travel for our upcoming event.

- All flights must be in/out of Orlando International Airport – MCO or Tampa International Airport-TPA
- Discount Code: ZPBN412302
- Booking Options
  - Make Reservations Online: [Discount Code - ZPBN412302](#)
    - [Step by step instructions can be found here.](#)
  - You may also call United Meetings Reservation Desk Monday – Friday at (800) 426-1122 for booking assistance.



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## Bus Reservations

Does your group plan to use a private bus for transportation to/from the Orange County Convention Center? Any groups that plan to have a private bus drop-off or pick up students during the conference must [submit a request using this form](#). This is NOT for bus parking.

## Bus Parking

Does your group require bus parking? Some conference hotels have limited bus parking available. Please reach out to your hotel to inquire about reserving spots and cost.

If your hotel does not have bus parking or if their spots are already reserved, here are a few additional options for bus parking:

- Wyndham Garden Orlando Universal I-Drive – contact Jocelyn Leon [jocelyn.leon@hdghotels.com](mailto:jocelyn.leon@hdghotels.com) (407) 669-8891 (Please note this is not an FBLA conference hotel)
- Acme Truck Stop - [Truck Trailer Parking Orlando - Acme Truck Stop](#)

## Visit Orlando Discounts

Once your conference day or week is done, fill your itinerary with all the “Unbelievably Real” experiences Orlando has to offer including legendary attractions, award-winning dining, and world-class accommodations. [Additional information can be found here..](#)



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## Experience NLC

Below are some of the programming highlights of the NLC.

### Schedule at a Glance

#### Thursday, June 27, 2024

12:00 AM Travel Day

#### Friday, June 28, 2024

2:00 PM – 5:00 PM Early Conference Check-In & Info Desk Open

TBD State Meeting (TBD)

12:00 AM Curfew

#### Saturday, June 29, 2024 (Day 1)

8:00 AM – 5:00 PM Competitive Events Info Desk Open

8:00 AM – 6:00 PM Conference Check-In & Info Desk Open

9:00 AM – 5:00 PM Objective Testing

10:00 AM – 4:00 PM Workshops

10:00 AM – 4:00 PM Expo Hall Open

12:00 PM – 4:30 PM MS Preliminary Presentation Events

6:00 PM – 7:00 PM Pre-Show for Opening Session

7:00 PM – 9:00 PM Opening Session

TBD State Meeting (TBD)

12:00 AM Curfew

#### Sunday, June 30, 2024 (Day 2)

7:00 AM – 5:00 PM Conference Info Desk Open

7:00 AM – 5:30 PM Competitive Events Info Desk Open

8:00 AM – 5:30 PM HS Preliminary Presentation Events

8:00 AM – 5:30 PM Objective Testing



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9:00 AM - 4:00 PM	Workshops
9:00 AM - 4:00 PM	Expo Hall Open
TBD	State Meetings (TBD)
12:00 AM	Curfew

## Monday, July 1, 2024 (Day 3)

7:00 AM - 5:00 PM	Conference Info Desk Open
7:00 AM - 5:30 PM	Competitive Events Info Desk Open
8:00 AM - 5:30 PM	MS & HS Final Presentation Events
9:00 AM - 1:30 PM	Expo Hall
9:00 AM - 2:00 PM	Workshops
5:00 PM - 11:00 PM	FBLA Night at Universal Studios *Tickets must be purchased through FBLA.
12:00 AM	Curfew

## Tuesday, July 2, 2024 (Day 4)

8:00 AM - 4:00 PM	Enjoy Orlando!
5:00 PM - 6:00 PM	Pre-Show for Awards of Excellence Ceremony
6:00 PM - 10:00 PM	Awards of Excellence Ceremony
12:00 AM	Curfew



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## General Sessions

### Opening Session

Join us for a fantastic, fast-paced opening session to kick off the NLC! Along with favorites like the Parade of States & Territories and the Adviser Wall of Fame recognition, we'll hear from our National Officer Team, our featured speaker, and meet the candidates running for national office.

### Awards of Excellence Ceremony

At our closing session, it's time to celebrate our competitive winners with awards! Our official conference program, which will be available to all attendees, will be your guide as we recognize members' accomplishments. Plus, you'll meet the new National Officer Team who will be the student voice of FBLA in the 2024-25 program year.

## Future Leaders Expo Hall

Attendees of the National Leadership Conference can interact directly with colleges, universities, and potential employers, connect with thousands of other members from across the U.S., and learn about the latest product innovations.

In addition to exhibits, the Future Leaders Expo Hall will include Regional Student Lounges, where students can connect and trade lapel pins with other FBLA members from across the country; an Innovation Theater offering hands-on, interactive experiences for attendees to learn about new products and resources; a Student Enterprise Section, Candidate Booths, and several food stations; pin trading, an Adviser-Only Lounge; the FBLA Member Center; and the FBLA Merch Shop.

## Student Opportunities

NLC is about more than competitions! There is something for everyone, but many engagement opportunities require pre-registration.

Applications for the opportunities below will open on March 1<sup>st</sup>. Additional information on the opportunities below will be posted to the [NLC website](#) if it is available.



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## Internships

*Looking for experience to boost your resume? Want hands-on real-world experience? Simply interested in seeing the behind of the scenes of the NLC? Apply to be an NLC intern!*

*NEW in 2024: The NLC Internship Experience has been revamped to include two levels of interns.*

*Lead NLC Interns (Rising Seniors & Graduates Only): Students commit to 10 hours of prep-work prior to the NLC and working full-time at the conference. NLC registration fee waived but students must be chaperoned. Students eligible for letters of recommendation from National Center Staff.*

*NLC Interns: Students commit to one full day of volunteering at NLC. Must complete onboarding webinar prior to NLC. Interns must be paid attendees of the conference and must be chaperoned.*

## Student Enterprise Expo

*Do you own your own business? Ever dreamed of showcasing your business to thousands of people? This is your chance! Twelve outstanding student businesses will be selected to exhibit in the prestigious Future Leaders Expo Hall, providing a platform to sell products and boost brand awareness.*

## Certification Lab (Powered by MBA Research)

*Certifications will be offered again through our partnership with MBA Research. Students can register to take a certification test during the NLC registration process.*

## Sharing with a Purpose

*Join us for Sharing With a Purpose (SWAP) – an interactive session by leaders, for leaders! This summer's National Leadership Conference will feature the best ideas from around the country and across every division. Interested in presenting? Apply to become a presenter and showcase your innovative ideas to members and advisers from all corners of the country.*

## Additional Opportunities

*Additional programming and opportunities may become available later this Spring. Keep an eye out on the [NLC website](#) for more information.*



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## Elections Information

### National Officer Candidates

#### Elections Committee

The candidate guidelines and elections process are overseen by an Elections Committee that is appointed by the Board of Directors. The committee consists of Board members, state advisers, local advisers, alumni, and the current high school and collegiate national parliamentarians.

The role of the Elections Committee is to establish and provide oversight on policies and procedures that support the annual election of National Officers by division. In addition, committee members support the National Center staff in conducting the elections by reviewing applications, establishing guidelines for campaign materials, and ensuring compliance with all policies and procedures by candidates, local chapters, and state affiliates.

#### Qualifications for National Office

Only active members are eligible to hold national office. Only those applicants who are present at the National Leadership Conference and officially certified by the Officer Screening Committee shall be eligible for nomination. To be considered for an office in FBLA, a candidate shall:

- Have at least one full year remaining in their business program.
- Hold or have held an office in their local or state chapter.
- Have a grade point average (GPA) of at least 2.5 on a 4.0 scale.
- Be recommended by the chapter advisers and endorsed by their local and state chapters.
- File an official application with the association president and chief executive officer.

In reference to bylaws statements on the eligibility item of a candidate holding or having held an elective office at the state, regional, or local level, the official interpretation is that an appointed officer position such as an appointed parliamentarian would not meet the eligibility standard; however, a member appointed (due to a resignation, lack of applicants during the election period, etc.) to a position that is an “elective” one would meet the eligibility standard. Also, the elective office must have been in the same division of the organization (High School or Collegiate) for which the member is applying.

#### Voting Procedures

National Officer elections will take place over a 24-hour period from 12:00 PM ET on the third day of the NLC to 12:00 PM ET on the last day of the conference. All voting will be conducted online.



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***Candidates are elected using ranked voting.\* A majority vote is required for election. Candidates for national office are not disqualified from assuming the roles of state or local voting delegates. No two National Officers may be elected from the same state chapter.***

***Voting delegates are responsible for electing the National Officers who will serve FBLA for the 2024-25 program year.***

## ***High School Elected Offices:***

### ***State Voting Delegates***

- ***President***
- ***Secretary***
- ***Treasurer***

### ***Local Voting Delegates***

- ***Eastern Region Vice President***
- ***Mountain Plains Region Vice President***
- ***North Central Region Vice President***
- ***Southern Region Vice President***
- ***Western Region Vice President***





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## Delegates Are Determined as Follows

### Local Voting Delegates

*Each local chapter in good standing shall be entitled to send up to four (4) voting delegates from its active membership, in addition to one (1) alternate for each delegate, to the NLC in accordance with the following:*

- *Up to 50 members: Two (2) voting delegates*
- *50–100 members: Three (3) voting delegates*
- *More than 100 members: Four (4) voting delegates*

*These delegates vote for the region vice president who corresponds to their geographic region. Voting delegates are selected by local advisers as part of the NLC registration process. A report will determine the total number of votes to be cast based on registration received by 11:59 PM ET on June 1.*

*Candidates for elected offices will be elected by ranked voting\*. For elected offices, candidates must receive a majority vote.*

## Competitive Events Information

### Guidelines

*The National FBLA guidelines will be used for national level competitive events. Please review the guidelines and rating sheets, along with event preparation resources, on your division's competitive events page:*

[High School](#) | [Middle School](#)

### Registration Process

*Local advisers will register students for their competitive events through the online registration process by May 3, 2024. Any additions after May 3 will need to be communicated through the State Leader.*



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## Submission Deadlines

Several competitive events have pre-judged items (called Assets) to be uploaded in the conference registration system by the following deadlines:

<i>High School Event</i>	<i>Asset Needed</i>	<i>Submission Deadline</i>
<i>American Enterprise Project</i>	<i>Report (PDF)</i>	<i>May 6</i>
<i>Business Ethics</i>	<i>One-page Executive Summary (PDF)</i>	<i>May 6</i>
<i>Business Plan</i>	<i>Report (PDF)</i>	<i>May 6</i>
<i>Community Service Project</i>	<i>Report (PDF)</i>	<i>May 6</i>
<i>Digital Animation</i>	<i>Video (URL)</i>	<i>May 6</i>
<i>Digital Video Production</i>	<i>Video (URL)</i>	<i>May 6</i>
<i>Future Business Educator</i>	<i>Lesson Plan (PDF)</i>	<i>May 6</i>
<i>Future Business Leader</i>	<i>Cover Letter &amp; Resume (PDF)</i>	<i>May 6</i>
<i>Job Interview</i>	<i>Cover Letter &amp; Resume (PDF)</i>	<i>May 6</i>
<i>Local Chapter Annual Business Report</i>	<i>Report (PDF)</i>	<i>May 6</i>
<i>Partnership with Business Report</i>	<i>Report (PDF)</i>	<i>May 6</i>
<i>Computer Applications</i>	<i>Production Test (URL)</i>	<i>May 13</i>
<i>Database Design &amp; Applications</i>	<i>Production Test (URL)</i>	<i>May 13</i>
<i>Spreadsheet Applications</i>	<i>Production Test (URL)</i>	<i>May 13</i>
<i>Word Processing</i>	<i>Production Test (URL)</i>	<i>May 13</i>

## **Tentative** Competitive Events Schedule at National Leadership Conference

Please note that these competitive events schedules are **TENTATIVE**. FBLA may need to update this schedule after May 10. Individual competitive events schedules will be available on the national website by mid-June and through the conference app once it's available for download.

[High School](#) | [Middle School](#)



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## Competitive Events Volunteers at National Leadership Conference

*Advisers and other chaperones are encouraged to sign up to volunteer for competitive event roles such as a timer and section leader.*

**Competition Assigned: International Business, Website Design Prelim/Final**

**Date/Time: 6/30 & 7/1, 8:30 AM – 12:30 PM & 1 PM – 5:30 PM**

## Policies

### FBLA Code of Conduct

*The conduct of FBLA members, advisers, and representatives should reflect positively on the organization and themselves, upholding the reputation of the organization. Listed below are rules of conduct for FBLA members, advisers, representatives, and attendees of events.*

*At all times, FBLA members, advisers, and representatives are expected to:*

- 1. Behave in a courteous and respectful manner, avoiding language or actions that might bring discredit upon themselves, their school, other attendees, advisers, or FBLA, including speech and conduct that creates an intimidating, hostile, or offensive environment.*
- 2. Promote FBLA as a positive experience and therefore act as a positive role model for students in dress, voice, attitude, actions, and demeanor.*
- 3. Obey all local, state, and federal laws.*

*While participating in an FBLA event, attendees are expected to:*

- 1. Abide by all FBLA rules. Members must keep their advisers informed of their activities and whereabouts. Accidents, injuries, and illnesses must be reported to the local adviser(s) or state leader(s) immediately.*
- 2. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the conference's professional atmosphere, association with nonconference individuals, and activities that endanger self or others.*
- 3. Comply with the rules of all event facilities. Remember that other guests have rights as well. Noise should be kept at a respectful volume. Individuals or chapters will be responsible for repairing or replacing any property or furniture that is damaged. Facilities have the right to ask guests to leave.*
- 4. Stay in the hotel room to which they are assigned. FBLA members must have permission from their local adviser(s) or state leader(s) to be in hotel rooms to which they are not assigned.*
- 5. Follow the FBLA Dress Code during all conference activities, including general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated.*

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6. ***Avoid smoking, use of vaping/e-cigarette devices, alcoholic beverages, cannabis, and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the attendee to criminal prosecution. This policy does not apply to medications legally prescribed for an individual attendee.***
7. ***Not possess or use weapons of any kind at an FBLA-related event.***
8. ***Local advisers and state leaders are responsible for the supervision of attendee conduct. They should refer to the Chaperone Policy for additional responsibilities.***

## Code of Conduct Violations

***Should an attendee violate the Code of Conduct, the FBLA staff member on duty will meet with the attendee and/or state leader(s) and local adviser(s)/chaperone(s).***

- ***Attendees who violate the Code of Conduct may be subject to disciplinary action, up to and including expulsion from the conference. Attendees who are expelled from the conference will not be eligible for a refund of any fees paid and will be sent home at their own expense.***
- ***Attendees may be given a warning for behavior and their adviser(s)/chaperone(s) will be notified.***
- ***Attendees may be remanded to the custody of their adviser(s)/chaperone(s) and banned from all conference activities and facilities. FBLA will require that the adviser(s)/chaperone(s) notify a student attendee's parents/guardians.***
- ***If an attendee's behavior or actions violate the law, FBLA will notify local security and authorities immediately.***

## Honor Code

***The Future Business Leaders of America (FBLA) Honor Code embodies principles of integrity, trust, respect, and responsibility essential for fostering excellence an ethical leadership in a community devoted to learning.***

***Every member, local adviser, and state leader must maintain and enforce these principles. To ensure a high standard across FBLA, every competitor registered in any competitive event must agree and certify to comply with the following guidelines:***

- ***Compliance: Competitors are required to read and adhere to the FBLA Competitive Event Guidelines relevant to their event.***
- ***Original Work: Competitors must ensure that all content submitted for FBLA competitive events is their own work or that of their team members. Proper citation of sources is mandatory.***
- ***Use of Materials: Only materials explicitly allowed by FBLA Competitive Event Guidelines may be utilized.***



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- **Independence:** No external assistance beyond what is explicitly permitted in FBLA event instructions or guidelines is allowed.
- **Cell Phones and Smart Watches:** Cell phones and smart watches are prohibited in the objective testing area unless pre-approved accommodations require their use. Any visibility or report of these devices will be considered a violation of the Honor Code.
- **Data Storage:** Competitors are prohibited from saving any FBLA competitive event or test materials provided by the FBLA National Center or a state organization to any storage device or cloud storage.
- **Originality:** Competitive entries must be entirely original and not previously entered in FBLA national competition by the competitor or others. (It is the intent to preclude local chapters from rewriting the same event, and it is recognized that chapters may utilize the same or similar activities on an annual basis in some events. In this case, chapters may use these activities, ensuring that the project or portions of projects are not rewritten and therefore plagiarized.)
- **Honest Participation:** Competitors must engage in all FBLA competitive events with honesty and integrity.

*In the event of an alleged Honor Code violation, the National Competitive Events Committee for the designated FBLA division will investigate. If a violation is confirmed, penalty points, including disqualification, may be imposed at the discretion of the National Competitive Events Committee. Additionally, information regarding the violation may be forwarded to the appropriate state FBLA organization for future action regarding academic integrity.*

*By registering for the 2024 National Leadership Conference, participants acknowledge their understanding of the Honor Code and the consequences of violating it.*

## Housing Policy

### Housing Requirement

*FBLA members, advisers, and parents/guardians/chaperones/guests are required to stay in a hotel that is part of the FBLA housing block of hotels. FBLA requires full conference registration from student members, advisers, and school-approved chaperones. Student members who are not staying in an official FBLA hotel will not be considered full conference registrants and therefore not permitted to compete. The availability of a preferred room type will not provide an exemption from this policy.*

### Eligibility for Housing

*Only registered conference attendees are eligible to take advantage of the FBLA-negotiated conference room rates within the FBLA housing block. To accommodate FBLA members and for the safety of all attendees, every guest staying within the FBLA conference block must be registered for the conference.*



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***Housing blocks will be audited against the official registration roster to ensure that attendees comply with the policy.***

## ***Extenuating Circumstances***

***If there are extenuating circumstances, a written request for a waiver may be submitted through the state adviser to the FBLA conference registrar.***

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## FBLA Dress Code

All conference attendees are expected to follow the FBLA Dress Code for all official conference activities. Attendees do not need to be in dress code for evening social activities at FBLA Night at Universal.

# FBLA DRESS CODE

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for conference attendees—students, advisers, and guests. Professional business attire is required at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated in conference materials.

Conference name badges are considered part of the dress code and must be worn at all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The dress code is gender neutral.

### ACCEPTABLE ITEMS

**BUSINESS PROFESSIONAL**

**Business Suit**

- Suit pants and jacket
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

**Blazer**

- Dress pants, including khakis, (or) dress (or) skirt
- Blazer
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

**Dress**

- A business dress
- Dress shoes (or) dress boots

**Other Professional**

- Dress pants, including khakis, (or) skirt
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

**BUSINESS CASUAL**

- Dress pants, skirt, (or) khakis/chino-style pants
- Blouse, collared dress shirt, (or) polo shirt
- Dress shoes (or) dress boots

NOTE: Business Casual is only permitted during sessions specifically noted in conference materials.

### UNACCEPTABLE ITEMS

The following items are prohibited in all conference areas, including competitive events.

- ⊘ Denim or flannel clothing
- ⊘ Shorts
- ⊘ Athletic clothing
- ⊘ Leggings or graphically designed hosiery/tights
- ⊘ Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- ⊘ Swimwear
- ⊘ Flip flops or casual sandals
- ⊘ Athletic shoes
- ⊘ Industrial work shoes
- ⊘ Hiking boots
- ⊘ Hats
- ⊘ Graphically printed clothing

No dress code can cover all contingencies, so FBLA members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local adviser, state leader, or conference staff.

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the special accommodation portion of the registration form. Requests made after registration closes must be made in writing.

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## Justification Letter Template

Edit the justification letter template below. Update the areas that are specific to your chapter's needs to share with your administration.

Dear **[SUPERVISOR NAME]**,

I am interested in bringing student members from **[CHAPTER NAME]** to Future Business Leaders of America, Inc.'s National Leadership Conference. I would like to get your approval to attend this event in **Orlando, FL** from **[June 24-27, 2024 or June 29-July 2, 2024]**. Registration is open from March 1-May 7, 2024.

FBLA's National Leadership Conference is the culminating experience for students who have spent their membership year immersed in leadership development, academic competitions, educational programs, and chapter engagement.

This conference is an opportunity for students to participate in motivational general sessions, train with professional leaders to further their business skills, expand their career plans through workshops, network with individuals from across the globe, explore the Expo Hall full of college admissions and military recruiters, and prove that they are the best in the nation amongst states and territories in their competitive event.

I am also excited to attend the professional development opportunities designed for CTE teachers to explore new trends in the field and share best practices. I believe that attending this event will allow both myself and the students that accompany me to grow both personally and professionally, develop leadership skills, and gain new perspectives.

For your convenience, I have included a breakdown of how much it will cost for me and my students to attend. **[\*Remove if parents covering costs.]**

- Registration Fee: **[\$195 per member or \$100 per adviser/chaperone x # of attendees]**
- Airfare/Travel: **[INSERT COST]**
- Hotel: **[INSERT COST]**
- Additional Expenses: **[INSERT COSTS]**
- Approximate Total: **[CALCULATE TOTAL COST]**

To ensure this experience benefits the entire chapter, the students in attendance will deliver a presentation for those unable to attend sharing what they learned. They will also create an action plan





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*that incorporates the tools, resources, and strategies they have discovered so the chapter can start using them right away.*

To learn more about the conference, visit <https://www.fbla.org/national-leadership-conference/>

*Thank you for taking the time to review this request, and I look forward to speaking with you about this opportunity. Please feel free to reach out to me with any questions or concerns I can address.*

Sincerely, **[YOUR NAME]**