



**COLORADO CTSO FALL LEADERSHIP
CALL TO CONFERENCE AND
ADVISER GUIDE**

2017 Colorado FBLA

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Checklist to Prepare for Colorado Fall Leadership Conferences

- Set chapter deadlines for registration and payment
- Determine student cost to attend with your chapter, including registration fees, meals, travel, etc.
- Provide students with necessary conference information, including cost
- Send a letter to parents with event details
- Discuss dress code requirements with students
- Collect student payment before registration deadline
- Register all students, advisers, chaperones for the conference by the deadline
- Print e-mailed invoice and check, double-check, triple-check for accuracy
- Submit invoice to bookkeeper for payment
- Mail conference payment to Colorado FBLA
- Follow the deadline checklist for all Fall Leadership Conference forms
- Review Fall Leadership Conference tentative agenda with attending members
- Ensure all Release and Verification Forms are properly completed
- Complete a Certification Form
- Have all attendees follow and like Colorado FBLA on social media sites to receive conference updates and emergency information during the conference

Colorado Fall Leadership Conferences Deadline Checklist

Date	Deadline
September 15th (11:59 pm)	Regular Registration Deadline
September 25th (11:59 pm)	Late Registration Deadline
September 22nd	Pin Design Submission Deadline
September 22nd	T-shirt Design Submission Deadline
September 27th	Payment Postmark Deadline
October 2nd	Fall Leadership Conference – Grand Junction
October 3rd	Fall Leadership Conference – Pueblo
October 4th	Fall Leadership Conference – Denver
October 5th	Fall Leadership Conference – Greeley
October 6th	Fall Leadership Conference – Sterling



General Information

Fall Leadership Conference Description

Colorado CTSOs and TRI Leadership Resources are ready and motivated to guide CTSO members to their peaks through different trails and paths. Kick off the year through a high energy leadership conference to help promote success in your chapter!

The conference will show new members possibilities, enhance returning members' skills and elevate members to new heights! Encourage your students to venture outside of base camp and attend the Colorado CTSO Fall Leadership Conference.

While attending the Colorado Fall Leadership Conference, CTSO students will have the opportunity to plan their hike to the top by selecting Leadership Sessions and listening to a motivational keynote.

Activities at the conference will include personal and professional development workshops, competitive events and a motivational keynote.

Dates and Locations:

Date	City	Location
Monday, October 2 nd	Grand Junction	Colorado Mesa University 1100 North Ave, Grand Junction, CO 81501
Tuesday, October 3 rd	Pueblo	Pueblo Convention Center 320 Central Main St, Pueblo, CO 81003
Wednesday, October 4 th	Aurora	Arapahoe County Fairgrounds 25690 E Quincy Ave, Aurora, CO 80016
Thursday, October 5 th	Greeley	University of Northern Colorado 501 20th St, Greeley, CO 80639
Friday, October 6 th	Sterling	Northeastern Junior College 100 College Avenue, Sterling, CO 80751

**Specific directions, parking and registration locations will be sent prior to the conference*

Cost:

	Registration Deadline	Regular Cost September 15	Late Cost September 25
Registration (includes facility, trainers, workshop materials, breakfast snack) <i>Registration does not include lunch</i>		\$25	\$40

Information Needed to Register

- School and District Name
- Adviser Name and E-mail
- Adviser or On-Site Contact Cell Phone Number (for emergency notifications)
- Location of the Fall Leadership Conference Attending
- Number of Students Attending
- Number of Advisers Attending
- Number of Chaperones Attending
- Payment Information (paying by check or credit card)

Required Forms

- Verification and Release Forms – completed form from each attendee and kept in possession of the adviser (or on-site contact)
- Turned in on-site: Certification Form – completed form from each adviser indicating that all forms are completed

Conference Registration

[Registration Link](#)

All Business students and FBLA members are eligible to attend the Fall Leadership Conference. Chapter advisers, parents, alumni, local administrators, teacher educators or others are eligible to attend. Every person attending the Fall Leadership Conference MUST be registered and paid to enter any session.

Chaperone Ratio

A ratio of one adult for every 10 members is recommended for day trips. In the event your district has a different chaperone policy, your district's policy should be followed. When attending Colorado FBLA conferences and events, advisers are expected to provide adequate supervision for his/her students. All chaperones must follow the Colorado FBLA code of conduct. Chaperones are expected to attend all sessions with the members and advisers.

Payments

Payment Postmark Deadline: September 27

Invoices

The confirmation e-mail received after registering also acts as an invoice.

Checks

Checks should be made out to Colorado FBLA and mailed to 9101 E Lowry Blvd, Denver, CO 80230.

Credit Card Payments

Credit card payments are collected via PayPal. Instructions to use the proper credit card link will be sent with the confirmation e-mail received after registering. **NOTE:** A convenience fee of 4% will be added to the registration. This convenience fee shows up as tax in the PayPal system, but is **NOT** a tax, it is a convenience fee.



Registration Refunds

No registration refunds will be processed after the registration deadline.

Questions about Payments

Contact Linda Bigley, FBLA Program Assistant, linda.bigley@cccs.edu. Note: Linda is out of the office until September 1st.

Tentative Schedule

7:30 – 7:55 am	Registration
8:00 – 8:30 am	Opening Session
8:45 – 9:30 am	Workshop 1
9:45 – 10:30 am	Workshop 2
10:45 – 11:30 am	Workshop 3
11:45 – 12:15 pm	Workshop 4
8:45 – 12:15 pm	Adviser Meeting
12:30 – 1:30 pm	Closing Session



Dress Code

Members are expected to display a professional image at all functions. Members should always be respectful to administrators, exhibitors, parents, advisers and other members. Advisers will ensure that students look professional and in appropriate attire at all times. However, activities are a part of the Colorado Fall Leadership Conference and the chance to showcase our CTSOs by wearing an FBLA shirt.

Activity	Student Attire
Colorado CTSO Fall Leadership Conference	Casual Attire: Jeans and CTSO T-shirt (or other nice shirt) preferred. Longer-length shorts (no short shorts), neat jeans, collared shirts, sweat shirts, appropriate T-shirts and casual footwear.

**Advisers and guests are encouraged to follow the dress code.

Inappropriate Attire

The following should not be worn to any activity:

- Clothing and accessories which are sexually suggestive, which advertise drugs, alcohol or tobacco products or display profanity
- See-through, tight fitting, spaghetti straps, strapless, extremely short or low-cut blouses/tops/dresses/skirts
- Pants or skirts that are worn below the hip bone; no undergarments may be showing
- Spandex, leggings, stirrup pants, leotards, short shorts, cutoffs or pajamas. If leggings are worn, shorts/skirt/dress must be an appropriate length over the leggings.
- Clothing which is stained, torn or ripped
- Bare feet

Release Forms

All members must have completed forms (Medical Release and Verification Forms) on file prior to the beginning of the conference. Keep the release forms with you, and complete the Certification Form to turn in at registration.

Special Accommodations

For members that require special accommodations, complete the “Notes” portion in the registration system. Example reasons that students may need special accommodations would include wheelchair access or interpreter services or food allergies or IEP determined accommodations.

Service Project

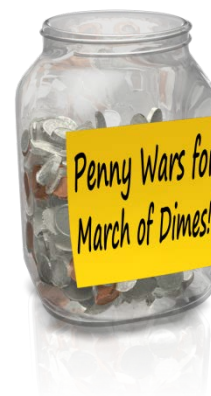
Bring your pennies for penny wars between CTSOs during the Fall Leadership Conference! All money raised goes to March of Dimes, Colorado chapter.

Adviser Meeting

Advisers will meet for CTSO updates and networking during workshop sessions.

Packing List

- Writing Utensil
- Positive attitude!



Directions and Parking

Dates and Locations:

Date	Location
Monday, October 2 nd	Colorado Mesa University 1100 North Ave Grand Junction, CO 81501
Tuesday, October 3 rd	Pueblo Convention Center 320 Central Main St Pueblo, CO 81003
Wednesday, October 4 th	Arapahoe County Fairgrounds 25690 E Quincy Ave Aurora, CO 80016
Thursday, October 5 th	University of Northern Colorado 501 20 th St Greeley, CO 80639
Friday, October 6 th	Northeastern Junior College 100 College Avenue Sterling, CO 80751

**Specific directions, parking and registration locations will be sent prior to the conference*

Competitive Events - Contests

The following events are available at this year's Fall Leadership Conference:

- Pin Design, and
- T-shirt Design

Guidelines can be found on the following page:

Colorado FBLA Pin Design Contest Guidelines

Description: This event is an individual event involving an FBLA member designing a lapel pin depicting Colorado and FBLA. Top designs will be presented to delegates at the Fall Leadership Conferences for voting on the 1st, 2nd and 3rd place designs. The selected design may be made into pins that members can use to trade with other states at the National Leadership Conference.

Guidelines:

- Only two entries are allowed per chapter.
- The design must be original artwork of the FBLA member.
- All designs will be submitted electronically. Designs may be hand drawn and scanned for submission or designed electronically.
- Colorado or Colorado FBLA must be on the design.
- Trademarked or copyrighted materials cannot be used. The FBLA logo can be used.
- The National Leadership Conference theme is: Elevate Your Future (Click [HERE](#) for the logo package for inspiration.)
- Submit an electronic file of the design by September 22:
<https://trileadership.wufoo.com/forms/2017-fbla-pin-design-contest/>
- The top entries will be on display during the Fall Leadership Conferences for chapters to vote.
- The winning design will be announced after Fall Leadership Conferences.

Colorado FBLA T-shirt Design Contest Guidelines

Description: This event is an individual event involving an FBLA member designing a T-shirt. There are two categories: State Leadership Conference and National Leadership Conference. Top designs will be presented to delegates at the Fall Leadership Conferences for voting on the 1st, 2nd and 3rd place designs. The selected design may be made into T-shirts that members can purchase at the State and National Leadership Conferences.

Two categories:

- State Leadership Conference (Theme: Find Your Peak)
- National Leadership Conference (Theme: Elevate Your Future)

Guidelines:

- Only two entries are allowed per category, per chapter.
- The design must be original artwork of the FBLA member.
- All designs will be submitted electronically. Designs may be hand drawn and scanned for submission or designed electronically.
- Colorado or Colorado FBLA must be on the design.
- Trademarked or copyrighted materials cannot be used. The FBLA logo can be used.
- Submit an electronic file of the design by September 22:
<https://trileadership.wufoo.com/forms/2017-fbla-tshirt-design-contest/>
- If there is a two-sided design, the front and back of the shirt should be clearly marked and submitted in one document. (Two pages are allowed.)
- The top entries will be on display during the Fall Leadership Conferences for chapters to vote.

Leadership Sessions

Various Leadership Sessions (workshops) will be provided. Sessions may include, but are not limited to membership, chapter activities, state and national programs, public relations, adviser resources, team building, etc. Members have the opportunity to choose their workshops. Once a workshop is full, students will need to choose another workshop to attend. It's recommended that attendees from a school split up to attend as many workshops as possible.

FAQs

Q: In the past, we've had to select up to 5 students for an officer track. When and where is that happening this year?

A: This year, we encourage your students to find their own peak. Attendees will have the opportunity to attend any of the sessions to create their own learning outcomes. Session topics will be announced prior to the conference to assist in creating their own adventure!

Q: I have submitted my registration already, but I need to add students. How do I make this happen?

A: Using the registration link, submit just the additional registrations for your chapter.

Q: I'm confused. Where should I send payment?

A: Checks should be made out to Colorado FBLA and sent to Colorado FBLA, 9101 E Lowry Blvd, Denver, CO 80230. A PayPal link will also be available through the confirmation invoice received after registering.

Q: We are a school and tax-exempt, so we cannot pay the tax on the PayPal link.

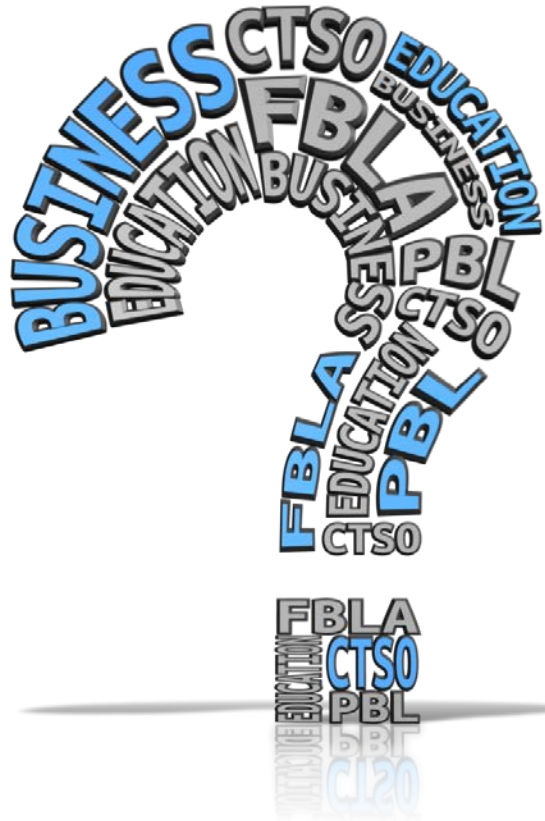
A: The 4% tax is a convenience fee. Unfortunately, PayPal only has an option to add a fee that shows up as tax. But, this is not a tax, it is a convenience fee for using credit card as a payment.

Q: We need Colorado FBLA's W-9 to issue a check.

A: Colorado FBLA W-9 can be found online [HERE](#).

Other Questions?

Contact Jen Girvin at jen.girvin@cccs.edu.



FBLA Code of Conduct

The purpose of the Code of Conduct is to ensure that FBLA members who attend a conference are aware of expected behavior. It is the adviser's responsibility to discuss the form with the members and stress the importance of abiding by the rules. Colorado FBLA is proud of its reputation and encourages advisers to closely monitor students at all conferences. Advisers must have a signed Code of Conduct in their possession at all FBLA activities and must submit a Certification Form certifying that all members have read and signed the Verification Form.

CONDUCT POLICIES AND PROCEDURES FOR COLORADO FBLA

The following conduct policies reflect minimum behavioral standards for Colorado FBLA members. The policies are in effect for all delegates who are attending any Local, State or National FBLA function. The term "delegate" shall mean any FBLA member.

- Defacing of public property—any damage to or loss of property or furnishings of the properties being utilized for meeting purposes will be paid for by the individual or chapter responsible.
- Delegates shall keep their adult advisers informed of their activities and whereabouts at all times.
- Delegates will not be allowed to leave the conference site at any time without adult supervision.
- Members will be prohibited from participation without local supervision provided by the chapter or school. For the National Leadership Conference a designated local adviser or parent will be expected to accompany the participants.
- Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an adviser or other responsible adult.
- Alcoholic beverages and controlled or illegal substances (drugs) of any form are not allowed. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
- Use of tobacco in any form by an FBLA member is prohibited.
- Participants will NOT be admitted to conference activities and competitive events if in violation of the dress code. Furthermore, competitors will not walk on stage during awards sessions if observed violating the dress code.
- Observe the curfews as listed in the conference program. Curfew is defined as being in your own assigned room by the designated hour.
- Members of the opposite sex are not allowed in sleeping rooms in hotels or motels unless the door is WIDE OPEN or the chapter adviser or responsible adult is present in the room.
- Colorado FBLA-PBL photographers and videographers will be taking photos and videos throughout the conference for use in any manner FBLA-PBL deems appropriate including, but not limited to, publishing in FBLA-PBL publications, on the FBLA-PBL website, and in connection with competitive performance events. By attending the conference, you grant FBLA-PBL the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indicia of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, Internet, Web casting, video streaming, television or radio), for the use of FBLA-PBL, its affiliates, or any individual, organization, business, publication, network or other third party, in perpetuity, without payment or any consideration.

DISREGARDING OR VIOLATING THE CODE OF CONDUCT

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, competitive event disqualification, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA-PBL reserves the right to notify law enforcement. Any Code of Conduct violation must be brought to the attention of the state adviser prior to the conclusion of the conference.

Colorado FBLA Verification Statement

VERIFICATION STATEMENT

This is to acknowledge I have read and understand the FBLA Policies and Procedures,
Code of Conduct and Conference Dress Code.

School Name

(Student Printed Name)

(Student Signature)

(Date)

(Parent/Guardian Printed Name)

(Parent/Guardian Signature)

(Date)

(Adviser Printed Name)

(Adviser Signature)

(Date)

One purpose of this form is to show that the parent(s)/guardian(s) grant permission for the student to attend the conference. It also allows for emergency medical treatment if a parent/guardian cannot be reached. The adviser must have in his/her possession an Authorization/Medical Release Form for each dues paid member dated for the entire current school year. Also, a separate medical release form is required for each adviser and guest attending each function.

Suggested Documentation for Travel From the insured guardian

- Full legal name
- Date of birth
- Home address of insured
- Driver License Number – Or Copy of License
- Insurance Member ID
- Copy of Insurance Card

Authorization—Medical Release—Parental Consent Form

A SEPARATE FORM IS REQUIRED FOR EACH STUDENT ATTENDING STATE AUTHORIZED ACTIVITIES.

Student Name: _____ Name of Organization : Colorado FBLA

Adviser Name: _____ School Name : _____
ADVISER AUTHORIZATION AND STUDENT PARTICIPATION AT ALL LOCAL, DISTRICT, STATE, AND NATIONAL CTSO ACTIVITIES FOR THE YEAR DESIGNATED BELOW:

Date(s) of Activity _____ From: _____ to _____

I, THE ADVISER, HEREBY CERTIFY THAT THIS STUDENT HAS BEEN AUTHORIZED TO REPRESENT OUR CHAPTER AS A PARTICIPANT/DELEGATE AND HAS RECEIVED INSTRUCTIONS CONCERNING THE ORGANIZATION RULES AT STATE AUTHORIZED ACTIVITIES.

(Signature of Adviser) (Date)

I, the student, do hereby verify that I have received the above information.

(Signature of Student) (Date)

MEDICAL RELEASE:

I, _____, _____ of _____
(Parent's/Guardian's Name Relationship Student)

Complete home address including ZIP Code

Hereby authorize in advance any necessary medical treatment required for my student Yes No

This student is presently under medical care Yes No

Parent/Guardian Home phone _____ Work Phone _____

Other Relative _____ Relationship _____

Home phone _____ Work Phone _____

Medical Insurance Co. _____ Policy # _____

Name of Insured _____

Name of Family Physician _____ Phone # _____ Physician or Clinic _____

Physician Address _____

Any Allergies, medications, etc _____

Date of last Tetanus _____

PARENT/GUARDIAN AUTHORIZATION: I hereby grant permission to those parties supervising the trip to obtain emergency treatment for my son/daughter if necessary. I agree not to hold the Colorado Career and Technical Student organizations, the State Board for Community Colleges and Occupational Education, or any of its agents, liable for any accident, illness, or injury to my son/daughter/self during participation in any state authorized activity, including travel to and from activity sites.

(Signature of Parent) (Date)

(Signature of Student) (Date)

Chapter Certification Form

The FBLA members of _____ High School have read the FBLA Code of Conduct, Dress Code and completed the Medical Release and Verification Forms.

(Adviser Printed Name)

(Adviser Signature)

(Date)

(School Administrator Printed Name)

(School Administrator Signature)

(Date)

This form is to be submitted during on-site conference registration. Do not send individual forms to the state. Individual forms must be in possession of the adviser.