This handbook is for Colorado FBLA Board of Directors, Vice Presidents Representing the Districts and their advisers.

Colorado FBLA
2017-2018
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Timeline and Checklist

May
- The adviser and state officer will attend their very first meeting with all of the state officers and state officer team advisers. All Vice Presidents will receive contact information of the past Vice President and Adviser.
- Confirm conference date with Colorado State Adviser & District Board Member
- Contact host facility and establish conference date (a lot of the times, this is prearranged by the Board Member, so please contact them prior)

June
- Estimate budget for registration fees with your board member as all district monies are kept with your district’s board member.

July/August
- Rest and Relax! It’s Summer Vacation!

September
- Officer-Adviser Training at September Officer Meeting
- Plan, confirm, and book who your keynote speaker will be, the workshop/leadership seminar presenters and select and confirm the announcer for the Awards Session.

October/November
- State Officers will be required to attend 2 Colorado Fall Leadership Conferences (one that your chapter goes to and one that is close to you.) At the CFLC’s, the Vice President, along with their adviser, will meet with all of the advisers from your district to go over the tentative plan for districts. During this time, you will inform them of any information you have along with any changes (events, location, date of conference, etc.)
- If not already confirmed and booked, continue working on leadership seminars and awards session announcer.
- Check with printer on costs and deadlines for printing the conference program (optional)
- Coordinate committee chairpersons with the advisers in your district. The following items have been delegated to your board member:

<table>
<thead>
<tr>
<th>Board Member Responsibilities</th>
<th>Local Adviser &amp; Vice Pres. Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive registration &amp; communicate reg. info with State Vice President (SVP) &amp; Adviser</td>
<td>Obtain a keynote speaker</td>
</tr>
<tr>
<td>Obtain judges for the conference</td>
<td>Obtain workshop presenters</td>
</tr>
<tr>
<td>Schedule the events into appropriate rooms for conference</td>
<td>Organize adviser assignments</td>
</tr>
</tbody>
</table>

***It is imperative that the SVP and their adviser communicate with their board member throughout the conference to ensure a successful conference.***

- Coordinate with your board member to begin arranging all judges and administrators—Judge Recruitment, Appendix pgs 6-7
- Decide and order judges gifts.
November

- E-mail due dates for dues to your district advisers to make sure all members and advisers are paid to National FBLA by December 1st. Example Dues Reminder, Appendix pg 24
- Organize, prepare, and purchase office items needed for headquarters—Materials Checklist, Appendix pg 8

December/January

- There will be a state officer meeting in December where you will be asked to inform the officer team about your progress of the district conference.
- Work with the board member to set up books and keep accounting of all transactions (used for income and expense statement after the conference; set a deadline for all bills to be submitted to you for the conference)
- Board Member will set up online testing with DLG or TechFluency. Once set-up has been completed, communicate with advisers the dates of the online testing window, student passwords, etc. – Online Testing Information, Appendix, pgs 10-11
- Prepare Event Administrator Packets and Information—Appendix pg 12
- Prepare Judge’s Packets—Appendix pg 13
- Meet with the Conference site. During this meeting you can discuss room set-up (Example Room Sign and Room Set-up Example, Appendix pgs 16-17), equipment needed, lunch-if applicable, etc.
- Contact host facilities for progress report and make final arrangements for:
  - Auditorium or large room for general sessions
  - Leadership Seminar rooms
  - Conference headquarters room
  - If applicable, facilities for luncheon and/or banquet
- Equipment for general sessions (depending upon your conference):
  - Podium
  - Microphone
  - Projector
  - Screen
  - FBLA banner
  - Colorado Flag
  - American Flag
  - Tables and chairs
  - Other
- Send a news release to local chapters and newspapers announcing the conference; include special guests, leadership seminar topics, chapters involved, etc.—Appendix pg 9
- Remind chapters that they have to prepare their own nametags but lanyards will be provided.
- Prepare map of building interior for each participant. (if not included in Conference Program)
- Prepare Chapter Registration Packets and they should include the following items:
  1. Purchase 9” x 12” manila envelopes for registration materials for each participating chapter. Label envelopes with chapter name, adviser name, money owed, and number of participants.
  2. School’s receipt for registration monies received prior to DLC.
  3. Name tag for each participant if not participating in the name tag competition.
  4. District Leadership Conference Program for each registered person (including a map of the facility).
  5. Lunch tickets for each registered person—Appendix pg 14
  6. Speaking/Interview times.
  7. Evaluation forms for participants (optional) Example Evaluation, Appendix pg 23
  8. Include any other materials pertinent to the conference in registration envelope.
- Prepare School Take Home Packets—Brown paper bags with schools names written on them work great.
- Contact people to work in conference headquarters. You should have 2-4 adults to double-check judge’s scores and 1-2 people to enter the scores into the software. These people should be familiar with FBLA.
• Verify competitive event registration for eligibility (i.e. appropriate grade level, team and individual event conflicts, competitors are on official membership roster, etc.) Make sure you receive a copy of the previous year NLC competitor list to make sure that individuals and/or groups are not competing in the same event they competed in at NLC.

• Prepare speaking times and adviser assignments and email out to all advisers.—Appendix pg 15

• Contact advisers in your district to help with grading production tests. (If you are unsure how this typically takes place, your board member will be able to help you.)

• Pre-plan the opening and awards sessions
  o Set-up: take a shadow panel or table skirt
  o Podium or lectern with mic
  o Screen & projector (if needed)
  o Gavel
  o Flags (Colorado & American)
  o FBLA Banner
  o Table for awards (Medals)

3 weeks prior to conference

• Finalize leadership seminar presenters (ask what they need from you including equipment needed for presentations and parking permits, if needed)

• Email Conference Information to all schools attending. Example Conference Information Correspondence, Appendix pgs 25

• Order judges gifts if not done beforehand.

• Work with your board member to contact the judges that will be prejudging events in order to get the materials to them for grading.

2 weeks prior to conference

• If possible, have a judges’ meeting prior to the conference. This gives your judges time to look over the job application, business plan, business financial plan, etc. materials. Additionally, students and advisers will receive ample feedback by giving the judges enough time to evaluate the materials. –Judges’ Meeting Notes, Appendix pg 18

• Assign Speaking/Interview times and solve conflicts

• Assign district secretary to take minutes during the conference (optional)

• Design and Print Program for each attendee with the following information:
  o Cover Page with district number, date, and location
  o Dress Code (optional)
  o List of Chapters in District (optional)
  o Conference Agenda and Room Assignments
  o Map of Room Locations
  o FBLA Pledge, FBLA/PBL Goals, FBLA/PBL Purpose, FBLA/PBL Creed (optional)
  o State and/or National Theme (optional)
  o State Vice President and District Adviser
  o District Board Member
  o List of Colorado FBLA State Officers (optional)
  o Host School Chapter Officers (optional)
  o Local Chapter Officers from your District (optional)
  o Summary of Leadership Seminars (optional)
  o Acknowledgments
  o Statement (back page)

• Finalize all judges and administrators at least TWO WEEKS prior to the conference. Send confirmation/information letter/email – Example Judge Confirmation Letter, Appendix pg 23

• Finalize your district officer duties at least TWO WEEKS prior to the conference. Those can include:
- Speaking at opening and/or closing session
- Checking on the judges
- Working the registration table
  1. One person is needed to distribute school chapter packets
  2. One person to collect additional monies, write receipts, and sell additional lunch tickets
  3. One person in charge of substitution forms and cross checking membership lists.
    - Extra receipt forms
    - Extra lunch tickets
    - Extra name tag forms
    - Official chapter registration

- Finalize state officers at least TWO WEEKS prior to the conference. Be sure state officers have set tasks to help with the conference. Send driving directions, rehearsal times, and session scripts. Arrange accommodations for any overnight guests. All state officer expenses need to be paid out of your budget. Please keep in mind, that your District Officers should have the duties that put them in front of their district members, not the state officers.
- Ask advisers for ALL substitutions or event drops. This is will help tighten the schedule up for the judges. Substitution Form, Appendix pg 19
- Have a media plan in place as soon as possible—the earlier the better! Call your local media to find out who your contact is. Send a press release about the conference to the local newspapers, radio stations, and television stations, including the local community access cable station. News release example. News Release Example, Appendix pg 9
- If needed, conduct a rehearsal the night before the conference; run through the entire program; set up for the conference; make sure the podium is always occupied during the conference sessions; run through the awards of excellence ceremony with the other district and state officers
- All conference information should be emailed to the advisers to help eliminate an adviser meeting the morning of the conference.

1 week prior to conference
- Send judges an email regarding all conference information
- Prepare the winner’s list for the online testing and production events.
  - Production events are: 15% objective and 85% production

Day of Conference
- Prepare take home packets so you can add to them throughout the day
  - DO NOT GIVE OUT UNTIL AFTER THE DISTRICT AWARDS OF EXCELLENCE PROGRAM!
  - Materials filed in the individual school’s take home packets are:
    - Prejudged production event folders, envelopes, assurance forms, flash drives, etc.
    - Folders for job interview after event is completed
    - Folders for Future Business Leader after event is completed
    - Performance rating sheets
    - Individual schools competitive events scores (You can get this report for each school from the online testing site. Print this report after online testing is over prior to the DLC. It is helpful to print this on colored paper.
      - Winner’s list for events completed prior to the DLC (production & online tests)—(optional)
      - Winner’s list of events completed at DLC the day of conference----(optional)
- Relax and roll with it😊
End of the Conference

- Make sure everything is cleaned up from your conference. The facility should look nicer than how you found it.

Within one week after conference

- Send the winners’ list to Colorado State Adviser
- Write congratulatory letters, include the compiled winners’ list. Post Conference Chapter Correspondence, Appendix pg 20

Within two weeks after conference

- Write thank you letters to all people who helped with the DLC

Within one month after conference

- Pay all bills
- Pay district expenses to Colorado FBLA (invoices will be sent):
  - Test Cost: One dollar ($1) per registrant at the district conference is paid to the state to help defray online test costs.
  - Administrative Cost: Fifty dollars ($50) per district is paid to assist with administrative costs such as officer team adviser and officers.
  - Officer Formal Cost: One hundred dollars per district is paid to assist with officer formal cost
  - Online Registration Cost: One dollar ($1) per registrant for district online registration expense, unless incurred by district budget.
  - Recognition Item Cost: At-cost for recognition items (e.g. medals or pins) ordered for district competitors
- Prepare conference summary package consisting of the following for the incoming State Vice President:
  - Copy of the final registration packet
  - Detailed minutes of conference (optional)
  - Income and expense statement—Appendix pg 21
  - Proposed budget
  - Summary of evaluations
  - Copies of appropriate correspondence
  - Copies of all other materials needed for the conference

Prior to May Officer Meeting

- Give the district summary package materials to new District Adviser and State Vice President. As well as the following items:
  - Computer program files
  - CFLC scripts and Fall and District Leadership Conference Materials
  - Any other appropriate files and other instructions (including helpful hints)
APPENDIX

Judge Recruitment Form

Send an email to a potential list of judges that includes a link to a google doc-form works great. Here is an example of an email that is sent to potential judges:

Good afternoon!

It is that time of year where the District # FBLA organization is looking to for judges to participate in the FBLA (Future Business Leaders of America) District # Leadership Conference. I was wondering if you would be interested in judging a competitive event this year? Your knowledge and experience are extremely valuable to our organization and the future of our members. Additionally, if you know of a friend, colleague, and/or acquaintance who would like to judge at our conference, I would greatly appreciate you forwarding my information on to them or giving me their contact information. The District # FBLA conference will take place on **Wednesday, February 3, 2016** from approximately **7:45 am - 12 pm** at **put the same of your conference location**, with lunch provided. By clicking the link below, you will be directed to a google doc’s form to complete. If you have problems accessing or filling out the form, please let me know.

Again, thank you in advance...this conference could not take place without you! I look forward to hearing back from you soon.

Example of the Google doc form:

---

FBLA District 1 Leadership Conference
2016
Judge's Profile

Name

Company Name

Position

Email Address:

Cell Phone Number

By checking this box you are indicating that you are NOT able to help judge at the District Leadership Conference this year.

- I am NOT able to judge this year.
- Please keep my contact information for future opportunities to judge for FBLA.

The following events we need judges to participate in at our District Conference. Please indicate events you would be interested in judging, prioritizing your choices: (1 first choice, 2 second choice, etc.)
Please prioritize your top 3 events to judge the day of the conference (Approximately 7:30 am–Noon)

<table>
<thead>
<tr>
<th>Event</th>
<th>1st Choice</th>
<th>2nd Choice</th>
<th>3rd Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banking &amp; Financial Systems</td>
<td></td>
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<td></td>
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<tr>
<td>Business Ethics</td>
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<td></td>
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<tr>
<td>Business Financial Plan</td>
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<tr>
<td>Business Plan</td>
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<tr>
<td>Client Service</td>
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<tr>
<td>Electronic Career Portfolio</td>
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<tr>
<td>Entrepreneurship</td>
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<tr>
<td>Emerging Business Issues</td>
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<tr>
<td>Future Business Leaders</td>
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<td>Global Business</td>
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<tr>
<td>Graphic Design</td>
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<tr>
<td>Help Desk</td>
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<tr>
<td>Hospitality Management</td>
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<tr>
<td>Impromptu Speaking</td>
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<tr>
<td>Introduction to Business</td>
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<tr>
<td>Presentation</td>
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<tr>
<td>Job Interview</td>
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<tr>
<td>Marketing</td>
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<tr>
<td>Management Decision Making</td>
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<td>Management Information Systems</td>
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<tr>
<td>Network Design</td>
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<tr>
<td>Public Design</td>
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<tr>
<td>Public Service Announcement</td>
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<tr>
<td>Public Speaking I (9th &amp; 10th Grade)</td>
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<tr>
<td>Public Speaking II (11th &amp; 12 Grade)</td>
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<tr>
<td>Sports &amp; Entertainment Management</td>
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<tr>
<td>Sales Presentation</td>
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<tr>
<td>Social Media Campaign</td>
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</tbody>
</table>

The following events are PRE-JUDGED, therefore, do NOT require you to be in attendance the day of the event.

<table>
<thead>
<tr>
<th>Event</th>
<th>1st Choice</th>
<th>2nd Choice</th>
<th>3rd Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>3D Animation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Game &amp; Simulation</td>
<td></td>
<td></td>
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<tr>
<td>Desktop Application Programming</td>
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<tr>
<td>Digital Video Production</td>
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<tr>
<td>E-Business</td>
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<tr>
<td>Mobile App Development</td>
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<tr>
<td>Social Media Campaign</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Website Design</td>
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</tbody>
</table>

Submit

Never submit passwords through Google Forms.
Materials Checklist for Conference Headquarters

☐ FBLA-PBL Chapter Management Handbook
☐ Extra rating sheets for each event
☐ Extra copies of the Dress Code Guidelines
☐ FBLA-PBL Goals
☐ Skill event rating sheets or spreadsheet with scores
☐ Extra lunch tickets
☐ Speaking/Interview times
☐ Event administrator assignments
☐ Judges assignments
☐ Topics or prompts for prep events.
☐ Conference Headquarters Event checklist
☐ Computer with printer
☐ Winner’s List Spreadsheet ready for data input
☐ Copy machine
☐ Stamps or hole punches for Leadership Seminars
☐ 4 x 6 index cards
☐ Stop Watches
☐ Calculators
☐ Pens/pencils
☐ Supply box: Stapler, painters tape, paper clips, highlighters, red pens, etc.
Example of News Release

NEWS RELEASE

Date

LOCAL STUDENTS COMPETE IN FBLA CONFERENCE

Your Town & State. The (your school) Future Business Leaders of America (FBLA) chapter in (your city), will be hosting a leadership conference on (date of conference).

Under the leadership of (name of district VP), who currently serves as the Colorado State FBLA Vice President representing District (your district #), representatives from (# of schools competing) schools will participate in leadership workshops, general sessions, and competitive events such as Accounting, Banking and Financial Systems, Computer Applications, E-business, Job interviews, and team events. District winners will be eligible to compete in state and national contests.

(Get quote from community leader, mayor, school principal, or influential leaders about the importance of FBLA to the community.)

FBLA facilitates the transition from school to work. Benefits of FBLA membership are business proficiencies, community responsibility, leadership skills, and self-confidence. The goals include building character and confidence, creating an interest in and understanding of business, developing business leadership skills and practicing and encouraging efficient money management.

Future Business Leaders of America-Phi Beta Lambda, Inc. is a non-profit 501(c)(3) student business organization with nearly a quarter million members and advisers in 6,000 chartered high school and college chapters worldwide. Its mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. For more information, visit www.fbla-pbl.org.
Online Testing Information

The District Board Member will coordinate obtaining their district schools’ passwords and overseeing the set-up of all objective tests online. The tests will be administered at their district’s home school prior to conference. The tests will be administrated by the FBLA adviser or other designated teacher or administrator in that district.

Students will register for their events online through the Colorado FBLA website. Information is then downloaded to each district. We will upload all students to the testing system. In January all district schools will be notified with information to go online to review the testing procedure.

There will be a two-week window when online testing will be conducted at the home high school. We recommend that you schedule all students taking the same event to test at the same time. For example, all Accounting 1 students would test from 10-11 am on Tuesday. Tests will be the same for all students; however, questions and answers will be in random order.

“The Technological Fluency Institute (TFI) provides programs and services that employ technology for online testing. The Institute also specializes in designing and developing online testing and online learning programs for colleges, schools, agencies, and businesses. E-SESS™ is an online assessment system developed by the Technological Fluency Institute. E-SESS™ drives online assessments for state and local student organizations

(given to chapter advisers prior to online testing)

List of your students will be emailed this weekend.

- Please have students enter their names and passwords exactly as shown on the list—even if there is an error, it can be corrected later. (Sample below)

Participant Information

<table>
<thead>
<tr>
<th>All participants included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

- Go to www.esess.org and click the Participant Login
- You will receive a login document from me that you can cut apart so each student will have their own copy of their name and password. (Sample below)

| Site URL: | http://www.techfluency.org/esess/ |
| Org. Name: | CO FBLA Dist 6 |
| First Name: | CATHY |
| Last Name: | CATHY |
| Password: | C3167Y |

Online testing will be available from 6 am to 5 pm on the following dates:

- Monday, January 28, through Friday, February 1
- Monday, February 4, and Tuesday, February 5
- Testing will be unavailable evenings and over the weekend.
If you have not reviewed the Sample Test, please do so prior to administering the test.
   Go to www.esess.org and click the Participant Login
   Organization:     Sample
   First Name:       Sample
   Last Name:       Sample
   Password:         Sample

Review the Participant Guide.
   • After logging in, Select Help on left
   • Select Participant Guide and read the Contents

If you have any problems or questions – let me know.

Board Member Name
Board Member Phone Number
Event Administrator Packet Content & Information

1. Acquaint yourself with the event rules and check contents of the Event Packet.

2. Two lists of participants are in your packet; post one outside of the event area. All substitutes MUST have the substitute form properly signed and ready to turn into you prior to competing in this event.

   Indicate on the List of Participants, the students who do not show up for the event and all substitutes.

   Please have all participants check the spelling of their names on the List of Participants and make any needed corrections.

3. If a participant is not in the presentation area when the judges are ready for them, they may be disqualified.

4. Introduce each applicant to the judges--it is only necessary to state their name.

5. Refer to event guidelines for the time allowed with the judges. Watch the time and notify the judges when time is up--arrange your signals with the judges prior to beginning the interviews.

6. Encourage judges to make comments on the rating sheets, as this is a learning situation. Also, the judges MUST sign all rating sheets and judges should tally the score for each participant then sort their top ten and fill out a winners’ list. Appendix pg 26

7. Return all event materials, including all of the judges' rating sheets to Conference Headquarters IMMEDIATELY for processing.

   PACKET CONTENTS: 2 lists of participants
   1 copy of event rules
   Extra rating sheets
   List of Judges
   Blank winners’ list
   Copy of FBLA Goals
   Stop watch or clock

   SUGGESTED ADDITIONAL MATERIALS YOU MAY WISH TO BRING:
   Adhesive tape to post participants list outside of the event area
   Calculator
   Cell phone with contact number to Conference Headquarters
Judges’ Packets

It has been found very helpful to purchase the two pocket folders and label each folder with the judge’s name and event.

- Rating sheets—make sure there are enough for each team or participant plus a few extra
- A copy of the event guidelines. (Highlighting the event is helpful to the judge as they are not always familiar with FBLA and the competitive events.)
- The topic/prompt (if applicable)
- Dress code
- 9 Goals of FBLA-PBL
- Speaking times of their event
- Conference Program
- Any additional items that are exclusive to your conference
- You can include this following form for the judges to break any ties:

<table>
<thead>
<tr>
<th>Event Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student/Team Name</strong></td>
</tr>
<tr>
<td>---------------------------------------------</td>
</tr>
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</table>

*Please break all ties on the score sheets. The scores must reflect the final ranking of students/groups.*
Example of DLC Lunch Tickets

LUNCH TICKET
DISTRICT #
LEADERSHIP CONFERENCE
(Name) High School
(Date)

LUNCH TICKET
DISTRICT #
LEADERSHIP CONFERENCE
(Name) High School
(Date)

LUNCH TICKET
DISTRICT #
LEADERSHIP CONFERENCE
(Name) High School
(Date)

LUNCH TICKET
DISTRICT #
LEADERSHIP CONFERENCE
(Name) High School
(Date)

LUNCH TICKET
DISTRICT #
LEADERSHIP CONFERENCE
(Name) High School
(Date)

LUNCH TICKET
DISTRICT #
LEADERSHIP CONFERENCE
(Name) High School
(Date)
# Speaking Times & Adviser Assignments

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
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<td>8</td>
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<td>School Name</td>
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<tr>
<td>10</td>
<td>Last, First</td>
<td>School Name</td>
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</tbody>
</table>

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### FBLA Adviser Contributions

**2019 District Leadership Conference**
Union Colony Civic Center, Greeley, Colorado

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
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<tbody>
<tr>
<td>Performance Events</td>
<td>Adviser Name</td>
<td>School</td>
<td>Location</td>
<td>Duty</td>
<td>Check Students in outside of room</td>
<td>Check Students in outside of room</td>
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<tr>
<td>Business Ethics</td>
<td>Name</td>
<td>School</td>
<td>Senior Center May Rm 1</td>
<td>Presentation Room</td>
<td>Time event in room</td>
<td>Time event in room</td>
</tr>
<tr>
<td>Business Presentation/Emerging Business Issues</td>
<td>Name</td>
<td>School</td>
<td>Senior Center May Rm 1</td>
<td>Presentation Room</td>
<td>Time event in room</td>
<td>Time event in room</td>
</tr>
<tr>
<td>Client Service/Help Desk/Job, Info Sys/Network Design</td>
<td>Name</td>
<td>School</td>
<td>Senior Center May Rm 1</td>
<td>Presentation Room</td>
<td>Time event in room</td>
<td>Time event in room</td>
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<tr>
<td>Entrepreneurship/Global Business/Banking &amp; Fin. Sys.</td>
<td>Name</td>
<td>School</td>
<td>Senior Center May Rm 1</td>
<td>Presentation Room</td>
<td>Time event in room</td>
<td>Time event in room</td>
</tr>
<tr>
<td>Management Dec. Making/Sports &amp; Entertainment</td>
<td>Name</td>
<td>School</td>
<td>Senior Center May Rm 1</td>
<td>Presentation Room</td>
<td>Time event in room</td>
<td>Time event in room</td>
</tr>
<tr>
<td>Job Interview/Future Business Leader</td>
<td>Name</td>
<td>School</td>
<td>Senior Center May Rm 1</td>
<td>Presentation Room</td>
<td>Time event in room</td>
<td>Time event in room</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>Name</td>
<td>School</td>
<td>Senior Center May Rm 1</td>
<td>Presentation Room</td>
<td>Time event in room</td>
<td>Time event in room</td>
</tr>
<tr>
<td>Prep Room</td>
<td>Name</td>
<td>School</td>
<td>Senior Center May Rm 1</td>
<td>Presentation Room</td>
<td>Time event in room</td>
<td>Time event in room</td>
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<tr>
<td>Workshops (9:30 &amp; 10:15)</td>
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<td>School</td>
<td>Senior Center May Rm 1</td>
<td>Presentation Room</td>
<td>Time event in room</td>
<td>Time event in room</td>
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<tr>
<td>Workshop 1 Name</td>
<td>Name</td>
<td>School</td>
<td>Senior Center May Rm 1</td>
<td>Presentation Room</td>
<td>Time event in room</td>
<td>Time event in room</td>
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Colorado FBLA 7/17
Presentation Room:

Impromptu Speaking
## Room Set-up Example

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<tr>
<td>3</td>
<td>Room</td>
<td>Purpose</td>
<td>Event</td>
<td>Times</td>
<td>Setup</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>UCCE Green Room</td>
<td>Headquarters</td>
<td></td>
<td>6:00 a.m.</td>
<td>3:00 p.m. 7 tables (20 Chairs)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>UCCE Main Lobby (straight down from Green Room)</td>
<td>Registration</td>
<td>6:30 a.m. ~ 8:00 a.m.</td>
<td>2 tables (3 Chairs)</td>
<td>Podium Microphone (on podium) Colorado &amp; USA Flag 2 Tables on Stage w/ skirts Banner suspended from ceiling</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>UCCE Monfort Concert Hall</td>
<td>Opening Session</td>
<td>BriAnn Heit</td>
<td>8:00 ~ 8:15</td>
<td></td>
<td>Podium Microphone (on podium) Colorado &amp; USA Flag 2 Tables on Stage w/ skirts Banner suspended from ceiling</td>
</tr>
<tr>
<td>7</td>
<td>UCCE Monfort Concert Hall</td>
<td>Keynote Speaker</td>
<td>Sam Glenn</td>
<td>8:15 ~ 9:15</td>
<td>see additional attachment</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>UCCE Monfort Concert Hall</td>
<td>Workshop</td>
<td>Sam Glenn</td>
<td>9:30 ~ 11:45</td>
<td>see additional attachment</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>UCCE Monfort Concert Hall</td>
<td>Closing Session</td>
<td>BriAnn Heit</td>
<td>1:00 ~ 3:30</td>
<td>2 Tables with skirts</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>UCCE Hensel Phelps</td>
<td>Presentation Room</td>
<td>Luke Jackson Workshop</td>
<td>9:00 ~ 11:45</td>
<td>1 Table, (3 Chairs), Podium, Projector</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>UCCE Patio Lounge</td>
<td>Interview Room</td>
<td>Job Interview/FBL</td>
<td>8:00 a.m. ~ 12:30 a.m.</td>
<td>1 Table (5 Chairs)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>UCCE Main Lobby By Patio Lounge</td>
<td>Holding Room</td>
<td>Job Interview/FBL</td>
<td>8:30 a.m. ~ 12:30 p.m.</td>
<td>15 Chairs</td>
<td></td>
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<tr>
<td>13</td>
<td>Rec. Center 101A</td>
<td>Workshop</td>
<td>Former State Officer Wksp</td>
<td>9:30 a.m. ~ 12:30 p.m.</td>
<td>Table, powerstrip, 50 Chairs for audience, Projector</td>
<td>12 Tables 36 Chairs with round tables</td>
</tr>
<tr>
<td>14</td>
<td>Rec. Center 101B</td>
<td>Lunch area for chapters</td>
<td></td>
<td>11:30-1:00 p.m.</td>
<td></td>
<td>36 Chairs with round tables</td>
</tr>
<tr>
<td>15</td>
<td>Rec Center 101C</td>
<td>Preparation Room</td>
<td>Banking &amp; Fin. Systems, Business Ethics, Client Service, Entrepreneurship, Improptu Speaking, Help Desk, Hospitality Management, Global Business, Marketing, Management Info Sys.</td>
<td>8:00 a.m. ~ 11:30 p.m.</td>
<td>12 Tables</td>
<td>36 Chairs with round tables</td>
</tr>
</tbody>
</table>
Example Judges’ Meeting Notes

Dress Code:
- Dress Code Violations: Please deduct points if students are in violation of the dress code. All judges will deduct the same amount of points on the evaluation form (all judges have to agree)
- Leggings’ are not allowed (tights without feet).
- Facial piercings are not allowed.
- Name tags must be worn at all times

Evaluating:
- At the end of all presentations, you will complete a winner’s list of your top 5. If rating sheets do not match your winner’s list, please change the rating sheets to match your winner’s list.
- You must break all ties.
- Students will receive their rating sheets. If time allows, please leave as many comments and suggestions as possible
- Time Schedule: We are on a very tight time schedule. We will make every attempt to stay on time.

Event Reminders:
- Be sure to review any new events and any event changes.

Equipment:
- All equipment must be provided by the chapter
- Screens will be available
- Advisers are not to help with setup
- If the equipment fails, the students can present without equipment (they should have a back-up plan)

Role Play Events:
- For the events that have a role play, this is when one judge interacts with the student and the other 2 judges complete the rating sheet. Consistency is best.

State Qualifiers:
- Top three in all events qualify for state.

When you arrive:
- When you arrive at the UCCC, you can go straight to your room. Water and coffee will be brought to you from the State Officers. If you have not picked up your judges packet, they will be in Headquarters (Green Room) at the UCCC.

Parking:
- The best areas to park are Lincoln Park Annex just east of the Recreation Center and UCCC lot 3, south of the UCCC. The areas around the complex have been waived for your event from 8 am to 5 pm.

When Finished:
- When you are finished please bring everything back to Headquarters (Greem Room at UCCC) or give to the adviser that is running the event. We ask that we have at least one judge’s cell phone number in case we have any questions afterwards.

Weather:
- In case there is a weather issue, all judges will be notified through your email if the conference has been cancelled by 6:30 am on Wednesday, February 11th. If you do not get an email from me then the conference is on.

Internet:
- Internet is sporadic throughout the 3 buildings so I feel it is better to be safe than sorry. I have notified all advisers (who are supposed to pass along the message to their students) that internet access will be available so everything should be on their computer.
District Leadership Conference Substitution Form

________________________________________________________ will substitute for
(Name of substituting student)

________________________________________________________ in the
(Name of student registered)

________________________________________________________ event.

Chapter ____________________________  Adviser ____________________________

❖ Substitutes must be on official membership roster.

❖ No substitutions for production events.

❖ No substitutions for Job Interview and Future Business Leader events.

❖ Only direct substitutions allowed.

—

District Leadership Conference Substitution Form

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________________________________________________________ in the
(Name of student registered)

________________________________________________________ event.

Chapter ____________________________  Adviser ____________________________

❖ Substitutes must be on official membership roster.

❖ No substitutions for production events.

❖ No substitutions for Job Interview and Future Business Leader events.

❖ Only direct substitutions allowed.
Post Conference Chapter Correspondence

The week following the District Leadership Conference, congratulatory correspondence should be sent to each school in the district.

Dear _____ High School FBLA Chapter

Congratulations to all winners and participants of the (year) FBLA District (#) Leadership Conference. I was pleased with the attendance of (###) people.

I would like to extend sincere congratulations to all members who qualified for the State Conference (attached it the winners’ list). If your student(s) aren’t planning to attend the state conference, please let me know as soon as possible so we can move up the alternate for that competition.

I am looking forward to seeing you at the State Conference in Vail on (date). I wish you all the best of luck with your state competition.

Sincerely

(SVP Name)
Vice President Representing District (#)
Example of Finance Income & Expense Report

**FINAL INCOME AND EXPENSE REPORT**
Future Business Leaders of America
District (#) Leadership Conference

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Beginning Balance</td>
<td>$ 150.00</td>
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<td>Income</td>
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<tr>
<td>District No. (#) Leadership Conference</td>
<td></td>
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<tr>
<td>(Registration @ 328 x $15)</td>
<td>$4,920.00</td>
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<tr>
<td>Total Income</td>
<td>$5,070.00</td>
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<tr>
<td>Expenses</td>
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<tr>
<td>Postage</td>
<td>64.25</td>
</tr>
<tr>
<td>$1 per registrant to State Office</td>
<td>328.00</td>
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<tr>
<td>Keynote Speaker</td>
<td>500.00</td>
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<tr>
<td>Mileage</td>
<td>176.80</td>
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<tr>
<td>Supplies</td>
<td>143.44</td>
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<tr>
<td>Judge’s Gifts</td>
<td>500.00</td>
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<tr>
<td>Awards</td>
<td>700.00</td>
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<tr>
<td>Flowers</td>
<td>72.84</td>
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<tr>
<td>Bus Freight</td>
<td>9.40</td>
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<tr>
<td>Refreshments &amp; Lunch</td>
<td>1,640.00</td>
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<td>Programs</td>
<td>325.00</td>
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<tr>
<td>State Officer Team Adviser Expenses</td>
<td>50.00</td>
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<td>State Officer Expenses</td>
<td>100.00</td>
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<tr>
<td>Online Registration</td>
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<td>Online Testing</td>
<td>50.00</td>
</tr>
<tr>
<td>Total Expenses</td>
<td></td>
</tr>
<tr>
<td>Net Profit or loss</td>
<td></td>
</tr>
</tbody>
</table>

Check to the district for conference profit (to be used for the following years’ conference).

**Mail check to the FBLA State Office.**
Example of Judge Confirmation Correspondence

Dear (name)

I am thrilled that you are able to attend the FBLA District (3) Conference in (city) on (date). I appreciate you taking time away from your regular schedule and serving as a judge.

Enclosed is a list of the judge’s assignments. Please note the event times. Judges are asked to attend a judges’ meeting at (date and time) at the (place and address). This meeting entails distributing judge’s packets, reviewing the day’s schedule, and answering any pertinent questions.

I tried to insert judges according to preference, however not everyone received their first choice. A copy of the event rules and guidelines of the competition(s) you will be judging are also included in the judge’s packet.

If an emergency arises and you cannot attend, please contact me by phone at (number). Immediate contact is important so alternate judges can be found.

Thank you for providing your business expertise to the youth of Colorado FBLA. I look forward to meeting you.

Sincerely

(Name)
District (#) Board Member
Example Evaluation Form (optional)

FBLA DISTRICT (#) LEADERSHIP CONFERENCE

Date:

(Location)

Check one:  ___ Student  ___ Adviser  ___ Guest

Name of your school: ___________________________________________________________

4 = Excellent - Most Difficult  3 = Good - Difficult  2 = Fair - Average  1 = Poor - Easy

<table>
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<tr>
<th>ACTIVITY</th>
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<th>3</th>
<th>2</th>
<th>1</th>
<th>COMMENTS</th>
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<td>Pre-registration</td>
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<tr>
<td>Conference Registration</td>
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<tr>
<td>Opening General Session</td>
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<td>Keynote Speaker</td>
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<td>Conference Facilities</td>
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<tr>
<td>Awards of Excellence Ceremony</td>
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</tbody>
</table>

Additional Comments:
Example of Dues Reminder Correspondence

Dear (name)

This is a note to remind you that your chapter dues or updates must be submitted by December 1 if any of your chapter members wish to participate in competitive events at the District Leadership Conference to be held at (school) High School on (date).

If you are not registered with the national office by December 1, your student names will not appear on the District Leadership Conference online registration materials.

If you have any questions or concerns, please contact me by email at (email) or by phone at (number). You may also contact my Adviser by email at (email) or by phone at (number).

I am looking forward to seeing you and your chapter at the District Leadership Conference.

Sincerely

(Name)
Vice President Representing District (#)
Example Conference Information Correspondence

Dear Advisers

The district conference is soon approaching! I want to inform you of a few very important changes, deadlines, and guidelines.

ADVISER/GUEST ASSIGNMENTS
I am including a list of adviser and guest assignments. Every year a few judges call and cancel right before conference, so adviser/guest assignments are subject to modification. I appreciate all of your help. Adviser assistance contributes to the success of the District Leadership Conference.

ADVISER RESPONSIBILITIES
Please find the enclosed, updated District Leadership Conference agenda. Registration will begin on time at (time) a.m. I encourage your chapter to show up 15 minutes early in order for registration to be completed on schedule. Event administrator packets will be available at conference registration, not conference headquarters.

Please encourage your students to participate in the exciting workshops scheduled throughout the day.

Attached you will find speaking times. Be sure competitors report to their rooms early. Occasionally, competitors are not in attendance, so the next participant scheduled should be prepared to present at an earlier time. This allows conference headquarters to receive scores in a timely fashion.

On the day of the conference, make sure that all members in competitions have all materials that they will need for their event. Please be prepared! Make sure that members have full knowledge of the guidelines of their competitions.

DRESS CODE
The dress code is strictly enforced. Judges will assess deductions for members who are out of dress code. Furthermore, dress code applies to the entire conference. Winners at the awards session will not walk on stage if they are not in dress code. If you have questions about the dress code, please ask in advance. A good rule of thumb to follow is, if the attire is questionable, do not wear it.

SUBSTITUTIONS
A substitution form is enclosed. Please make copies as needed and report any substitutions as soon as possible to the District Board Director.

GRIEVANCE COMMITTEE
The grievance committee is the chapter advisers from (school), (school), and (school). If you have a problem, please see one of these advisers before the end of the conference. After the conference is over, no grievances will be heard and all decisions of judges are final.

If you have any questions, please contact me at (number), my adviser, (name), at (number), or the District Board Member, (name), at (number).

Good luck in competition!

Sincerely

(name)
Vice President Representing District (#)
Final Winners’ List Example

Please submit results to conference headquarters.

NAME OF EVENT: ____________________________________________

The first five places may be recognized at the district level.

The top three or four winners from each District Leadership Conference are eligible to compete at the state level.

<table>
<thead>
<tr>
<th>PARTICIPANT NAME</th>
<th>SCHOOL</th>
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<tbody>
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