

NEBRASKA FBLA HANDBOOK

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NEBRASKA FBLA STATE LEADERSHIP CONFERENCE

The Nebraska Future Business Leaders of America State Leadership Conference is designed as an educational conference and includes seminars, workshops, competitive events, leadership development activities, career awareness programs, election of officers, business meetings, and general sessions.

Attendance – Eligibility and Responsibility

Any Nebraska FBLA member in good standing may participate in the conference. A member in good standing is an FBLA member whose local, state, and national dues are paid by January 15, and he/she has been an active member during the school year. Local FBLA chapters may add specific requirements qualifying members as in “good standing” for participation at State Leadership Conference.

Students attending the Nebraska FBLA State Leadership Conference will be **present** and **involved** in all conference activities. Those students who are looking at the conference as a means of missing school or a vacation should be left **at school!**

Number of Events Students May Enter

- Any student attending the State Leadership Conference will enroll in no less than three (3) competitive events and no more than six (6) competitive events.
- Chapter report projects, Quality Member Award, and Who’s Who do not count toward the number of events a student may enter.

Conference Registration

State Leadership Conference registration forms are located on the Nebraska FBLA website at nebraskafbla.org/slc.htm. Please print the Conference Preparation Calendar, Tentative Schedule, Competitive Event Summary, and SLC Registration Checklist for additional conference details.

Registration must be postmarked on the Conference Registration Deadline date. If the registration is hand delivered, it should be submitted to the State Office by 5:00 p.m. on the postmark registration date. This date is an **absolute** deadline as firm figures are needed for scheduling meals, general sessions, and competitive events. Registration fees must accompany the registration forms.

No late registrations will be accepted, as per direction of the Nebraska FBLA State Board of Directors. Late registrations will be returned to the local FBLA adviser.

The Registration Summary Form must be completed for all members, advisers, student teachers, and chaperones attending the SLC. State officers should be included in their chapter’s total number but will not be required to pay the conference registration fee.

State Officer Candidates

State Officer Candidate information and application forms are located on the Nebraska FBLA website at nebraskafbla.org.

Student and Adviser Cost

The cost of the Nebraska FBLA State Leadership Conference will be the same for all participants. A member not attending the conference but entering any competitive event or applying for a scholarship will be expected to pay the registration fee. The conference registration fee is listed on the registration form each year. The fee includes a registration fee, one meal function, printing, seminar and workshop fees, facility costs, competitive event expense, and all incidental costs for conference operation. The registration fee is to be prepaid by all registering students and advisers.

Checks should be made payable to **Nebraska FBLA**. No personal checks will be accepted; school checks only. There will be **no refunds**.

Substitutions should be made directly to the FBLA Staff Assistant.

Lodging Arrangements

All lodging arrangements will be made directly with the hotels. No reservations will be accepted prior to November 1. No lodging arrangements are to be made with the State Office. Hotel deadlines are listed on the hotel registration materials and conference planning calendar. Hotel room blocks are not held past the stated deadlines.

Advisers: *It is your responsibility to see that your delegation has left the rooms in proper order. Remember to check incidental charges before departure.*

Medical Release Forms

It is advisable that all chapter advisers carry a completed Medical Release Form (found on the Nebraska FBLA website) for all conference participants.

Conference Rules

The attendance at the Nebraska FBLA State Leadership Conference is very large. In order to allow the current number of members to continue to attend, we **must** maintain a good relationship with the conference headquarters hotel. We **cannot** permit any disruption or discourtesy that might jeopardize a good working relationship with the hotel staff.

The Nebraska FBLA State Leadership Conference is designed as a young businessperson's meeting. Students must keep in mind **at all times** that they are representing FBLA and their respective schools.

The use of illegal drugs or alcoholic beverages, of course, will **not** be permitted. Curfews will be enforced by advisers and hotel security staff. Students violating conference rules or acting in a manner that is not befitting to the business atmosphere of the conference will be sent home at their own expense. Hotel security will handle violations according to their own guidelines. Violations will be reported to the home school administration. Local advisers will be responsible for arranging for transportation home from SLC for students violating conference rules.

Male and female students may not be in the same room unless an adviser or chaperone is present in the room. No mixed company in rooms after curfew under any circumstances.

Again, students who are not willing to participate and attend all Nebraska FBLA State Leadership Conference activities should be **left at home**. It is suggested that students, parents, and advisers discuss Conference Rules prior to departure for the FBLA SLC. Advisers should utilize the Delegate Conduct/Procedures Code permission form (found on the Nebraska FBLA website), which includes conference rules to be signed by parents, student, and adviser(s).

Damage atypical to individual hotel rooms will be assessed to the local chapter. If there are any obvious damages in student rooms as they check in, this should be reported to the registration desk at the hotel. **Advisers, for your protection, check rooms for damages as you check in and check out.**

Students, advisers, and chaperones must wear conference name badges at all times and to all functions.

Students should be reminded that room items, such as towels, are not souvenirs. Rooms should be left in an orderly condition.

All announced results are final upon conclusion of the conference. National qualifiers will be determined by competitive event guidelines. If such determined qualifiers cannot compete, selection will be determined by order of placement.

Dress Code

Dress at the Nebraska FBLA State Leadership Conference must be business attire. Appropriate FBLA-PBL attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name tags are part of the dress code and must be worn at all times.

Males – Required Attire

- Dress-collared shirt with necktie
- Dress slacks
- Dress shoes and dress socks
- Men’s business suit (optional)
- Men’s business sport coat or sweater (optional)

Females – Required Attire

- Business suit or
- Business pantsuit (pants accompanied by a coordinated jacket) or
- Business dress or
- Skirt and blouse or
- Dress slacks and blouse or
- Capris or gauchos (worn below the knee) with coordinating jacket/suit
- Dress shoes
- Hemlines should be no more than two inches above the knee

Inappropriate attire includes:

- Visible body piercing, other than ears
- Denim clothing of any kind
- Overalls, shorts, stretch pants, athletic wear, exercise or bike shorts
- Backless, see-through, tight-fitting, spaghetti-strap, low-cut blouses/tops/dresses, or tops not reaching the beltline. No skin should be visible at the mid-section.
- Sun dresses
- T-shirts, lycra, spandex, midriff tops, tank tops, tube tops, bathing suits
- Athletic shoes, industrial work shoes, hiking boots, flip-flops, bare feet, or over-the-knee boots
- Hats/caps
- Visible undergarments

New fashion trends may be in style but not necessarily appropriate. The best way to operate is to avoid walking the line. If there is doubt, select something else to wear. Be a professional.

Students appearing on stage at the general sessions must be in business attire. The Board of Directors will check all attire before allowing a student to appear on stage.

Semiformal, formal, or FBLA-PBL business attire should be worn to the awards program.

Decent walking shorts (no blue denim) and appropriate T-shirts and tennis shoes are permissible attire for the dance and after 9:30 p.m. on Thursday. Blue jeans may be worn to the dance provided students contribute

a \$1 donation to the fundraising activity designated by the Board of Directors. See the Dress Code Inappropriate Items list above for clothing items not appropriate for the dance.

Throughout the conference, students en route to the swimming pool must have an appropriate “cover-up” on when walking from their room to the pool area. A towel is not an appropriate cover-up!

Adviser Responsibility

It is the responsibility of the local chapter adviser to assure that the chapter’s delegation is in appropriate business attire and represents the school with appropriate behavior. Local chapter advisers are responsible for impressing upon their chapter members the importance of maintaining a professional business atmosphere at all times during the Nebraska FBLA State Leadership Conference.

Voting Delegates

Each chapter in good standing is entitled to the following number of voting delegates depending upon chapter membership as of January 15. Chapters will be notified prior to the conference the number of delegates to which each chapter is entitled. Voting delegates will vote for State Officers and on other matters presented at the conference. It is the duty of the delegate to know the wishes of his/her local chapter in regard to officer election and policies.

Delegates will be provided with a special delegate ribbon to be attached to the name tag, which must be worn at all times. The bylaws of the association currently determine the delegate number allowed per chapter as follows:

1 - 20 members - 2 voting delegates	61 - 80 members - 5 voting delegates
21 - 40 members - 3 voting delegates	81+ members - 6 voting delegates
41 - 60 members - 4 voting delegates	

Voting Procedures

FBLA local chapter delegates will cast a primary ballot for officer candidates on Friday afternoon. This primary ballot will be a paper/pencil scantron ballot. Following the closing of primary voting, the top two candidates for each office will be posted. A general election paper/pencil scantron ballot will be cast by the voting delegates Friday evening. A candidate must receive a majority to be elected. Should the votes be evenly split, another vote will be taken until a candidate receives a majority. Should an office have only one candidate, voting must still take place. The delegates will be the only students required to attend, although it is open to anyone.

The roll call will be taken only once to determine the number of delegates present. A delegate not present for the roll call will not be allowed to vote. The majority will be determined by the initial roll call.

The new officers will be announced at the general session following the voting. Officer candidates elected to a FBLA state office will be installed on Saturday at the awards program.

Conference Headquarters

Nebraska FBLA State Leadership Conference Headquarters location will be announced prior to each conference. Someone will be on hand at all times to answer questions, give directions, etc. All competitive event results are to be forwarded to conference headquarters.

General Assembly Seating

No seating will be organized by the State Office or the State Board of Directors for any general sessions or the Awards Program; all chapters will be responsible to obtain their own seating by sending a representative to the assembly hall prior to the opening of each general session and the Awards Program. Saving seats for the Awards Program may begin after 8:00 a.m. Chapters may not reserve seats by posting signs. One or two representatives should be present at all times prior to the start of the general session. Any streamers or paper items used to mark off an area should be removed following the general session.

Should it be necessary for your chapter to leave the Awards Program early due to school conflicts, please be seated in the back rows and then depart quietly. We must keep audience movement during the Awards Program to a minimum. Should you need to miss the Awards Program, please designate another local chapter to represent your members on stage to receive any awards presented.

Conference Follow-up

Individual student award winners are expected to send written thank-you letters to Nebraska FBLA event sponsors. Names and addresses of event sponsors will be provided to all FBLA advisers.

FBLA chapters winning awards sponsored by organizations or individuals are expected to have a representative of the chapter send a written thank-you to the organization or individual sponsoring the chapter event.

Student Supervision

Local chapter advisers are responsible for supervising the students from their school.

The Nebraska Future Business Leaders of America recommends that for every fifteen (15) students attending the State Leadership Conference, one (1) adviser/chaperone is present. Because all chapter advisers are expected to assume conference responsibilities, it is strongly recommended that additional supervision be provided by each chapter's school.

Calculators

Calculators can be used in all objective-test events as appropriate; however, no graphing or financial calculators, PDAs (e.g. Palm Pilots), phones, or other memory storage devices are allowed in any event.

Seminars

All students are encouraged to attend two or more seminars.