



## NEBRASKA FBLA SLC HIGHLIGHTS

**SLC Registration** – A record-breaking SLC registration has been keeping your state office staff busy. Joining us at the SLC will be 2,151 members, advisers and chaperones!

**SLC T-shirts** – All proceeds from the sale of the SLC t-shirts will be given to the Nebraska FBLA Foundation. Members wearing blue jeans and their 2011 SLC t-shirts may use the t-shirt as their ticket into the dance. Members wearing jeans to the dance and not wearing the t-shirt may contribute \$2 to enter the dance. All proceeds go to the Nebraska FBLA Foundation.

**NEW! Dollar Dance** – The 2010-2011 State Officer Team will hold a dollar dance at the SLC dance to raise funds for the Foundation. Encourage your members to bring their dollars to support this worthy cause!

**Grant Baldwin** – Keynote speaker Grant Baldwin looks forward to bringing his message to Nebraska FBLA. Grant offers his books and resources for sale following the opening session and his workshop.

**Dress Code Policy** – The Board of Directors will check competitors' attire for compliance with the Dress Code before they appear on stage at the general sessions. Please double check your students' attire BEFORE each general session to make sure they are appropriately attired—including name badges and shoes!

**NEW! Resolution on Sustained Funding** – To encourage continued funding support for the Center for Student Leadership and Extended Learning, which provides state funds to support Nebraska FBLA, each CSO has been asked to have its voting delegates adopt a resolution at its state conference. Please print a copy of the Resolution on Sustained Funding linked to the State Leadership Conference web page and share it with your voting delegates prior to the SLC. Delegates will vote to support the resolution at the Delegate Assembly on Friday, April 8, at 6 p.m. <http://nebraskafbla.org/conferences/state-leadership-conference-slc/>

**Seminars** – Chapter members are encouraged to attend at least two seminars during the conference. Eight excellent seminars covering leadership development, careers, and college preparation await your members at this year's SLC! You can find the complete seminar list on the Nebraska FBLA website under the Conferences link at [http://nebraskafbla.org/wp-content/uploads/2011/04/schedule-slc\\_seminars.pdf](http://nebraskafbla.org/wp-content/uploads/2011/04/schedule-slc_seminars.pdf)

**New(er) Adviser Seminar** – New advisers, don't miss the seminar scheduled at 3:45 p.m. on Thursday, April 7. Tennille Gifford, Kearney, and Nick Jarzynka, Elkhorn, will help you make the most of your SLC experience. Bring your SLC questions!

**SLC Chapter Photos** – The Picture Man will take chapter group photos Thursday through Saturday. The Picture Man flyer linked to the website provides more details. To participate, simply sign the photo display board in the Palace Foyer. <http://nebraskafbla.org/wp-content/uploads/2009/11/PictureManFlyer.pdf>. Orders will be placed through the Picture Man's website after the conference: [www.bobthepictureman.photorelect.com](http://www.bobthepictureman.photorelect.com).

**Share Chapter Photos** – Chapters can share their photos for the conference flashback on Friday, April 8, at 5 p.m. at the technical booth in the Palace Ballroom.

**Presidents' Recognition** – Your chapter president is invited to attend the Presidents' Recognition hosted by the Nebraska FBLA Advisory Council on Thursday, April 7, from 8 to 8:30 p.m. in Holiday C. A printed invitation for your president will be included in your chapter's registration packet. The president (or a representative) must be present at the recognition to receive his/her gift from the Advisory Council. If your president is unable to attend due to a competitive event conflict, please send another officer in his/her place. The Council members look forward to meeting your chapter's president!

**CoCo Key Water Resort** – All students and advisers registered for the SLC are welcome to use the CoCo Key Water Resort at a cost of \$10 per person.

**Adviser Hospitality** – The Federal Reserve Bank hosts the adviser hospitality center in Salon D on Friday afternoon. Please stop by the room for refreshments and to review classroom materials.

**NEW! Adviser Reception Location Moved** – The Friday evening adviser reception has been moved to Tower A, the room next to the Tower elevators on the first floor. Room 626, which is listed in the program, is undergoing a quick repair and is not available for the reception. Please stop by for refreshments hosted by the Nebraska FBLA Board of Directors.

**Karaoke and Dance** – Complete Music leads the karaoke from 8 to 11 pm on Thursday. Our dance this year will be led by Adam Grote from Premier Sound Ltd. on Friday evening following the Second General Session.

**SLC Meal** – The SLC Friday evening buffet is included in your conference registration fee.

**Restaurants** – Restaurants in the vicinity of the CoCo Key Water Resort include Perkins and Burger King. Restaurants are also available in the CoCo Key Water Resort Hotel, Comfort Inn, and Omaha Executive Inn and Suites. Students can also order pizza from nearby restaurants as long as delivery arrives **prior** to curfew.

## **SLC REGISTRATION INFORMATION**

### **Registration Packets—Lobby B (not Conference Headquarters)**

- Registration packets may be picked up in **Lobby B** from 11 a.m. to 1 p.m. on Thursday, April 7.
- Lobby B is located in the hallway behind the hotel registration desk.
- Chapters arriving Wednesday, April 6, from 7 – 10 p.m. should stop in the Palace Ballroom, and Bev will facilitate your registration materials.

### **CoCo Key Water Resort Hotel Registration**

- CoCo Key Water Resort Hotel registration begins Thursday, April 7, in Salon C at 11 a.m.
- Your rooms may **not** be available when checking in at 11 a.m.; however, you will receive one room for the storage of your chapter's luggage during the Opening General Session.
- If your rooms are not available upon arrival, the hotel staff requests that you not check a second time on your room status until after the general session at 3 p.m.

### **CoCo Key Water Resort Hotel Check Out**

- When checking out of the CoCo Key Water Resort Hotel on Saturday, please move all luggage for your chapter to one or two sleeping rooms prior to the Awards Program.
- Call the front desk to indicate the rooms that have been vacated so housekeeping can begin cleaning.

### **Scrapbooks**

- Chapter scrapbooks should be placed on the tables in the Mini-Dome, which is the hallway near the steps that lead to the Water Resort.

**Foundation Ribbons**

- Your chapter's ribbons for participating in the Nebraska FBLA Foundation fundraising project will be in your SLC registration packet. Our thanks to Syracuse FBLA for facilitating this process!

**NEW! March of Dimes Ribbons**

- Chapters donating to the March of Dimes will be recognized at the conference with light blue ribbons. The ribbons will be in your SLC registration packet.

**Caucus Cards**

- Colored caucus cards for submitting questions to the state officer candidates during Thursday's Formal Caucus will be in your chapter's registration packet.
- Completed cards can be given to the staff in Conference Headquarters, Salon B, prior to the Formal Caucus on Friday.

**DRESS CODE****Conference Etiquette and Proper Dress Resources**

- The following resources are available on the website on the State Leadership Conference page:
  - Conference Etiquette Guide
  - Dress for Success Guide
  - Dress to Impress PowerPoint

**Dress Code**

- Please print copies of the SLC Dress Code provided on the website under Conferences: <http://www.nebraskafbla.org/pdf/dresscode.pdf>.
- Review the Dress Code with your members attending the SLC.
  - The success of the SLC Dress Code relies on each local adviser enforcing the code with his/her students.
  - Hosiery for females is **not** required.
  - Shoes for females can be open toe as long as they are professional. The Dress Code does not specify close-toe shoes.
  - Flip-flops and sandals are not considered dress shoes.
- Business attire must be worn to all conference activities through the Formal Caucus on Thursday evening, through the Second General Session on Friday evening and to the Awards Program on Saturday.
- Judges will deduct five (5) points for competitors not following the Dress Code in the performance events.
- The Board of Directors will check competitors' attire to make certain they comply with the Dress Code before they may appear on stage to accept awards. Please double check your students' attire BEFORE each general session to make sure they are appropriately attired—including shoes and name badges.
- Students may wear walking shorts to participate in karaoke—no blue jeans.
- **Blue jeans are not acceptable attire at the conference.** *Exception:* Members may wear blue jeans with their 2011 SLC t-shirt to the dance OR members may contribute \$2 to wear blue jeans to the dance.

**CONFERENCE PROCEDURES****Curfew**

- Thursday evening curfew: 11:30 p.m.
- Friday evening curfew: 12 midnight.
- Curfew means students should be in their sleeping rooms and quiet for the evening.

- Advisers should monitor the hallways following curfew.

### ***Closed Doors***

- Hotel security requires sleeping room doors be closed at all times during the conference.
- No mixed company should be in the sleeping rooms unless an adviser is present because the doors must be closed at all times.

### ***Accessing the Heartland Room***

- ENTER: Competitors participating in events in the Heartland Room may walk through the pool area to enter the glass doors to the Heartland Room.
- EXIT: Competitors should exit the Heartland Room through the wooden doors and walk down the south hallway between the sleeping rooms OR if the weather is conducive to going outside, exit through the doors on the west side of the room.

### ***Accessing Heartland B/C***

- Competitors, event workers and judges will need to access Heartland B/C through the Heartland Room.
- Remember that competitors are testing in this room so noise should be kept to a minimum. NO talking.

### ***Advisers' Meeting***

- Thursday at 3 p.m. – ALL advisers should attend unless working a competitive event.
- Dennis Krejci, Tri County, will share NLC registration procedures
- Shawna Koger, Arlington, will provide updates from the Foundation Marketing Committee.

### ***Hotel Safety***

- Safety issues do not allow hotel sleeping room doors to be left ajar during conference activities.
- Remind students that sleeping room doors should always be closed when the students are in their room and locked when the students leave their rooms.
- Since the doors must remain closed, males and females shall not be in the same sleeping room unless an adviser/sponsor is present.
- Remind students to walk in groups of three or more when returning to their hotels following the evening activities at the Convention Center. No student or adviser should walk alone to return to the hotels in the evenings.

### ***Adviser Work Schedule***

- The Adviser Work Schedule is posted on the website.  
<http://nebraskafbla.org/conferences/state-leadership-conference-slc/slc-registration-information/>
- Changes have been made to the adviser work schedule; review it carefully!
- ALL advisers are needed to work their assignment. If you are not able to cover your assignment, please find a replacement.

### ***Saving Seats***

- Chapters may save seats for the general sessions starting at 11 a.m. if one person is present at all times while saving seats.
- **NEW!** Chapters may save seats for the Awards Program starting at 8:30 a.m.
- No one other than PDC staff should be in the Palace Ballroom prior to 8:30 a.m. on Saturday.

### ***School Administration***

- You are encouraged to invite your school administrators to either the Opening General Session on Thursday or the Awards Program on Saturday.
- If administrators attend only one session, no registration fee is required.



**Security**

- Six security guards will be on duty from 10 p.m. until the early morning hours on Thursday and Friday evenings to monitor activity outside the convention center and on each floor of the CoCo Key Hotel.

**Evening Supervision**

- On Friday evening, advisers have various supervision duties. Remember that students are representing their school districts while attending the conference; therefore, supervision of students is important at all activities.
- Your presence in the hallways, at the recreation areas and during the dance ensures that the students are properly supervised.
- With all advisers doing their part, we can show students the appropriate way to conduct themselves while attending a conference.

**Scholarships**

- The Future Business Leader first-place winner receives a \$750 scholarship, and the second-place winner receives a \$500 scholarship.
- Gallup sponsors the two \$250 Nebraska FBLA scholarships.
- The PBL Scholarship is provided by Nebraska Phi Beta Lambda.

**Spectators Encouraged**

- FBLA members are encouraged to attend the competitive event performances and speeches taking place at the CoCo Key Water Resort Hotel, Comfort Inn and Omaha Executive Inn and Suites.
- Client Service, Help Desk, Emerging Business Issues and Marketing are closed to spectators.

**Chapters Leaving Friday Evening**

- If it is necessary to leave the conference early, please stop in Salon B to let the conference staff know your chapter is leaving.
- Arrange to have another chapter accept any awards your students may receive at the Second General Session or the Awards Program.

**Send Thank-You Notes**

- Students receiving plaques, scholarships and other awards are expected to write thank-you notes to the event sponsors.
- Please require your competitors in performance events to send a thank-you note/letter to the judges.
- Either a letter or handwritten note is acceptable business etiquette.
- A list of event sponsors and judges will be provided for you on the FBLA website after the SLC.

**Take-Home Packets**

- Your chapter's take-home packet with competitive event results may be picked up following the Awards Program on the Palace Foyer registration counter.

**COMPETITIVE EVENTS****Performance Events**

- Competitors in performance events are NOT allowed to watch other competitors in their event perform—NO exception.

**No. 2 Pencils**

- Competitors need to bring No. 2 pencils for the objective-test competitive events.

- Pencils and sharpeners are not available in conference headquarters.

#### ***Scantron Forms***

- Students should indicate their school name on the scantron form by using the name printed on their name badge. Examples: Columbus Lakeview, Omaha Bryan, Grand Island Northwest.

#### ***Electronic Devices***

- Competitors will be asked to place all electronic devices, including cell phones, in the center of the table while taking objective tests.
- Non-graphing, simple calculators may be used for math calculations.
- Competitors may NOT share calculators.

#### ***Sequestered Events***

- Impromptu Speaking, Business Ethics and Parliamentary Procedure are sequestered events.

#### ***Annual Business Report Judging***

- Two judging rounds were used to process the Annual Business Reports. The preliminary round of judging was used to determine the finalists for the top 8 places.
- A final round of judging was used to place the top 8 teams. The preliminary score was not considered in the final round of competition.

#### ***Client Service, Help Desk and Marketing Events***

- Client Service, Help Desk, and Marketing are individual role-play events with the judges.
- The role play is not open to spectators.

#### ***Impromptu Speaking Event***

- All students must report for instructions at the Omaha Executive Inn & Suites at 6 p.m. If students are not present when the instructions are given, the students will not be allowed to compete.
- If there is a time conflict with another event, the student will need to make a choice.
- For the final round, the event administrators will attempt to work around callbacks and team performances, but it may be impossible to accommodate all conflicts.

#### ***Job Interview***

- The Job Interview Application Session is held Thursday from 4:30 to 7:30 p.m. in the Omaha Room, located on the third floor of the CoCo Key Water Resort Hotel.
- Competitors may submit their completed application blank, letter of application and resume **any time** between 4:30 to 7:30 p.m. During this process, the students will receive their interview appointment.
- Over 420 seniors registered for the Job Interview event, a record-breaking number! To accommodate the number of competitors, 40 judges will be used for the preliminary round. Therefore, 40 students will advance to the semi-final round with 5 judges. Ten students will be interviewed in the final round. Places 1-10 will be awarded for the event this year.
- On Friday evening, please remember to check the bulletin board for the list of finalists.

#### ***Future Business Leader***

- The 8 finalists for Future Business Leader will interview Saturday morning at 7 a.m.
- Finalists are determined by combining the Job Interview preliminary score with the Future Business Leader test score.
- Finalists will be posted Friday evening by 10:30 p.m. Please remember to check the bulletin board; we don't want anyone to miss their Saturday morning interview!

***Online Testing Team Events***

- The top five teams based on the online test scores compete in the performance portion of the following events: Banking and Financial Systems, Entrepreneurship, Global Business, Management Decision Making, Management Information Systems and Network Design.
- The top 5 teams are announced on the listserv.
- Team scores from the online tests will be placed in your chapter's take-home packet.

***EVENT CHAIR INFORMATION******Event Chairs***

- Thank you for serving as an event chair for this year's SLC.
- You are the expert for your event; therefore, all questions regarding the administration of the event will be directed to you.

***Heartland Room Events***

- Competitors may walk to the Heartland Room through the pool area.
- Students should enter the room through the glass doors and exit the room through the wooden doors and then take the south hallway between the sleeping rooms to return to the main part of the hotel. Or if the weather is conducive, you may ask the students to exit outside of the hotel through the west doors.
- Please announce this procedure to the students.
- Competitors, event assistants and judges will need to walk through the Heartland Room to reach Heartland B/C. It is the only convenient option available to reach Heartland B/C; therefore, please ask an adviser to monitor the entrance to give instructions to those entering the room while testing is underway.

***Stop Watch***

- If you are chairing a performance event and have a stop watch, please bring it to the conference.

***Two-part Events***

- The following two-part events require the combining of scores from the objective test with the application or performance portion of the event: Accounting II and Future Business Leader.

***Double Check Tests/Scoring***

- Please examine the instructions and tests prior to your event so you can answer any questions.
- Please double check all scores for accuracy. Judges change their minds and may not include the change in the total points given.

***Scantron Grading***

- Lobby B, located next to the ramp leading to the Holidome, is the event scoring room.
- When the tests and scantron sheets from the objective events have been collected, please pick up the answer key from Salon B.
- Take the completed answer sheets and the scantron key to Lobby B for scoring.
- The event chairperson should remain in the scantron room while the sheets are scored to verify the accuracy of the scoring process. Please be patient as there may be a waiting line.
- The scantron assistant will run your event when you are present so both of you may listen for the sound of two digits printing.
- Please run several scantrons and then do a manual check to verify the accuracy of the machine. Two digits should print or a single digit should print as 06 rather than 6. You should be suspicious of any

single digit numbers printed as the number of correct answers on the form.

## ***STATE OFFICER ELECTIONS***

### ***Campaign Stickers***

- Campaign items should not be placed on hotel property.
- Students receiving campaign stickers should either wear them or discard them in a wastebasket.

### ***Candidates***

- Ten FBLA members are seeking a position on the 2011-2012 Nebraska FBLA State Officer Team!
- The list of candidates is posted on the Nebraska FBLA website on the State Leadership Conference page: [http://nebraskafbla.org/wp-content/uploads/2011/04/list-slc\\_soc-w-no.pdf](http://nebraskafbla.org/wp-content/uploads/2011/04/list-slc_soc-w-no.pdf).
- Two-minute speeches given by each candidate will be presented at the Opening General Session.
- Official campaigning begins after the general session at 3 p.m. on Thursday.
- No campaign buttons or other promotional items should be worn until the general session has concluded.

### ***Formal Caucus***

- Members should attend the Formal Caucus at 9 p.m. Thursday to hear the state officer candidates respond to questions submitted by local chapters. It is important for your members to see how well the candidates handle an impromptu speaking situation.
- Please submit the completed cards with your chapter's candidate questions to the conference staff in conference headquarters, Salon B.

### ***Voting Delegates***

- Voting delegates vote during the Primary Ballot Voting on Friday from 2:30 to 5 p.m. and are required to sign the delegate list.
- Voting delegates vote during the Delegate Assembly on Friday from 6 to 7 p.m.
- All delegates must be seated by 6 p.m. to be counted in the roll call taken at Delegate Assembly.
- The list for the number of voting delegates your chapter is allowed based on the Nebraska FBLA Bylaws is posted on the Nebraska FBLA website:  
<http://nebraskafbla.org/wp-content/uploads/2011/04/posting-delegatecount.pdf>
- A memo posted on the website on the State Leadership Conference page explains more about your voting delegates' role at the conference:  
[http://nebraskafbla.org/wp-content/uploads/2011/04/memo-slc\\_votingdelegate.pdf](http://nebraskafbla.org/wp-content/uploads/2011/04/memo-slc_votingdelegate.pdf)
- Please print the memo and share it with your voting delegates.

### ***Each Member's Role in Electing Officers***

- Please ask all chapter members to visit the State Officer candidate booths to learn more about the candidates and their qualifications.
- Each chapter is encouraged to meet as a group to determine which candidates will receive the chapter's votes.
- Voting delegates should cast their votes according to the directions of the chapter members.

***SEE YOU AT THE SLC!***