

# Nebraska FBLA 50<sup>th</sup> Anniversary State Leadership Conference (SLC)

March 29-31, 2012

Ramada Plaza Omaha Hotel and Convention Center  
72<sup>nd</sup> and Grover Streets

**Registration Fee:** \$50 per member/adviser; \$30 per chaperone/student teacher  
Includes Friday evening buffet

## February 15 Registration Deadline

Online Registration for:

- Adviser, Chaperone, and Student Teacher Registration
- Member Competitive Event Registration

Required Items Mailed to State Office

- Copy of Conference Registration Summary Form
- Chapter Permission Form

Items Mailed to Grafton and Associates, 5935 South 56<sup>th</sup> Street, Ste. A, Lincoln, NE 68516

- Conference Registration Summary Form
- Check

## February 15 Optional Competitive Event Forms or Items Due to State Office

All State Quality Member Applications – no limit on entries  
Business Ethics Case Study Solution – 1 team per chapter  
Client Service Case Study Solution – 1 entry per chapter  
Chapter Events Entry Form  
Digital Design and Promotion with Statement of Assurance – 1 entry per chapter  
Digital Video Production with Statement of Assurance – 1 entry per chapter  
E-business Statement of Assurance – 1 entry per chapter  
Electronic Career Portfolio with Statement of Assurance – 1 entry per chapter  
Emerging Business Issues Affirmative/Negative Positions – 1 team per chapter  
Programming Entries with Statement of Assurance – no limit on entries  
Public Speaking I and II CD/Tape and Written Copy of Speeches – 1 entry per event  
Web Site Development Statement of Assurance – 1 entry per chapter  
Who's Who Resume with Entry Form – 1 entry per chapter

## February 15 Optional SLC Forms

Businessperson of the Year  
Golden Round Table  
Local Chapter Recruitment of Chapters  
Market Share Award  
Parliamentary Procedure Reference Form  
Scholarship Fund Chapter Recognition Form  
Special Needs Form  
Star Volunteer  
Sweepstakes

## March 1 Deadline

Chapter Reports – Submit 2 copies of each report

- American Enterprise
- Community Service
- Partnership with Business
- Local Chapter Annual Business Report

Business Financial Plan – 1 entry per chapter, submit 2 copies

Business Plan – 1 entry per chapter, submit 2 copies

Business Presentation DVD (1 copy) plus hard copy of multimedia presentation slides with  
Statement of Assurance – 1 entry per chapter

### **March 5-14: Online Testing – 2 teams per chapter per event**

Banking and Financial Systems  
Entrepreneurship  
Global Business  
Management Decision Making  
Management Information Systems  
Marketing  
Network Design

### **March 5-16: Computer Skill Events Testing**

Accounting II – computer portion of event – no limit on chapter entries  
Computer Applications – 2 per chapter  
Database Design and Applications – 2 per chapter  
Desktop Publishing – 1 team of 2 per chapter  
Spreadsheet Applications – 2 per chapter  
Word Processing I – 4 per chapter  
Word processing II – 4 per chapter

## **Hotel Information**

***Ramada Plaza Omaha Hotel & Convention Center Renovation Update!*** – The Ramada is being renovated with new sleeping rooms in the Tower and new meeting room space. The hotel registration area has been relocated to the west end of the hotel in the former Heartland Room. The salon rooms, hotel lobby and hotel restaurant have been reconfigured into new meeting room space. The bottom line—plan for many changes in our SLC headquarters hotel this year!

***Other Hotels*** – Rooms are still available at the Omaha Executive Inn & Suites. Please see the Nebraska FBLA website under Conferences, State Leadership Conference, Hotel Information for the rate and phone number.

## **Registration Information**

***SLC Attendance*** – Review Section 3 of the Nebraska FBLA Handbook for basic information about the conference. <http://nebraskafbla.org/resources/handbook/> There is no state limit on the number of members each chapter can bring to the SLC.

***Competitive Event Guidelines*** – Complete event guidelines can be found in the Nebraska FBLA Handbook in Sections 4, 5, 6 and 7. <http://nebraskafbla.org/resources/handbook/>

***February 15 Deadline*** – The SLC registration deadline of February 15 is a postmark deadline for all items submitted by U.S. mail. This is a firm deadline and late registrations cannot be accepted because items must be forwarded to judges.

Online registration must be completed on or before February 15. If you discover errors in the online registration after the February 15 deadline, please notify Karen Kloch at [karen.kloch@nebraska.gov](mailto:karen.kloch@nebraska.gov). Prior to February 15, you can make corrections online and resubmit your registration.

## **Nebraska FBLA Website – SLC Registration Area**

Select the Conferences link on the Nebraska FBLA website's home page and then click SLC Registration Information. <http://nebraskafbla.org/conferences/state-leadership-conference-slc/slc-registration-information/>

***Registration Information*** – Under this section, you will find 5 forms that give important information to complete the first steps in the registration process. Print the 5 documents from this section to guide you through the registration process. Members should begin with the Competitive Events At-A-Glance form and the Tentative Schedule when selecting their events. Please use the Registration Checklist, which summarizes all of the forms and competitive event items, to help ensure that all parts of the registration process are completed.

**Required Registration Forms** – This section contains the minimum items that must be completed to register for the FBLA State Leadership Conference. [The link for online registration is found in this section.](#)

**Optional SLC Forms** – This section contains additional forms that can be completed if the chapter or members are participating in the event.

**Chapter Use Forms** – This section at the bottom of the page provides you with important forms for your chapter to use: Delegate Conduct/Procedures Code and Medical Release Form. Each member attending the SLC should complete these forms, and you should take the forms with you to the conference. *Do NOT send these forms to the state office.*

**Online Registration** – All advisers, members, and chaperones will be registered through the online registration link found in the Required Registration Forms section. Members' competitive events are also entered through this online registration process. *The registration link will be open [January 15](#).*

**Scholarship Fund** – The Scholarship Fund supports the \$750 and \$500 scholarships presented to the Future Business Leader first- and second-place winners. Chapters contributing to the Scholarship Fund may count the activity for the Sweepstakes award. Please submit the Sweepstakes entry form with your SLC registration materials. A list of chapters contributing to the Scholarship Fund will be posted at the conference.

## **Adviser Work Schedule**

**Adviser Work Schedule** – The 2012 SLC tentative adviser work schedule will be linked soon to the Nebraska FBLA website under Conferences, then click the SLC Registration Information link. You will find the heading for the Adviser Work Schedules near the top of the page. The Adviser Master Work Assignments lists each adviser's schedule alphabetically by chapter. The Adviser Master Work Schedule lists the assignments for each adviser. This schedule was updated based on the input provided from advisers at the FLC. *Please print both schedules so you have complete details for your assignments.*

If your chapter is not attending the SLC, please notify us immediately so we can cover your assignments. If you have any changes or corrections that should be made, please notify Bev Newton by [February 10](#).

## **Competitive Event Testing Completed Prior to the SLC**

**Computer Skill Event Testing** – Tests for the following events will be mailed to your chapter prior to the testing dates of March 5-16. Each test must be administered by a proctor (someone other than the chapter adviser).

- Accounting II – computer portion of event – 30-minute test
- Computer Applications – 60-minute test
- Database Design and Applications – 30-minute test
- Desktop Publishing – 90-minute test
- Spreadsheet Applications – 30-minute test
- Word Processing I – 30-minute test
- Word processing II – 30-minute test

The FBLA-PBL Format Guide provides the document styles used in the Word Processing I, Word Processing II, and Computer Application events. The Format Guide is found in your national *Chapter Management Handbook* (white 3-ring notebook) in the Competitive Events section.

**Online Testing** – The following team events are two-part events, which includes online testing on [March 5-14](#):

- Banking and Financial Systems
- Entrepreneurship
- Global Business
- Management Decision Making
- Management Information Systems
- Marketing
- Network Design

The objective test, taken collaboratively by the team, is given online at your school any time during March 5-14 between the hours of 8 a.m. and 5 p.m. CDT. Advisers will need to secure a proctor to administer the test. Access codes to connect to the online testing site as well as additional forms will be emailed to advisers prior to the testing dates.

## Competitive Events

Review the competitive event guidelines carefully in Sections 4, 5 and 6 of the *Nebraska FBLA Handbook*. <http://www.nebraskafbla.org/handbook.htm>

All scenarios for specified events are provided in the handbook. Preliminary case studies for Business Ethics and Client Service are linked to the website at Conferences, then click on State Leadership Conference. <http://nebraskafbla.org/conferences/state-leadership-conference-slc/>

### Event Changes

**All State Quality Member** – Nominees for Who's Who can also apply for the All State Quality Member award.

**Electronic Career Portfolio** – An individual event requiring the competitor to prepare an Electronic Career Portfolio and then present the portfolio before a panel of judges. The portfolio is not judged prior to the SLC.

**Entrepreneurship and Network Design** – These team events are now interactive presentations with the judges; therefore, the judges may ask questions throughout the presentations.

**Health Care Administration** – A new individual objective-test event.

**Marketing** – A team event with an online objective test and a performance component for the top 5 teams.

**Job Interview** – No application form is submitted for the Job Interview event this year. Chapters may register 90 percent of their seniors attending the SLC for this event. You may round your calculation to the nearest whole number. For example,  $90\% \times 17 = 15.3$ , which rounds to 16 entries.

**Public Speaking I & II** – All entries must be submitted on a CD.

**Frequently Asked Event Questions** – The following items cover common questions asked about events.

**Ribbon Events** – Participation in the following events are recognized with ribbons at the SLC:

- Connect 2 Business
- Foundation Fundraising
- Go Green Challenge
- Just Drive Project
- March of Dimes Fundraising
- Sweepstakes Award

On an individual level, the All State Quality Member Award winners receive ribbons AND a pin.

**Computer Events** – The computer skill events (Accounting II, Computer Applications, Database Design and Applications, Spreadsheet Applications, Word Processing I and Word Processing II) are given prior to the SLC on **March 5-16** at each chapter's local school. You may select any date from March 5-16 to have the tests administered by a proctor, such as a business teacher who does not sponsor FBLA, a guidance counselor, a school principal, another teacher or the technology coordinator. The testing materials will be mailed to your chapter prior to March 5. The postmark deadline to return the tests is March 16.

Upon receiving your computer competitive event packet, please open the packet and read the adviser instructions. The proctor should follow the script and directions on the Computer Event General Guidelines.

**Public Speaking Events** – Each public speaking competitor must submit a CD of his/her speech as well as a hard copy of the speech by February 15. The top 20 competitors will be notified in March of their speaking times at the SLC.

Each public speaking competitor should arrive only 10 minutes prior to his/her assigned slot. The competitors may speak from a copy of the speech; however, it is recommended that a competitor speak without using any reference. No podiums or microphones are provided. Competitors are not allowed to watch another performer speak.

**Impromptu Speaking** – Competitors are sequestered and must meet in the holding room at 6 p.m. on Thursday at the Omaha Executive Inn & Suites. Competitors should not be scheduled for another event from 6 to 8 p.m. Competitors are not allowed to watch another performer speak.

**Job Interview and Future Business Leader** – Only seniors are eligible to enter these events. A chapter may enter 90 percent of its SLC registered seniors in the Job Interview event. Future Business Leader competitors must also be entered in the Job Interview event because the preliminary interview for the Job Interview event also counts as the preliminary Future Business Leader interview.

Finalists for the Job Interview and Future Business Leader events report at 7:15 a.m. Saturday morning and are sequestered until their interview time. If a student is a finalist in both Job Interview and the Future Business Leader events, he/she will compete in one event and then report to the holding room for the other event.

**Website Events** – Individuals or teams entering the E-business or Web Site Development events need to have their website online by the registration deadline of February 15. Please complete the Statement of Assurance form found on the Nebraska FBLA website and double check that the URL is correctly listed. Websites will be judged starting the last week of February.

**Who's Who in FBLA** – Each chapter may submit one nomination for the Who's Who event. Nebraska is eligible to recognize one percent of its membership as Who's Who recipients. Applicants should complete a resume based on the Who's Who rating sheet—NOT a job interview resume—and submit the resume along with the entry form by February 15.

**Gold Seal Chapter Awards** – Chapter nominees for the Gold Seal chapter award are selected from the chapters submitting Local Chapter Annual Business Reports.

## **Educational Opportunities**

**Tours** – Business tours will be available on a first-come, first-served basis for chapters on Thursday morning, March 28. Please watch the SLC listserv for more information. Full details will be posted on the FBLA website under Conferences, State Leadership Conference and then scroll down to Tour Information.

**Seminars** – Your Board of Directors Seminar Committee offers seven unique workshops for you and your members. The seminar schedule will be posted on the Nebraska FBLA website under Conferences, State Leadership Conference. Please provide a seminar schedule for each member attending the SLC. It is recommended that each chapter require members to attend **two** workshops during the conference. Our thanks are sent to the committee members of Pat Hinkle, Jane Blum, and Nick Jarzynka for coordinating the seminars.

**General Sessions and Awards Program** – Highlights of Thursday's opening session include Keith Hawkins, keynote speaker, and the state officer candidate campaign speeches.

Honorable mention certificates will be presented at Friday evening's second general session beginning at 8 p.m. Events with one or two honorable mention awards will be presented first. The Awards Program runs from 9:45 a.m. to 12 noon on Saturday.

**Formal Caucus** – The Formal Caucus held from 9 to 9:30 p.m. on Thursday offers delegates the opportunity to question the state officer candidates. Each chapter may submit questions prior to the caucus on colored cards, which will be included in your chapter's registration packet.

**State Officer Elections** – Chapters need to select voting delegates to represent their chapter during primary balloting and at Delegate Assembly. The number of voting delegates granted each chapter is based on chapter membership. The delegate count ratio is listed in Section 3, SLC Guidelines, in the *Nebraska FBLA Handbook*.

**Primary Ballot** – Primary balloting for the State Officer Team is held in the Palace Foyer on Friday from 2:30 to 5 p.m. Local chapter voting delegates will vote by scantron ballot and must sign the delegate registration sheet. Following the primary voting, the top two candidates for each office will be posted.

**Delegate Assembly** – Delegate Assembly is held Friday evening from 6 to 7 p.m. Roll call will be taken once to determine the number of delegates present. Scantron ballots will be cast to determine a winner from the top two candidates for each office. A candidate must receive a majority to be elected. All delegates will be held until the scantron ballots are counted to ensure there are no ties. The new state officers will be announced at both the Delegate Assembly and the Second General Session with the installation of the 2012-2013 State Officer Team at the Awards program.

**Presidents' Recognition** – Your Nebraska FBLA Advisory Council hosts the Presidents' Recognition for all local chapter presidents or your chapter's designated representative on Thursday from 8 to 8:30 p.m. Your chapter president will have the opportunity to network with other presidents as well as meet the Council members. Each local president will receive recognition from the Advisory Council.

## Special Items

**50<sup>th</sup> Anniversary** – Plans are underway for the 50<sup>th</sup> anniversary with picture and award displays, video presentations, an adviser reception Friday evening and an alumni reception Saturday morning! Former state advisers and state presidents have been invited for recognition on stage at the Awards Program. We look forward to celebrating Nebraska FBLA's 50<sup>th</sup> anniversary with you!

**National Anthem Singer** – Congratulations to Alex Raun from Minden FBLA for being selected to sing the National Anthem at this year's SLC!

**SLC T-shirts** – Pat Hinkle, Bellevue West, is coordinating the sale of the SLC t-shirts with proceeds going to the FBLA Foundation. Watch the listserv for the winning design and ordering details.

**Foundation Recognition** – The three chapters raising the most funds for the Foundation will be recognized at the SLC Second General Session with a certificate. All chapters contributing to the Foundation will receive ribbons to wear during the SLC.

**Adviser Service Awards** – At the Opening General Session, advisers will be recognized for their years of service in increments of 5 years, 10 years, 15 years, etc. In addition, these advisers will receive name badge ribbons recognizing their years of service.

**Star Volunteer and Businesspersons of the Year Awards** – All awards for the Star Volunteers and Businesspersons of the Year will be presented at the Saturday Awards Program. It is the chapter's responsibility to notify the recipients of their awards. Applications for these awards can be found on the website under Optional SLC Forms.

## Entertainment Activities

**Karaoke** – At this time, we are waiting for room configurations before offering karaoke to the members as part of the SLC entertainment schedule on Thursday. Watch the listserve for more details.

**Dance** – Friday evening the SLC dance will begin following the Second General Session. Students wearing their SLC t-shirt or [contributing \\$2 to the dance](#) may wear blue jeans. Funds raised from the dance will be donated to the March of Dimes.

**Ramada Plaza Omaha Pool** – The traditional pool at the Ramada Plaza Omaha Hotel is available for this year's SLC. After the 2012 conference, the pool area will be removed with the space being used for other purposes.

**Coco Key Water Resort** – The Coco Key Water Resort will be available to Nebraska FBLA conference participants at a reduced rate. Chapters staying at the hotel will receive a ticket order form with their hotel rooming list. Chapter delegates not staying at the Ramada will be able to print an order from the Nebraska FBLA website to purchase Coco Key Water Resort tickets for the FBLA discounted rate. Students may also show their conference name badge at the water resort front desk and pay the admission price to enter the park.