

Nebraska



FBLA

STATE LEADERSHIP CONFERENCE
CONFERENCE GUIDE
NEBRASKA FUTURE BUSINESS LEADERS OF AMERICA

YOUNES CONFERENCE CENTER – KEARNEY, NE
APRIL 10 – 13, 2025

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CONFERENCE OVERVIEW

Nebraska FBLA State Leadership Conference (SLC) is a great opportunity for middle school and high school students to participate in our competitive events program among some of the best in the state. SLC also includes state officer elections and a series of informative leadership workshops for FBLA students and advisers.

DATES: April 10-13, 2025

LOCATION: Younes Conference Center | Kearney, NE

CONFERENCE FEES: \$71 per FBLA Member and Adviser
\$45 per Chaperone/Guest
\$25 per person for General Sessions Only

HOTEL LODGING FEES: See "Conference Hotel Lodging" section of this guide

As a conference attendee, take advantage of everything this experience has to offer:

- **Competition** Compete in business and technology competitions with Nebraska's best and brightest by demonstrating your skills in business, technology, and leadership events.
- **Recognition** Receive awards for competitive events and recognition for all the hard work and effort your chapter has invested in your FBLA experience this year.
- **Leadership and Career Workshops** Learn from today's business leaders what it takes to be successful in the world of work and life.
- **Engagement Activities** Network with other FBLA members from across the state and engage in fun, interactive activities.
- **Travel** Explore local – Enhance your experience in Kearney by planning local tours.

The Nebraska FBLA team is here to support you! Contact us today!

<https://nebraskafbla.org/conference/slc/>

WHO TO CONTACT | NEBRASKA FBLA



Jacqui Garrison

State Adviser

jacqui.garrison@nebraska.gov

- General Conference Information
- Online Registration (BluePanda)
- Volunteers
- Marketing/Public Relations
- Technical Assistance
- Ribbon Projects



Lois Hixson

Competitive Event Program Manager

lois@nebraskafbلا.org

- Competitive Events
- Judges
- Sponsorship & Partnerships



Jessica Stoner

FBLA Office Assistant

Jessica.stoner@nebraska.gov

- Finance (invoicing/payments)
- Online Registration (Blue Panda)
- General Conference Information



Lydia Goracke

State Officer Coordinator

lydia@nebraskafbلا.org

- Candidates/Elections
- State Officers
- Newsletter
- Ribbon Projects

IMPORTANT DATES AND DEADLINES

DATE	ITEM OR ACTIVITY
January 15 -	Membership Deadline (FBLA Connect)
January 15 – February 12	Conference Registration Window (Registration: Blue Panda)
January 17	State Officer Applications due (Application)
January 20	Business of the Year Nominations due (Nomination Form)
January 31	National Anthem Auditions due (extended) (Audition Submission form)
February 1	SLC Sponsorship payments due (https://nebraskafbلا.org/sponsor) Nebraska FBLA Scholarship Deadline (Application Form)
February 12	SLC Registration Deadline (11:59 pm) Businessperson of the Year nominations due Star Volunteer recognition forms due Golden Round Table Award form
February 18 – March 15	Pre-Conference Objective Testing window Instructions will be sent to advisers via email by February 17.
February 28	Student Internship Applications due <ul style="list-style-type: none">• Backstage Manager Intern (1)• Student Video Production Team Intern (4)
March 1	Chapter Reports due Project presentations due (see checklist) Ribbon Projects due

DATE	ITEM OR ACTIVITY
March 1	<p>Conference Registration Payment Deadline (Payment questions: email Jessica.stoner@nebraska.gov) Submit Payment once you receive the QuickBooks Invoice</p> <ul style="list-style-type: none"> • Pay with Check: <ul style="list-style-type: none"> ○ Make check payable to Nebraska FBLA. ○ Deduct the Credit Card fee from the amount of the check. <p><i>Mail check payment and invoice to:</i></p> <p style="padding-left: 40px;">Nebraska FBLA c/o Grafton & Associates, 5935 S. 56th St. Ste A, Lincoln, NE 68516</p> <ul style="list-style-type: none"> • Pay with a Credit Card: <ul style="list-style-type: none"> ○ Submit credit card payment through the QuickBooks invoice link. ○ Credit card convenience fee (3%) added to registration total.
April 1	<p>Interview Materials Deadline – Submit on Blue Panda Job Interview Future Business Leader</p>
April 1	<p>Conference Forms Deadline [Submission: Blue Panda]</p> <p><i>Conference forms are required for all conference attendees.</i> Submit on Blue Panda:</p> <ul style="list-style-type: none"> • Chapter Permission Form (Advisers Only) <p>Adviser collects from each attendee and keeps hard copies in their possession during the conference:</p> <ul style="list-style-type: none"> • Code of Conduct/Permission/Medical Release Form* <p style="padding-left: 40px;"><i>*Can use school issued Medical Release Form</i> <i>*It is optional to upload the Code of Conduct/Medical Release Forms to Blue Panda.</i></p>
April 10 – 13	<p>State Leadership Conference</p>

For a list of items and link see the [SLC Registration Checklist](#).

TENTATIVE CONFERENCE SCHEDULE

*For specific Event list, see [Tentative Schedule](#) on website.

Thursday | April 10, 2025

11:00 AM	CONFERENCE HEADQUARTERS OPEN
11:00 - 1:00 PM	CONFERENCE REGISTRATION CHECK-IN (ADVISERS ONLY)
1:00 – 3:00 PM	OPENING GENERAL SESSION Keynote State Officer Campaign Speeches Chapter Recognition Awards
3:15 – 3:45 PM	ADVISER MEETING
3:45 – 4:15 PM	COMPETITIVE EVENT CHAIRMAN MEETING
4:15 – 4:45 PM	NEW ADVISER MEETING WITH BOARD OF DIRECTORS
5:00 – 9:00 PM	COMPETITIVE EVENTS *Objective Testing will begin at 5pm. *Future Business Leader competitors must take the objective test.
9:00 – 9:30 PM	FORMAL CAUCUS (OFFICER CANDIDATE Q&A)
11:30 PM	POSTING OF: <ul style="list-style-type: none">• JOB INTERVIEW SEMI-FINALISTS• SPEAKING EVENT FINALISTS• COMPUTER SKILL EVENT FINALISTS
11:45 PM	CURFEW
11:45 PM – 6:00 AM	QUIET HOURS IN ALL HOTELS

Friday | April 11, 2025

7:00 AM – 2:30 PM	ADVISER HOSPITALITY ROOM OPEN
7:00 – 8:00 AM	CHAPTER PRESIDENTS NETWORKING EVENT *Hosted by the Nebraska FBLA Advisory Council
8:00 AM	COMPETITIVE EVENTS BEGIN
8:00 – 11:30 AM	MORNING SESSION ROLE PLAY EVENTS PRESENTATION EVENTS
8:00 – 5:00 PM	OBJECTIVE TESTING ROOM OPEN
11:30 – 2:30 PM	PROFESSIONAL HEADSHOTS (Sponsored by Baer Photography)
2:00 – 4:00 PM	PRELIMINARY VOTING (For positions with more than 2 candidates)
1:00 – 5:30 PM	AFTERNOON SESSION ROLE PLAY EVENTS PRESENTATION EVENTS
4:00 – 7:00 PM	SPEAKING EVENT FINALS PARLIAMENTARY PROCEDURES
5:30 – 8:00 PM	BUFFET DINNER (Need Conference Name Badge)
6:00 – 7:00 PM	DELEGATE ASSEMBLY (VOTE FOR STATE OFFICERS 2025-26)
8:00 – 10:00 PM	AWARDS OF EXCELLENCE PROGRAM #1
10:00 – MIDNIGHT	FBLA BLOCK PARTY (FBLA Foundation Fundraiser)
MIDNIGHT	CURFEW
12:00 – 6:00 AM	QUIET HOURS IN ALL HOTELS

SATURDAY | APRIL 13, 2025

8:00 – 8:30 AM	STATE OFFICER PHOTOS IN GOLD BALLROOM
8:30 AM	DOORS OPEN FOR AWARDS OF EXCELLENCE PROGRAM
9:00 – NOON	AWARDS OF EXCELLENCE PROGRAM #2

Tentative Schedule with list of competitive events.

<https://nebraskafbla.org/wp-content/uploads/slc-tentativeschedule-2024.pdf>

KEYNOTE SPEAKER



KYLE WILLKOM

KEYNOTE SPEAKER

I am a keynote speaker and the founder of Action-Packed Leadership, a life skills and leadership company with the purpose of helping young people become the best version of themselves. I bring foundational messages of motivation, service, mindfulness, and leadership to young people across the country. I use my guitar to play original music to bring these messages to groups in an entertaining and engaging way.

I am the author of two books on student leadership. My first book, *Wake Up Call*, was a best-seller for leadership development company, FOCUS Training. My second book, *The Thinking Dilemma*, launched in 2016 and is the primary focus of my speaking for the year.

Prior to launching Action Packed Leadership, I was the Accounts Director for SRH Marketing. My primary responsibilities included planning and executing marketing plans for clients and acting as the medium between clients and our creative team.

Prior to my work at SRH, I was a Brand Manager and Leadership Trainer at FOCUS Training. Through electronic marketing efforts, I helped FOCUS Training achieve two consecutive years grossing the highest revenue in FOCUS' 20 years in business.

During my time at FOCUS Training, I also served as the Leadership Specialist for Wisconsin DECA ensuring the Wisconsin DECA State Officer Team successfully communicated and achieved annual initiatives, and effectively led the 12,000 members of Wisconsin DECA.

CONFERENCE INFO & OPPORTUNITIES

PROFESSIONAL HEADSHOTS

Baer Photography will be providing professional headshots on Friday. See conference app for scheduled times. Each member and adviser will receive one (1) free digital photo. You may purchase additional photos following the conference.

VOTING DELEGATES

Each chapter in good standing is entitled to the following number of voting delegates based on chapter membership as of January 15. Chapters will be notified prior to the conference the number of delegates that each chapter is entitled. Voting delegates will vote for the 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 worn on the name badge, 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
21 - 40 members - 3 voting delegates
41 - 60 members - 4 voting delegates

61 - 80 members - 5 voting delegates
81+ members - 6 voting delegates

EXHIBITS AND OFFICER CAMPAIGN BOOTHS - BINGO

Businesses and organizations will be present for conference attendees to visit with along with state officer campaign booths. Each member will receive a BINGO card to collect signatures for visiting each of the booths during the conference. Completed BINGO cards should be submitted in conference headquarters by 5:30 pm Friday. Five lucky members will receive a prize!

FRIDAY EVENING FOUNDATION FUNDRAISING EVENT

The Board of Directors is actively planning an event for members and advisers on Friday evening following the Awards Program from 10-Midnight. Details of this event will be available after the Board of Directors meeting on February 7.

CHAPTER PRESIDENTS NETWORKING BREAKFAST

The Nebraska FBLA Advisory Council is hosting a Networking Breakfast for all chapter presidents (or one representative from your chapter) on Friday, April 11 from 7:15 – 8:00 AM. Details will be sent to chapter advisers via email following the Advisory Council meeting on February 15.

CONFERENCE CURFEW

Students' safety and well-being is our up-most concern while attending conferences. Also, Nebraska FBLA prides itself on the exemplary behavior of our students at conferences. The curfews that are established for overnight conferences are an important part of maintaining this strong tradition.

GUIDELINES FOR ADVISERS

- Discuss curfew and consequences for violation with the members attending the conference.
- Remember that the adviser cannot overrule the established curfew.
- Check all students' rooms each night to be sure that the curfew has been followed.
- Please be sure your chapters are adhering to the following guideline (which is listed in the Code of Conduct as well): Students may not enter rooms of the opposite gender at any time during the conference or event without adult supervision.

CURFEW DEFINITION

Each student is in his or her own assigned hotel room at the curfew time specified in the conference program. The student may not leave the hotel room until 6:00 am the following morning.

CONSEQUENCES FOR CURFEW VIOLATION

It is the adviser's responsibility to take appropriate action for curfew violations. Schools that repeatedly abuse curfew may not be allowed to participate in future conferences. School officials will be notified if rules are flagrantly violated.

STUDENT WITH DISABILITIES

Members with disabilities add an important dimension to the organization. They serve as models within the profession and to the students, as well as provide guidance concerning program needs, sensitivity, and accessibility. Please contact Nebraska FBLA staff as soon as possible if you know of a member who may require special services at section and state events.

To ensure that your request can be accommodated, please check the "special needs" box in the Blue Panda registration system for the individual student and include an explanation of the needs.

CONFERENCE 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 badges are part of the dress code and must be worn at all times.

APPROPRIATE ATTIRE

- Business dress
- Business pantsuit (pants accompanied by a coordinated jacket)
- Business suit
- Capris or gauchos (worn below the knee) with a coordinating jacket/suit
- Dress shoes (closed-toe and peep-toe)
- Dress shoes and dress socks
- Dress slacks
- Dress slacks and a blouse
- Dress-collared shirt with necktie
- Business sport coat or sweater (optional)
- Skirt and blouse
- **Skirts/Dress no more than two (2) inches above the knee

INAPPROPRIATE ATTIRE

- Athletic shoes, tennis shoes, industrial work shoes, hiking boots, flip-flops, sandals, or bare feet
- 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 midsection.
- Work Boots and over-the-knee boots
- Denim clothing of any kind
- Hats/caps
- Leggings, jeggings, yoga pants, exercise pants
- Overalls, shorts, stretch pants, athletic wear, exercise/bike shorts
- Sun dresses and maxi skirts
- T-shirts, Lycra, spandex, midriff tops, tank tops, tube tops, bathing suits
- Visible body piercing, other than ears
- 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 wear business or formal attire. The Board of Directors will check all attire before allowing a student to appear on stage.

Blue jeans or shorts (longer than fingertips) may be worn to the social activities provided.

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!

Friday Evening Social Event – FBLA conference t-shirt or chapter t-shirt with jeans/leggings/athletic shorts (shorts must be no more than two (2) inches above the knee) and tennis shoes are appropriate.

CONFERENCE REGISTRATION INSTRUCTIONS

ADVISERS, READ ALL OF THE INFORMATION BELOW PRIOR TO LOGGING INTO BLUE PANDA.

CONFERENCE REGISTRATION RATES

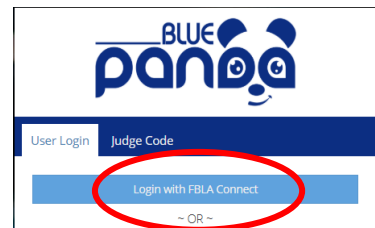
- Student Regular Conference Registration fee is \$71.
- Adviser Regular Conference Registration fee is \$71.
- Chaperone/Guests full conference Registration fee is \$45.
- Chaperone/Guests General Session Only fee is \$25.

Once online registration has closed, there are **NO REFUNDS** for Conference Registration fees. No additions or event changes are allowed once registration closes. Only drops are allowed following the close of registration.

LOGGING IN

Log in at <https://app.gobluepanda.com>. If you have login issues, please email Jacqui Garrison jacqui.garrison@nebraska.gov.

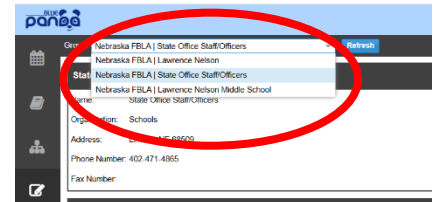
1. Click the **Login with FBLA Connect** button



***For those of you with both Middle School and High School chapters:

You will register each chapter as a separate group. You only need to register yourself as the adviser in one chapter.

Use the drop-down menu at the top of the screen to toggle between your chapters.



2. Click "Register" for the **Nebraska FBLA | SLC 2025**

UNK Loper Business Invitational UNK LOPER 1/1/2025 Registration Window: 12/12/2024 - 1/22/2025 Deadline: 1/22/2025 5:00 PM	Not Started Register
Nebraska FBLA SLC 2025 YOUNES CONFERENCE CENTER 4/10/2025 - 4/12/2025 Registration Window: 1/15/2025 - 2/12/2025 Deadline: 2/12/2025 11:59 PM Please double-check your registration and competitive event assignments! No refunds or changes to your registration will be made after February 12. If you run into issues, please contact Jacqui Garrison jacqui.garrison@nebraska.gov .	Canceled Not Available

3. Next, prepare your list of attendees.

Attendees

Move to the ATTENDEES screen.

Click the "ADD" button, and first register yourself as adviser.

On the drop-down list, select the "Adviser" option. Manually enter your information. Register any other adults attending as "Chaperone/Guest" or "Student Teacher."

Once advisers are registered, you will begin registering students by switching the drop-down to one of the "Student" options.

- Middle School chapters should select the "MS Student" option.
- High school chapter members should be registered under the "HS Student" options.

Only members listed as part of an affiliated chapter may register — and only those names will appear in Blue Panda. If you don't see a name, you will need to go to the national membership database (<https://www.fbلا-pbl.org/>), add that member and wait overnight for the databases to sync before the name will appear in Blue Panda.

Database syncing was a major issue for several chapters during the 2024 conferences. Do not wait until the last minute to get members in the national database. Students must be in the national database by January 15 in order to attend SLC.

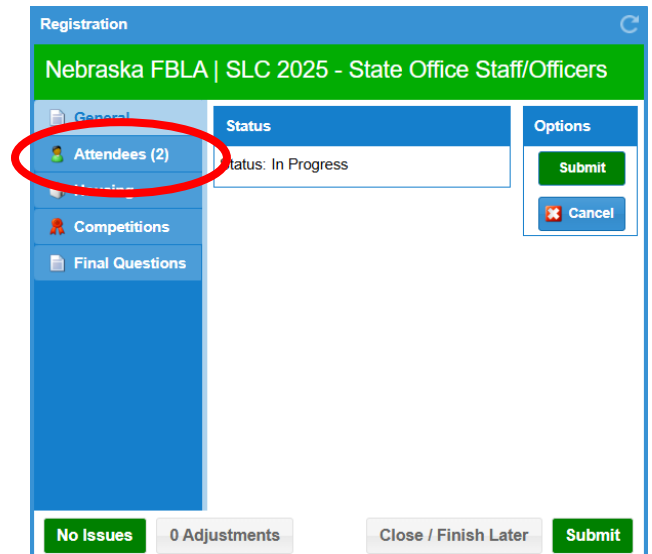
If you have issues with the national membership database not showing dues payments or if names need to be corrected in spelling, you will need to contact the Jacqui Garrison jacqui.garrison@nebraska.gov.

Be sure to carefully check and update student grade levels in FBLA Connect. Students must show proper grade levels in Blue Panda to enter grade-specific events.

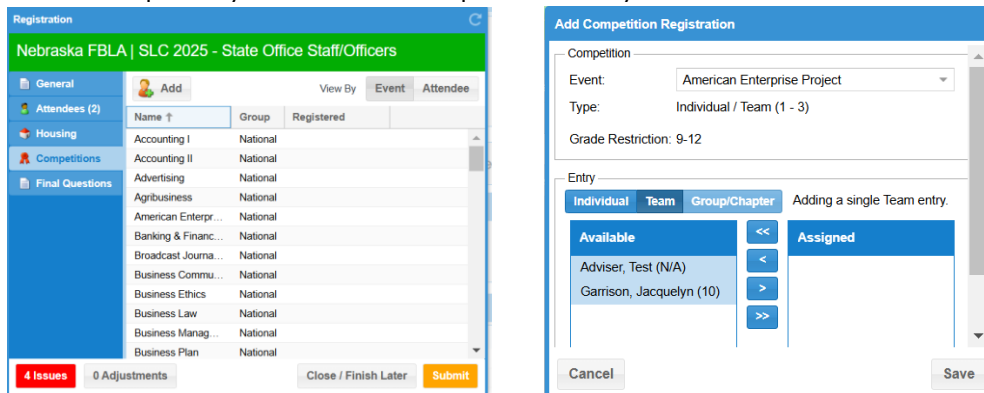
If someone has special needs, please provide a clear explanation of the person's needs in addition to checking the Special Needs box.

For each student, double check spelling, grade level and email address (can only be fixed in FBLA Connect). If possible, supply **personal** email addresses for each student so important notifications do not get caught in school district spam filters.

If you change grade levels or email addresses in FBLA Connect, it will take up to 24 hours for the information to Sync to Blue Panda.



4. Next, Prepare your list of competitions by Student.



- Click the event name
- Click the Add button at the top.
- You will then select the student to register for the event. (If it is an objective test, you can select all students at one time to add to the event. Use the arrow keys to move the selected students to be assigned to that event.)

When registering for team events, select all team members and move them over together to the assigned side. If you have two teams to register for the same event, you will need to save one team and go back in to add a second team. Each team should be given a separate Team number.

Triple check your competitive event assignments to make sure students are entered into the correct events. You can print the "Invoice" once you submit your registration to review and to allow your students to review their assignments.

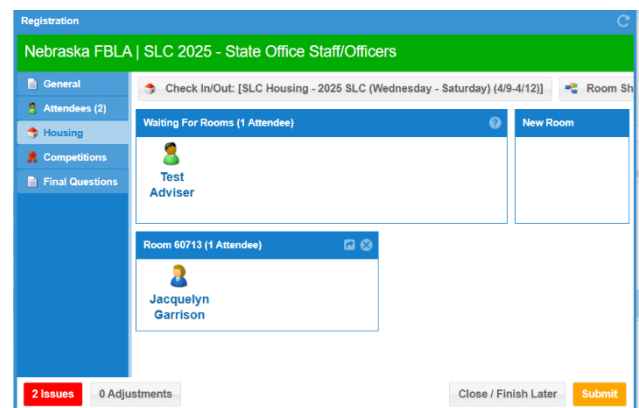
NO Changes will be made after February 12 deadline.

5. If you filled out the FBLA Housing Lottery form, please complete the following steps. If you will not be staying overnight in Kearney or booked your lodging at a hotel not on YCC campus, please skip to step 6.

6. On the Housing window, you will see all of your student waiting for rooms.

Step 1 – Select your check-in and check-out dates at the top.

Step 2 – Drag your students to the New Room spot. That will create a room as seen below. You can then drag the other students assigned to that room.



Continue this process until all your students and adults have been placed into a room.

Note: No student rooms can be mixed gender. No single student rooms. No Advisers and Students in the same room. If you are bringing your own kids, please reach out to Jacqui and she can make those room changes after the registration deadline.

Nebraska FBLA staff will forward the rooming assignments list to Younes Conference Hotels on February 13.

7. Answer the "Final Questions and Review Issues" tab.

Under the issues window, any Critical issue must be addressed before you are allowed to submit registration.

Issues that show Warning, those are just for your attention and due to some unique circumstances can be submitted without needing to address them.

Issues		
Severity	Module	Issue
Critical	Housing	There is 1 room with a single student. Students can only hold a single room if a room share request is approved.
Warning	Housing	We expect to find at least 1 adult(s) per 15 student(s) staying overnight. You do not currently have enough adults in your registration staying overnight. Please add more adults.

8. Click SUBMIT!

9. Click invoice button to download a copy of your registration to review. The PDF downloaded is not your actual invoice. Your invoice for submitting payment will come from Quick Books.

10. Once you receive your invoice from QuickBooks, you will have until March 1 to submit payment. Invoices will be sent out the last week in January and again following the February 12 deadline.

If you need to get School Board Approval and you need an invoice before these dates, please reach out to Jessica Stoner Jessica.stoner@nebraska.gov to get your invoice.

Reminder a 3% convenience fee will be added to all payments made with a credit card.

We look forward to seeing all the great work of your chapters through competitive event submissions and ribbon projects. We will see you all in April in Kearney!