



## Nebraska FBLA 2017 State Leadership Conference (SLC)

April 6-8, 2017  
Ramada Plaza Omaha Hotel and Convention Center  
72<sup>nd</sup> and Grover Streets

### Registration Preparation – Where Do I Begin?

Start at the Nebraska FBLA website, Events tab, SLC. Print each of the following resources:

- **Registration Checklist:** Provides a list of all items that need to be submitted for registration. When finalizing your registration, use the checklist to ensure that all items are completed.
- **Preparation Calendar:** Lists a variety of SLC deadlines.
- **Tentative Schedule:** Provides the SLC schedule of events. Two or three events are scheduled at the same time and may be offered at different hotels; therefore, it is important that students and advisers review the schedule when selecting events.
  - Sequestered events, such as Impromptu Speaking and Parliamentary Procedure, take extra time from a student's schedule and require students to make a choice of events.
  - Do not double book events! The student must make a choice.
- **Competitive Events At-A-Glance:** Lists all events with the qualifying grade levels, type of event, number of entries per chapter, etc. This is a snapshot of the events.
  - Complete event details are found in the [Nebraska FBLA Handbook](#).
  - Do not rely only on the Competitive Events At-A-Glance document.
- **Personal Competitive Event Schedule:** Ask each member attending the SLC to complete this personal schedule prior to registration; it will help identify scheduling conflicts.

### Registration Reminders

**Registration Fee** – \$70 per member/adviser; \$40 per chaperone/student teacher, includes one meal (Friday evening buffet). A late fee of \$15 will be assessed for any late payments or changes after February 17.

**SLC Basic Guidelines** – [Section 2](#) of the Nebraska FBLA Handbook covers basic SLC rules and regulations. 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 Section 2.
- Each member must be in a minimum of three events and a maximum of five events.

#### February 17 Registration Deadline

- February 17 is the registration deadline for all items submitted electronically and the postmark deadline for all items submitted by U.S. mail.
- This is a firm deadline. Late registrations cannot be accepted because entries are forwarded to judges.
- Conference registration and competitive event registration are completed through the link on the website on or before February 17.
- If you discover entry errors in your chapter's online registration before the February 17 deadline, you can make the corrections. After the February 17 deadline, please notify Karen Kloch at [karen.kloch@nebraska.gov](mailto:karen.kloch@nebraska.gov).

**State Office Mailing Address** – Items mailed to Nebraska FBLA are sent to the following address:

Nebraska FBLA  
PO Box 95072  
Lincoln, NE 68509

### February 17 Deadline – Required Items

- **Online Registration**
  - Adviser, chaperone, and student teachers
  - Members and their competitive events
- **Required Items Mailed to State Office**
  - Chapter Permission Form
  - Special Needs Form (if applicable) – NEW Online Form
- **Items Mailed to Grafton and Associates**, 5935 South 56<sup>th</sup> Street, Ste. A, Lincoln, NE 68516
  - **Only 2 items should be mailed to Grafton and Associates**
    - Conference Registration Summary Form
    - Payment check

### February 17 Deadline – Optional Competitive Event Forms

- 3D Animation – no limit on entries
- All State Quality Member Applications – no limit on entries
- Business Ethics Case Study Solution – 1 team per chapter
- Business Financial Plan – 1 entry per chapter, submit pdf file
- Business Plan – 1 entry per chapter, submit pdf file
- Client Service Case Study Solution – 1 entry per chapter
- Computer Game and Simulation Programming – no limit on entries
- Coding and Programming – no limit on entries
- Graphic Design – 1 entry per chapter
- Digital Video Production – 1 entry per chapter
- E-business – 1 entry per chapter
- Electronic Career Portfolio – 1 entry per chapter
- Emerging Business Issues Affirmative/Negative Positions – 1 entry per chapter
- Mobile Application Development – no limit on entries
- Publication Design documents – 1 entry per chapter
- Public Service Announcement – 1 entry per chapter
- Public Speaking I and II audio file and Written Copy of Speeches – 1 entry per event per chapter
- Sales Presentation – 1 entry per chapter
- Social Media Campaign – 1 entry per chapter
- Website Design – submit 1 entry per chapter

### February 17 Deadline – Optional SLC Entries

- Golden Round Table – submit online form
- Market Share Award – submit online form
- Parliamentary Procedure Reference Form – submit online form
- Scholarship Fund Chapter Recognition Form – submit form
- Star Volunteer, submit form
- Sweepstakes, submit form with attachments
- Who's Who Entry Form with Member's Resume – submit 1 entry per chapter

### March 1 Deadline – Optional SLC Reports/Projects

- Chapter Reports – submit pdf file for each report electronically.
  - American Enterprise
  - Community Service
  - Partnership with Business
  - Local Chapter Annual Business Report
- Introduction to Business Presentation with Statement of Assurance – 1 entry per chapter
- Connect with Business – email form to state officer identified on form
- Go Green Challenge – email form to state officer identified on form
- Feed Nebraska – email form to state officer identified on form

- Foundation Contribution – mail contribution form with check to Foundation (address on form)
- iGive – submit online form
- March of Dimes Fundraising – submit online form
- StepUp2Tech – submit form to state officer identified on form
- Tally It Up – submit online form

## New This Year

### **New Events**

- Advertising – 9-12 grade Objective Test
- Journalism – 9-12 grade Objective Test
- Organizational Leadership – 9-12 grade Objective Test
- Middle Level Events – 5-9 grades
  - Business Communication – Objective Test
  - Career Exploration – Objective Test
  - Keyboarding Applications II – Computer Skill Event

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

- Individual Ribbons:
  - BAA Participation – Future, Business, and Leader ribbons (America ribbon at NLC)
  - All State Quality Member Award winners receive ribbons AND a pin.
  - CSA Participation – Ribbon for each level completed
- Chapter Ribbons
  - Connect with Business
  - Feed Nebraska
  - Foundation Fundraising
  - Go Green Challenge
  - iGive
  - March of Dimes Fundraising
  - Seven Up Membership Increase
  - Sweepstakes Award

## Conference Hotels

- Ramada Plaza Omaha Hotel & Convention Center
- Comfort Inn
- Courtyard by Marriott Aksarben Village
- DoubleTree by Hilton Omaha Southwest, 3650 South 72<sup>nd</sup> Street

Check the website for more details and hotels available.

## Nebraska FBLA Website – SLC Registration

Check out the Events tab, SLC Information for registration forms, entry forms deadline dates, and more!

**Required Registration Forms** – These forms are the minimum forms/items that must be completed to register for the FBLA State Leadership Conference.

**Chapter Use Forms** – This section (at the bottom of the page) provides you with two important forms for your chapter to use: Delegate Conduct/Procedures Code and Medical Release Form (or a similar form provided by your school district).

- Complete a form for each member attending the SLC
- Take the forms with you to the SLC
- Do NOT send these forms to the state office

**Online Registration** – Register advisers, members, and chaperones through the online registration link.

- Competitive events are entered through the online registration process
- **Saving:** The only way to save your information is to move past Step 5 and click on Finalize Registration.
  - The module will time out if it is left idle for several minutes and all data will be lost if Finalize Registration has not been clicked.
  - You are encouraged to save your registration in groups of 5-10 members.
- The registration link opens **January 15**.

**Scholarship Fund** – The Scholarship Fund supports the scholarships presented to the Future Business Leader first-, second-, and third-place winners.

- Chapters contributing to the Scholarship Fund may count the activity for the Sweepstakes award.
- Submit the Sweepstakes entry form with your SLC registration materials.
- Chapters contributing to the Scholarship Fund will be recognized in the SLC program.

**Statement of Assurance** – The Statement of Assurance form is used as the entry form for the following:

- 3D Animation – no limit on entries
- All State Quality Member Applications – no limit on entries
- Business Ethics Case Study Solution – 1 team per chapter
- Business Financial Plan – 1 entry per chapter, submit pdf file
- Business Plan – 1 entry per chapter, submit pdf file
- Client Service Case Study Solution – 1 entry per chapter
- Computer Game and Simulation Programming – no limit on entries
- Coding and Programming – no limit on entries
- Graphic Design – 1 entry per chapter
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- Public Service Announcement – 1 entry per chapter
- Public Speaking I and II audio file and Written Copy of Speeches – 1 entry per event per chapter
- Sales Presentation – 1 entry per chapter
- Social Media Campaign – 1 entry per chapter
- Website Design – submit 1 entry per chapter

### **Due March 1:**

- Chapter Reports – submit pdf file for each report electronically.
  - American Enterprise
  - Community Service
  - Partnership with Business
  - Local Chapter Annual Business Report
- Introduction to Business Presentation with Statement of Assurance – 1 entry per chapter

## Competitive Events

Complete event guidelines are found in [Section 2](#) of the *Nebraska FBLA Handbook*.

- All scenarios for specified events are provided in the handbook.
- The preliminary case study for Client Service is linked to the website on the [State Leadership Conference page](#).

### Event Reminders

- **All State Quality Member** – Nominees for Who's Who can also apply for the All State Quality Member award.
- **Job Interview** – No application form is submitted for the Job Interview event. Chapters may register 80 percent of their seniors attending the SLC for this event. You may round your calculation to the nearest whole number. For example,  $80\% \times 9 = 7.2$ , which rounds to 8 entries.
- **Personal Finance** – Chapters are limited on the number of entries the chapter may submit based on chapter membership.
  - 1-50 members = 4 entries
  - 51+ members = 5 entries
- **Public Speaking Events** – Each public speaking competitor submits an mp3 of his/her speech as well as a written electronic copy of the speech by February 17.
  - 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.
  - 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**
  - The preliminary round of speaking groups is linked to the website prior to the SLC.
  - This is a sequestered event and students must meet in the holding room at 6 p.m. on Thursday.
  - Competitors should not be scheduled for another event from 6 to 8 p.m.
  - Competitors are not allowed to watch another performer speak.
- **Future Business Leader**
  - Only seniors are eligible to enter this event.
  - Future Business Leader competitors must be entered in the Job Interview event; the preliminary interview for the Job Interview event also counts as the preliminary Future Business Leader interview.
  - Finalists for the Future Business Leader event report at 7:00 a.m. Saturday morning and are sequestered until their interview time.
  - If a student is a finalist in both Job Interview and Future Business Leader, he/she will compete in one event and then compete in the other event.
- **Website Events** – Individuals or teams entering the E-business or Website Design events need to have their website online by the registration deadline of February 17.
  - Complete the Statement of Assurance form found on the Nebraska FBLA website and double check that the URL is correctly listed and live.
  - 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 17.
- **Gold Seal Chapter Awards** – Chapter nominees for the Gold Seal chapter award are selected from the chapters submitting Local Chapter Annual Business Reports.

## 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 6-17**.

- Computer Applications – 60-minute test
- Database Design and Applications – 30-minute test
- Spreadsheet Applications – 30-minute test
- Word Processing – 30-minute test
- Middle Level – Keyboarding Application II – 45 minute test

Each test must be administered by a proctor (someone other than the chapter adviser).

- Select any date from March 6-17 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 3.
- Upon receiving your computer competitive event packet, please open the packet and read the adviser instructions.
- The proctor should follow the script and directions entitled Computer Event General Guidelines.
- The postmark deadline to return the tests is March 17.

**Format Guide** – The FBLA-PBL Format Guide provides the document styles used in the Word Processing and Computer Application events. The Format Guide is found at the national website at the FBLA tab, Competitive Events section, as well as in the print copy of your national Chapter Management Handbook (CMH).

**Online Testing** – The following nine team events and one individual event are two-part events with online testing held at your school **March 6-17**:

- Banking and Financial Systems
- Entrepreneurship
- Global Business
- Help Desk – an individual two-part event
- Hospitality Management
- Management Decision Making
- Management Information Systems
- Marketing
- Network Design
- Sports and Entertainment Management

The objective test, taken collaboratively by the team (except for Help Desk, which is an individual event) is given online at your school any time during March 6-17. Tech support is available 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.

## Adviser Work Schedule

**Adviser Work Schedule** – The 2017 SLC tentative adviser work schedule will be linked to the Nebraska FBLA website at the Conferences tab, SLC Registration Information page.

- The Adviser Master Work Assignments lists each adviser's schedule alphabetically by chapter.
- The Adviser Master Work Schedule lists the assignments by event.
- Please print both schedules so you have complete details for your assignments.

## Educational Opportunities

**Tours** – Business tours and presentations will be available on a first-come, first-served basis for chapters on Thursday morning, April 7. Please watch the SLC listserv for more information.

**Seminars** – Your Board of Directors Seminar Committee offers unique workshops for you and your members. The seminar schedule will be posted on the Nebraska FBLA website. It is recommended that each chapter require members to attend **two** workshops during the conference.

**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.

**Opening Session** – Highlights of Thursday's opening session include the keynote speaker and the state officer candidate campaign speeches.

**Honorable Mentions Session** – 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.

**Awards Program** – The top 8 competitors in each event will be recognized on Saturday.

**State Officer Elections** – Chapters need to select voting delegates to represent their chapter during primary balloting and at the Delegate Assembly. The number of voting delegates per chapter is based on chapter membership. The delegate count ratio is listed in [Section 2](#) in the *Nebraska FBLA Handbook*.

**Primary Ballot** – Primary balloting for state officer elections is held in the Omaha Foyer on Friday from 2:30 to 4:30 p.m.

- Local chapter voting delegates vote by scantron ballot and must sign the delegate registration sheet.
- Following the voting, the top two candidates for each office are posted.

**Delegate Assembly** – Delegate Assembly is held Friday evening from 5:30 to 6:30 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 State Officer Team at the Awards Program.

## Special Items

**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 are recognized at the SLC Second General Session. All chapters contributing to the Foundation receive ribbons.

**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 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.

## Networking Activities

**Presidents Recognition** – All chapter presidents or a designated representative are invited to attend the Presidents Recognition hosted by the FBLA Advisory Council on Thursday at 8:30 p.m. Each local president will receive a recognition gift from the Advisory Council.

**Dance** – Friday evening the SLC dance will begin following the Second General Session. Students wearing their SLC t-shirt or contributing \$3 to the dance may wear blue jeans. Funds raised from the dance will be donated to the Foundation.