

State Leadership Conference Guidelines

The Nebraska Future Business Leaders of America (FBLA) State Leadership Conference (SLC) 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.

Member Eligibility and Responsibility

Any Nebraska FBLA member in good standing may participate in the SLC. 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 the SLC.

Students attending the SLC 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!

Adviser Responsibility and Student Supervision

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 SLC.

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 SLC, 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.

Conference Rules

Attendance at the Nebraska FBLA SLC is over 2,400 members, advisers, and chaperones. To allow the current number of members to continue to attend, a good working relationship with the conference headquarters hotel must be continued. Any disruption or discourtesy that might jeopardize a positive working relationship with the hotel staff is not permitted.

The Nebraska FBLA SLC 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 the 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.

Students, parents, and advisers should meet to discuss Conference Rules prior to departure for the conference. 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 should be reminded that room items, such as towels, are not souvenirs. Rooms should be left in an orderly condition.

Conference Registration

SLC registration forms are located on the Nebraska FBLA website at nebraskafbla.org/conference/slc/. Please print the SLC Information document, Registration Checklist, Preparation Calendar, Tentative Schedule, and Competitive Events At-A-Glance 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 Nebraska FBLA office by **5:00 p.m. on the postmark registration date**. This date is an absolute deadline as event competition begins as soon as registration is processed. 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. Send the *Registration Summary Form* along with payment to the Grafton and Associates, PC - the accounting firm that receives the funds.

Seminars

All students are encouraged to attend two or more seminars.

Americans with Disabilities Act (ADA)

Nebraska FBLA meets the criteria specified in the Americans with Disabilities Act for competitors. Please submit the *Participant with Special Needs Form* found at nebraskafbla.org/conference/slc/ along with the other registration forms by the registration deadline.

Student and Adviser Cost

The registration fee for the Nebraska FBLA SLC will be the same for all members and advisers. 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 website and registration form each year. The fee includes a registration fee, one meal function, printing, seminar and workshop fees, facility costs, competitive event expenses, 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.

Lodging Arrangements

All lodging arrangements will be made directly with the hotels by the local chapter adviser.

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 at nebraskafbla.org/conference/slc/ for all conference participants.

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

APPROPRIATE 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)
- Business suit or
- Business pantsuit (pants accompanied by a coordinated jacket) or
- Business dress or
- Skirt and blouse
- Dress slacks and blouse or
- Capris or gauchos (worn below the knee) with coordinating jacket/suit
- Dress shoes (closed toe and peep toe)

***Skirts/Dress no more than 2 inches above 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 and maxi skirts
- T-shirts, lycra, spandex, midriff tops, tank tops, tube tops, bathing suits
- Athletic shoes, tennis shoes, Sperry’s, industrial work shoes, hiking boots, flip-flops, sandals, or bare feet
- Boots, including over-the-knee boots
- Hats/caps
- Visible undergarments
- Leggings, jeggings, yoga pants, exercise pants

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.

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

Appropriate SLC Dance Attire

There is no charge to attend the dance for students wearing the current year’s SLC t-shirt or business attire. Students contributing a \$2 donation to the SLC dance fundraising activity designated by the Board of Directors may wear the following:

- Blue jeans (no holes) or shorts (no athletic shorts) that are finger-tip length or longer
- Tops with sleeves

Inappropriate SLC Dance Attire

- 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
- Industrial work shoes, hiking boots, sandals or bare feet
- Boots, including over-the-knee boots
- Hats/caps
- Visible undergarments
- Leggings, jeggings, yoga pants, exercise pants

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	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 Primary Balloting

FBLA local chapter delegates will cast a primary ballot for officer candidates using a paper/pencil Scantron ballot on Friday afternoon. Following the closing of primary voting, the top two candidates for each office will be posted.

Delegate Assembly

Chapter voting delegates are required to attend the Delegate Assembly, although the Delegate Assembly is open to any registered conference participant.

A general election paper/pencil Scantron ballot will be cast by the voting delegates Friday evening at the Delegate Assembly.

- The roll call will be taken only once to determine the number of delegates present. A delegate not present for roll call will not be allowed to vote.
- The majority will be determined by the initial roll call.
- A candidate must receive a majority to be elected.
- Should a majority not be reached, another vote will be taken until a candidate receives a majority.
- Should an office have only one candidate, voting must still take place.
- The new officers will be announced at the Delegate Assembly following the voting. Officer candidates elected to a state office will be installed at the awards program.

Conference Headquarters

The location of the Nebraska FBLA SLC headquarters will be announced prior to each conference. A conference staff member will be on hand during conference hours to answer questions, give directions, etc. All competitive event results are to be submitted in conference headquarters.

General Session Seating

- No seating will be organized by the state office or the 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 at the designated time in the program prior to the opening of each general session and the awards program.
- Saving seats for the awards program may begin after 8:30 a.m.
- Chapters may not reserve seats by posting signs. (One or two chapter representatives) should be present at all times prior to the start of each 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 quietly depart. It is important to keep audience movement to a minimum during the awards program.
- Should it be necessary for your chapter 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 notes or letters to Nebraska FBLA event sponsors. Names and addresses of event sponsors will be provided to all FBLA advisers.

Competitors in performance events are expected to send a written thank-you note or letter to the judges.

General Competitive Event Guidelines

Number of Events Students May Enter

- Any student attending the SLC will register for no less than three (3) competitive events and no more than five (5) competitive events.
- Chapter report projects, Quality Member Award, and Who's Who do not count toward the number of events a student may enter.

Eligibility

The following general competitive event guidelines are applicable to all state competitive events:

Dues: Competitors must have paid FBLA local, state, and national dues by January 15 to compete at the SLC.

SLC Registration: Participants must be registered for the SLC and pay the state conference registration fee in order to participate in competitive events.

Deadlines: To be eligible for competition, event entry deadlines must be met.

Event Restrictions: See the specific competitive event for grade restrictions as well as any limits per chapter.

9th and 10th Grade Events: Students in 9th and 10th grade may enter the majority of the competitive events. However, the following events are designed for underclassmen and are open only to 9th and 10th grade students:

- Introduction to Business
- Introduction to Business Communication
- Introduction to Business Presentation
- Introduction to Business Procedures
- Introduction to FBLA
- Introduction to Financial Math
- Introduction to Information Technology
- Introduction to Parliamentary Procedure
- Introduction to Public Speaking – 1 entry per chapter

Repeat Competitors: Competitors may repeat in a competitive event at the SLC. However, students that compete in an event at the National Leadership Conference may not compete in that same event at SLC unless a team event. Team Events: One (1) competitor of the team may have competed in the same event at one (1) previous NLC; however, they may not compete more than twice in the event at the national level.

Calculators

Calculators can be used in all objective-test events as appropriate. Graphing or financial calculators, phones, smart watches or other memory storage devices are not allowed in any event. Students may not share calculators.

Performance Competencies

Students entered in performance events should be prepared for the following Competencies:

- Demonstrate excellent verbal communication
- Display effective decision-making and problem-solving skills
- Express self-confidence and poise
- Work well as a team when applicable
- Exhibit logic and systematic understanding
- Conduct a professional business presentation
- Answer questions effectively (when applicable)

Team and Individual Awards

Team or individual events receive the following competitive event awards:

- Places 1-3 – Plaque
- Places 4-8 – Certificates
- Honorable Mention (if applicable) awards – Certificates

Final Results

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

National Leadership Conference

National qualifiers/competitors should use the National Chapter Management Handbook (CMH) for competitive events for NLC.