



CHAPTER SUCCESS GUIDE

2016-2017

WWW.NEVADAFBLA.ORG

August 2016

Greetings Nevada FBLA-PBL Advisers!

A new academic year brings excitement and anticipation for what lies ahead. As we begin a new membership year in FBLA-PBL, it is a time to embrace the richness of the past while looking to the horizons of the future. This membership year is special on the national level as the organization celebrates 75 years and a "Legacy of Leadership."

Personally, I am honored to serve Nevada FBLA-PBL as state adviser, continuing to learn about the great chapters in place and welcoming new ones throughout the year. As a former adviser, the beginning of a new year with my chapter was always fun. Reconnecting with previous members while recruiting new ones. As any one of my former officers could tell you, my mantra was "got to get the freshmen." Nevada FBLA-PBL's Middle Level chapters make a huge impact on our high school membership and I am excited to see what great things this level will do this year.

We had a tremendous opportunity at NLC to show the nation just what Nevada FBLA-PBL has in it. We tripled the amount of students on stage for the top 10 and are thrilled that one of our own, Damonte Ranch, took home 1st place in 3D Animation. With each state being able to submit four competitors in each event, just making the final round in performance events at NLC is a very challenging task.

As the state officers came together in May to develop their program of work, they considered what their "Legacy of Leadership" would be and have developed some tremendous plans, that with your help and the help of your chapters will take Nevada FBLA-PBL's membership to new heights. We look forward to your participation!

Nevada FBLA-PBL will provide you with many tools and resources for you to have a successful 2016 – 2017 membership year. One of the newest tools we are debuting this year is an updated website with an updated, streamlined look.

I am excited about the year ahead and celebrating with you the achievements of your chapters and members as we all work toward a "Legacy of Leadership" in Nevada FBLA-PBL.



Carla Boulton
State Adviser

Table of Contents

Meet the Nevada FBLA-PBL Team	3
Key Events and Dates	5
2016-17 Calendar of Events.....	6
Membership Dues	10
Competitive Events	11
Running for State Office	16
2016-17 State Officer Team Program of Work Overview	18
Online Testing Tournament	19
Business Achievement Awards Program.....	20
March of Dimes Partnership.....	24
Nevada FBLA Chapter Grants.....	25
Gold Seal Chapter Award of Merit	27
National Business Honor Roll	28
Adviser of the Year	29
Administrator of the Year	30
Alumni of the Year	31
Businessperson of the Year.....	32
Nevada FBLA Student/Adviser Participation Forms Instructions	33
Discipline Policies	36
Adviser Code of Conduct	37
Student Code of Conduct.....	38
Dress Code Delegates Attending Nevada FBLA-PBL Sponsored Activities	40
Nevada FBLA Delegate Permission/Medical Release Form	41

Meet the Nevada FBLA-PBL Team

P. O. Box 912 • Jacksonville, OR 97530 • Ph: 888.677.4534 • F: 702.939.9058 •
nevadafbla.org • facebook.com/nevadafbla • [@nevadafbla](https://twitter.com/nevadafbla) • youtube.com/nevadafbla

Nevada FBLA-PBL Management Team:

Mike Oechsner, MBA, CMP
Executive Director
executivedirector@nevadafbla.org
Governance, Finance

Carla Boulton
State Adviser
carla@nevadafbla.org
Operations, Conferences,
Competition, Executive Leadership
Program, Membership

Rhonda Bohall
Finance Director
finance@nevadafbla.org
Accounting & Finance

Ryan Underwood
Senior Director
seniordirector@nevadafbla.org
Strategy & Advocacy

Kaycie Quinonez
State Officer Coach
coach@nevadafbla.org
Executive Leadership Program

Rich Gabel
Technology Manager
webmaster@nevadafbla.org
Technology & Web Services

Becky Trimble
Judge Coordinator/PR Manager
judges@nevadafbla.org

Nevada FBLA-PBL State Officer Team:

Adrian Lee
Vice President of Membership
vpmembership@nevadafbla.org

Adam Nalley
Vice President of Service
vp-service@nevadafbla.org

Michelle Phan
Vice President of Public Relations
vppublicrelations@nevadafbla.org

Landi Goddard
Eastern Region Vice President
ervp@nevadafbla.org

Jordana Andrada
Southern Region Vice President
srvp@nevadafbla.org

Nevada FBLA-PBL Board of Trustees:

Jared Rapier, Chair

Vice President of Marketing
SLS Las Vegas

Jeremy Tiedt, Secretary/Treasurer

Director of Advising, Recruitment & Retention
College of Business
University of Nevada, Reno

Bobbie Barnes, Trustee

Director of Career & Student Affairs
University of Nevada-Las Vegas

Dawn Burns, Trustee

Assistant Director of CTE at CCSD
Clark County School District

Donna Rorer, Trustee

Adviser Representative
Basic High School

Melissa Scott, Trustee

Education Program Professional
Nevada Department of Education

**Mike Oechsner, MBA, CAE, CMP,
Ex-Officio Member**

Executive Director
Nevada FBLA

Mike Raponi, Ex-Officio Member

Director of Career, Technical, and Adult
Education
Nevada Department of Education

Key Events and Dates

Members looking to improve leadership skills, network with members across the state, and learn new ideas mark their calendars for Nevada FBLA-PBL conferences throughout the year. Conferences are the highlight of the membership experience and access to the conferences is exclusive to FBLA-PBL members. You can learn more about our conferences on our website at <http://www.nevadafbla.org>.

Fall Leadership Extravaganza

This conference is the “must attend” state experience in the fall where students learn about chapter success, personal leadership, and etiquette training for members and advisors. Also, students network with other student organization such as DECA, FCCLA, and HOSA.

December 5, 2016 – Elko Convention Center, Elko, Nevada

December 6, 2016 – Location TBD, Reno, Nevada

December 7, 2016 – Cashman Center, Las Vegas

National Fall Leadership Conference

Students and advisers participate in motivational general sessions, professional development, and career planning workshops. They also network with members from across the country.

November 4-5, 2016 – Milwaukee, WI

November 11-12, 2016 – Daytona Beach, FL

November 18-19, 2016 – Dallas, TX

Online Testing Tournament

Online Testing Tournament is FBLA’s version of a Track Meet meets Fantasy Football. Students test their FBLA knowledge, experience online tests, and enjoy a fun competition against members and schools across the state.

December 5, 2016 – February 12, 2017

State Business Leadership Conference

This three-day conference is where the best and brightest students across Nevada compete in business and leadership events, network with students, and participate in workshops to prepare for their future career.

April 23 – 25, 2017 – Harrah’s Hotel and Casino, Las Vegas

2016-17 Calendar of Events

- September 7** **Nevada FBLA Northern/Eastern Region Adviser Academy**
Reno, Nevada
- September 8-10** **State Officer Fall Meeting**
Harrah's
Las Vegas, Nevada
- September 9** **Nevada FBLA Board of Trustees Meeting**
Harrah's
Las Vegas, Nevada
- September 10** **Nevada FBLA Northern and Southern Region Adviser Academy**
Harrah's
Las Vegas, Nevada
- September 23** **DEADLINE**
Chapter Grant
Chapters must submit Chapter Grant Form
- October 20** **NATIONAL DEADLINE**
Initial Membership Reporting Deadline
Chapters Must Register at Least 10 Members to be Considered Active
- November 4-5** **FBLA National Fall Leadership Conference**
TBD
- November 11-12** **FBLA National Fall Leadership Conference**
TBD
- November 18-19** **FBLA National Fall Leadership Conference**
TBD
- December 2** **DEADLINE**
Registration for Nevada FBLA Fall Online Testing Tournament
- December 5** **Nevada CTSO Leadership Rally**
Stockmen's Hotel and Casino
Elko, Nevada
- December 6** **Nevada CTSO Leadership Rally**
TBD
Reno, Nevada

Nevada FBLA 2016-17 Calendar of Events (cont'd)

December 7	Nevada CTSO Leadership Rally Cashman Center <i>Las Vegas, Nevada</i>
December 5 - December 30	Online Testing Tournament Round 1
December 15	NATIONAL DEADLINE Dues Deadline to receive winter publications
January 2 - January 13	Online Testing Tournament Round 2
January 18 - January 29	Online Testing Tournament Round 3
January 15	NATIONAL DEADLINE March of Dimes Grant Application Postmark Deadline
January TBD	Nevada FBLA Board of Trustees Meeting
January TBD	Nevada FBLA State Officer Winter Summit
February 1-12	Online Testing Tournament Final Round
February 1	SCHOOL SITE TESTING MATERIALS AVAILABLE Testing Materials will again be available on Nevada FBLA's secure intranet. Tests will be removed on March 1. <i>Events: Computer Applications, Database Design and Applications, Spreadsheet Applications, Word Processing</i>
February 5-11	FBLA Week
February 8	FBLA Adviser Appreciation
February 10	FBLA Spirit Day
February 11	FBLA Community Service Day
March 1	DEADLINE Membership Registration Due to be Eligible for Regional, State, and National Leadership Conference

Nevada FBLA 2016-17 Calendar of Events (cont'd)

March 1

NATIONAL DEADLINE

- *Business Achievement Awards—Individual*
- *Business Achievement Awards—Chapter*

March 10

DEADLINE FOR REGISTRATION

Nevada FBLA State Business Leadership Conference

- *Conference, Competition, Lodging Registration for all Participants (Limit of up to 3 Online Competition Tests & 2 Performance Tests at SBLC or a maximum of 5 Online Competition Tests)*
- *State & National Officer Applications*
- *All Competition Reports (American Enterprise, Community Service, Local Chapter Annual Business Report, Partnership with Business, Business Plan, and Business Financial Plan)*
- *Completed School Site Test Packets (Computer Applications, Database Design and Applications, Spreadsheet Applications, Word Processing)*
- *Competitive Event Pre-Judged Materials (Computer Game & Simulation Programming, Job Interview, Future Business Leader, Digital Video Production, E-business, Website Design, Desktop Application Programming, Mobile Application Development)*
- *National Business Honor Roll Applications*
- *Who's Who in FBLA Applications*
- *Chassey Ako Community Service Award Nomination*
- *Erin Hackman NLC Scholarship Application*
- *Business Person of the Year Nomination*
- *Administrator of the Year Nomination*
- *Adviser of the Year Nomination*
- *Alumni of the Year Nomination*

March 14

Nevada FBLA SBLC Online Testing Opens

April 1

NATIONAL DEADLINE

- *100% Class Participation*
- *Membership Madness (members who recruited 5 other members)*
- *Membership Mania (members who recruited 10 other members)*
- *Membership Achievement Award (membership maintained or up)*
- *Distinguished Business Leader Scholarship Application*

April 5

Nevada FBLA SBLC Online Testing Closes

Nevada FBLA 2016-17 Calendar of Events (cont'd)

- April 23-25** **Nevada FBLA State Business Leadership Conference**
Harrah's Las Vegas
Las Vegas, Nevada
Adviser Briefing on Sunday at 8 p.m.
Opening Session on Monday at 7:45 a.m.
- April 28** **DEADLINE**
NLC Intent to Compete Forms Due with Nonrefundable \$75 Deposit
(All competitors who placed 1-10 must notify the state of their intention to attend NLC if they become eligible to compete; deposits are transferable but not refundable)
- April 28** **NLC School Site Tests Distributed to Eligible Competitors**
- May 5** **DEADLINE**
ALL NLC Registration Forms and Pre-Submitted Competition Materials
(the only exception is School Site Skill Tests)
- May 12** **DEADLINE**
School Site Skill Tests Due (send directly to National Center)
- May 12** **DEADLINE**
50% Due for NLC Registration & Travel
- May TBD** **State Officer Orientation Meeting**
Location TBD
- May 31** **DEADLINE**
Remaining Balance Due for NLC Registration & Travel
- June 27-July 3** **FBLA National Leadership Conference Nevada Travel Dates**
Anaheim, CA

Membership Dues

Nevada FBLA will once again take advantage of the online membership reporting system offered by the National Association. Chapters should use this program to report members and process payment for their membership dues. State dues are paid as a part of this process; the national office rebates your state dues to the state organization on your behalf once you've paid in full.

National dues are \$6 per member and state dues are \$6 per member. It is required that members join both the state and national organization – you cannot join one without joining the other.

Of the \$6 state dues, \$1 is restricted as a contribution to the Nevada FBLA Erin Hackman Scholarship Fund. The remaining \$5 is used to fund Nevada FBLA Operations.

Accessing the Online Membership System:

1. Log on to the national website (www.fbla-pbl.org)
2. On the right hand side, there is a drop down menu for logging in – choose Membership Registration.
3. Key in your login credentials. Your username is your charter number and your password is service.

Processing Members via the Online System:

1. Review the school information. Make any necessary edits for the current year.
2. Review the Adviser and Administrator contact information. Make any necessary edits or updates for the current year.
3. Select returning members to add.
4. Add new members.
5. Complete your membership registration and print your invoice for payment.
6. Submit your invoice to your business office for payment.

Questions related to online membership should be directed to the FBLA-PBL National Center at 800.325.2946 or membershipdir@fbla.org.

Competitive Events

Overview of Competitive Events Program

Below is a description of the different types of competitive events.

- **Objective Test Individual** - A 60-minute test administered online during a three week window before State Business Leadership Conference. Non-graphing calculators are not allowed for objective tests.
- **Production Test Individual** - A one- or two-hour computer production test administered and proctored at a designated school site prior to the State Business Leadership Conference.
- **Role Play Team** - Competitors receive a role play scenario 10 or 20 minutes prior to their scheduled event times. Judges receive a copy of the role play along with suggested questions to ask during each performance.
- **Prejudged Individual, Team, or Chapter** - Report or project content is prejudged before the conference. The presentation of a report or project is judged during the State Business Leadership conference.
- **Interview Individual** - The employer (judge) interviews the applicant (competitor) by asking typical job interview questions.
- **Speech Individual** - A business speech based on FBLA-PBL goals, current events, and/or relevant business topics created and articulated by competitors.
- **Presentation Individual or Team** - The presentation of an individual or team's project, or campaign on a specific topic provided in the event guidelines. This topic changes each year.

Competitive Event Preparation

1. Connect with an FLBA Chapter Adviser and let him/her know about their interest in entering a competitive event at the State Business Leadership Conference.
2. Review the Nevada FBLA-PBL Competitive Events Program and select the event that is consistent with career objective (Tip: The national FBLA office has provided a Choose Your Event resource online).
3. Review the current edition of the event guidelines
4. Study the detailed guidelines, topics, and the judge's rating sheet(s) to know the criteria by which competitors are evaluated.
5. Practice, practice, practice and practice the event at the local chapter level before competing at the state conference.

6. Talk with other members who participated in competition previously and gain as much as possible from their experiences.
7. Ask the chapter adviser to conduct event simulations in the classroom to allow all members to have an event experience.
8. Know all rules and procedures for the event in which they are entering to avoid disqualification or point deductions.
9. Enter state competition and carefully review all instructions to event participants.
10. Bring a copy of the Competitive Event Guidelines to the competition.
11. Enjoy the competition - the real benefit was realized in the preparation.

2016-17 NEW EVENTS (2017 ANAHEIM):

- Advertising--online, objective test/individual event
- Journalism--online, objective test/individual event
- Organizational Leadership--online, objective test/individual event

2016-17 MODIFICATIONS (2017 ANAHEIM):

- Business Ethics will be either an individual or a team of 2 to 3
- Emerging Business Issues will be either an individual or a team of 2 to 3

2016-17 NAME CHANGE (2017 ANAHEIM):

- Desktop Application Programming will be renamed Coding and Programming

COMPETITIVE EVENT TOPICS

The following are the 2016-17 National Topics have been adopted for Nevada Competitive Events:

3D Animation

Many companies are required to protect the environment and "go green." Use 3D animation in a promotional/marketing video to show the importance of going green as an important business sustainability step.

Business Ethics

Research the ethical issues of social media platform checks in relation to employment.

Business Financial Plan

You are planning to open a Family Entertainment Center (FEC) in a city with a population of approximately 200,000. You will lease an existing 30,000 square foot building that is currently empty with nothing but four outside walls in an area that is already properly zoned for your business venture. You can design your FEC as you wish, but it must be completely indoors and include an arcade and food. You will also be offering party packages to your customers.

You will need to name your FEC, create the theme, and design the floor plan for needed construction/renovation. You will need to purchase equipment, furnishings, and inventory for your decided launch date. You will need to determine hours of operation, decide staffing requirements, and create marketing and advertising plans.

Coding & Programming

Develop a database program to manage the general operations of a Family Entertainment Center (FEC). Give the FEC a name. The program must allow the user to complete at minimum the following tasks:

- Enter/view/edit a list of employees
- Create/edit a weekly work schedule for employees
- Generate/print weekly schedule reports
- Enter attendance of customers
- Enter/track, generate, and print report(s) showing customer attendance by time of day (AM/PM) and day of week.

Computer Game & Simulation Programming

Create a 1980's style video arcade game. The game must include:

- at least three(3) levels of play
- 3 lives/chances
- keep score
- run on a PC using Windows 7 or newer
- be a standalone executable program
- be virus and malware free
- contain a celebratory event and conclusion
- leaderboard
- audio and visual indicator that the game has been completed
- run solely by keyboard stroke
- qualify for a maximum ESRB rating of E10+

Digital Video Production

Create a promotional video for a new, member original TV series or movie. The rating should meet "G" requirements.

E-business

Create a site that would allow a platform for a digital yard sale to raise funds to attend NLC. The site must include a shopping cart and a place to donate funds for those not wishing to make a purchase. The items must be searchable. A contact form must be available.

Emerging Business Issues

In the ever changing world of business communication and demand for instantaneous information, discuss the issues surrounding cloud computing in relation to storage, access and security. Be prepared to argue the affirmative, that cloud computing would positively answer the demand for instantaneous information; and be prepared to argue the negative, that cloud computing is not the answer to instantaneous information.

Graphic Design

You have been hired as a graphic designer for a new Family Entertainment Center (FEC) opening in a city with a population of approximately 200,000. Provide a branding package for the owners that would include a name for the FEC, logo, theme, store front design, interior and exterior signage, and menu boards.

Introduction to Business Presentation

Create a presentation for professional members, local businesses, and/or vendors to encourage participation in and benefits of judging opportunities at FBLA competitions.

Mobile Application Development

Create a mobile application that would allow a platform for a digital yard sale to raise funds to attend NLC. The app should allow for the donation of items, including picture, suggested price, and a rating for the condition of the item. The app should allow for interaction/comments on the items. Code should be error free.

Public Service Announcement

Develop a public service announcement that addresses the safety and security surrounding the use of drones.

Publication Design

Create a publication portfolio promoting a new, member original TV series or movie. The portfolio should include a poster, character cutout design, ¼ page newspaper advertisement, and three additional promotional products. Everything should meet "G" rating requirements.

Social Media Campaign

Create a social media marketing campaign to create buzz surrounding an upcoming, new, member original TV series or movie. Use a minimum of three different social media platforms. Everything should meet "G" rating requirements.

Website Design

Develop a website for a new Family Entertainment Center (FEC) opening in a city with a population of approximately 200,000. Name the FEC. The FEC will be offering a variety of activities of your choice with a snack bar. The FEC will offer party packages to their customers. The website should allow customers to check availability for parties and make party reservations online. The site should also include a contact page.

State Business Leadership Conference Online Submission

In early January, the links for our online submission forms and upload systems will go live at www.nevadafbla.org. A specific State Business Leadership Guide will be available with more information prior to that time.

After completing all the required forms, a summary form can be viewed on www.nevadafbla.org. The summary page provides basic information about chapter registration, registered competitive events, submitted materials, and registered adviser/chaperone. Private information such as email address, URL, and phone numbers will not be viewable.

Running for State Office

Become a Chapter, State, or National Leader of FBLA!

If your dream is to be a future executive, community leader, or public servant then getting involved in the FBLA Officer Leadership Program is for you! Get started at the local level as a chapter officer or a committee member. Take the extra step to become a state officer or even national!

As an officer you'll receive premier training, plan incredible projects, meet with civic and corporate leaders, lead service projects, design public relations and communications efforts, and plan leadership conferences. If you enjoy training and traveling, networking and new friends, or simply want to be recognized as a leader in the world's premier student business organization, then get started today in the FBLA Officer Leadership Program.

The Nevada FBLA-PBL State Officer Program provides tremendous opportunities for students to gain new leadership skills, learn critical thinking, improve their planning and organization skills, become stronger speakers, demonstrate initiative, and much more. In short, it is a unique and valuable experience that Nevada FBLA-PBL is excited to make available to its members.

Interested in Applying for State Office?

It is never too early to start thinking about running for state office! The first thing every member interested in serving on the state level should do is first gain experience on the local level. Whether this is as a local officer or committee member, get involved!

The State Officer Application for 2016 – 2017 will be available on the state web site at www.nevadafbلا.org. The deadline to submit State Officer applications is March 10, 2017. All candidates must be active members of their local chapter and in good standing. Candidates must have a strong commitment to their education and have a 2.5 GPA or higher.

If you are interested in running for state office, be sure to contact carla@nevadafbلا.org and coach@nevadafbلا.org to express your interest and learn more about the opportunity.

Is State Office Right for Me?

The opportunities provided to state officers are tremendous. Many state officer alumni count this time as a pivotal experience in their life. Along with the opportunities and benefits of being an officer comes many important responsibilities. Those interested should carefully consider the decision to run for office and what it requires.

The average state officer spends five to ten hours a week working on their state officer assignments and responsibilities. Prior to state officer meetings, conferences and FBLA events the amount of time required tends to spike as officers finalize preparations and polish up assignments. It is important to realize that although academics remain the number one priority, officers will not be able to fall behind in their responsibilities as an FBLA officer. Officers are required to participate in the team decision-making process, perform assigned tasks, and attend required conferences and events.

It is important to understand that if elected, officers will be required to attend conferences, officer meetings and FBLA events throughout the year. Officers are not allowed to leave early, come late, or miss any parts of these events (except in the case of an extreme emergency) without permission. Officers have frequently had to miss out on big games, dances, trips, etc. because they conflicted with their state officer responsibilities. The expectation is that state officer responsibilities and commitments will take priority after an officer's academics.

Anyone willing to make this kind of commitment and that has the drive to succeed and the dedication to get the job done should seriously consider running for state office! If unsure, it is recommended members consult with their local adviser and getting their opinion and advice. Those who decide to run for office can be assured that holding state office will be one of the most memorable experiences of their life and one of the most effective career preparation experiences they could ever have while in high school.

National Officer Selection Process

Members wishing to take their FBLA involvement to the highest level can serve as a National officer. National officers are the ambassadors of FBLA and represent the over 250,000 FBA members. Any Nevada FBLA member interested in running for national office must run for the Executive Vice President position.

2016-17 State Officer Team Program of Work Overview

The Nevada FBLA State Officer Team has an exciting year ahead of them! The following is an outline of their goals as established in their Program of Work:

- **Membership Growth**
 - In conjunction with the 75th anniversary of FBLA-PBL, a new state membership program, "7 or 5" will be implemented. This program will recognize all chapters that increase their membership by 5% or 7 members with the goal of increasing state membership by 75 members.
 - Connect with chapters that were not active in 2014-15 or 2015-16 to potentially reactivate.
 - Recruit new middle school and high school chapters.
- **Membership Engagement**
 - Connect with members and advisers through regular chapter visits. Visits can be requested by chapters online and all chapters will be contacted by a state officer.
 - Develop a database with at least 50% of chapter officers for the purpose of sending a monthly officer email.
- **Community Service**
 - Promote statewide fundraising efforts for the March of Dimes.
 - Continue involvement and increase awareness of March of Dimes at conferences.
- **Online Presence**
 - Increase Nevada FBLA social media, focusing on planned posts and conference highlights.
 - Increase State Officers' social media and blog articles.
 - Increase member social media participation through spotlights, surveys, and feedback.

Online Testing Tournament

Online Testing Tournament has met both a Track Meet and Fantasy Football, and this is the opportunity for students to test their knowledge, experience a collection of online tests, and enjoy a fun competition against other members and schools in the state.

There are four (4) testing windows, where students may take up to two (2) online tests. Each student will have the opportunity to experience a total of eight (8) different competitions as they prepare for SBLC.

Chapters will be matched against a different chapter during each of the four rounds. Your chapter will earn points on the following scale:

1 st Place	10 Points
2 nd Place	9 Points
3 rd Place	8 Points
4 th Place	7 Points
5 th Place	6 points
6 th Place	5 Points
7 th Place	4 Points
8 th Place	3 Points
9 th Place	2 Points
10 th Place	1 Point

At the conclusion of each round, we will compare your chapter's total points to the total points of the chapter you were matched against. The chapter with more points will be the winner of that round, and like in Fantasy Football, your record would be 1-0.

During the next round, you will be paired with another chapter and again go head to head, vying for the most points. At the conclusion of the tournament, if there is more than one chapter with a perfect record, the tie would be broken by grand total points earned in the duration of the tournament.

When

The registration deadline is December 2, 2016. The tournament will then follow the schedule below:

- Round 1: December 4 to December 30
- Round 2: January 2 to January 13
- Round 3: January 18 to January 29
- Round 4: February 1 to February 12

Business Achievement Awards Program

Nevada FBLA continues to be a proud supporter and participant in the Business Achievement Awards Program. If a student achieves the America Level of the program, Nevada FBLA will provide the student with the following options: 1) \$1000 college scholarship or 2) Paid NLC travel package. Please contact the State Director for more information about the America Recipient Scholarship Program.

(Be sure to check the official activities list online.)

Future Level (complete ten total activities):

- Service (complete three, first two are required):
 - Donate five hours to an educational or service organization
 - Prepare a bulletin board or display promoting FBLA
 - Assist with an American Enterprise Day or FBLA-PBL Week activity
 - Participate in a chapter community service project
 - Participate in a promotional or fundraising project for the March of Dimes
 - Become a penpal with a senior citizen, child in a hospital, child in another country, or a soldier in the military
 - Write a one-page report on a service organization in your community and present it to a business class
 - Other-As designated by local adviser
- Education (complete three, first one is required)
 - Complete the FBLA Knowledge Quiz with a score of 92 percent or higher
 - Complete the Advertising Slogans worksheet
 - Using a spreadsheet, create a one-month budget for yourself or your chapter
 - List at least five goals and include a description of how you will accomplish them
 - Read a business article or story from Tomorrow's Business Leader and write a letter to your local adviser summarizing the article
 - Write a one-page paper on a business career
 - List five personal strengths and one personal weakness and write a 100-word summary of how you can overcome the weakness
 - Take a free certification test from Brainbench
- Progress (complete four activities, first two are required):
 - Bring a friend who is not a member to a chapter meeting
 - Attend three chapter meetings and write a paper outlining the highlights
 - Complete the National Programs worksheet
 - Invite a business leader to speak at a meeting with a written letter
 - Attend a local chapter event and write a summary
 - Recite the Creed at a chapter meeting and explain what it means to you
 - Text five friends and invite them to the next meeting
 - Prepare an invitation encouraging students to attend the next meeting
 - Recruit one Professional Division member.

Business Level (complete twelve total activities):

- Service (complete three activities, first two are required):
 - Make a 1-3 minute presentation about FBLA
 - Design a poster encouraging students to join your chapter
 - Research community service grants that are available and present your findings
 - Prepare a print ad and an audio podcast about American Enterprise Day or FBLA-PBL Week
 - Participate in a community service project sponsored by your chapter
 - Help plan and conduct one of FBLA's ceremonies
 - Help organize an activity to promote American Enterprise Day or FBLA-PBL Week
 - Participate in a literacy project
 - Prepare a local calendar of activities for your chapter
 - Help create and present a skit to elementary children
- Education (complete five activities, first two are required):
 - Complete the interactive Business/Internet Scavenger Hunt
 - Prepare a resume, cover letter, and job application, applying for your dream job
 - Complete the interactive Internet Ethics and Safety Quiz
 - Develop a green product/invention
 - Explain the importance of high ethical standards in the preparation of financial statements
 - Successfully complete a business course with a B or better
 - Prepare an agenda for two chapter meetings
 - Visit and tour a business in business attire
 - Complete a report on a local, state, or national business leader
 - Read an article from the internet or a business magazine on a new trend in technology and write a summary
- Progress (complete four activities, first one is required)
 - Prepare a recruitment brochure
 - Complete Interactive Parliamentary Procedure form
 - Plan an icebreaker for your local chapter
 - Recruit a Professional Division Member
 - Submit an article to Tomorrow's Business Leader
 - Participate in the Virtual Business Challenge
 - Write a letter to your superintendent about the benefits of FBLA
 - Participate in a task that is assigned by your local chapter adviser
 - Like and follow FBLA in social media
 - Attend a community or school meeting (Rotary, School Board)

Leader Level (complete fourteen total activities):

- Service (complete four activities, first three are required):
 - Run for local, state, or national office or serve as a campaign manager
 - Participate in a National FBLA service program
 - Prepare a 3 minute electronic presentation promoting FBLA
 - Design three new items for FBLA-PBL MarketPlace
 - Help your chapter organize an environmental service project
 - Prepare a feature story on your community for Tomorrow's Business Leader
 - Volunteer to be a teacher's aide
 - Volunteer ten hours to a service or charity of your choice
 - Research volunteer organizations or businesses in your community
- Education (complete five activities, first three are required)
 - Participate in a mock interview for your dream job
 - Create a travel brochure and movie OR podcast about the upcoming NLC
 - Create an electronic business presentation on a foreign country
 - Complete a half-day job shadow experience
 - Design an environmental newsletter
 - Analyze the FBLA chapter financial statement
 - Identify the different ways businesses compete with each other
- Progress (complete four activities, first one is required):
 - Complete Membership Madness
 - Serve as a voting delegate at a regional, state, or national conference
 - Prepare and present a workshop
 - Write a letter to a government official about FBLA
 - Write a letter that secures a donation
 - Design an advertisement or public service announcement about FBLA Competitive Events
 - Participate in a task that is assigned by your local chapter adviser
 - Recruit a Professional Division member

America Level (complete fifteen total activities):

- Service (complete four activities, first three are required):
 - Complete the FBLA International Recruitment Project
 - Create an online autobiographical scrapbook
 - Participate on a committee to plan a free enterprise project for elementary or junior high students
 - Do something special for Adviser Appreciation Day for your adviser
 - Plan and participate in a leadership project to help recruit and retain members
 - Contact local businesses to find door prizes for chapter meetings
 - Help your chapter sponsor an environment slogan contest
 - Plan a special Power Lunch chapter meeting. Invite a guest speaker from a business and prepare a program
 - Help prepare a skit about the benefits of saving money and present to middle school students
- Education (complete six activities, first three are required)
 - Create a blog
 - Complete the E-Portfolio Project
 - Create a magazine cover and feature story about the upcoming NLC NLC
 - Watch the video "Social Media, is it a Fad" and submit a plan for a nation-wide project
 - Develop a FBLA game show, music video, or reality show
 - Develop a YouTube video about how FBLA has helped you prepare for your future career
 - Plan and prepare a report for competition
 - Research virtual reality, artificial intelligence, and holographic entertainment worlds and create a report
- Progress (complete five activities, first three are required):
 - Complete Membership Mania
 - Secure a letter of recommendation
 - Complete the Etiquette Quiz with a 92% or better
 - Participate in a National Fall Conference or Institute for Leaders
 - Submit an application for the Distinguished Business Leader Scholarship
 - Plan an activity or social event for your chapter to host middle school or college students
 - Visit one school that does not have FBLA and promote FBLA
 - Invite a school administrator to a chapter meeting or conference
 - Make a personal visit to an elected official and talk about Perkins funding
 - Recruit two Professional Division members.

March of Dimes Partnership

Founded by President Franklin D. Roosevelt, the March of Dimes is a non-profit organization that has saved millions of premature babies over the course of the last 75 years through funding medical research and providing support for families in need.

Through the 40 years of partnership with the March of Dimes, FBLA-PBL has consistently ranked as the top organizations fund-raising partner, raising over \$15 million dollars. March of Dimes has connected with hundreds of thousands of FBLA members across the nation with its inspiring mission, vision, and values.

Through our unique partnership with the March of Dimes, chapters have an opportunity to apply for the March of Dimes grant. The grant recognizes chapters with innovative ideas and projects that enhance the growth, recognition, and support of FBLA-PBL and the March of Dimes partnership. Local chapters may receive grants up to \$1000. Applications are due January 15, 2016.

Nevada FBLA-PBL has been a proud partner of the March of Dimes and continue to bring innovative ideas to their fundraising efforts. Last year Nevada FBLA-PBL raised over \$6000 for the March of Dimes. There are many opportunities for members to participate with the March of Dimes such as the March for Babies event.

Nevada FBLA Chapter Grants

Nevada FBLA is continuing to offer chapter enrichment grants in 2016-17. The primary purpose of the chapter enrichment grant program is to support local members and chapters in creating sustainable operations that will assist in future chapter successes.

Hardship funds are available; however, preference for funding is given to chapters who are investing in a product, service, or piece of equipment that will help the local chapter develop a sustainable source of funding.

The Chapter Grant form follows on the next page of this packet.

Nevada Future Business Leaders of America Chapter Grant Form

The purpose in the Nevada FBLA Chapter Grant Program is to support local members and chapters in creating sustainable operations that will assist in future chapter successes.

For the 2016-17 School Year, Nevada FBLA has \$3,500 available for grant funding. No chapter may receive more than \$1,500.

Grant applications are due online by September 25, 2016, and funding decisions will be published on October 23, 2016.

Funding is designed and available to assist chapters in reaching a situation of sustainability. The intent is to plant seeds which would aid in both solving a current need and developing future resources. For example, grant funding could be requested to purchase an espresso machine so that a chapter could use that espresso machine for future fundraising efforts. Another example could be to support the expenses of a freshman member to attend an even with the return that they would be committed to recruiting five members each year. Funding may also be requested for hardship needs. Funding preference will be given to chapters requesting assistance to develop local sustainability.

Any active chapter with at least five members may request funding assistance. Chapters who received a grant in the prior school year who do not submit a blog article and create a display at the State Business Leadership Conference are not eligible for the 2016-17 chapter grant.

Grant Requested By:

Chapter: _____

Chapter Adviser: _____ **E-Mail:** _____

Mailing Address: _____

City/State/ZIP: _____

Please provide a grant narrative addressing the following:

- What amount of funding is being requested, and would partial funding be acceptable? What is the budget for the request, including expenses?
- What is the purpose of the funding request and how many FBLA members will be impacted if the grant request is funded?
- Please explain how this grant will assist in developing sustainability for the local chapter.
- Are matching funds available from the district or another source and have they been requested?
- Please provide an assurance statement that a newsletter article will be provided at project conclusion.
- Is there any additional information that the review committee would find valuable in reviewing your grant?

Grant applications must be submitted online at www.nevadafbla.org. Applications received after September 25, 2016 may not be considered.

Gold Seal Chapter Award of Merit

Active local chapters in good standing may be nominated by the state adviser and must be on record in the FBLA-PBL Online Membership System as having paid dues by March 1 of the current school year. Only chapters who have completed the Local Chapter Annual Business Report and submitted it for competition will be considered for this award.

Guidelines

- Each state may select two (2) chapters or up to 15 percent of its total number of active local chapters, whichever is greater. (If the percentage results in a fractional number, it is rounded to the next higher number—e.g., 3.2 or 3.6 would be 4.)
- Prior to nomination, each local chapter must submit a copy of the Local Chapter Annual Business Report.
- In the event more chapters are eligible for Gold Seal Chapter recognition than allowed by the national association, the honorees will be selected based on the quality of the Local Chapter Annual Business Report.
- Nevada's Gold Seal Chapters will be recognized both at the State Business Leadership Conference and at the National Leadership Conference.

National Business Honor Roll

The National Business Honor Roll is designed to recognize those members of FBLA who truly excel in academic preparation for college and an eventual career in the business world. Nevada FBLA recognizes that in order to succeed as a true business leader, our members need to be well prepared in terms of their academics, career skills, and leadership development.

FBLA chapters in Nevada are encouraged to nominate members to be recognized in the National Business Honor Roll who meet the following criteria:

- High School: Overall cumulative GPA of at least 3.5 on a 4.0 scale
- Demonstrated leadership potential through service as a chapter officer, committee leader, or other participation in chapter activities
- Clearly defined career objectives



Members accepted in the National Business Honor Roll will be recognized during the State Business Leadership Conference. In order to nominate members, complete the online form for each nominee at <http://www.nevadafbla.org>.

Online form information will include:

- Name
- Chapter
- Home Address
- Home Phone Number
- Student Email
- Adviser Email
- School Mailing Address
- Current Year in School
- GPA
- Years in FBLA
- Upload Documents to include:
 - Enclose a copy of your most recent report card/transcript or other official report showing cumulative GPA.
 - Enclose a brief resume of FBLA involvement, offices held, etc., as well as other activities.
 - Enclose a one-page statement outlining your career objectives, your plans for achieving these goals, and how membership in FBLA contributes to these plans.

Adviser of the Year

The purpose for this award is to recognize an outstanding FBLA local chapter adviser of the year. The honoree is automatically nominated for recognition at the National Leadership Conference.

Eligibility

Nominations may come from local chapter advisers, FBLA members, Professional Division Members, local administrators, and alumni. When nomination forms are received in the state office, the nominees may be contacted by the state office for further information.

Nomination forms must be submitted in via our online submission tool no later than the close of business on the date given on the official Nevada FBLA calendar of events.

Procedure

A selection committee will review information according to stated criteria, with emphasis being given to that adviser who:

- ∇ Has a deep commitment to FBLA and the members.
- ∇ Is a current member of the FBLA-PBL Professional Division.
- ∇ Uses a fair and democratic approach in leading the chapter.
- ∇ Actively promotes interaction of FBLA activities with all business teachers and throughout high school courses and departments.
- ∇ Works with business persons and civic groups in the community.
- ∇ Uses businesslike methods in coordinating the work of FBLA.
- ∇ Uses sound planning and evaluation of local chapter activities.
- ∇ Provides opportunities for members to participate in FBLA activities beyond the local level.
- ∇ Has served as a local chapter adviser for at least two (2) years.
- ∇ Rallies time and resources to support local chapter development
- ∇ Integrates FBLA into the classroom
- ∇ Serves as a role model, mentor, and champion of member and adviser success.
- ∇ Contributes to local, state, and national FBLA.
- ∇ Supports business and career technical education through involvement and leadership in other activities.

Administrator of the Year

Without the support of administrators in our schools, districts, and at the state level, it would be impossible for an organization like FBLA to exist, let alone impact the hundreds and thousands of students we touch year in and year out. Administrators provide funding, permission, logistics, and support – most often behind the scenes and without any fanfare or acknowledgment. This recognition provides local chapters with the opportunity to identify and quantify the support they receive from special administrators and to say thank you.

Eligibility

Nominations may come from local chapter advisers, FBLA members, Professional Division Members, and alumni. When nomination forms are received in the state office, the nominees may be contacted by the state office for further information.

Nomination forms must be uploaded via the online submission process no later than the close of business on the date given on the official Nevada FBLA calendar of events.

Procedure

A selection committee will review information according to stated criteria, with emphasis being given to that administrator who:

- ∇ Has a deep commitment to FBLA and the members
- ∇ Is a current member of the FBLA-PBL Professional Division
- ∇ Actively promotes interaction of FBLA activities with all business teachers and throughout high school courses and departments.
- ∇ Supports business and career technical education through involvement and leadership in other activities.
- ∇ Serves as a role model, mentor, and champion of member and adviser success.
- ∇ Supports opportunities for members to participate in FBLA activities beyond the local level.

State Awards

Based on the number of entries, Nevada FBLA will recognize one overall administrator to honor as the Nevada FBLA Administrator of the Year.

Alumni of the Year

Without the returning support and enthusiasm of our past members and state officers, our program would not have the same opportunities to grow and thrive. This award is to celebrate and recognize the volunteer contributions of FBLA alumni to their local chapters, regions, and the state chapter.

Eligibility

Nominations may come from local chapter advisers, FBLA members, Professional Division Members, and alumni. When nomination forms are received in the state office, the nominees may be contacted by the state office for further information.

Nomination forms must be uploaded via the online submission process no later than the close of business on the date given on the official Nevada FBLA-PBL calendar of events.

Procedure

A selection committee will review information according to stated criteria, with emphasis being given to that administrator who:

- ∇ Has a deep commitment to FBLA and the members
- ∇ Is a current member of the FBLA-PBL Professional Division
- ∇ Actively promotes interaction of FBLA activities
- ∇ Supports business and career technical education through involvement and leadership in other activities.
- ∇ Serves as a role model, mentor, and champion of member and adviser success.
- ∇ Supports opportunities for members to participate in FBLA activities beyond the local level.

State Awards

Based on the number of entries, Nevada FBLA will recognize one overall alumni to honor as the Nevada FBLA Alumni of the Year.

Businessperson of the Year

This national event recognizes outstanding leaders from the business sector who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local, state or national levels.

Eligibility

Each chapter is STRONGLY ENCOURAGED to enter one or more persons in the Businessperson of the Year event. Nominees must be members of the business sector, not students or educators.

Regulations

1. The entry form must be completed by the chapter adviser or designee and must be submitted online, with the nominee's biographical sketch, to include the bullets under the procedure section.
2. Nominees for state and national Businessperson of the Year will be selected in accordance with the regulations of the state chapter and national association.
3. Nominees must be members of the business community. Persons who are students or fulltime employees of educational institutions are not eligible for this award; such nominees will be disqualified.

Procedure

Criteria for selection of nominees at the state and national level should include, but does not have to be limited to:

- ▽ Years of participation in FBLA-PBL activities
- ▽ Promotion of FBLA-PBL through presentations and seminars
- ▽ Contribution to local or state chapter projects and activities.
- ▽ Financial assistance to and sponsorship of activities for local and/or state chapter(s).

The biographical sketch of each nominee should particularly address the above areas.

NOTE: Information required for the honoree includes: Name, Address, Email, Company, Phone Numbers, Name of Chapter Nominating the Businessperson.

Nevada FBLA Student/Adviser Participation Forms Instructions

The Adviser Conduct & Student Permission/Medical Release Forms contained in this packet apply to all Nevada FBLA sponsored events for the 2016-2017 School Year.

During the year, Advisers are required to indicate their possession of the combined Student Permission/Medical Release Form by completing the Statement of Assurance form in this packet and sending a copy of it in prior to each state-sponsored event.

The following guidelines govern this process:

1. Each FBLA member is to complete and submit to their adviser the Permission/Medical Release Form contained in this packet which encompasses the Conduct Code Endorsement, Permissions to Attend Nevada FBLA Sponsored Activities, authorization to use pictures or student name in publications, Release of Claim for Damages and Emergency Medical Treatment Authorization.
2. Advisers do not have to submit the Student Permission/Medical Release Forms to Nevada FBLA, but must keep them in their possession and bring them with them to each in-state Nevada FBLA sponsored activity. Once a student has completed this form the same form can be used for the duration of the school year in which it is submitted. A new form must be collected at the start of the school year for returning students (i.e. the previous year's form cannot be used).
3. Each Adviser must submit the Adviser Conduct form before participating in their first Nevada FBLA sponsored event of the year. Once this form is submitted it is valid for the duration of the school year in which it is submitted. A new form must be submitted at the start of the next school year. **Submit through Nevada FBLA-PBL's online submission form.**
4. Each Adviser must submit a *separate* Statement of Assurance Form at the designated deadline prior to each in-state Nevada FBLA sponsored event of the school year. This Statement indicates that the adviser has the Permission/Medical Release Form for each and every student who will be participating in that event and will bring those forms with them to the event. **Submit through Nevada FBLA-PBL's online submission form.**

Instructions for Advisers:

As leaders and teachers of young professionals, it is important that we prepare our students for the events to come. The intent of these forms is to protect your students and yourself as well as Nevada FBLA.

Onsite Chaperoning During Nevada FBLA Sponsored Events

Having your students check in with you at least three times per day is vital when participating in FBLA-sponsored activities. As their adviser, you can help to eliminate frustrations on the part of your students. It also makes things run more smoothly for your chapter. If needed, check with experienced advisers for help – no one is perfect and knows everything, and it is important that you ask your students how things are going and about any challenges or frustrations they are experiencing. Again, be positive and supportive. Most challenges can be solved with patience, and by working through the situation. Asking your officers to help with chapter management can be a great support.

Let your students know of your whereabouts. Be sure that they are aware of your event assignments so that they can quickly locate you if a challenge arises. Have your students work together to help each other in case of conflicts and to remind each other of the times and locations for their activities. When you are assisting with an activity, have your students mark their programs as to where you will be located.

Ask them if they are having a good time. If possible, help them to have a better time. Remember, there is nothing like positive feedback by your group upon returning home.

Remind students to thank those who conduct their events. All event staff and judges are volunteers. If you plan to use parent chaperones, let your officers plan a special way to thank them at the conference.

Publicity

Your chapter and Nevada FBLA need all of the publicity we can get. Use participation in Nevada FBLA sponsored activities to generate some positive publicity. A news release for your chapter distributed to local and school press outlets is always a good idea.

Special Needs Students

Our office makes every attempt to accommodate special needs students at state events. If you contact us prior to any scheduled event, we can make the conference and competition as barrier free as possible.

Standards of Behavior

A concern at any student conference is the standard of conduct. FBLA is no exception. The state staff has worked hard to let the conference staff know how important their role is in making our conference a success, so the image students and advisers make during FBLA events is vital. Our members exhibiting a business-like image to the conference staff, guests, and judges, are extremely important.

Visibility

Drop in and check on your students. Performing a "head count" from time to time is important, but be sure to physically see every student during the event. Ask questions about events and have a conversation with them so you can see how they are doing. With all of this, you will know that your students have been accounted for which helps prevent challenges.

Student Conduct

It is the responsibility of the local adviser to oversee the conduct of their students throughout the event. Advisers are responsible for ensuring that their students stay engaged, fully participate, and abide by the Student Code of Conduct for every event. For overnight trips, advisers are responsible for conducting curfew checks and ensuring that their students know of the requirement that they remain in their rooms throughout the night.

Meet challenges head-on in a positive manner! Do not let things get out of hand – do your part, tactfully. Ask other advisers for ideas if you are not sure how to handle minor situations.

Discipline Policies

The following are general consequences that the state staff and student's chapter adviser/chaperone may choose to follow:

1. Use or Possession of Drugs/Alcohol

Adviser: a) Student sent home. A student who is present when drugs/alcohol are being used is subject to the same consequence.

State Staff: a) Parent and school notified.
b) Student sent home and disqualified from event and possibly future events.

2. Stealing/Shoplifting

Adviser: a) Student sent home.

State Staff: a) Student sent home and disqualified from event and possibly future events.

3. Vandalism (including pulling fire alarms)

Adviser: a) Student who intentionally vandalizes is sent home.

State Staff: a) Student sent home and disqualified from event and possibly future events.

4. Cheating

Adviser: a) If an adviser has direct awareness of cheating by student(s), the information is made known to the management team immediately.

State Staff: a) Student sent home and disqualified from event and possibly future events.

5. Leaving Conference Area

Adviser: a) Advisers should be aware of where students are and their form of transportation.

b) An adviser who leaves the conference should check out at headquarters.

State Staff: a) Students leaving conference area, without approval from their adviser, will be sent home and disqualified from event and possibly future events.

Adviser Code of Conduct

FBLA's programs offer training to those students who have career objectives in the fields of business, management, entrepreneurship, and technology. Individual conduct and appearance is a portion of this training. Attendance at any Nevada FBLA sponsored conference or activity is a privilege. Setting a good example is a goal of teaching and students participating in Nevada FBLA conferences and activities are impressionable; therefore a code of conduct is set for advisers. By signing this agreement, the adviser also agrees to the tenants of the Participant Code of Conduct and the Dress Code. Violations of these practices and procedures, as established, will be referred to the Executive Director, the Nevada FBLA Board and the adviser's school administrator.

1. Advisers will be held accountable for communicating the responsible behavior, conduct, and attire of all students, chaperones, and guests from their chapter. The codes govern the behavior of advisers as well as students.
2. As stated in the Participant Code of Conduct, item seven, advisers will serve as role models and ensure that all of their participants attend and actively engage in all sessions at conferences in which they attend.
3. Advisers are held responsible for their students' actions. An adviser must take the appropriate disciplinary steps as defined in the Participant Code of Conduct and/or as directed by the Board of Trustees or the Conference Conduct Committee.
4. When advisers are assigned job duties during activities, it is the responsibility of that adviser to promptly carry out those duties.
5. Advisers are responsible for being available to their students and other advisers 24 hours per day. This responsibility begins from the time parents/guardians leave students with the adviser until the time they pick them up after the activity.
6. Advisers are responsible for knowing the whereabouts of all of their students at all times. Each adviser must have with them at all activities and conferences:
 - Each participant's signed Participant Code of Conduct;
 - Each participant's signed Emergency Medical Treatment Authorization Form; and
 - A list of each student's names, parent/guardians names, and phone number.
7. Each adviser and supervising adult must attend designated adviser meetings at conferences.
8. Advisers must report any conduct violations to a current member of the Nevada FBLA State Staff.
9. All judges' decisions are final. Concerns about event management and/or judging may be communicated through writing to the State Staff no later than one month from the last date of the event.
10. Advisers **MUST** abide by the policy of the Executive Director and State Director before conducting out-of-state travel for the National Leadership Conference (NLC).

By signing the Nevada FBLA Adviser Code of Conduct, the adviser agrees to abide by the rules set forth in this document. Additionally, the adviser agrees to abide by the judgment set down by the Nevada FBLA State Staff in any disciplinary action. Advisers may appeal a ruling with a letter to the State Staff giving an explanation of circumstance that may have been outside of the advisers control, within one month after the ruling. In addition to the consequences stated in the Participant Code of Conduct, any violation of these codes will also result in the adviser to student ratio being reduced for a period of time to be designated. This signed form is required in order to attend all recognized Nevada FBLA activities. (Typing/writing your name in the box below serves as your signature and confirmation of understanding):

Adviser Signature:	
Chapter Name:	
Date:	

THIS DOCUMENT CONTAINS FOUR (4) TOTAL PAGES
ALL NEVADA FBLA SPONSORED ACTIVITIES 2016-2017
- Revised August 2016 -

Student Code of Conduct

Attendance at any Nevada FBLA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisers, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending a NEVADA FBLA activity and submitted to the chapter adviser prior to the respective registration deadline. The chapter adviser must have a completed copy of the permission/medical release form for each student attending in their possession for the duration of the event, including travel to and from the event. Forms must be kept on file in the local school district after conference.

Delegates shall abide by the rules and practices of *NEVADA FBLA and school district policies* at all times to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the NEVADA FBLA organization. The standards outlined in this document constitute the Nevada FBLA Code of Conduct.

The following shall be regarded as severe violations of the NEVADA FBLA Code of Conduct:

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

1. **Alcohol, Drugs and Tobacco:** a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the adviser. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. **Curfew:** Committing serious violations of curfew regulations as outlined in item 9 below.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. **Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. **Serious Violations** of the student conduct code of the school district or school that the student represents.
6. **Private Transportation:** Driving or riding in a private automobile during a conference, unless accompanied by an authorized adviser. (Delegates are to be housed at the conference site) Occasionally a chapter adviser, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter adviser prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.

7. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

The following shall be other violations of the NEVADA FBLA Code of Conduct:

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees or local Adviser.

8. **Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of FBLA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
9. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
10. **Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
11. **Personal Conduct:** Failing to report accidents, injuries or illnesses immediately to the local FBLA Adviser; failing to keep adult advisers informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open); having a delegate or adviser of the opposite sex in a room without a third person present and the door visibly open.
12. **Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

Individual School District Policies may supersede the code of conduct.

Dress Code

Delegates Attending Nevada FBLA-PBL Sponsored Activities

The following guidelines have been developed to clarify the dress code used at all FBLA conferences (regardless of locations).

ACCEPTABLE CASUAL ATTIRE

(Travel to/from conferences, dances, and non-conference activities such as shopping, sightseeing, or going out for meals, denim in good taste is allowed at FBLA conferences)

Males: Slacks, cords, knee length walking shorts, sports shirts, and FBLA t-shirts and sweatshirts. NO gang related clothing or accessories allowed. All clothing must be in good repair and proper size. Undergarments may not show outside of over garments.

Females: Slacks, cords, skirts, blouses, sports shirts, knee-length walking shorts, and FBLA T-shirts and sweatshirts. No gang related clothing or accessories allowed. All clothing must be in good repair and proper size Undergarments may not show outside of over garments.

ACCEPTABLE BUSINESS ATTIRE

(Opening/ Closing Sessions, event competition, scholarship interviews, state/national officer interviews, workshops)

Males: Dress slacks, dress shirt, tie, dress shoes and socks, (no tennis shoes or flip-flop sandals), sweater and/or sport coats. A dress suit or FBLA blazer is always appropriate. Shirts are to be tucked in. Belted pants.

Females: Dress (professional business), dress slacks, skirt (not to exceed 3 inches above knees), blazer, dress blouse or collared shirt, coordinated shirt/ blouse, city shorts, dress shoes, (professional business) (no tennis shoes or flip-flop sandals). A dress suit or a FBLA blazer is always appropriate. Nylons are recommended with all professional dress.

Activities such as swimming, sunbathing, jogging, or tennis warrant appropriate recreational attire for that activity.

At any time during the conference while on-site (including hotels), you must be in casual or business attire.

Nevada FBLA Delegate Permission/Medical Release Form

(Students and Alumni are collectively referred to as "Delegates" in this document)

Conduct Code Endorsement, Permissions to Attend Nevada FBLA Sponsored Activities, and Authorization to use pictures or student name in publications.

Release of Claim for Damages, Emergency Medical Treatment Authorization:

Name of Delegate _____ Date: _____
Home Address _____ Phone: _____
_____ Date of Birth: _____
Name of High School _____ Phone: _____
Adviser (s) in charge _____

This is to certify that *the above named delegate* has my permission to attend all Nevada FBLA sponsored activities for the 2015-2016 School Year. I also do hereby, on the behalf of *the above named delegate* absolve and release Nevada FBLA, the school officials, the FBLA chapter advisers, conference staff, and Nevada FBLA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the FBLA sponsored activity.

I authorize the above named adviser or the Nevada FBLA staff to secure the services of a doctor or hospital for *the above named delegate*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to Nevada FBLA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Nevada FBLA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter adviser determines the criteria at the local site, for individual students and alumni to attend and participate at all FBLA activities.

We have read and agree to abide by the supplied Nevada FBLA Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature _____ Date _____
Parent / Guardian Signature _____ Date _____
Chapter Adviser Signature _____ Date _____
School /ROP Official Signature _____ Date _____

MEDICAL INFORMATION

Known allergies (drug or natural) _____
Special medication being taken _____
Date of last tetanus shot _____
History of heart condition, diabetes, asthma, epilepsy or rheumatic fever _____
Any physical restrictions _____
Other conditions _____
Family doctor _____ Phone _____

INSURANCE INFORMATION

Company Name _____ Policy Number _____