



2018-2019

# CHAPTER SUCCESS GUIDE



August 2018

Greetings Nevada FBLA!

Another membership year begins on August 1 and so does a new year for Nevada FBLA. The new theme of the FBLA year is "Create. Lead. Inspire."

CREATE is being exemplified this year by offering two Adviser Conferences and two Oregon Leadership Institutes. The hope is that by creating events in different parts of the states, more advisers and members will have the opportunity to participate.

LEAD by example. The state officer team has developed a program of work to challenge and grow the organization. Our members have amazing goals and it takes the devotion and support of great advisers to help them along the way. With the leadership of advisers and officers across the state, this year will be a great one!

INSPIRE others. Make sure to take every opportunity to share your experiences and to explore all the programs that FBLA has to offer on both the state and national levels. There is truly something for everyone, as Vicente Chavez saw as he won the first ever Middle Level award for Middle Level Multimedia and Website Design at NLC.

I am excited about the year ahead and celebrating with you the achievements of your chapters and members as we all work together to "Create.Lead.Inspire" in Nevada FBLA-PBL.

A handwritten signature in cursive script that reads "Carla Boulton".

Carla Boulton  
State Adviser



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## Meet the Nevada FBLA-PBL Team

PO Box 1140 Owasso, OK 74055 • Ph: 888.677.4534 • F: 702.939.9058 •  
[nevadafbla.org](http://nevadafbla.org) • [facebook.com/nevadafbla](https://facebook.com/nevadafbla) • [@nevadafbla](https://twitter.com/nevadafbla) • [youtube.com/nevadafbla](https://youtube.com/nevadafbla)

### Nevada FBLA-PBL Management Team:

Mike Oechsner, MBA, CMP  
Executive Director  
[executivedirector@nevadafbla.org](mailto:executivedirector@nevadafbla.org)  
Governance, Finance

Carla Boulton  
State Adviser  
[carla@nevadafbla.org](mailto:carla@nevadafbla.org)  
Operations, Conferences,  
Competition, Executive Leadership  
Program, Membership

Marci Shields  
Finance Director  
[finance@nevadafbla.org](mailto:finance@nevadafbla.org)  
Accounting & Finance

Ryan Underwood  
Senior Director  
[seniordirector@nevadafbla.org](mailto:seniordirector@nevadafbla.org)  
Strategy & Advocacy

Scott Mathie  
State Officer Coach  
[coach@nevadafbla.org](mailto:coach@nevadafbla.org)  
Executive Leadership Program

Rich Gabel  
Technology Manager  
[webmaster@nevadafbla.org](mailto:webmaster@nevadafbla.org)  
Technology & Web Services

Judge Coordinator/PR Manager  
[judges@nevadafbla.org](mailto:judges@nevadafbla.org)

### Nevada FBLA-PBL State Officer Team:

Harrison Jones  
President  
[president@nevadafbla.org](mailto:president@nevadafbla.org)

Jennifer Glezen  
Vice President of Membership  
[vpmembership@nevadafbla.org](mailto:vpmembership@nevadafbla.org)

Michala Matovina  
Vice President of Service  
[vp-service@nevadafbla.org](mailto:vp-service@nevadafbla.org)

Jefran Jojan  
Vice President of Media  
[vp-media@nevadafbla.org](mailto:vp-media@nevadafbla.org)

Ariana Virella  
Vice President of Public Relations  
[vppublicrelations@nevadafbla.org](mailto:vppublicrelations@nevadafbla.org)

Shailee Anderson  
Eastern Region Vice President  
[ervp@nevadafbla.org](mailto:ervp@nevadafbla.org)

Jakob Beach  
Northern Region Vice President  
[nrvp@nevadafbla.org](mailto:nrvp@nevadafbla.org)

Olivia Lee  
Southern Region Vice President  
[srvp@nevadafbla.org](mailto:srvp@nevadafbla.org)



## Nevada FBLA-PBL Board of Trustees:

**Jared Rapier, Chair**  
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 SLS Las Vegas

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**Danielle Gaccione, Trustee**  
 Director of Innovation  
 Caesars Entertainment

**Mike Oechsner, MBA, CAE, CMP  
 Ex-Officio Member**  
 Executive Director  
 Nevada FBLA

## Let's Celebrate! 2018 National Leadership Conference Winners

Event	Place	Student	School
<b>Multimedia &amp; Website Development</b>	1st	Vicente Chavez	Jerome Mock Middle School
<b>E-business</b>	4th	Ethan Seto	Edward W. Clark High School
<b>E-business</b>	4th	Jessica Shah	Edward W. Clark High School
<b>Website Design</b>	6th	Jessica He	Edward W. Clark High School
<b>Website Design</b>	6th	Emma Seto	Edward W. Clark High School
<b>Sales Presentation</b>	7th	Kierra Watson	Spring Creek High School
<b>Broadcast Journalism</b>	8th	Landi Goddard	Spring Creek High School
<b>Broadcast Journalism</b>	8th	Harrison Jones	Spring Creek High School
<b>Broadcast Journalism</b>	8th	Dionne Stanfill	Spring Creek High School
<b>Impromptu Speaking</b>	9th	Logan Strand	Reno High School



## 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 3, 2018 – Elko Convention Center, Elko, Nevada

December 4, 2018 – Location TBD, Reno, Nevada

December 5, 2018 – Location TBD, 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 2-3, 2018 – Chicago, IL

November 9-10, 2018 – Albuquerque, NM

November 16-17, 2018 – Charlotte, NC

### Region Online Testing

Region Online Testing is the way that all members can engage in any event in FBLA that has an online, objected test component. Each student may compete in 5 events for the low cost of \$10. Registration deadline is January 5.

January 15-31, 2019 – Online Testing Window

### 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 7-9, 2019 – RIO, Las Vegas





## 2018-19 Calendar of Events

- September 5**      **Nevada FBLA Northern/Eastern Region Adviser Academy**  
*Elko, Nevada*
- September 6-8**    **State Officer Fall Retreat**  
*Las Vegas, Nevada*
- September 7**      **Nevada FBLA Board of Trustees Meeting**  
TBD  
*Las Vegas, Nevada*
- September 8**      **Nevada FBLA Northern/Southern Region Adviser Academy**  
*Las Vegas, Nevada*
- September 7**      **Nevada FBLA Chapter President Academy**  
*Las Vegas, Nevada*
- October 14**        **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 Active*
- December 3**        **Nevada CTSO Leadership Rally**  
*Elko, Nevada*
- December 4**        **Nevada CTSO Leadership Rally**  
*Reno, Nevada*
- December 5**        **Nevada CTSO Leadership Rally**  
*Las Vegas, Nevada*
- December 15**      **NATIONAL DEADLINE**  
**Dues Deadline to receive winter publications**
- January 15**        **NATIONAL DEADLINE**  
**March of Dimes Grant Application Postmark Deadline**
- January 11**        **Region Online Testing Registration Deadline**  
**January 15-31**      **Region Online Testing Window**
- January 18**        **Nevada FBLA Board of Trustees Meeting**



**January 17-20 Nevada FBLA State Officer Winter Retreat**

**February 1 SCHOOL SITE TESTING MATERIALS AVAILABLE**

**February 3-9 FBLA Week**

**March 1 DEADLINE**  
**Membership Payment Due** to be Eligible for State, and National Leadership Conference

**March 1 NATIONAL DEADLINE**

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

**February 25 DEADLINE FOR REGISTRATION**  
**Nevada FBLA State Business Leadership Conference**

- *Conference, Competition, & Lodging Registration for all Participants*
- *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, Coding & Programming, Mobile Application Development, ML Multimedia & Website)*
- *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 4 Nevada FBLA SBLC Online Testing Opens**

**March 18 Nevada FBLA SBLC Online Testing Closes**





**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 7-9**

**Nevada FBLA State Business Leadership Conference**

The RIO  
*Las Vegas Nevada*

**April 19**

**DEADLINE**

**NLC Intent to Compete Forms Due**

*(All competitors who placed 1-10 must notify the state of their intention to attend NLC if they become eligible to compete; intent to compete forms obligate chapters to payment of registration fees)*

**April 29**

**NLC School Site Tests Distributed to Eligible Competitors**

**May 3**

**DEADLINE**

**ALL NLC Registration Forms** and Pre-Submitted Competition Materials

*(the only exception is School Site Skill Tests)*

**May 11**

**DEADLINE**

**School Site Skill Tests Due (send to National Center)**

**May TBD**

**State Officer Welcome Retreat**

*Location TBD*

**June 1**

**DEADLINE**

**Balance Due for NLC Registration & Travel**

**June 26-July 3**

**FBLA National Leadership Conference Nevada Travel Dates**

*San Antonio, TX*



## 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](http://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](mailto:membershipdir@fbla.org).



## **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 will be available on the state web site at [www.nevadafbla.org](http://www.nevadafbla.org). The deadline to submit State Officer applications is March 1, 2019. All potential candidates must be active members of their local chapter and in good standing. Potential candidates must have a strong commitment to their education and have a 2.5 GPA or higher. All candidates will have a screening interview, held virtually prior to SBLC and must score at least a 70 to become an official candidate for office. Appointed position candidates will have a secondary interview onsite at SBLC.

If you are interested in running for state office, be sure to contact [carla@nevadafbla.org](mailto:carla@nevadafbla.org) and [coach@nevadafbla.org](mailto:coach@nevadafbla.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.



## **2018-19 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:

- **Increase Membership through the Sustainer, Accelerator and Dominator program**
- **Increase Middle Level Chapters and Members**
- **Promote the Business Achievement Awards**
- **Promote the Community Service Awards**
- **Increase the Presence of Nevada FBLA on Social Media**
- **Increase Participation in Region Online Testing**
- **Increase Member-State Officer Interaction**

○



## 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
  - 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
  - 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, 2019.

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 2018-19. 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 information on the following page shows the information that is needed on the online form which is located at <https://nevadafbla.publishpath.com/resource-library>.



## 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 2018-19 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 October 15, 2018, and funding decisions will be published on November 20, 2017.

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 2018-19 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. Applications received after October 15, 2018 may not be considered.



## 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.



## **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 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 \_\_\_\_\_