



NEVADA FBLA

# SBLC REGISTRATION GUIDE

2011-2012

# Nevada FBLA-PBL State Business Leadership Conference 2012 *Registration and Information Guide*

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## Conference Overview

Nevada Future Business Leaders of America and the Nevada Department of Education are excited to invite your FBLA chapter to the **41<sup>st</sup> Annual Nevada FBLA State Business Leadership Conference, April 15 – 17, 2012**. The **Grand Sierra Resort** will be the site of Nevada FBLA-PBL's 41<sup>st</sup> State Business Leadership Conference! During the SBLC, Nevada's finest high school and collegiate members will have the opportunity to:

- Test business knowledge and career skills in competitive events!
- Compete for the opportunity to advance to the National Leadership Conference in San Antonio, Texas!
- Celebrate 70 years of FBLA history, success, and excellence!
- Earn recognition and attend stimulating leadership sessions!
- Campaign for State Office and elect State Leaders!
- Participate in fun entertainment and activities!
- Meet and network with fellow members and advisers and business and community leaders!
- Enjoy spectacular and inspiring general sessions!
- Earn honors and scholarships as one of the best in education!

### *Location*

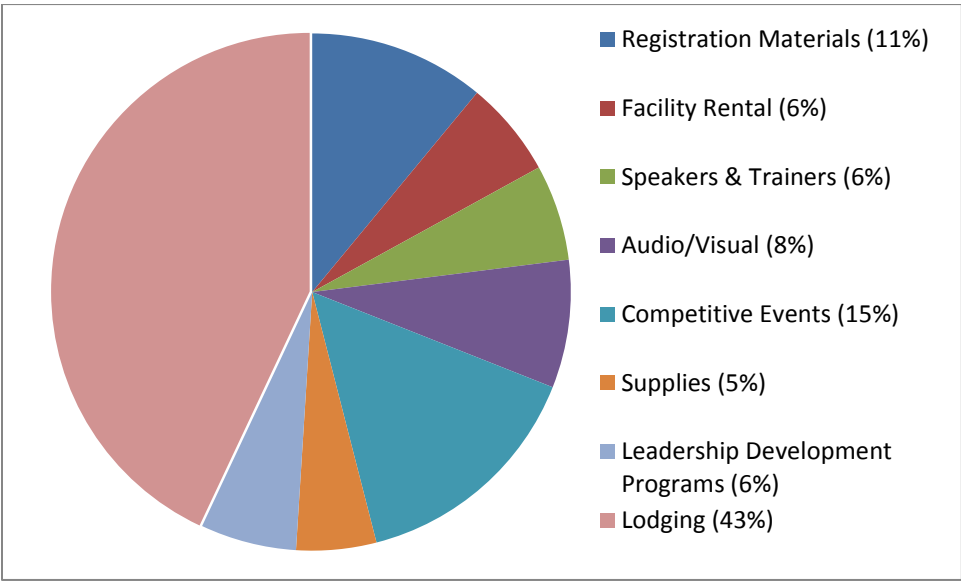
Nevada FBLA is privileged to celebrate the capstone of the FBLA experience in Nevada at the amazing Grand Sierra Resort! In addition to the incredible opportunities in competition and leadership development, FBLA members will enjoy the following amenities at the Grand Sierra Resort:

- 9 on site dining opportunities including Johnny Rocket's, Round Table Pizza, The Steakhouse, Starbucks, Port of Subs, Café Sierra, the Lodge Buffet and more!
- A deluxe 50-lane bowling center
- FunQuest with 40,000 square feet of games and virtual reality!
- Aqua Golf and Miniature Golf
- Laser Tag
- Go Cart Race Track!
- Movie Theater!
- Much more!

*Conference Fee Schedule*

<b>PACKAGE</b>	<b>STUDENT FEE</b>	<b>ADVISER FEE</b>
3 Night Package	\$239 Quad Occupancy	\$324 Double Occupancy \$579 Single Occupancy
2 Night Package	\$205 Quad Occupancy	\$259 Double Occupancy \$435 Single Occupancy

*Conference Fee Breakdown*



*Late Fees*

**The final deadline is March 9, 2012 at 5:00 p.m.** This is a receipt deadline. For any late entries of any kind, there is a \$25 late fee. The late fee must be paid at the time of submission or late entries will not be accepted. Substitutions may be made until April 1 with a \$10 change fee.

## Important Dates

### February 16

- School Site Testing Materials available in the secure area of Nevada FBLA's Intranet for download by the Proctors. Information will be distributed in the mid February Adviser Update for the following competitive events:
  - Accounting II
  - Computer Applications
  - Database Design & Applications
  - Desktop Publishing
  - Spreadsheet Applications
  - Word Processing I
  - Word Processing II

### March 1 (ONLINE and PAYMENT RECEIPT DEADLINE)

- Membership dues deadline to be eligible for competition at SBLC

### March 1 (RECEIPT or ONLINE DEADLINE)

- Business Achievement Awards deadline

### March 9 (EMAIL & MAIL RECEIPT DEADLINES)

- SBLC Registration forms deadline  
*Email to [registration@nevadafbla.org](mailto:registration@nevadafbla.org)*
  - Registration Summary Data Sheet (Part of 2012 SBLC Forms)
  - Members and Competitions (Part of 2012 SBLC Forms)
  - Housing (Part of 2012 SBLC Forms)
  - Statement of Assurance Form
- State Officer application deadline  
*Mail to Nevada FBLA*
- Pre-Judged Materials deadline for the following competitive events:  
*Mail to Nevada FBLA*
  - Computer Game and Simulations Programming
  - Digital Video Production
  - Desktop Application Programming
- School Site Testing Entries deadline for the following competitive events:  
*Mail to Nevada FBLA*
  - Accounting II
  - Computer Applications
  - Database Design & Applications
  - Desktop Publishing
  - Spreadsheet Applications
  - Word Processing I
  - Word Processing II

**March 9** (ONLINE SUBMISSION RECEIPT DEADLINE – **NEW PROCESS!**)

- \*Pre-Judged Materials deadline for the following competitive/recognition events:
  - Administrator of the Year
  - Adviser of the Year
  - Alumni of the Year
  - American Enterprise Project
  - Business Financial Plan
  - Business Plan
  - Businessperson of the Year
  - Community Service Project
  - Chassey Ako Community Service Award
  - Erin Hackman NLC Travel Scholarship
  - Digital Design & Promotion
  - Future Business Leader
  - Job Interview
  - Local Chapter Annual Business Report
  - National Business Honor Roll
  - Partnership with Business Project
  - Who's Who in FBLA
- \*URL Submission deadline for the following competitive events:
  - E-Business
  - Web Site Design
- \*Entry form Submission deadline for the March of Dimes Financial Form

*\*NOTE: The above Pre-Judged materials, URL submissions, and entry forms will **no longer be mailed** to Nevada FBLA. Rather, they will be submitted online in PDF format through the new Nevada FBLA submission forms located at [www.nevadafbla.org/sblc](http://www.nevadafbla.org/sblc)*

**March 19 – April 6**

- Nevada FBLA SBLC Online Testing Period

**April 1** (RECEIPT DEADLINE – Forms due to National Center)

- 100% Class Participation deadline  
*Please also FAX form to Nevada FBLA for a pizza party!*
- Membership Madness deadline
- Membership Mania deadline
- Membership Achievement Award deadline
- Outstanding Chapter Award deadline
- Distinguished Business Leader Scholarship application deadline

**April 15 - 17****State Business Leadership Conference 2012!**

## Registration Checklist

### *Required Registration Forms*

The following forms are **required** with your State Business Leadership Conference Registration: **(Receipt deadline March 9, 2012)**

- ✓ Registration Summary Data Sheet (Part of 2012 SBLC Forms)
- ✓ Members and Competitions (Part of 2012 SBLC Forms)
- ✓ Housing (Part of 2012 SBLC Forms)
- ✓ Statement of Assurance Form

### *Competitive Events Pre-Judged Materials*

The following competitive events require submission of materials before the conference: **(Receipt deadline March 9, 2012)**

- Pre-Judged Materials *(Mail to Nevada FBLA)*
  - Computer Game and Simulations Programming
  - Digital Video Production
  - Desktop Application Programming
- School Site Testing Entries *(Mail to Nevada FBLA)*
  - Accounting II
  - Computer Applications
  - Database Design & Applications
  - Desktop Publishing
  - Spreadsheet Applications
  - Word Processing I
  - Word Processing II
- \*Pre-Judged Materials *(Online Submission)*
  - Administrator of the Year
  - Adviser of the Year
  - Alumni of the Year
  - American Enterprise Project
  - Business Financial Plan
  - Business Plan
  - Businessperson of the Year
  - Community Service Project
  - Chassey Ako Community Service Award
  - Digital Design & Promotion
  - Erin Hackman NLC Travel Scholarship Future Business Leader
  - Job Interview
  - Local Chapter Annual Business Report
  - National Business Honor Roll
  - Partnership with Business Project
  - Who's Who in FBLA

- \*URL Submissions (*Online Submission*)
  - E-Business
  - Web Site Design
- \*March of Dimes Financial Form to receive recognition for March of Dimes activities (*Online Submission*)

**IMPORTANT** The final deadline is March 9, 2012 at 5:00 p.m. This is a receipt deadline. For any late entries of any kind, there is a \$25 late fee. The late fee must be paid at the time of submission or late entries will not be accepted. Substitutions may be made until April 1 with a \$10 change fee.

### ***Registration Tips!***

- ***Avoid Common Registration Frustrations! Read this registration packet in detail!*** Assign it for extra credit to chapter officers to ensure that multiple members of your chapter are familiar with SBLC requirements and procedures.
- ***Read the Nevada FBLA Competitive Events Handbook 2011-12 edition.*** Do not refer to the National Competitive Events Guide. This Nevada FBLA handbook is available at [www.nevadafbla.org/resources\\_ce.php](http://www.nevadafbla.org/resources_ce.php).
- Housing is paid as part of the total registration fee. You must pay for housing through Nevada FBLA-PBL. The hotel will NOT bill schools/school districts.
- Follow-up with the district or business office to ensure the will be paid on time.
- Photocopy all forms and correspondence for your records and bring them with you to the SBLC!
- Do not abbreviate your school name on conference materials. Please distinguish between your chapter name if different from your actual school name.
- Make registration checks payable to: Nevada FBLA-PBL.
- Carefully review FBLA-PBL Dress Code Policy and Code of Conduct standards with your students before you arrive for the SBLC. There is NO REASON for competitors to be disqualified from competition and the SBLC.
- E-mail Competitive Event questions to [statedirector@nevadafbla.org](mailto:statedirector@nevadafbla.org).

## Important Contacts

ITEM(S)	SUBMIT VIA
Registration forms	Email to <a href="mailto:registration@nevadafbla.org">registration@nevadafbla.org</a>
Registration payment	
DVDs / CDs / Flash Drives for <ul style="list-style-type: none"> <li>• Computer Game &amp; Simulation Programming</li> <li>• Desktop Application Programming</li> <li>• Digital video Production</li> </ul>	Mail to Nevada FBLA PO Box 912 Jacksonville, OR 97530
State Officer Applications	
School Site Tests for <ul style="list-style-type: none"> <li>• Accounting II</li> <li>• Computer Applications</li> <li>• Database Design &amp; Applications</li> <li>• Desktop Publishing</li> <li>• Spreadsheet Applications</li> <li>• Word Processing I</li> <li>• Word Processing II</li> </ul>	Mail to Nevada FBLA PO Box 912 Jacksonville, OR 97530
Online Submission Forms <ul style="list-style-type: none"> <li>• Administrator of the Year</li> <li>• Adviser of the Year</li> <li>• Alumni of the Year</li> <li>• American Enterprise Project</li> <li>• Business Financial Plan</li> <li>• Business Plan</li> <li>• Businessperson of the Year</li> <li>• Chassey Ako Community Service Award</li> <li>• Community Service Project</li> <li>• Digital Design &amp; Promotion</li> <li>• E-Business</li> <li>• Erin Hackman NLC Travel Scholarship</li> <li>• Future Business Leader</li> <li>• Job Interview</li> <li>• Local Chapter Annual Business Report</li> <li>• March of Dimes Financial Form</li> <li>• National Business Honor Roll</li> <li>• Partnership with Business Project</li> <li>• Web Site Design</li> <li>• Who's Who in FBLA</li> </ul>	Online Submission Forms available at <a href="http://www.nevadafbla.org/sblc">www.nevadafbla.org/sblc</a>

ITEM(S)	SUBMIT VIA
National Recognition Entries <ul style="list-style-type: none"> <li>• 100% Class Participation</li> <li>• Membership Madness</li> <li>• Membership Mania</li> <li>• Membership Achievement Award</li> <li>• Outstanding Chapter Award</li> <li>• Distinguished Business Leader Scholarship</li> </ul>	FBLA National Office 1912 Association Drive Reston, VA 20191-1591 <i>*Mail/Fax copy of 100% Class Participation Form to Nevada FBLA (702) 543-3284</i>
<b>QUESTIONS?</b>	Danielle Tolentino Tuason, State Director <a href="mailto:statedirector@nevadafbla.org">statedirector@nevadafbla.org</a> (562) 682-8531

## Tentative Agenda

### *Sunday, April 15, 2012 – Leadership Day 1*

- 12:00 p.m. - 4:00 p.m. Conference Headquarters
- 4:30 p.m. - 6:00 p.m. Conference Registration and Room Key Pick Up  
*Please proceed to conference registration area. Nevada FBLA will conduct group check in. Room Keys will not be available early.*
- 6:00 p.m. - 8:30 p.m. State Officer Candidate Briefing, Testing, and Interviews
- 8:00 p.m. - 9:00 p.m. Adviser Meeting/Orientation **MANDATORY**
- 11:00 p.m. Curfew

### *Monday, April 16, 2012 – Leadership Day 2*

- 7:30 a.m. - 8:00 a.m. Registration
- 7:45 a.m. - 8:45 a.m. Opening General Session
- 9:00 a.m. - 6:00 p.m. Conference Headquarters
- 9:00 a.m. - 5:30 p.m. Business Leadership Competitive Events
- 9:00 a.m. - 4:00 p.m. Workshops
- 9:30 a.m. - 4:00 p.m. Campaign Booths Open/Exhibits
- 12:45 p.m. - 1:30 p.m. Regional Meetings
- 1:45 p.m. - 2:45 p.m. Battle of the Chapters
- 3:00 p.m. - 4:00 p.m. Spelling Relay
- 5:45 p.m. - 6:30 p.m. Judges' Round Table
- 6:00 p.m. - 6:45 p.m. Business and Friends Reception
- 7:15 p.m. - 9:15 p.m. Recognition Session and Campaign Rally
- 9:15 p.m. - 11:15 p.m. Leadership Village
- 11:30 p.m. Curfew

*Tuesday, April 17, 2012 – Leadership Day 3*

8:00 a.m. - 6:00 p.m.	Conference Headquarters
8:00 a.m. – 5:00 p.m.	Annual Business Meeting & Voting Session
8:00 a.m. - 12 noon	Business Leadership Competitive Events
9:30 a.m. - 4:30 p.m.	Workshops
12 noon - 1:00 p.m.	Incoming/Outgoing Officer/Adviser Luncheon
1:00 p.m. - 5:00 p.m.	Newly Elected State Officer Meeting
5:30 p.m.	Presidents & Who's Who Rehearsal
7:15 p.m. - 9:45 p.m.	Awards of Excellence Session
10:00 p.m. - 11:30 p.m.	Blue Jeans for Babies Dance
10:00 p.m. - 11:00 p.m.	Adviser Reception & NLC Meeting
Midnight	Curfew

## Competitive Events

### *Eligibility*

Each individual Nevada FBLA member may participate in up to six (6) total competitions at SBLC. Of these six (6) events, not more than three (3) may contain a performance component (or the potential of a performance). Participation in Chapter Events (Community Service Project, American Enterprise Project, Spelling Relay, Battle of the Chapters, and Partnership with Business) does not count toward this total.

For your convenience, here is an overview of competitive events and what components they contain:

<b>Event Name:</b>	<b>Online Test:</b>	<b>On Site Presentation:</b>
Accounting I	X	
Accounting II	X	
American Enterprise Project	No Registration Restrictions	
Banking and Financial Systems	X	X
Battle of the Chapters	No Registration Restrictions	
Business Calculations	X	
Business Communication	X	
Business Ethics		X
Business Financial Plan		X
Business Law	X	
Business Literacy	X	X
Business Math	X	
Business Plan		X
Business Presentation		X
Business Procedures	X	
Client Service		X
Community Service Project	No Registration Restrictions	
Computer Applications	X	
Computer Game & Simulations Programming		X
Computer Problem Solving	X	
Creed		X
Cyber Security	X	
Database Design and Applications	X	
Desktop Application Programming		X
Desktop Publishing	X	
Digital Design & Promotion		X
Digital Video Production		X
E-Business		X

<b>Event Name:</b>	<b>Online Test:</b>	<b>On Site Presentation:</b>
Economics	X	
Electronic Career Portfolio	No Registration Restrictions	
Emerging Business Issues		X
Entrepreneurship	X	X
FBLA Principles and Procedures	X	
Future Business Leader	X	X
Global Business	X	X
Health Care Administration	X	
Help Desk	X	X
Hospitality Management	X	
Impromptu Speaking		X
Introduction to Business	X	
Introduction to Business Comm.	X	
Introduction to Parliamentary Pro.	X	
Introduction to Technology Concepts	X	
Job Interview		X
Local Chapter Annual Business Report	No Registration Restrictions	
Management Decision Making	X	X
Management Information Systems	X	X
Marketing	X	X
Network Design	X	X
Networking Concepts	X	
Parliamentary Procedure	X	X
Partnership with Business Project	No Registration Restrictions	
Personal Finance	X	
Public Speaking I		X
Public Speaking II		X
Scrapbook	No Registration Restrictions	
Sports Management	X	
Spreadsheet Applications	X	
Technology Concepts	X	
Web Site Development		X
Who's Who in FBLA	No Registration Restrictions	
Word Processing I	X	
Word Processing II	X	

**Online Submission Information *NEW PROCESS!***

The new Online Submission process is available at [www.nevadafbla.org/sblc](http://www.nevadafbla.org/sblc).

For **Pre-Judged Materials** for the following competitive/recognition events:

- Administrator of the Year
- Adviser of the Year
- Alumni of the Year
- American Enterprise Project
- Business Financial Plan
- Business Plan
- Businessperson of the Year
- Chassey Ako Community Service Award
- Community Service Project
- Digital Design & Promotion
- Erin Hackman NLC Travel Scholarship
- Future Business Leader
- Job Interview
- Local Chapter Annual Business Report
- National Business Honor Roll
- Partnership with Business Project
- Who's Who in FBLA

- To the right is a screen shot of what the upload system looks like for submitting reports, applications, nominations, and resumes. The same form is used for team events and individual events.

Nevada FBLA-PBL 2012 SBLC PDF Submission Form  
 Online Report/Material Submission System  
 Please complete form once for each online submission/competition entry

School Name: \*  
 Choose from the following: [dropdown]

Adviser/Nominator Name: \*

Email: \*

Competitive Event you are submitting materials for: \*  
 Choose from the following: [dropdown]

Competitor Name #1 or Individual/Nominee: \*

Competitor Name #2 (if applicable):

Competitor Name #3 (if applicable):

Please Upload File Here (PDF only): \*

- The School Name field is a drop down menu – if your school is not listed on the form, it means you have not yet paid dues.
- The nominator name should be either the chapter adviser, or the member/adviser, making the nomination.
- The email address entered is where you will receive confirmation that your upload was successful.
- The Competitive Event line is a drop down menu that indicates which competitive event materials is being submitted.
- If the event is for an individual competitor – or a nomination for one person, only Competitor Name #1 must be completed. If it is a team event, corresponding team members should be listed in Competitor #2 and Competitor #3 lines.
- The last step is to browse for the PDF file that you plan to upload and submit it. When your submission is complete you will see a confirmation screen and receive a confirmation email.

For **URL Submissions** for the following competitive events:

- E-Business
- Web Site Design

- The form to submit URL’s for E-Business and Website Design will also be online. The form will look like the one pictured at the left.

**Nevada FBLA-PBL 2012 SBLC URL Submission Form**  
Online form to submit URL for web-based pre-judged events

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**School Name:** \*  
 Choose from the following:

**Adviser/Nominator Name:** \*

**Email:** \*

**Competitive Event you are submitting materials for:** \*  
 Choose from the following:

**Competitor Name #1 or Individual/Nominee:** \*

**Competitor Name #2 (if applicable):**

**Competitor Name #3 (if applicable):**

**URL (where judges will find the Web Site):** \*

For the **March of Dimes** Contribution Form:

- The March of Dimes Contribution Form will appear like the one to the left and is a simple online form to complete.

**Nevada FBLA-PBL 2012 SBLC March of Dimes**  
Online form to submit March of Dimes contribution amount.

---

**School Name:** \*

**Adviser/Nominator Name:** \*

**Email:** \*

Please share a brief description of your activities with the March of Dimes over the past year:

How much money did your chapter raise for the March of Dimes from 7/1/11 until submission of this form?

## Additional Leadership Information

### ***Leadership Certification Program***

Nevada FBLA is pleased to recognize students who show their commitment to expanding their expertise in the many areas of business and leadership by attending workshops. Students who attend a minimum of 4 workshops during the conference will receive recognition in our leadership certification program.

### ***General Session Chapter Signs***

Each chapter is encouraged to make its own chapter sign for the SBLC general sessions! These signs should identify the chapter and show FBLA pride and enthusiasm.

### ***Judges Needed***

The Nevada FBLA-PBL Business & Career Events Program requires an extraordinary amount of effort, work, and volunteer spirit to be successful and truly prepare students for career achievement. The more volunteers available, the easier, less time consuming and more efficient the conference is for everyone.

If you have chaperones, contacts, or colleagues who can judge events, we would love to get them involved. Please contact Becky Trimble at [becky@nevadafbla.org](mailto:becky@nevadafbla.org) for details and we will contact these individuals with the appropriate information.

### ***Adviser Assignments***

Please be prepared to assist as an event proctor or monitor. Your support will continue to ensure a smoothly running conference. You will be assigned an event to work with after we have a full registration database and know what our specific needs will be. These assignments will be communicated as soon as possible and no later than at registration check-in on the first day of the conference.

### ***Bring a Roll of Dimes to Save Babies***

Nevada FBLA-PBL will host a Blue Jeans for Babies Dance to support the March of Dimes. All members are encouraged to bring a roll of dimes.

### ***March of Dimes Recognition***

To ensure your chapter receives the recognition it deserves for any service done on behalf of the March of Dimes, please complete the March of Dimes Form at [www.nevadafbla.org/sblc](http://www.nevadafbla.org/sblc) by March 9<sup>th</sup>.

### ***Voting Delegates***

As a volunteer-led association, the power to change, direct, and propel the association rests with student voting delegates. Voting delegates elect state officers and approve amendments to the Student Bylaws.

Voting Delegates are required to attend the following meetings:

- Candidate Booths
- Campaign Rally
- Nevada FBLA Annual Business Meeting and Voting Session

Voting delegates meet on the second day of the SBLC for the Nevada FBLA Annual Business Meeting. Voting delegates will be seated in a special section. Guests are welcome to attend the Annual Business Meeting and will be seated in a separate section from voting delegates.

Each chapter receives two State Voting Delegates to elect statewide candidates (President/Executive Vice President/Vice President of Membership) and vote on bylaws. Each chapter receives Chapter Voting Delegates who elect the Region Vice President based on chapter membership. Be sure that your chapter assigns the proper number of delegates to participate in the election process:

**Number of Chapter Voting Delegates**

20 Members or Less	2 delegates
21-50 members	3 delegates
51-100 members	4 delegates
101-150	5 delegates

*Each additional 50 members  
shall have one additional vote*

## Forms & Submissions

The following forms are submitted to Nevada FBLA at [registration@nevadafbla.org](mailto:registration@nevadafbla.org):

- Registration Summary Data Sheet (Part of 2012 SBLC Forms)
  - Members and Competitions (Part of 2012 SBLC Forms)
  - Housing (Part of 2012 SBLC Forms)
  - Statement of Assurance Form
- Participant and Advisor forms are available at*  
[www.nevadafbla.org/resources\\_adviser.php](http://www.nevadafbla.org/resources_adviser.php)

The following forms and submissions are submitted through the Nevada FBLA Online Submission system at [www.nevadafbla.org/sblc](http://www.nevadafbla.org/sblc):

- Administrator of the Year
- Adviser of the Year
- Alumni of the Year
- American Enterprise Project
- Business Financial Plan
- Business Plan
- Businessperson of the Year
- Community Service Project
- Chassey Ako Community Service Award
- Erin Hackman NLC Travel Scholarship
- Digital Design & Promotion
- Future Business Leader
- Job Interview
- Local Chapter Annual Business Report
- National Business Honor Roll
- Partnership with Business Project
- Who's Who in FBLA

The following forms are submitted to the National FBLA Office, 1912 Association Drive, Reston, VA 20191-1591. More information about these recognition programs are available in the Chapter Management Handbook:

- 100% Class Participation  
*Please also FAX form to Nevada FBLA for a pizza party!*
- Membership Madness (Online)
- Membership Mania (Online)
- Membership Achievement Award
- Outstanding Chapter Award
- Distinguished Business Leader Scholarship

*Statement of Assurance Form*

**STATEMENT OF ASSURANCE**

Advisers attending Nevada FBLA events must review, sign, and return this statement of assurance along with their registration materials for each Nevada FBLA conference/event.

**ACTIVITY:**                      **Nevada FBLA State Business Leadership Conference**  
**DATE:**                              **April 25-27, 2011**  
**WHERE:**                            **Grand Sierra Resort, Reno, Nevada**

As the adviser responsible for the students attending this event I confirm that:

- I have reviewed the permission/medical release form with my students and I will have a completed copy of the permission/medical release form for each student attending in my possession for the duration of the above event, including travel to and from this event.
- I understand that Nevada FBLA will not collect the individual student forms for this event and that they are to be kept in my possession.
- I understand that students attending the above event will have the opportunity to participate in activities outside of the conference facility, thus requiring walking or further public transportation. I have discussed this with the students and their parents/guardians and have also informed them of proper etiquette and safety precautions while traveling in/around metropolitan areas.
- I understand that proper completion of the permission/medical release form provides the best protection for my students’ needs and my liability during a Nevada FBLA event.
- I have checked with my administrator and have secured authorization for my chapter to travel to this event and have reviewed all school/district policies regarding supervision of students on trips and will abide by them.
- The responsibility for the safety of the delegates from this chapter rests with people signing this Statement of Assurance.
- I will participate in all general sessions during the conference and fulfill my assigned responsibilities during the conference.
- I will patrol the halls (even during the day, if necessary), stay up until students and/or halls are quiet, enforce the conference Code of Conduct and Dress Code, and regularly check-in with my students.
- I will ensure that myself and chaperones assisting me will:
  - Be 21 or older
  - Follow the conference Code of Conduct and Dress Code
  - Act responsibly and interact appropriately with students

I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated on the Permission Forms as indicated by my signature appearing below.  
 (Typing/writing your name in the box below serves as your signature and confirmation of understanding):

Adviser Signature:	
Chapter Name:	
Date:	

*Administrator of the Year Form***ADMINISTRATOR OF THE YEAR  
NOMINATION FORM**

The award is designed to recognize the outstanding support of a school administrator to the local chapter adviser and members of FBLA. An administrator may be nominated by a student, educator, colleague or parent. The recipient will be awarded and recognized at the State Business Leadership Conference.

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

School Phone Number ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Adviser Name: \_\_\_\_\_

Adviser Email Address: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Position in School/District: \_\_\_\_\_

Please submit this application via the online submission tool in PDF format by the deadline listed in the SBLC registration packet with a letter of nomination. Describe the present scope of his or her involvement with Nevada FBLA. Include a list of contributions made to the local Chapter and Nevada FBLA. A letter of recommendation may also be included to support the nomination of this individual.

*Adviser of the Year Form***ADVISER OF THE YEAR  
NOMINATION FORM**

Nevada FBLA will select one adviser to honor as the Nevada FBLA Adviser of the Year.

Nominee's Name: \_\_\_\_\_

Chapter/School: \_\_\_\_\_

School Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

School Phone Number ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Name of Principal: \_\_\_\_\_

Nominee's Email Address: \_\_\_\_\_

Name of Employer (if applicable): \_\_\_\_\_

Submit a letter of nomination by the deadline. Describe the present scope of his or her involvement with Nevada FBLA. Include a list of contributions made to the local Chapter and Nevada FBLA. A letter of recommendation may also be included to support the nomination of this individual. All nomination materials must be submitted in PDF format via the online submission tool by the published deadline.

\_\_\_\_\_  
Chapter Officer Signature Date

\_\_\_\_\_  
Administrator Signature Date

*Alumni of the Year Form***ALUMNI OF THE YEAR  
NOMINATION FORM**

The award is designed to recognize the outstanding support of FBLA Alumni to the local, state, and national chapters, advisers, and members of FBLA. Alumni may be nominated by a student, educator, colleague or parent. The recipient will be awarded and recognized at the State Business Leadership Conference.

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

School Phone Number (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

Adviser Name: \_\_\_\_\_

Adviser Email Address: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Please submit this application via the online submission tool in PDF format by the deadline listed in the SBLC registration packet with a letter of nomination. Describe the present scope of his or her involvement with Nevada FBLA. Include a list of contributions made to the local Chapter and Nevada FBLA. A letter of recommendation may also be included to support the nomination of this individual.

*Businessperson of the Year Form***BUSINESSPERSON OF THE YEAR  
NOMINATION FORM**

This award recognizes one outstanding business person from throughout the state who has contributed outstanding personal service to FBLA-PBL on the local, state, regional, or national levels. This form, along with letters of nomination and recommendation, must be submitted in PDF format via our online submission tool by the deadline. Recipients of this award are invited to attend the National Leadership Conference where they will be further recognized for their contribution by National FBLA.

FBLA Chapter: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_

School Phone Number ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Adviser Name: \_\_\_\_\_

Adviser Email Address: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Name of Company and Position: \_\_\_\_\_

Nominee Phone ( ) \_\_\_\_\_ Nominee Email: \_\_\_\_\_

Nominee Address: \_\_\_\_\_

Please attach a biographical sketch of your chosen businessperson. Be sure to particularly address the following points:

- 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)

A letter of recommendation for the applicant may be submitted as well.

Please submit the application, biographical sketch and any additional materials via our online submission tool in PDF format by the deadline listed in the SBLC registration packet and on the calendar of events.

*Chassey Ako Community Service Award Form***CHASSEY AKO COMMUNITY SERVICE AWARD  
APPLICATION FORM**

This award, named for former Nevada FBLA state officer Chassey Ako, honors FBLA members who go above and beyond in capturing and personifying this key leadership trait. Local chapters can nominate the member of their chapter who best demonstrates leadership through service.

Student Name: \_\_\_\_\_

Parent(s)/Guardian(s) Name(s): \_\_\_\_\_

Student Address: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Years in FBLA-PBL: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

Chapter Address: \_\_\_\_\_

Adviser Name: \_\_\_\_\_ Phone Number: (     ) \_\_\_\_\_

Adviser Email Address: \_\_\_\_\_

Community Service Involvement - Please provide a brief description, including any significant details, of community service activities that this nominee has participated in during the last year.

Award Application Format - Please send in this application via the online submission tool in PDF format by the deadline in the SBLC registration packet with all the required materials.

- Chassey Ako Community Service Award Application Form
- Brief description of community service activities
- Resume including FBLA-PBL conferences attended, FBLA-PBL awards received, community service activities participated in, and offices held.
- Letter of recommendation from chapter adviser
- Letter of recommendation from school administrator
- Letter of recommendation from a community service person

*Erin Hackman NLC Travel Scholarships Form*

**ERIN HACKMAN SCHOLARSHIP AWARD  
APPLICATION FORM**

This \$100 scholarship is presented in the name of former Nevada FBLA State President Erin Hackman, and is designed to assist NLC competitors from Nevada with their travel to the National Leadership Conference.

Applicant Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Chapter \_\_\_\_\_

School Mailing Address \_\_\_\_\_

Current Year in High School \_\_\_\_\_ GPA \_\_\_\_\_

Number of Years in FBLA \_\_\_\_\_

- Enclose a Letter of Application stating why how you intend to maximize the NLC experience and how the experience will benefit your local and state chapter; description of FBLA accomplishments; and a statement of plans for your career objective.
- Enclose a resume of FBLA involvement, offices held, etc. As well as other activities.
- Enclose a letter of recommendation from your chapter adviser or school administrator.

The above-named student is doing satisfactory work in all classes. The student is a well-deserving applicant for the above named scholarship. We understand that the recipient of this scholarship is required to put forth a significant effort and preparation time for the event that he or she is qualified to compete in. This student will also strive to receive all possible benefits of attending the National Leadership Conference.

\_\_\_\_\_  
Chapter Adviser Date

\_\_\_\_\_  
Parent/Guardian Date

\_\_\_\_\_  
Applicant Date

*National Business Honor Roll Form***NATIONAL BUSINESS HONOR ROLL  
APPLICATION FORM**

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 for this honor, copy and complete this form for each nominee and submit it via the online submission system.

Name \_\_\_\_\_

Chapter \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_

School Mailing Address \_\_\_\_\_

Current Year in School \_\_\_\_\_ GPA \_\_\_\_\_ Years in FBLA-PBL \_\_\_\_\_

- 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.

**100% Class Participation Form**

Please also FAX form to Nevada FBLA for a pizza party!

**100 PERCENT CLASS PARTICIPATION FORM**

*Please type or print clearly.*

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

Check one:  FBLA  PBL  FBLA-Middle Level

Lead Adviser: \_\_\_\_\_ Chapter President: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Awarded to chapters that have signed up 100 percent of all registered students in a business or business-related class.

Attach a class roster and copy of your chapter's membership reporting form.

Class Title: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Send to: FBLA-PBL Membership Awards

Postmarked by: April 1

1912 Association Drive

Reston, VA 20191-1591

or fax: 866.500.5610

*Membership Achievement Award Form*



**MEMBERSHIP ACHIEVEMENT AWARD FORM**

*Please type or print clearly.*

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

Check one:  FBLA  PBL  FBLA-Middle Level

Lead Adviser: \_\_\_\_\_ Chapter President: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Awarded to chapters that maintained or increased their membership over prior year levels.

Number of current year members: \_\_\_\_\_ Number of prior year members: \_\_\_\_\_

Send to: FBLA-PBL Membership Awards  
1912 Association Drive  
Reston, VA 20191-1591

Postmarked by: April 1

or fax: 866.500.5610

**Outstanding Chapter Award Form**

## FBLA RECOGNITION AND SCHOLARSHIPS

**OUTSTANDING CHAPTER AWARD FORM**

FBLA chapters must complete fifteen (15) activities. Complete and submit this form, with all required documentation postmarked by April 1. This award requires chapters to submit information in a bound portfolio (report) format. Pages must be standard 8 1/2" by 11" paper. Scrapbooks and loose or bulky portfolios are not acceptable. The format for the report will be as follows:

- Cover on card stock with the following information: chapter name, state, and Outstanding Chapter Award
- Outstanding Chapter Award Form
- All required supporting documentation

**Chapter Entry Form** *Please type or print clearly.*

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

School Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of Lead Adviser: \_\_\_\_\_

Principal/Dean Name: \_\_\_\_\_

Number of Advisers: \_\_\_\_\_ Number of Members: \_\_\_\_\_

Verified by: Signature of Lead Adviser: \_\_\_\_\_

**Membership/Chapter Management** *Complete six (6) of the section activities. All chapters must complete the first four (4) activities.*

1. Required. Recruit five new paid members. (Attach completed Membership Madness or Mania Award Form.)

2. Required. Prepare a program of work for your chapter. (Complete and submit your program of work.)

3. Required. Conduct at least four chapter meetings. (Attach a copy of the agenda and minutes from each of the four meetings.)

4. Required. Maintain or increase national membership. (Attach current year's member listing.)

Last Year's Membership: \_\_\_\_\_ Current Year's Membership: \_\_\_\_\_

OR Required. Sign up all students in any business class—100 Percent Class Participation. (Attach form from *Chapter Management Handbook* and a copy of the class roster.)

5. Submit at least one member's nomination for the Leader Award, or higher, of the FBLA Business Achievement Awards Program. (Attach a list of nominees.)

6. Recruit a school official/administrator to participate in a chapter activity.

Event: \_\_\_\_\_

\_\_\_\_\_

School official: \_\_\_\_\_ Adviser's Initials: \_\_\_\_\_

7. Submit a press release to an FBLA national/state publication. Press release does not have to be published to receive credit. (Attach a copy of the press release.)

8. Submit a contribution to the National Scholarship Fund by April 1. (Attach a copy of the form from the *Chapter Management Handbook*.)

## FBLA RECOGNITION AND SCHOLARSHIPS

**OUTSTANDING CHAPTER AWARD FORM—PAGE 2**

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

**Community/School Service** *Complete three (3) of the activities listed below. The first one (1) is required.*

9. Required. Present the Member/Officer Induction Ceremony or the Emblem Ceremony at a local chapter meeting. (Attach an agenda from the meeting or a program from the event.)  
Meeting Date: \_\_\_\_\_ Adviser's Initials: \_\_\_\_\_
10. Recruit two (2) new business/community leaders as Professional Division members (or one (1) lifetime Professional Division member). Submit Professional Division national dues by April 1. (Attach a copy of the Professional Members' Application Form, proof of payment, and a welcome letter from your chapter.)
11. Charter/reactivate at least one new FBLA, FBLA-Middle Level, or PBL chapter by March 1. (Attach a copy of the program from the induction ceremony.)  
Name of new/reactivated chapter: \_\_\_\_\_ Date chartered: \_\_\_\_\_
12. Conduct a chapter community service project. (Attach a one-page summary of the project.)
13. Conduct a project to either educate, promote, or raise money for the March of Dimes. (Attach a one-page summary of the project.)
14. Plan a ceremony to install your new officers and/or induct your new members into FBLA. (Attach a copy of the program from the ceremony.)
15. Have your local chapter officers prepare a presentation highlighting the "Benefits of FBLA" to present to students in business classes. (Attach a brief outline of the presentation.)
16. Plan a project to benefit your school. (Attach a one-page summary of the project.)

**Education/Progress***FBLA chapters must complete six (6) activities from this section. The first three (3) are required.*

17. Required. Conduct a planning session for newly-elected local chapter officers. (Attach a copy of the schedule.)
18. Required. Prepare a chapter budget (Attach the completed FBLA-PBL Chapter Budget Form.)
19. Required. Implement a lesson or activity from one of the lesson plans found in the FBLA Advisers Area on the national Web site.  
Lesson Used: \_\_\_\_\_ Class: \_\_\_\_\_  
Comments: \_\_\_\_\_
20. Prepare a point system for your chapter members. (Attach a copy of this point system.)
21. Plan and conduct a free enterprise project for American Enterprise Day on November 15. (Attach a one-page summary of the project.)
22. Organize a tour of a business for chapter members who have paid dues by October 20. (Attach a one-page summary of the tour and a list of participating members.)
23. Have chapter representation at one of the National Fall Leadership Conferences. (Write a memo to the FBLA-PBL conference department summarizing your experience.)

FBLA RECOGNITION AND SCHOLARSHIPS

OUTSTANDING CHAPTER AWARD FORM—PAGE 3

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

- 24. With some of your chapter officers, contact local, county, state, or federal legislators and share the benefits of FBLA membership. (Have one of your members attach a brief description about this activity and a copy of the letter sent to contact or set up an appointment with this official.)
- 25. Participate in at least one fund-raiser for your local chapter. (Attach a brief paragraph about the fund-raiser and the amount raised.)
- 26. Plan and conduct activities for FBLA-PBL Week/National Career and Technical Education Month. (Attach a list and 100-word summary of the activities that your chapter conducted.)
- 27. Submit a list of chapter competitors (include names of students, events entered, and events won) at the district/regional conference or from last year's state or national conference).
- 28. Prepare a local chapter Web site. (Attach a copy of the home page of the Web site.)  
Web site URL: \_\_\_\_\_
- 29. Plan and complete a major public visibility project. (Attach a public relations plan reaching more than 1,000 people.)

Send to: FBLA-PBL, Inc. Postmarked by: April 1  
 Outstanding Chapter Award  
 1912 Association Drive  
 Reston, VA 20191-1591

For Office Use Only

Date Received: \_\_\_\_\_ Complete: \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_ Disposition: \_\_\_\_\_

