



Chapter Success Guide

A **WORLD** OF OPPORTUNITY

 FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA | 2019-20 





August 2019

Welcome to a new membership year!

Another membership year began on August 1 and so does a new year for Nevada FBLA. The new theme of the FBLA year is “A World of Opportunity.”

There is a lot that is new and different at the national level this year. Jean Buckley retired on August 1, and Alex Graham has been hired as the new head of the organization. While the familiarity of Ms. Buckley will be missed, we are looking forward to seeing how Mr. Graham will approach the future.

A brand new membership database was rolled out on August 1, and when all the kinks are worked out, it should be a robust system that will allow each individual member more meaningful access while providing both local and state chapters more flexibility in both adding members and user rights.

At the national conference in San Antonio, our delegation had the opportunity to enjoy Six Flags, explore the Riverwalk, attend leadership workshops, celebrate awards at region meetings, and compete in their events. At closing session, Nevada celebrated with the Management Decision Making team from Clark HS, and the Introduction to FBLA student from Carson who all placed 10th in their events. And the pride at having a national champion in Job Interview from Spring Creek continues!

The new officer team has now met twice and developed a solid program of work and is making solid strides and accomplishing their goals. If your chapter would like an in-person or virtual visit, be sure to fill out the request form on the website.

I continue to be excited about the year ahead and celebrating with you the achievements of your chapters and members as we all work together to discover a “World of Opportunity” in Oregon 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

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Nevada FBLA-PBL Board of Trustees:

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Jeremy Tiedt, Secretary/Treasurer

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College of Business
University of Nevada, Reno

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Adviser Representative
Reno High School

Melissa Scott, Trustee

Education Program Professional
Nevada Department of Education

Freddy Lopez, Trustee

Financial Services Industry

Tiffany Williams, Trustee

Spring Creek High School

Danielle Gaccione, Trustee

Director of Innovation
Caesars Entertainment

Mike Oechsner, MBA, CAE, CMP

Ex-Officio Member
Executive Director
Nevada FBLA

Let's Celebrate! 2019 National Leadership Conference Winners

Event	Place	Student	School
Job Interview	1st	Sam Claridge	Spring Creek High School
Introduction to FBLA	10th	Heba Syeddah	Carson High School
Management Decision Making	10th	Gina Lee	Edward W. Clark High School
Management Decision Making	10th	Zachary Walusek	Edward W. Clark 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>.

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 1-2, 2019 – Washington, DC

November 8-9, 2019 – Birmingham, AL

November 15-16, 2019 – Denver, CO

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 December 2.

December 5-18, 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.

Anticipated costs:

PACKAGE	Fee
3 Night Package	\$295 Quad Occupancy
	\$335 Triple Occupancy*
	\$420 Double Occupancy*
	\$625 Single Occupancy*
2 Night Package	\$270 Quad Occupancy
	\$295 Triple Occupancy*
	\$340 Double Occupancy*
	\$475 Single Occupancy

April 19-21, 2020 – The Nugget, Sparks



2019-20 Calendar of Events

- September 5** Nevada FBLA Eastern Region Adviser Academy
Elko, Nevada
- September 6** Nevada FBLA Northern Region Adviser Academy
Reno, Nevada
- September 5-7** State Officer Fall Retreat
Las Vegas, Nevada
- September 7** Nevada FBLA Southern Region Adviser Academy
Las Vegas, Nevada
- October** Nevada FBLA Board of Trustees Meeting
- October 20** **NATIONAL DEADLINE**
Initial Membership Reporting Deadline
- December 1** **Region Online Testing Registration Deadline**
- December 5-18** Region Online Testing
- December 15** **NATIONAL DEADLINE**
Dues Deadline to receive winter publications
- January 15** **NATIONAL DEADLINE**
March of Dimes Grant Application Postmark Deadline
- January** Nevada FBLA Board of Trustees Meeting
- January** Nevada FBLA State Officer Winter Retreat
- February 1** **SCHOOL SITE TESTING MATERIALS AVAILABLE**
- February 2-8** FBLA Week
- February 15** **DEADLINE**
Membership Payment Due to be Eligible for State, and National Leadership Conference Competitions
- February 28** **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 (3D Animation, Job Interview, Future Business Leader, Digital Video Production, ML Multimedia & Website)*
- *National Business Honor Roll Applications*
- *Champion Chapter*
- *Who's Who in FBLA Applications*
- *Chassey Ako Community Service Award Nomination*
- *Business Person of the Year Nomination*
- *Administrator of the Year Nomination*
- *Adviser of the Year Nomination*
- *Alumni of the Year Nomination*

March 1

NATIONAL DEADLINE

- *Individual national awards (BAA, CSA, Membership, ect)*
- *Chapter Awards*

March 5

Nevada FBLA SBLC Online Testing Opens

March 20

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 19-21

Nevada FBLA State Business Leadership Conference

The Nugget Resort and Casino
Sparks, Nevada

April 24

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



- April/May** **Board of Trustees Meeting**
- May 1** **DEADLINE**
ALL NLC Registration Forms and Pre-Submitted Competition Materials
(the only exception is School Site Skill Tests)
- May 8** **DEADLINE**
School Site Skill Tests Due (upload to National Center)
- May TBD** **State Officer Welcome Retreat**
Location TBD
- June 1** **DEADLINE**
Balance Due for NLC Registration & Travel
- June 27-July 3** **FBLA National Leadership Conference**
Salt Lake City, Utah



Membership Options

FBLA is a global student business *organization*. FBLA is a *professional association* of students with interests in pursuing careers in business or developing business leadership skills to aid them in their ultimate career choice. Schools *affiliate* with FBLA and are known as chapters under the charter granted by FBLA-PBL, Inc. to the Nevada Department of Education who has delegated management and authority to the Nevada FBLA-PBL Foundation, Inc. to administer policies and programs to grow dynamic future business leaders.

Nevada Future Business Leaders of America (FBLA) is pleased to present business, marketing and information technology programs across the state the opportunity to obtain a curriculum site license. The purchase of this license will allow all enrolled students to participate fully in the intra-curricular curriculum and programs offered by both the state and national levels of the organization.

FBLA's competitions, Business Achievement Awards Program, Community Service Awards, Officer Leadership Program, Scholarships, Business Leadership Conferences, partner programs and more are all part of the intra-curricular instructional tools, curriculum and career leadership opportunities available for students and can be used to enhance present business, marketing and information technology programs program as orchestrated by the educators and department chairs. These are part of both the traditional and affiliation plan. Programs that choose the Curriculum Site License Affiliation will have adviser access to a platform with additional curriculum resources.

Nevada FBLA offers two methods for membership beginning with the 2019-2020 year:

- Classic student membership of \$15 per student
- Curriculum Site License Affiliation

The curriculum fee structure, based on your total enrollment, is as follows:

Program Enrollment	License Fee:
1-10	\$150
11-20	\$300
21-35	\$525
36 to 50	\$650
51 to 75	\$950
76 to 100	\$1,250
101 to 125	\$1,550
126 to 150	\$1,850
151 to 175	\$2,150
176 to 200	\$2,450
201 to 225	\$2,750
226 to 250	\$3,050



251 to 275	\$3,350
276 to 300	\$3,650
301 to 325	\$3,950
326 to 350	\$4,250
Over 350	Contact Executive Director

NOTE: A school must choose one option. There is not an option to switch methods during a membership year after one option has been chosen. If choosing the curriculum affiliation model, copies of class rosters from each program course/teacher must accompany the membership spreadsheet.

FBLA membership will remain available for students who have taken or are currently enrolled in a business or business-related course.

Chapters are welcome to purchase a site license for the number of students in their program and then add to their package memberships for students who are not currently enrolled in their courses (e.g. they previously took a business or business-related class, were FBLA members last year, want to stay active, but their school schedule does not allow for a class this semester/year).

NOTE: Any program wishing to utilize the curriculum site license model of membership must not register any membership in the national center. These schools must notify the state office by October 1 and will be sent a spreadsheet template to complete by October 15. Second semester students will need to be sent via spreadsheet by February 1. ***This membership type will be billed from Nevada FBLA instead of paying national FBLA directly.***



Business Achievement Awards Program

At the 2019 NLC, Nevada FBLA was recognized as being one of the top 10 states in BAA participation.

The Business Achievement Awards (BAA) is a high school leadership development program that is easy to integrate into your classroom. The cocurricular activities are aligned to the career clusters, NBEA standards, and FBLA goals. View the alignments.

Students enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school, community, and FBLA programs.

Chapter advisers direct students through each level, while students work at their own pace to independently complete projects. There are four levels of the BAA, with each level increasingly challenging your high school students to expand their leadership skills and showcase their talents:

Future – Chapter Level Award Pin – March 1 Deadline

Business – Chapter Level Award Pin – March 1 Deadline

Leader – State Level Award Pin – March 1 Deadline

America – National Level Award Pin – April 25 National Deadline, March 1 Deadline for State Recognition

Each level builds upon previous work, and your students receive recognition when they complete each level. Students must be members of the FBLA division.

Each level of the BAA covers these core activities and concepts:

Service—Uncover the link between a community and the success of a business. Your members focus on activities that improve the member’s school, area businesses, community, and state.

Education—Understand business and the world of work. Your members focus on activities and curriculum that prepare them for corporate America, develop an appreciation of entrepreneurship, and understand the benefits of continuing education. With input from business educators, industry professionals, and college educators, your members will be more prepared for their futures at college and at work.

Progress—Explore the local, state, and national levels of FBLA-PBL and how they complement one another. Your members focus on activities that promote FBLA-PBL at the local, regional/district, state and national levels.

More information including sample tasks can be found at:

<https://www.fbla-pbl.org/fbla/programs/education/baa/>



Community Service Awards Program

The FBLA Community Service Awards (CSA) recognizes FBLA members for their extraordinary commitment to community service.

It has four levels of recognition, based on the cumulative number of hours a member contributes to community service activities:

- CSA Community—50 hours
- CSA Service—200 hours
- CSA Achievement—500 hours
- CSA hours are cumulative and build throughout an FBLA member's career.

Recognition for the FBLA CSA

The Community and Service award winners receive a certificate of recognition, which the local chapter adviser prints when a CSA is submitted. The CSA Achievement awards are presented at the National Leadership Conference (NLC).

Deadlines for the FBLA CSA

Community and Service awards must be submitted by **March 1**. Achievement awards must be submitted by **April 25**. Students may continue logging hours after the submission deadline. However, after the deadlines members cannot submit new community service hours until August 1 of the next school year.

Please direct all questions about the CSA program to membershipdir@fbla.org.



State Officer Team Program of Work Overview

The Nevada FBLA State Officer Team has an exciting year ahead of them. They are focused on the following six items:

- **Growing Systems of Support**
 - Promote chapter visits
 - Develop presentations for chapter use
 - Host Chapter Presidents calls
 - Develop resources on partnerships, fundraising and team activities
- **Growing Enthusiasm**
 - Post four times per month on Facebook, Twitter and Instagram
 - Promote the new Champion Chapter program
- **Growing Membership**
 - Connect with five potential Middle Level chapters
 - Increase membership at each state officer chapter
 - Promote and increase chapters receiving Dominator, Accelerator and Sustainer status
- **Grow Engagement**
 - Increase BAA and CSA participation by 5%
 - Increase SBLC attendance
 - Increase participation in Region Success Series
- **Grow Recognition**
 - Champion Chapter roll out



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, 2020.

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.



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 _____