



2019

STATE BUSINESS LEADERSHIP CONFERENCE

Nevada FBLA-PBL State Business Leadership Conference 2019 *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 48th **Annual Nevada FBLA State Business Leadership Conference, April 7-9, 2019**. The **RIO Las Vegas Resort** in Las Vegas will be the site of the Nevada FBLA-PBL State Business Leadership Conference! During the SBLC, Nevada's finest middle school and high school 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 more than 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 RIO Las Vegas Resort! In addition to the incredible opportunities in competition and leadership development, FBLA members will enjoy the following amenities at Harrah's:

- Amazing location in the heart of Las Vegas and all of the activities, entertainment, and excitement offered by the city!
- On site shopping, restaurants, and entertainment!
- Convenient location with access to much more in the heart of the entertainment capital of the world.

Conference Fee Schedule

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

***Advisers may only have double or single rooms. Students will only be put in double, triple or quad. If double or triple rooms are selected for students, the roommates must all be from the same school, no matching will be done for multiple schools on those room types. If a double or triple room is selected for a student and roommates from the same chapter do not fill that room, the chapter will be billed for the difference.*

Late Fees

The final deadline is February 25, 2019, at 5:00 p.m. VERY IMPORTANT NOTE: The new system allows you to view registrations and competitions in multiple ways while the registration window is open. You can make changes at any time during this period. After the registration window closes, no changes to any events will be accepted other than drops.

There will be a \$75 late registration fee for any student or adviser registering late and these will only be accepted until March 5.

Please read this guide carefully and contact carla@nevadafbla.org if you have questions!

This year is an new online registration process. Advisers can make changes themselves in the system up until the deadline. No changes will be accepted via email.

Important Dates

February 1

School Site Testing Materials may be requested online by the proctors. The form is available at <http://nevadafbla.org/resource-library#sbhc>. Requests must be made by February 6 so that materials may be sent. Events are as follows:

- Computer Applications
- Database Design & Applications
- Spreadsheet Applications
- Word Processing

March 1 – National Online and Receipt Deadline

- Membership dues PAYMENT RECEIPT deadline to be eligible for competition at SBLC and NLC
- Business Achievement Awards deadline, CSA deadline, LEAD deadline
- PLEASE NOTE: Participating in the competitive events portion of SBLC is a privilege for members. Members MUST be in the national database prior to registering for conference and must show paid prior to competition.

February 25 – State Deadlines

- SBLC Registration deadline
All information and links can be found at <http://nevadafbla.org/resource-library#sbhc>
- State Officer application deadline
 - Online form at <http://nevadafbla.org/resource-library#sbhc>
- Upload competitive event test entries:
 - Computer Applications
 - Database Design & Applications
 - Spreadsheet Applications
 - Word Processing

February 25—State Deadlines

- Online submission of pre-judged competitive event PDF materials at <http://nevadafbla.org/resource-library#sbhc>:
 - American Enterprise Project
 - Business Financial Plan
 - Business Plan
 - Community Service Project – FBLA
 - Future Business Leader
 - Job Interview
 - Local Chapter Annual Business Report
 - Partnership with Business Project
- Online submission of award forms at <http://nevadafbla.org/resource-library#sbhc>:
 - Administrator of the Year
 - Adviser of the Year
 - Alumni of the Year
 - Businessperson of the Year
 - National Business Honor Roll

- Who's Who in FBLA
- Erin Hackman NLC Travel Scholarship
- Chassey Ako Community Service Award
- March of Dimes Financial Form
- Statement of Assurance Form

- Online submission of competitive event URL at <http://nevadafbla.org/resource-library#sbic>:
 - 3D Animation
 - Coding and Programming
 - Computer Game and Simulation Programming
 - Digital Video Production
 - E-Business
 - Mobile Application Development
 - Multimedia and Website Development (Middle Level)
 - Web Site Design

March 4 – March 18

- Nevada FBLA SBLC Online Testing Period

April 1 – National Receipt Deadline (Forms submitted online on national site)

- 100% Class Participation deadline
- Membership Madness deadline
- Membership Mania deadline
- Membership Achievement Award deadline
- Outstanding Chapter Award deadline
- Distinguished Business Leader Scholarship application deadline

April 7-9

State Business Leadership Conference!

Registration Checklist

Required Registration Forms

The following forms are **required** with your State Business Leadership Conference Registration: (Online deadline February 25, 2019)

- Completed BluePanda Chapter Registration
- Completed BluePanda Attendee Registration
- Completed BluePanda Competitors
- Completed BluePanda Housing
- Completed Statement of Assurance Form

Competitive Events Pre-Judged Materials

The following competitive events require submission of materials before the conference: (Receipt deadline February 25, 2019)

- School Site Testing Entries—Online Submission
 - Computer Applications
 - Database Design & Applications
 - Spreadsheet Applications
 - Word Processing

- Pre-Judged Materials—Online Submission
 - American Enterprise Project
 - Business Financial Plan
 - Business Plan
 - Community Service Project
 - Future Business Leader
 - Job Interview
 - Local Chapter Annual Business Report
 - Partnership with Business Project

- Forms—Online Submission
 - Administrator of the Year
 - Adviser of the Year
 - Alumni of the Year
 - Businessperson of the Year
 - Ako Community Service Award
 - Erin Hackman NLC Travel Scholarship
 - National Business Honor Roll
 - Who's Who in FBLA
 - March of Dimes Financial Form

- URL Submissions—Online Submission
 - 3D Animation
 - Coding and Programming
 - Computer Game and Simulation Programming
 - Digital Video Production
 - E-Business
 - Mobile Application Development
 - Multimedia and Website Design (Middle Level)
 - Web Site Design

IMPORTANT The final registration deadline is February 25, 2019, at 5 p.m. This is a receipt and online deadline. Name changes/substitutions of already registered members in performance events will be made until March 5. No changes/additions of any online test events will be made after February 25.

The online change form to be used for all name changes/substitutions through March 5. No changes will be accepted via email or past March 5.

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 2018-19 edition for state regulations.*** This Nevada FBLA handbook is available at <http://nevadafbla.org/resource-library#sblic>
- Refer to the National Competitive Events Guide for rating sheets, topics, and other information.
- 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 invoice will be paid on time. PLEASE NOTE THE NEW BILLING ADDRESS.
- Photocopy/Scan all forms and correspondence for your records and bring them with you to the SBLC!
- Make registration checks payable to: Nevada FBLA-PBL. PLEASE NOTE THE NEW BILLING ADDRESS
- 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 or lose points from competition..
-
- E-mail Competitive Event questions to carla@nevadafbla.org.

How to Submit

ITEM(S)	SUBMIT VIA
Registration Questions	Email to carla@nevadafbla.org
Registration payment NEW ADDRESS	Nevada FBLA P. O. Box 1440 Owasso, OK 74055
<p>School Site Tests Request</p> <ul style="list-style-type: none"> • Computer Applications • Database Design & Applications • Spreadsheet Applications • Word Processing <p>Online Submission of Competitive Events</p> <ul style="list-style-type: none"> • American Enterprise Project • Business Financial Plan • Business Plan • Community Service Project • Future Business Leader • Job Interview • Local Chapter Annual Business Report • Partnership with Business Project • Public Service Announcement <p>Online Submission Forms</p> <ul style="list-style-type: none"> • Administrator of the Year • Adviser of the Year • Alumni of the Year • Businessperson of the Year • Chassey Ako Community Service Award • Erin Hackman NLC Travel Scholarship • March of Dimes Financial Form • National Business Honor Roll • Statement of Assurance Form • Who's Who in FBLA <p>URL Submission Forms</p> <ul style="list-style-type: none"> • 3D Animation • Coding and Programming • Computer Game and Programming • Digital Video Production • E-Business • Mobile Application Development • Multimedia and Website Development (ML) • Website Design <p>State Officer Applications</p>	<p>Online Submission Forms available at http://nevadafbla.org/resource-library#sbfc</p>

ITEM(S)	SUBMIT VIA
National Recognition Entries <ul style="list-style-type: none"> • 100% Class Participation • Membership Madness • Membership Mania • Membership Achievement Award • Outstanding Chapter Award • Distinguished Business Leader Scholarship 	Online submission at http://www.fbla-pbl.org/fbla/membership-benefits/awards/
QUESTIONS?	Carla Boulton State Adviser carla@nevadafbla.org 573.281.0459

Tentative Agenda

Sunday, April 7, 2019—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
NV FBLA will distribute room keys as they are not available early.
- 7:00 p.m. - 7:30 p.m. State Officer Candidate Briefing
- 8:00 p.m. - 9:00 p.m. Adviser Meeting/Orientation **MANDATORY**
- 10:30 p.m. Curfew

Monday, April 8, 2019—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
- 7:15 p.m. - 9:15 p.m. Recognition Session and Campaign Rally
- 9:15 p.m. - 11:15 p.m. Evening Activity
- 11:30 p.m. Curfew

Tuesday, April 9, 2019—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.	Business Leadership Competitive Events
1:00 p.m. - 5:00 p.m.	Newly Elected State Officer Meeting
5:30 p.m.	Presidents & Who’s Who Rehearsal
5:30 p.m. – 8:30 p.m.	Optional Social Activity/Chapter Time
9:00 p.m. -11:00 p.m.	Awards of Excellence Session
11:30 pm	Curfew

Competitive Events

Eligibility

Each individual Nevada FBLA/Middle Level member may participate in up to five (5) total competitions at SBLC. Of these five (5) events, not more than two (2) may contain a presentation component (or the potential of a presentation). 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.

Additional information can be found in the Competitive Events Guide and national guidelines. For your convenience, here is an overview of competitive events and what components they contain:

Event Name:	Division	Prejudged Project	Online Test:	On Site Presentation:
3D Animation	FBLA	X		X
Accounting I	FBLA		X	
Accounting II	FBLA		X	
Advertising	FBLA		X	
Agribusiness	FBLA		X	
American Enterprise Project	FBLA	X	No Registration Restrictions	
Banking and Financial Systems	FBLA		X	X
Battle of the Chapters	BOTH		No Registration Restrictions	
Business Calculations	FBLA		X	
Business Communication	FBLA		X	
Business Ethics	FBLA			X
Business Etiquette	MIDDLE		X	
Business Financial Plan	FBLA	X		X
Business Law	FBLA		X	
Business Math and Financial Literacy	MIDDLE		X	X
Business Plan	FBLA	X		X
Career Exploration	MIDDLE		X	
Client Service	FBLA			X
Coding and Programming	FBLA	X		X
Community Service Project	BOTH	FBLA Only	No Registration Restrictions	
Computer Applications	FBLA		X	

Event Name:	Division	Prejudged Project	Online Test:	On Site Presentation:
Computer Game & Simulation Programming	FBLA	X		X
Computer Problem Solving	FBLA		X	
Creed – ML Only/State Only	MIDDLE			X
Critical Thinking	MIDDLE			X
Cyber Security	FBLA		X	
Database Design and Applications	FBLA		X	
Digital Citizenship	MIDDLE		X	
Digital Video Production	FBLA	X		X
E-Business	FBLA	X		X
Economics	FBLA		X	
Electronic Career Portfolio	FBLA			X
Elevator Speech	MIDDLE			X
Emerging Business Issues	FBLA			X
Entrepreneurship	FBLA		X	X
Future Business Leader	FBLA	X	X	X
Global Business	FBLA		X	X
Graphic Design	FBLA			X
Health Care Administration	FBLA		X	
Help Desk	FBLA		X	X
Hospitality Management	FBLA		X	X
Impromptu Speaking	FBLA			X
Insurance & Risk Management	FBLA		X	
Introduction to Business – 9-10	FBLA		X	
Introduction to Business Communication – 9-10	FBLA		X	
Introduction to Business Presentation– 9-10	FBLA			X
Introduction to Business Procedures– 9-10	FBLA		X	
Introduction to Computer Science and Coding -ML	MIDDLE		X	
Introduction to FBLA–9-10	FBLA		X	
Introduction to Financial Math–9-10	FBLA		X	

Event Name:	Division	Prejudged Project	Online Test:	On Site Presentation:
Introduction to Parliamentary Procedures– 9-10	FBLA		X	
Introduction to Public Speaking – 9-10	FBLA			X
Introduction to Information Technology – 9-10	FBLA		X	
Job Interview	FBLA	X		X
Journalism	FBLA		X	
Local Chapter Annual Business Report	FBLA	X	No Registration Restrictions	
Management Decision Making	FBLA		X	X
Management Information Systems	FBLA		X	X
Marketing	FBLA		X	X
Mobile Application Development	FBLA	X		X
Multimedia and Website Development – ML	MIDDLE	X		X
Network Design	FBLA		X	X
Networking Concepts	FBLA		X	
Organizational Leadership	FBLA		X	
Parliamentary Procedure	FBLA		X	X
Partnership with Business Project	FBLA	X	No Registration Restrictions	
Personal Finance	FBLA		X	
Political Science	FBLA		x	
Public Service Announcement	FBLA			X
Public Speaking	FBLA			X
Publication Design	FBLA			X
Sales Presentation	FBLA			X
Securities & Investments	FBLA		X	
Social Media Campaign	FBLA			X
Scrapbook	ALL		No Registration Restrictions	
Sports & Entertainment Management	FBLA		X	X
Spreadsheet Applications	FBLA		X	
Web Site Development	FBLA	X		X
Who's Who in FBLA	FBLA		No Registration Restrictions	
Word Processing	FBLA		X	

Online Registration

The SBLC Online Submission and Registration System will go live by February 1, 2019. For the 2019 State Business Leadership Conference, all registration will be online through BluePanda.

Step 1 – Gather Chapter Information:

Create your own master registration list for SBLC. This should include names, cell phone numbers for all advisers and chaperones, T-Shirt sizes for all students and advisers/chaperones, and all competitive events that your students and chapter will be participating in.

VERY IMPORTANT NOTE: The new system allows you to view registrations and competitions in multiple ways while the registration window is open. You can make changes at any time during this period. After the registration window closes, no changes to any events will be accepted other than drops.

There will be a \$75 late registration fee for any student or adviser registering late and these will only be accepted until March 5.

Step 2 – Bookmark Webpage:

Visit <http://nevadafbلا.org/resource-library#sblc>.

On this page, you will find links to all of the needed forms and information links. Bookmark this page, as you will be visiting it multiple times during the registration process.

Step 3 – Request School Site Materials

Request school site test materials online at <http://nevadafbلا.org/resource-library#sblc>. These are the tests for Computer Applications, Database Design, Spreadsheet Applications and Word Processing. These tests need to be complete by February 25.

Step 4:

Login to BluePanda.

Username: NVFBLA_Chapter#

Password: service

Example: NVFBLA_3797

Note that it is NVFBLA even if you are Middle Level.

Follow the process to enter chapter information, advisers, attendees and then competitions.

TIP: To register students for individual competition, you have to save after moving each student to the competitor column for that event. Be sure to include students competing in the chapter events!

Step 5:

Use the BluePanda system to enter your housing requests. We will do our best to honor your rooming requests. As a reminder, only advisers may select single rooms. We will pair advisers when possible in double rooms.

For students, they may not have single rooms. If you select double or triple rooms for students, you MUST fill that entire room with students from your school. No matching is provided for students for this room rate. We will match students into quad rooms. Please note that we may have to change some room requests to fill quad rooms.

Step 6:

At <http://nevadafbلا.org/resource-library#sbلا>, there will be a list of interactive reports. Please check the information submitted as well as carefully reviewing the submission document/invoice from BluePanda.

Step 7 – Upload your Chapter Statement of Assurance**Step 8** – Upload Prejudged Materials:

Only one online form per submission. Events that are submitted electronically are as follows:

- Pre-Judged Materials—Online PDF Submission
 - American Enterprise Project
 - Business Financial Plan
 - Business Plan
 - Community Service Project
 - Future Business Leader
 - Job Interview
 - Local Chapter Annual Business Report
 - Partnership with Business Project

- URL Submissions—Online Submission
 - 3D Animation
 - Coding and Programming
 - Computer Game and Simulation Programming
 - Digital Video Production
 - E-Business
 - Mobile Application Development
 - Multimedia and Website Design (Middle Level)
 - Web Site Design

- School Site Testing Entries—Online Submission
 - Computer Applications FBLA
 - Database Design & Applications
 - Spreadsheet Applications
 - Word Processing

After files have been uploaded, you can use the interactive report to review what you have submitted in real time. The report will show your school, name, and event— but it will mask the actual file that you uploaded so that it remains confidential.

Step 9 – Submit SBLC Award Forms

Submit the following SBLC forms through the online registration forms.

- | | |
|--|---|
| <input type="checkbox"/> Administrator of the Year | <input type="checkbox"/> Erin Hackman NLC Travel Scholarship |
| <input type="checkbox"/> Adviser of the Year | <input type="checkbox"/> Local Chapter Annual Business Report |
| <input type="checkbox"/> Alumni of the Year | <input type="checkbox"/> March of Dimes Financial Form |
| <input type="checkbox"/> Businessperson of the Year | <input type="checkbox"/> National Business Honor Roll |
| <input type="checkbox"/> Chassey Ako Community Service Award | <input type="checkbox"/> Who’s Who in FBLA |

Step 10 - Verify:

Using the submission document from BluePanda and the reports online, verify all the registration, competition, housing, and event submissions.

Step 11 – Submit State Officer Forms

Submit student State Officer Applications

Step 12 – NEW!!!! Register for Digital Badging Tests

Each attendee (students and advisers) are eligible to take TWO tests during the conference to earn micro credentials/digital badges. Pre-registration is requested and can be done online at <http://nevadafbla.org/resource-library#sblc>. Students/advisers will need to bring their own devices.

Teachers can view the performance indicators assessed on each test prior to the conference so they can determine which students might be ready to sit for which specific test(s). Students can earn as many badges as they choose at the conference.

Instructional area assessments available at the conference will include, but are not limited to:

Level 1 Digital badges

- | | | |
|--------------------------|------------------------|------------------------|
| Economics | Emotional Intelligence | Communication Skills |
| Professional Development | Operations | Information management |
| Financial Analysis | | |

Level 2 Digital Badges

- | | | |
|-----------|--------------------|--------------------|
| Selling | Business Law | Promotion |
| Marketing | Customer Relations | Project Management |

(The difference between Level 1 and Level 2 is the rigor of performance indicators addressed on the exam. Level 2 is a little higher)

Learn more about MBA Research digital badges on the MBA website at:

<https://www.mbaresearch.org/index.php/assessment-center/digital-badges>

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 Spirit

Each chapter is encouraged to show its spirit for the SBLC general sessions! 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 us at judges@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 asked to sign up for two events to work with after we have a full registration database and event schedules finalized. These assignments will be made available as soon as possible and no later than at registration check-in on the first day of the conference.

OnCorps

Each chapter is to designate one student who will participate as your OnCorps representative. You will be able to assign your student a work slot prior to conference.

OnCorps participants will be the heart of the SBLC. They will assist with workshop set-up, FBLA Village, competitive event set-up, workshop hosting, state officer rehearsals, exhibitor hosting, and much more.

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 state March of Dimes information at <http://nevadafbla.org/resource-library#sbic> by March 1. We will not be doing a March of Dimes Parade at the conference this year, but chapters will receive recognition in the form of ribbons and announcement from the stage. Make sure all donations are sent directly to the March of Dimes and that the national [official donation form](#) is completed.

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. Results of the election are announced at the conclusion of the voting sessions. Be sure that your chapter assigns the proper number of delegates to participate in the election process:

<u>Number of Chapter Voting Delegates</u>	
20 Members or Less	2 delegates
21-50 members	3 delegates
51-100 members	4 delegates
101-150	5 delegates
 <i>Each additional 50 members shall have one additional vote</i>	

Forms & Submissions

The following forms and submissions are submitted through the Nevada FBLA Online Submission system at <http://nevadafbla.org/resource-library#sblc>:

- Administrator of the Year
- Adviser of the Year
- Alumni of the Year
- Businessperson of the Year
- Community Service Project
- Chassey Ako Community Service Award
- Erin Hackman NLC Travel Scholarship
- March of Dimes Financial Form (state)
- National Business Honor Roll
- Who's Who in FBLA

The following forms are submitted to the National FBLA Office, at <http://www.fbla-pbl.org/fbla/membership-benefits/awards/>. More information about these recognition programs are available in the Chapter Management Handbook:

- 100% Class Participation
- 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 upload this statement of assurance along with their registration materials for each Nevada FBLA conference/event.

ACTIVITY: Nevada FBLA State Business Leadership Conference
DATE: April 7-9, 2019
WHERE: RIO Resort, Las Vegas, 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 Scholarship 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 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