



SBLC Checklist for Advisers

- Review all deadlines
- Verified all members are paid in the national system.
- Verified grade and gender are noted for all members in the national system.
- Collected t-shirt sizes for all attending
- Gathered district finance office lead name, email and phone number
- Registered students in Blue Panda for conference
- Registered students in Blue Panda for competitive events
- Printed invoice from Blue Panda to verify events, shirt sizes
- Submitted Chapter Statement of Assurance
- Complete housing spreadsheet
- Submitted prejudged items
 - 3D Animation
 - American Enterprise Project
 - Business Financial Plan
 - Business Plan
 - Community Service Project
 - Digital Video Production
 - Future Business Leader
 - Job Interview
 - Local Chapter Annual Business Report
 - Partnership with Business
 - Multimedia and Website (ML ONLY)
 - Who's Who
- Submitted "of the Year" applications
 - Administrator of the Year
 - Adviser of the Year
 - Businessperson of the Year
 - Volunteer of the Year
- Submitted State Chapter Awards
 - Champion Chapter
 - Super Service
 - Digital Scrapbook
 - Government Promotion Project
 - Chapter Newsletter
 - Chapter Website
- Submitted State Individual Awards/Scholarships
 - National Business Honor Roll
 - Oregon FBLA Scholarship
 - Lucille Borigio Scholarship
- Upload housing form, 7:30 am, March 2**
- March 3, State Officer Applications Due
- March 12 – Production Tests Due
 - Computer Applications
 - Database Design & Application
 - Spreadsheet Application
 - Word Processing
- March 18 – Online Testing Closes
- Collect money and permission slips from students
- Host parent meeting
- Confirm hotel arrival/payment with assigned hotel
- Download the Socio app (guide ready by March 27)
- Host practice sessions for performance events
- Make chapter plans for after Friday, April 3 Award Session (ending by 6:30 pm)