



STATE BUSINESS LEADERSHIP CONFERENCE 2022

Nevada FBLA-PBL State Business Leadership Conference 2022 *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 51st **Annual Nevada FBLA State Business Leadership Conference, April 24-26, 2022**. The **Nugget Resort Casino in Sparks** 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 Chicago, Illinois!
- Celebrate more than 50 years of FBLA history, success, and excellence!
- Earn recognition and attend stimulating leadership sessions!
- Campaign for State Office and elect their State Leaders!
- Participate in fun entertainment and activities!
- Meet and network with fellow members and advisers from other chapters 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 Nugget Resort Casino! 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 Reno/Sparks 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	\$325 Quad Occupancy \$368 Triple Occupancy* \$462 Double Occupancy* \$687 Single Occupancy*
2 Night Package	\$297 Quad Occupancy \$324 Triple Occupancy* \$374 Double Occupancy* \$522 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 March 1, 2022, 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 15.

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

Blue Panda will be used for registration and housing requests. Advisers can make changes themselves in the system up until the deadline. No changes will be accepted via email.

Important: COVID-19 Protocols

There is no higher priority of Nevada FBLA than the health, safety, and well-being and of our members, staff, volunteers, and community partners. As we closely monitor the COVID-19 pandemic, we continue to make decisions with this in mind. As part of the Nevada FBLA community, we all have a responsibility to help protect each other.

According to the CDC, COVID-19 is primarily spread from person to person through respiratory droplets produced when coughing, sneezing or heavy breathing. Transmission is slowed by wearing a cloth face covering and/or maintaining a distance of at least 6 feet between people. In compliance with current CDC recommendations, local mandates and/or statewide protocol, all attendees of in person activities, meetings, conferences, gatherings, and competitions sponsored by Nevada FBLA or when representing Nevada FBLA at public or school-based activities are asked to adhere to the following recommended guidelines:

- Seek medical attention, self-isolate and do not attend events if you are experiencing any of the following COVID-19 symptoms:
 - Fever (defined as a temperature greater than 100.4)
 - Shortness of breath
 - New loss of taste or smell
 - Chills, muscle pain or sore throat
 - New or worsened cough
 - Nausea, vomiting diarrhea
 - Runny nose or congestion
- Wear a cloth face covering at all times when in public areas.
- Be mindful of social distancing. Maintain a space of 6 feet between yourself and others if able.
- Wash your hands with soap regularly and frequently. If soap and water is not accessible, use hand sanitizer.
- Practice proper cough and sneeze etiquette.
- If you have been in close contact with someone known to have COVID-19, self-isolate for 14 days.
- Disinfect surfaces throughout the day that are touched regularly.

Nevada FBLA has implemented extensive preventative measures to help reduce the spread of COVID-19. However, Nevada FBLA cannot guarantee that members and attendees will not be exposed or infected. Participants acknowledge the highly contagious nature of COVID-19 and voluntarily assume the risk and responsibility for exposure and infection.

By your participation at Nevada FBLA SBLC, you acknowledge that you have read and understand the Nevada FBLA Covid-19 Protocols and agree to adhere to the guidelines set forth. You understand that these Protocols may be updated in accordance with changing CDC and local guidelines and will be updated accordingly. You agree to join Nevada FBLA in cooperating with health officials, governing public agencies, and facility health and safety measures.

Who to Contact

Registration and Technical Support: register@nevadafbla.org

Tiffany Perez and Felmer Lenida

Financial Questions: financedirector@nevadafbla.org

Jeannie Dorsey

State Officer Candidates: coach@nevadafbla.org

Megan Crosland

Judge Coordinator: judges@nevadafbla.org

Holly Ward

General Conference Questions: stateadviser@nevadafbla.org

Jane Werner

Important Dates

January 11 – Adviser Huddle - 3:30-4:00pm

February 1 – SBLC Registration and Competition Portal Opens

February 6 – Production Test Materials Request Deadline

Production Test Materials may be requested online by the proctors. The form is available at <https://nevadafbla.org/resources/>. Events are as follows:

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

February 8 – Adviser Huddle – 3:30-4:00pm

March 1 – National Online and Receipt Deadline

- Membership dues PAYMENT RECEIPT deadline to be eligible for competition at SBLC and NLC – any members added for the two weeks prior should be paid via credit card to ensure they will be able to participate in SBLC.

March 1 – State Deadlines

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

March 1 – State Deadlines

- Online submission of pre-judged competitive event PDF materials at <https://nevadafbla.org/competition-portal/>:
 - American Enterprise Project
 - Business Ethics
 - Business Financial Plan
 - Business Plan
 - Community Service Project – FBLA
 - Community Service Presentation (ML)
 - Future Business Leader
 - Job Interview
 - Local Chapter Annual Business Report
 - Partnership with Business Project
 - Annual Chapter Activities Presentation (ML)

- Online submission of award forms at <https://nevadafbla.org/resources/>:
 - 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
 - Champion Chapter

- Online submission of competitive event URL at <https://nevadafbla.org/competition-portal/>:
 - 3D Animation
 - Digital Video Production

March 4 – March 18

- Nevada FBLA SBLC Online Testing Period

March 8 – Adviser Huddle – 3:30-4:00pm

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

- Membership Achievement Award deadline
- Outstanding Chapter Award deadline
- Distinguished Business Leader Scholarship application deadline

April 12 – Adviser Huddle – 3:30-4:00pm

April 24 – April 26

State Business Leadership Conference!

April 28

NLC Intent to Compete Forms Due by 5:00 pm

Tentative Agenda

Sunday, April 24, 2022—Leadership Day 1

- 4:00 p.m. - 6:00 p.m. Conference Headquarters
- 6:00 p.m. - 7:00 p.m. Conference Registration and Room Key Pick Up
NV FBLA will distribute room keys as they are not available early.
- 7:30 p.m. - 8:30 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 25, 2022—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 (Tentative)
- 7:15 p.m. - 9:15 p.m. Recognition Session and Campaign Rally
- 9:15 p.m. - 11:15 p.m. Evening Activity (Tentative)
- 11:30 p.m. Curfew

Tuesday, April 26, 2022—Leadership Day 3

- 8:00 a.m. - 6:00 p.m. Conference Headquarters
- 8:00 a.m. Annual Business Meeting & Voting Session

8:00 a.m. - 12 noon	Business Leadership Competitive Events
9:30 a.m. - 2:30 p.m.	Workshops
1:00 p.m. – 5:00 p.m.	Business Leadership Competitive Events
1:00 p.m. - 2:00 p.m.	Newly Elected State Officer Meeting
2:00 p.m. – 4:00 p.m.	Chapter Conference Activity
5:30 p.m. – 8:30 p.m.	Chapter Time
9:00 p.m. -11:00 p.m.	Awards of Excellence Session
11:30 pm	Curfew

Note: Official times will be posted in the conference app.

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.

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:
 - a. Each participant's signed Participant Code of Conduct;
 - b. Each participant's signed Emergency Medical Treatment Authorization Form; and
 - c. 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:	

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.

Delegate Permission/Medical Release

(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 2020-2021 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

Name of Delegate: _____ Date: _____

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 _____

Competitive Guidelines & Events

Participant Eligibility

- Participants can compete in up to five (5) events at the state level, with a maximum of two (2) event with a performance component. Chapter Events do count towards the five (5) event limit per participant.
- Nevada FBLA will not institute limits to the number of competitors a chapter can register for each competitive event – Chapters can register an unlimited number of members per event. This does not include chapter events which are limited to one (1) entry per chapter

Competitor Conduct

Any participants found to be sharing event topics, scenarios, or test questions with any other person (including guests, advisers, chaperones, members from other schools) will be disqualified from ALL competitions. Depending on the severity, the participant may be removed from the conference or in certain cases the entire chapter may be disqualified from competition.

Competitive Event Guidelines

For competitive event guidelines, please refer to the National FBLA website:

FBLA Guidelines: <https://www.fbla-pbl.org/divisions/fbla/fbla-competitive-events/>

FBLA Middle Level Guidelines: <https://www.fbla-pbl.org/divisions/fbla-middle-level/competitive-events/>

State Only Events

The following events are state only and do not impact any chapter/individual competitive event entries:

- Battle of the Chapters
- Chassey Ako Community Service Award
- National Business Honor Roll
- Digital Scrapbook
- Who's Who in Nevada FBLA
- Young Leader Award (Middle Level)

FBLA Competitive Events

Competitive Events – At-a-Glance

Competitive Event	Type	Grades 9-10 Only	Objective Test	Production	Online Submission Deadline
Objective Test Events					
Accounting I	I		I		
Accounting II	I		I		
Advertising	I		I		
Agribusiness	I		I		
Business Calculations	I		I		
Business Communication	I		I		
Business Law	I		I		
Computer Problem Solving	I		I		
Cyber Security	I		I		
Economics	I		I		
Health Care Administration	I		I		
Human Resource Management	I		I		
Insurance & Risk Management	I		I		
Introduction to Business Communication	I	X	I		
Introduction to Business Concepts	I	X	I		
Introduction to Business Procedures	I	X	I		
Introduction to FBLA	I	X	I		
Introduction to Financial Math	I	X	I		
Introduction to Information Technology	I	X	I		
Introduction to Parliamentary Procedure	I	X	I		
Journalism	I		I		
Networking Infrastructures	I		I		
Organizational Leadership	I		I		
Personal Finance	I		I		
Political Science	I		I		
Securities & Investments	I		I		
Supply Chain Management	I		I		
UX Design	I		I		
Production Events					
Computer Applications	I		I	X	3/1
Database Design & Application	I		I	X	3/1
Spreadsheet Applications	I		I	X	3/1
Word Processing	I		I	X	3/1

Competitive Events – At-a-Glance

Competitive Event	Type	Grades 9-10 Only	Objective Test	Production	Online Submission Deadline
Role Play Events					
Banking & Financial Systems	I / T		I		
Client Service	I				
Entrepreneurship	I / T		I		
Help Desk	I		I		
Hospitality & Event Management	I / T		I		
International Business	I / T		I		
Introduction to Event Planning	I / T	X	I		
Management Decision Making	I / T		I		
Management Information Systems	I / T		I		
Marketing	I / T		I		
Network Design	I / T		I		
Parliamentary Procedure	T (4-5)		I		
Sports & Entertainment Management	I / T		I		
Demonstration Events					
Coding & Programming	I				
Computer Game & Simulation Programming	I / T				
E-business	I / T				
Mobile Application Development	I / T				
Website Design	I / T				
Interview Events					
Future Business Leader	I		I		3/1
Job Interview	I				3/1
Speech Events					
Impromptu Speaking	I				
Introduction to Public Speaking	I	X			
Public Speaking	I				

Competitive Events – At-a-Glance

Competitive Event	Type	Grades 9-10 Only	Objective Test	Production	Online Submission Deadline
Presentation Events with Equipment					
Broadcast Journalism	I / T				
Data Analysis	I/T				
Electronic Career Portfolio	I				
Graphic Design	I / T				
Introduction to Business Presentation	I / T	X			
Introduction to Social Media Strategy	I / T	X			
Public Service Announcement	I / T				
Publication Design	I / T				
Sales Presentation	I / T				
Social Media Strategies	I / T				
Presentation Events without Equipment					
<i>3D Animation</i>	I / T				3/1
Business Ethics	I / T				3/1
<i>Digital Video Production</i>	I / T				3/1
<i>American Enterprise Project</i>	C (1-3)				3/1
<i>Business Financial Plan</i>	I / T (1-3)				3/1
<i>Business Plan</i>	I / T (1-3)				3/1
<i>Community Service Project</i>	C (1-3)				3/1
<i>Local Chapter Annual Business Report</i>	C (1-3)				3/1
<i>Partnership With Business Project</i>	C (1-3)				3/1

FBLA-ML Competitive Events

Competitive Events – At-a-Glance

Competitive Event	Type	Grades 5-8 Only	Objective Test	Online Submission Deadline
Objective Test Events				
Business Etiquette (ML)	I	X	I	
Career Exploration (ML)	I	X	I	
Digital Citizenship (ML)	I	X	I	
Exploring Computer Science (ML)	I	X	I	
Exploring Economics (ML)	I	X	I	
Exploring Technology (ML)	I	X	I	
FBLA Concepts (ML)	I	X	I	
Financial Literacy (ML)	I	X	I	
Interpersonal Communication (ML)	I	X	I	
Leadership (ML)	I	X	I	
Learning Strategies (ML)	I	X	I	
Running an Effective Meeting (ML)	I	X	I	
Demonstration Events				
Multimedia & Website Development (ML)	I/T	X		
Video Game Challenge (ML)	I/T	X		
Speech Events				
Elevator Speech (ML)	I	X		
Presentation Events with Equipment				
Annual Chapter activities Presentation (ML)	C(1-3)	X		3/1
Business Ethics (ML)	I/T	X		
Career Research (ML)	I	X		
Community Service Project (ML)	C(1-3)	X		3/1
Marketing Mix Challenge	I/T	X		
Presentation Events without Equipment				
Critical Thinking (ML)	I/T	X		
Exploring Business Issues (ML)	I/T	X		
FBLA Mission & Pledge (ML)	I/T	X		

Registration Checklist

Required Registration Forms

The following forms are **required** with your State Business Leadership Conference Registration: (Online deadline March 1, 2022)

- 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 March 1, 2022)

- Production Test Entries—Online Submission
 - Computer Applications
 - Database Design & Applications
 - Spreadsheet Applications
 - Word Processing

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

- Forms—Online Submission
 - Administrator of the Year
 - Adviser of the Year
 - Alumni of the Year
 - Businessperson of the Year
 - Champion Chapter
 - 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
 - Digital Video Production

IMPORTANT The final registration deadline is March 1, 2022, 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 4. No changes/additions of any online test events will be made after March 1.

The online change form is to be used for all name changes/substitutions through March 4. No changes will be accepted via email or past March 4.

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.
- 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.
- Photocopy/Scan/Save all forms and correspondence for your records and bring them with you to the SBLC!
- 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 or lose points from competition.
- E-mail Competitive Event questions to stateadviser@nevadafbla.org.

How to Submit

ITEM(S)	SUBMIT VIA
Registration Questions	Email to register@nevadafbla.org
Registration payment	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 Ethics • 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>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>Online Submission Forms available at https://nevadafbla.org/competition-portal/</p>
State Officer Applications	Online Submission Form available at: https://nevadafbla.org/state-officer-application/

ITEM(S)	SUBMIT VIA
<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 • Who's Who in FBLA 	<p>Online Submission Forms available at https://nevadafbla.org/resources/</p>
<p>QUESTIONS?</p>	<p>Jane Werner State Adviser stateadviser@nevadafbla.org 804-288-3492</p>

Online Registration

The SBLC Online Submission and Registration System will go live by February 1, 2022. For the 2022 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 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 15.

Step 2 – Bookmark Webpage:

Visit <https://nevadafbla.org/competition-portal/>.

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://nevadafbla.org/resource>. These are the tests for Computer Applications, Database Design, Spreadsheet Applications and Word Processing. These tests need to be complete by March 1.

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 and requested, 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://nevadafbla.org/resource>, 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 Ethics
 - Business Financial Plan
 - Business Plan
 - Community Service Project
 - Future Business Leader
 - Job Interview
 - Local Chapter Annual Business Report
 - Partnership with Business Project
 - Annual Chapter Activities Presentation (ML)
 - Community Service Presentation (ML)
- URL Submissions—Online Submission
 - 3D Animation
 - Digital Video Production
- Production Test 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.

- 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
- 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

Additional Leadership Information

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, conference activities, 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 <https://nevadafbla.org/competition-portal/> 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 <https://nevadafbla.org/resources/>:

- Administrator of the Year
- Adviser of the Year
- Alumni of the Year
- Businessperson of the Year
- Champion Chapter
- 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

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 24-26, 2022
WHERE: The Nugget, 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: _____

Describe the present scope of the nominee's 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 nomination form by the deadline. Describe the present scope of the nominee's 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.

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: _____

Describe the present scope of the nominee's 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 businessperson 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 nominee may be submitted as well.

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 an application via the online submission format with the following attachments:

- 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 member of the community

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