

Nevada



STATE BUSINESS LEADERSHIP CONFERENCE GUIDE 2024

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Nevada FBLA

State Business Leadership Conference 2024

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 53rd **Annual Nevada FBLA State Business Leadership Conference, April 22-24, 2024. The Nugget Resort, Reno** will be the site of the Nevada FBLA 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 Orlando, Florida!
- 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, Reno! In addition to the incredible opportunities in competition and leadership development, FBLA members will enjoy the following amenities at The Nugget:

- 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 and free parking!





Conference Registration Information

NEW FOR 2024: Registration and Lodging for FBLA SBLC have been separated and simplified into two separate fees by request of the Nevada Department of Education and School District CTE Offices. This is designed to assist you and your students in accessing support for registration and lodging which need to be accounted for and noted separately for various funding sources that assist local programs.

Previously, the Nevada FBLA Registration fee for conference was combined into one fee per student and based on the number of lodging nights and room occupants (this created about 10 different fee options and made it difficult for districts to use multiple sources of funding to support lodging and registration. Our Nevada FBLA Board recently met to review and approve this request to help all chapters and their Districts.

Registration Fees – \$195 Per Person

All conference participants register through BluePanda and pay the registration fee to Nevada FBLA. Registration fees include the social/dance, pick-up breakfast, and conference t-shirt along with all aspects of competitive events, awards, recognition, and leadership training. FBLA is proud to offer nearly double the amount of individual, team and chapter competitions and competitor slots for SBLC attendees compared to other FBLA states and many other Nevada organizations. Members may compete in as many as six chapter, team, and individual competitions, performances, and events.

- Conference Registration Fee: **The conference fee is \$195 per person.**

Conference Lodging – \$140 Per Night Per Room

The Nugget is the official conference hotel for the SBLC. All attendees traveling into the area and in need of lodging, must stay at The Nugget to be eligible for competition. Lodging is arranged through Nevada FBLA and not through the hotel.

- Conference Room Rate: **The conference room rate is \$140 per night per room.**

This rate includes all taxes, tourism fees, resort, AV, and meeting room rental charges (with the exception of incidental charges like room service and parking). This rate is the same regardless of the number of students staying overnight in the room. All chapters must stay either 2 or 3 nights.

Please submit your rooming list through BluePanda and payment to Nevada FBLA when invoiced. Payments will be sent to: *Nevada FBLA Financial Office, P. O. Box 1440, Owasso, OK 74055.*

PLEASE DO NOT CONTACT THE HOTEL DIRECTLY FOR QUESTIONS RELATED TO RESERVATIONS. Nevada FBLA will manage the reservation and check-in process.

Important Conference Registration Notes

- BluePanda allows you to view registrations and competitions in multiple ways while the registration window is open. You can make changes at any time during the open registration period.
- **The final deadline for registration is March 11, 2024, at 5:00 p.m.** After this final deadline, until March 31, there will be a \$75 late registration fee for any student or adviser registering late or making a change to their registration no changes to any events.
- **Fees are non-refundable after the March 11 deadline.** Room availability and rates are subject to the discretion of the hotel for late registrations.
- All payments are to be made directly to Nevada FBLA. The hotel may require a credit card for incidental charges.
- The check-in time is scheduled for 4:00 pm and check-out time is 11:00 am. Nevada FBLA will complete a group check in and advisers will pick up their keys from the Nevada FBLA team. Guests arriving before 4pm will be accommodated as rooms become available. The bell captain can assist in checking baggage for those who would like to use this service.

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



Who to Contact:

Registration and Technical Support:	hello@nevadafbla.org	
Judge Coordinator:	Chantell Garcia	partner@nevadafbla.org
Financial Questions:	Brooke Cecil	nevada@ctsofinance.org
State Officer Candidates:	Kate Callery & Megan Crosland	coach@nevadafbla.org
General Conference Questions	Jane Werner	stateadviser@nevadafbla.org



Important Dates

January 9 – Adviser Huddle | 3:45 PM

February 12 – SBLC Registration and Competition Portal Opens

February 13 – Adviser Huddle | 3:45

February 27 – Production Test Materials Request Deadline

Production Test Materials may be requested online by the proctors. The form is available at <https://nevadafbla.org/production-test-request-form/>. 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 – 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 Officer Candidate Application Forms Due

- See the State Officer Candidate Guide for more information

March 11 – SBLC Deadlines

- SBLC Registration deadline
All information and links can be found at <https://nevadafbla.org/resources/>

March 18-March 29 – SBLC Deadlines

- Nevada FBLA SBLC Online Testing Period

March 25 – SBLC Deadlines

- Online submission of pre-judged competitive event PDF materials (uploaded to BluePanda by adviser):
 - American Enterprise Project
 - Business Ethics
 - Business Plan
 - Community Service Project – FBLA
 - Future Business Educator
 - Future Business Leader
 - Job Interview
 - Local Chapter Annual Business Report
 - Partnership with Business Project
- Upload competitive event test entries:
 - Computer Applications
 - Database Design & Applications
 - Spreadsheet Applications
 - Word Processing

- Online submission of award forms at <https://nevadafbla.org/competition-portal/>:
 - 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/>:
 - Digital Animation
 - Digital Video Production

March 25–April 8 – Virtual Judging of Online Submissions

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

- Distinguished Business Leader Scholarship application deadline

April 9 – Adviser Huddle | 3:45 p.m.

April 12 – SBLC Late Registration and Change Deadline

- SBLC Finalists Announced

April 22 – April 25 in SBLC in Reno!

- **State Business Leadership Conference**
- **The Nugget**
- **Reno, NV**

April 30 – NLC Intent to Compete Forms Due by 5:00 pm

June 11 – Adviser Huddle – Know Before You Go | 3:45 p.m.

June 29 – July 2 – NLC!

- **National Leadership Conference**
- **Orlando, Florida**



Tentative Agenda

Monday, April 22, 2024—Leadership Day 1

4:00 p.m. – 6:00 p.m.	Conference Headquarters
	Conference Registration and Room Key Pick Up <i>NV FBLA will distribute room keys at registration by group. The Nugget Front Desk will not distribute them early.</i>
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

Tuesday, April 23, 2024—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
12:00 p.m. – 1:30 p.m.	Regional Meetings (Tentative)
7:15 p.m. – 9:15 p.m.	Recognition Session and Campaign Rally
9:30 p.m. – 11:00 p.m.	Evening Entertainment
11:30 p.m.	Curfew

Wednesday 24, 2024—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 LinkTree.



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:	



Permission & Medical Release

(7 PAGES TOTAL)

ALL NEVADA FBLA SPONSORED ACTIVITIES 2023-2024

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. This form 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 8-13 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.
13. **Social Media & Online Presence:** In the online environment, students must follow The Nevada FBLA Code of Conduct and conduct themselves online as they would in person. Think before you post and use discretion when posting online as you will leave a long-lasting impression of yourself, your school and FBLA. Social media venues are public, and information can be shared beyond your control. Never post confidential or personal information. Do not misrepresent yourself by using someone else's identity. Be respectful and avoid comments that may be hurtful. Never use profane, obscene, or threatening language. Never use slurs based on the gender, race, disability, or orientation of another person. Never post sexually explicit pictures, videos, or content. Cyberbullying is considered an act of harassment and will not be tolerated. Use of FBLA logos or images on your personal social networking sites is prohibited. If you wish to promote a specific FBLA activity or event, you may do so only by means of a link to the official FBLA social media accounts.

Individual School District Policies may supersede the Code of Conduct.



DRESS CODE FOR DELEGATES ATTENDING NEVADA FBLA SPONSORED ACTIVITIES

The following guidelines have been developed to clarify the dress code used at all Nevada FBLA conferences (regardless of locations).

Professional appearance is an important aspect of the overall preparation of members for the professional world. To that end, Nevada FBLA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between genders.

OFFICIAL NATIONAL FBLA DRESS CODE

Nevada FBLA adheres to the official dress code set by National FBLA. The dress code for conferences and competitive events is available here:

<https://www.fbla.org/dresscode/>

This dress code is to be followed for all conference activities (unless otherwise noted) and within the conference areas. Example of conference activities include Opening/Closing Sessions, candidate/scholarship interviews, workshops. Examples of conference areas include the competition area, general session spaces, workshop rooms, common areas (lobby and hallways near conference activities.)

ACCEPTABLE BUSINESS CASUAL AND CASUAL ATTIRE

Nevada FBLA also has expectations for business casual and casual attire during the duration of conferences. (Travel to/from conferences, social activities designated as casual attire, and non-conference activities such as shopping, sightseeing, or going out for meals, and throughout the hotel during non-conference activity hours).

Acceptable casual attire:

- Casual slacks, blouse or shirt, socks, and casual shoes
- Jeans, t-shirts, and athletic shoes are not included in business casual attire

UNACCEPTABLE DURING CTSO ACTIVITIES

- Skin-tight or revealing clothing (including tank tops, spaghetti straps, and mini/short skirts/dresses more than 1" above the knee)
- Swimwear; Flip flops or casual sandals
- Athletic clothing and shoes; Shorts
- Leggings or graphic designed hosiery/tights
- Denim or flannel clothing; Hats
- Industrial work shoes

AT ANY TIME DURING THE CONFERENCE WHILE ON-SITE (including hotels):

- You must be in appropriate casual, business casual, or business attire
- All skirts must be at or below the knee
- All clothing must be in good repair and proper size
- Undergarments may not show outside of over garments
- No gang related clothing or accessories allowed

- Clothing with unacceptable printing that is suggestive, obscene or promotes illegal substances
- Activities such as swimming, sunbathing, jogging, or tennis warrant appropriate recreational attire to, during, and returning from that activity only



DRESS CODE

Projecting a professional image in the workplace is vital for business leaders. It demonstrates seriousness of purpose and respect for clients, colleagues, and others. As Future Business Leaders of America who seek to lead and serve others, participants will dress in business attire and uphold the professional image of the association. Appropriate professional attire is required in all conference areas for all attendees—advisers, members, and guests—at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated.

Conference name badges are part of the Dress Code and must be worn for all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The Dress Code is gender-neutral.



ACCEPTABLE ITEMS

BUSINESS PROFESSIONAL

Business Suit

- Suit pants and jacket
- Blouse (or) collared dress shirt with tie or scarf
- Dress shoes (or) dress boots

Blazer

- Dress pants (or) skirt
- Blazer
- Blouse (or) collared dress shirt with tie or scarf
- Dress shoes (or) dress boots

Dress

- A business dress
- Dress shoes (or) dress boots

Other Professional

- Dress pants (or) skirt
- Blouse (or) collared dress shirt with tie or scarf
- Dress shoes (or) dress boots

BUSINESS CASUAL

- Dress pants, skirt, (or) khakis
- Blouse, collared dress shirt, (or) polo shirt
- Dress shoes (or) dress boots

NOTE: Business Casual is only available during sessions specifically noted in conference materials and is NOT appropriate for competitive events.

UNACCEPTABLE ITEMS

The following items are prohibited in all conference areas, including competitive events.



- ⊘ Denim or flannel clothing
- ⊘ Shorts
- ⊘ Athletic clothing
- ⊘ Leggings or graphically designed hosiery/tights
- ⊘ Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- ⊘ Swimwear
- ⊘ Flip flops or casual sandals
- ⊘ Athletic shoes
- ⊘ Industrial work shoes
- ⊘ Hiking boots
- ⊘ Hats
- ⊘ Graphically printed clothing

No dress code can cover all contingencies, so FBLA members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local adviser, state leader, or conference staff.

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the special accommodation portion of the registration form. Requests made after registration closes must be made in writing.



NEVADA FBLA DELEGATE PERMISSION & MEDICAL RELEASE FORM

Link: [Permission & Medical Release Form](#)

(Students and Alumni are collectively referred to as “Delegates” in this document)

Conduct Code Endorsement, Permissions to Attend Nevada FBLA Sponsored Activities, and Authorization to use pictures or student name in publications.

Release of Claim for Damages, Emergency Medical Treatment Authorization

Name of Delegate: _____	Date: _____
Home Address: _____	Phone: _____
_____	Date of Birth: _____
Name of High School: _____	Phone: _____
Adviser(s) in Charge: _____	

This is to certify that *the above-named delegate* has my permission to attend all Nevada FBLA sponsored activities. I also do hereby, on the behalf of *the above-named delegate* absolve and release Nevada FBLA, the school officials, the FBLA chapter adviser(s), 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 Official Signature _____ Date: _____

MEDICAL INFORMATION

Known allergies (drug or natural): _____

Special medication being taken: _____

Date of last tetanus shot: _____

History of heart condition, diabetes, asthma, epilepsy, or rheumatic fever: _____

Any physical restrictions: _____

Other conditions: _____

Family doctor: _____ Phone: _____

INSURANCE INFORMATION

Company Name: _____ Policy Number: _____

This form consists of seven total pages. Signatures on this page apply to the content included on all seven pages.

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 School 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:

- Digital Scrapbook

FBLA Competitive Events

Competitive Events – At-a-Glance

STATE LEVEL | HIGH SCHOOL

Participants can compete in up to five (5) events at the state level. Only two (2) of the five (5) events may have a performance component.

Participants can compete in up to two (2) performance events at the state level. Students may not compete in more than a total of five (5) events with the exception of chapter events. One (1) chapter event is allowed per student and does not count toward the performance event limit (2) or total individual/team competition maximum of five.

Key: + Requires Prejudged Component

EVENTS WITH PERFORMANCE Choose a maximum of two (2) event from this column:	EVENTS WITHOUT PERFORMANCE Choose up to five (5) events from this column (not to exceed five (5) events total):
<p>Case Study Events</p> <ul style="list-style-type: none"> Banking & Financial Systems Business Management Client Service Entrepreneurship Help Desk Hospitality & Event Management International Business Introduction to Event Planning Management Information Systems Marketing Network Design Parliamentary Procedure Sports & Entertainment Management <p>Presentation Events</p> <ul style="list-style-type: none"> Broadcast Journalism Business Ethics+ Business Plan+ Coding & Programming Computer Game & Simulation Programming Data Analysis Digital Animation+ Digital Video Production+ Electronic Career Portfolio Financial Statement Analysis -NEW Future Business Educator+-NEW Future Business Leader+ Graphic Design 	<p>Objective Test Events</p> <ul style="list-style-type: none"> Accounting I Accounting II Advertising Agribusiness Business Calculations Business Communication Business Law Computer Problem Solving Cyber Security Economics Health Care Administration Human Resource Management Insurance & Risk Management Introduction to Business Communication Introduction to Business Concepts Introduction to Business Procedures Introduction to FBLA Introduction to Financial Math Introduction to Information Technology Introduction to Marketing Concepts Introduction to Parliamentary Procedure Journalism Networking Infrastructures Organizational Leadership Personal Finance Public Policy & Advocacy Securities & Investments Supply Chain Management

<p>Impromptu Speaking Introduction to Business Presentation Introduction to Programming - NEW Introduction to Public Speaking Introduction to Social Media Strategy Job Interview+ Mobile Application Development Public Service Announcement Public Speaking Sales Presentation Social Media Strategies Visual Design - NEW Website Coding & Development - NEW Website Design</p>	<p>UX Design</p> <p>Production Events Computer Applications+ Database Design & Applications+ Spreadsheet Applications+ Word Processing+</p>	
<p>OTHER COPMETITIVE EVENTS AND AWARDS</p> <p>Events from this section do not count towards the two (5) event limit at state. Choose up to one (1) event maximum from the Chapter Events category Delegates who have earned individual or chapter awards are not limited.</p>		
<p>Chapter Events</p> <p>American Enterprise Project Community Service Project Local Chapter Annual Business Report Partnership with Business Project</p>	<p>Individual Awards</p> <p>Administrator of the Year Adviser of the Year Alumni of the Year Businessperson of the Year Volunteer of the Year National Business Honor Roll Retiring Adviser Recognition Who's Who in FBLA</p>	<p>Chapter Awards</p> <p>Champion Chapter Chapter Newsletter Chapter Website Digital Scrapbook Government Program Promotion Super Service</p>

STATE LEVEL | MIDDLE SCHOOL

Participants can compete in up to five (5) events at the state level. Only two (2) of the five (5) events may have a performance component.

EVENTS WITH PERFORMANCE Choose a maximum of two (2) event from this column:		EVENTS WITHOUT PERFORMANCE Choose up to five (5) events from this column (not to exceed five (5) events total):	
Case Study Events Critical Thinking Presentation Events Business Ethics Career Research Elevator Speech Exploring Business Issues FBLA Mission & Pledge Marketing Mix Challenge Multimedia & Website Development Video Game Challenge	Objective Test Events Business Etiquette Career Exploration Digital Citizenship Exploring Computer Science Exploring Economics Exploring Technology FBLA Concepts Financial Literacy Interpersonal Communication Leadership Learning Strategies Running an Effective Meeting		
OTHER COPMETITIVE EVENTS AND AWARDS Chapter events from this section DO count towards the five (5) event limit at state. Individual and Chapter Awards DO NOT. Choose up to one (1) event maximum from Chapter Events category.			
Chapter Events Annual Chapter Activities Community Service Presentation	Individual Awards Administrator of the Year Adviser of the Year Young Leader Award National Business Honor Roll	Chapter Awards MERIT Award	

Registration Checklist

Required Registration Forms

The following forms are **required** with your State Business Leadership Conference Registration: **(Online deadline March 11, 2024)**

- 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 25, 2024)**

- 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 Plan
 - Community Service Project
 - Future Business Educator
 - 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
 - Champion Chapter
 - Chassey Ako Community Service Award
 - Erin Hackman NLC Travel Scholarship
 - National Business Honor Roll
 - Who's Who in FBLA
- URL Submissions—Online Submission
 - Digital Animation
 - Digital Video Production

IMPORTANT The final registration deadline is March 11, 2024, at 5 p.m. **No refunds** after this date. This is a receipt and online deadline. Name changes/substitutions of already registered members in performance events will be made until March 31.

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. 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.
- 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 hello@nevadafbla.org
Registration payment	Nevada FBLA P. O. Box 1440 Owasso, OK 74055
School Site Tests Request <ul style="list-style-type: none"> • Computer Applications • Database Design & Applications • Spreadsheet Applications • Word Processing 	Online Submission Forms available at https://nevadafbla.org/competition-portal/
Online Submission of Competitive Events <ul style="list-style-type: none"> • American Enterprise Project • Business Ethics • Business Plan • Community Service Project • Digital Animation • Digital Video Production • Future Business Educator • Future Business Leader • Job Interview • Local Chapter Annual Business Report • Partnership with Business Project 	BluePanda Submissions at app.gobluepanda.com
State Officer Applications	Online Submission Form available at: https://nevadafbla.org/state-officer-application/
Online Submission Forms <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 • National Business Honor Roll • Who's Who in FBLA 	Online Submission Forms available at https://nevadafbla.org/resources/
QUESTIONS?	Jane Werner State Adviser stateadviser@nevadafbla.org 804-288-3492



Online Registration

The SBLC Online Submission and Registration System will go live by February 12, 2024. For the 2024 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 31. All fees are non-refundable after March 11.

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 completed by March 29.

Step 4:

Login to BluePanda*

1. **Log in at** <https://app.gobluepanda.com>
2. **Click “Login with FBLA Connect” and use your login credentials**
3. **In the Blue Panda dropdown, select the “[STATE] FBLA | [Your Middle/High School’s Name]” option.** This will give you access to all state conference registrations
4. **Find any open conferences in My Events > Current Events and select “Register”**

**for more detailed instructions please [view this guide](#)*

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.



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 Plan
 - Community Service Project
 - Future Business Educator
 - Future Business Leader
 - Job Interview
 - Local Chapter Annual Business Report
 - Partnership with Business Project

- URL Submissions—Online Submission
 - Digital 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
- 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 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 partner@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.

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>	
1-50 Members	2 delegates
51-100 Members	3 delegates
101+ Members	4 delegates

Each additional 50 members shall have one additional vote.

Forms and 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
- Chassey Ako Community Service Award
- Erin Hackman NLC Travel Scholarship
- National Business Honor Roll
- Who's Who in FBLA

Administrator of the Year

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.

Access the form at this link: <https://nevadafbla.org/administrator-of-the-year/>

Nevada Alumni of the Year

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. Please upload your nomination information below.

Access the form at this link: <https://nevadafbla.org/alumni-of-the-year/>

Nevada Businessperson of the Year

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. Please upload your nomination information below.

Access the form at this link: <https://nevadafbla.org/businessperson-of-the-year/>

Chassey Ako Community Service Award

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.

Access the form at this link: <https://nevadafbla.org/chassey-ako-community-service-award/>

Erin Hackman Scholarship Award

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. Please submit the information by April 1.



Access the form at this link: <https://nevadafbla.org/erin-hackman-scholarship-award-application-form/>

Retiring Adviser Recognition

Please let us know you are retiring so we can celebrate your many gifts to FBLA with you!

Access the form at this link: <https://nevadafbla.org/retiring-fbla-adviser-recognition/>

National Business Honor Roll

The National Business Honor Roll is designed to recognize those members of FBLA who truly excel in academic preparation for college and an eventual career in the business world. Nevada FBLA recognizes that in order to succeed as a true business leader, our members need to be well prepared in terms of their academics, career skills, and leadership development.

FBLA chapters in Nevada are encouraged to nominate members to be recognized in the National Business Honor Roll who meet all of the following criteria:

- High School and Middle School: Overall cumulative GPA of at least 3.5 on a 4.0 scale
- Demonstrated leadership potential through service as a chapter officer, committee leader, or other participation in chapter activities
- Clearly defined career objectives

Members accepted in the National Business Honor Roll will be recognized during the State Business Leadership Conference. In order to nominate members, complete the online form for each nominee at: <http://www.nevadafbla.org>.

Nevada FBLA Who's Who Nomination

Each chapter may enter one (1) participant who is a member of an active local chapter and is on record in the FBLA Online Registration System as having paid dues by the officially published deadline for the current school year.

Access the form at this link: <https://nevadafbla.org/nv-fbla-whos-who-form/>

Statement of Assurance Form

STATEMENT OF ASSURANCE

Link: [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 22-25, 2024
WHERE: The Nugget, Reno, Nevada

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

- I have read and understand the Adviser Code of Conduct and will always abide by the code.
- 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 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 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 the hotel check-in is at 4:00pm, and that rooms will not be available before then.
- 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.
- I understand that Nevada FBLA requires a chaperone to student ratio of 1:10 at all events.
- The responsibility for the safety of the attendees from this chapter rests with the individual signing this Statement of Assurance. The Adviser must be on-site at the event from start to finish, including overnight. If the chapter participates in offsite activities/tours the adviser must provide proper chaperoning of all students (both those that remain on site and those participating in the offsite activities/tours).
- 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.

FORM IS TO BE PRINTED, PHYSICALLY SIGNED, & UPLOADED. TYPED ENTRIES ARE NOT ACCEPTED.

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.

Adviser Signature:	
Print Adviser Name:	
Chapter Name:	
Date:	