



STATE LEADERSHIP CONFERENCE 2024 Registration Guide

2024 State Leadership Conference Registration and Information Guide

Conference Overview	3
Conference Fee Schedule.....	3
Important Deadlines	4
Recognition Checklist.....	5
Housing Information	6
Dress Code.....	7
Tentative Conference Agenda.....	8
Competitive Event Information.....	9
Judges Needed.....	14
LC Projectors/Screens	14
Voting Delegates.....	14
Avoid Conference Frustrations.....	15
Online Registration & Online Submission Instructions	16
Adviser of the Year Instructions	18
Adviser of the Year Award Nomination Form.....	19
National Business Honor Roll	20
Adviser Reminders	21
Statement of Assurance (LINK)	23
Permission/Emergency Medical Release Form (LINK)	24

[Additional Resources](#) available on the Web:

- Competitive Events Resources
- Competitive Events At-a-Glance
- Competitive Events Format Guide
- State Officer Application Materials
- Who's Who in FBLA

Oklahoma FBLA 2024 State Leadership Conference

Conference Overview

Oklahoma Future Business Leaders of America is excited to invite your FBLA chapter members to the annual **Oklahoma FBLA State Leadership Conference, April 5-6, 2024**. University of Central Oklahoma (UCO) in Oklahoma City will be the site of the State Leadership Conference (SLC)! During the SLC, Oklahoma's finest high school, middle school, and collegiate 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!
- Earn recognition and attend stimulating leadership sessions!
- Campaign for State Office and elect State Leaders!
- Participate in fun entertainment and activities!
- Meet and network with fellow members, advisers, and business and community leaders!
- Enjoy spectacular and inspiring general sessions!
- Earn honors and scholarships as one of the best in education!

University of Central Oklahoma (UCO), Oklahoma City: Home of the 2024 State Leadership Conference

Oklahoma FBLA is privileged to celebrate the capstone of the FBLA experience in Oklahoma City! Join us at the University of Central Oklahoma: 100 N. University Drive | Edmond, OK 73034

Registration for the conference will open in the BluePanda system starting February 12, 2024 and close March 15, 2024.

Conference Fee Schedule

Conference fees for the 2024 State Leadership Conference are as follows:

- \$85.00 - Member Registration Rate
- \$85.00 - Advisers, Parents, and Chaperones

The conference fee includes dinner on Friday, April 5 and lunch on Saturday, April 6.

No Refunds

As a reminder, there are no refunds (conference registration) for cancellations that occur after the March 18, 2024, the final change deadline.

Important Deadlines

February 12: SLC Registration Opens

- Online registration done through [BluePanda](#)

March 1: National and State Officer Applications

March 1 (*ONLINE and PAYMENT RECEIPT DEADLINE*):

- *National FBLA High School and Middle School Membership payment deadline for competition at the State Leadership Conference and National Leadership Conference. All Collegiate members must be in the system by this point to compete at SLC.*

March 1 National Deadlines (RECEIPT or ONLINE):

- LEAD Award Online Deadline for FBLA Middle School (online - national)
- Business Achievement Awards Online Deadline for FBLA High School (online - national)
- Collegiate Excellence Awards Online Deadline for FBLA Collegiate (online – national)

March 1: SLC Registration Deadline (ONLINE)

- Online registration done through [BluePanda](#)

March 1: State Deadlines (RECEIPT or ONLINE):

- Production Tests Deadline
 - Oklahoma FBLA will mirror the process used by National FBLA. All test files will be printed as PDF and uploaded to an online form found starting February 22 on the SLC webpage. More details will be included in the testing materials.
- Pre-Judged Materials Deadline:
 - FBLA Events include: Digital Animation, Digital Video Production, Future Business Educator, Future Business Leader, and Job Interview
 - FBLA Collegiate Events include: Future Business Educator, Future Business Executive, Job Interview
- Chapter and Team Reports Deadline
 - FBLA Events include: American Enterprise Project, Business Plan, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project (online - state)
 - FBLA Collegiate Events include: Community Service Project
- National Business Honor Roll forms due (online - state)
- Who's Who deadline (online - state)
- Businessperson of the Year nominations due (online - state)
- Adviser of the Year nominations due (online - state)

March 15: SLC Registration Closes

March 16: Production Test Materials Distribution

- FBLA Events include: Computer Applications, Database Design and Applications, Spreadsheet Applications, and Word Processing
- FBLA Collegiate Events include: Business Communication and Computer Applications

March 16 – March 29: Online Objective Testing Period – ends at 5:00 p.m. on March 29.

April 5-6: State Leadership Conference | University of Central Oklahoma

April 21: Intent to compete at NLC forms due by 5:00pm

April (dates vary): National Scholarships <https://www.fbla.org/pbl-awards-recognition/>

May 3: NLC Registration Deadline

Recognition Checklist

The following forms are strongly encouraged as we would like everyone to participate in these great opportunities:

- National Business Honor Roll
- Who's Who in FBLA
- Businessperson of the Year
- Adviser of the Year

All state Recognition Award applicants must be submitted at <http://oklahomafbla.org/slc> by March 15, 2024.

HAVE QUESTIONS?

Jane Werner, State Director

405-753-0015

statedirector@oklahomafbla.org

IMPORTANT INFORMATION

The final deadline for conference registration is **March 15, 2024, at 5 p.m.**

*This is an online receipt deadline. For any late entries of any kind, **there is a \$25 late fee for each late entry**. The late fee must be paid prior to SLC for the student to compete. No late entries for pre-judged events will be accepted after the registration deadline. Late entries for on-line testing will only be accepted until March 11 at 5p.m.*

Substitutions in performance-only events may be made until March 18 and are subject to a \$25 change fee.

LATE ENTRIES AND CHANGES

Late entries and changes requests must be submitted via email to hello@oklahomafbla.org and must be approved by the state management team.

Upon approval, both late entries and changes will be reflected in the BluePanda system once they have been completed.

Conference Housing

Conference Housing for the 2024 State Leadership Conference will be each chapter's responsibility and separate from the conference registration.

Hotels in the area:

- La Quinta Inn & Suites by Wyndham Edmond: 405-513-5353
- Fairfield Inn & Suites by Marriott Edmond: 405-341-4818
- Hampton Inn Oklahoma City/Edmond: 405-844-3037
- Holiday Inn Express Edmond: 405-844-3700
- Hilton Garden Inn Edmond: 405-285-0900

Dress Code

Delegates Attending Oklahoma FBLA Sponsored Activities

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

**FBLA**

DRESS CODE

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for conference attendees—students, advisers, and guests. Professional business attire is required at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated in conference materials.

Conference name badges are considered part of the dress code and must be worn at 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
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Blazer

- Dress pants, including khakis, (or) dress (or) skirt
- Blazer
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Dress

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

Other Professional

- Dress pants, including khakis, (or) skirt
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

BUSINESS CASUAL

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

NOTE: Business Casual is only permitted during sessions specifically noted in conference materials.

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.

June 2021

2024 State Leadership Conference Tentative Agenda

Friday, April 5, 2024

3:00pm – 3:30pm

Adviser Meeting/Event Administrator Orientation
(Required)- *Includes Conference Registration*

3:30pm – 5:00pm

Candidate Briefing and Booth Set Up

Competitive Events—Performance (events to be determined)

5:00pm – 6:00pm

Opening Session & Business Meeting

Candidate Speeches and Q&A

Keynote

Recognition

6:30pm – 8:30pm

Dinner

Saturday, April 6, 2024:

8:30am – 9:00am

Judge Orientation

9:00am – 2:30pm

Competitive Events—Performance (events to be determined)

10:30am – 11:15pm

Workshop Session #1

11:30am – 12:45pm

Lunch Break for All

12 noon – 1:00pm

Voting Delegate Orientation and Voting Polls Open

1:00pm – 1:45pm

Workshop Session #2

2:00pm – 2:45pm

Workshop Session #3

2:00-pm – 3:00pm

New State Officer Academy/Transition

3:00pm – 4:30pm

Workshop Session #4

4:30pm – 5:30pm

Awards of Excellence

Officer Installation

Competitive Event Awards

5:30pm

Exit Packets Available (*Packets will NOT be mailed*)



Competitive Event Information

Each individual Oklahoma FBLA member may participate in a total of five (5) competitive events: up to two (2) of those events may have a performance and/or interview component. Each chapter may have one team in each chapter event. This chapter event would be in addition to a student(s) individual event.

In addition to individual student limits, each chapter is allowed one entry in each performance/case study event.

For Example – one student may compete in up to five (5) objective/prejudged events with no performance component – OR – one (1) event with a performance/interview component and four (4) objective/prejudged events with no performance component – OR – two (2) events with a performance/interview component and three (3) objective/prejudged events with no performance component.

In addition to these scenarios, a student may be on a chapter team and submit one chapter event noted below.

For your convenience, here is an overview of competitive events and what components they contain are listed on the following pages.

STATE LEVEL | COLLEGIATE

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

Key: + Requires Pre-Judged Materials

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 Accounting Case Competition Finance Case Competition – <i>New</i> Hospitality Management Case Competition – <i>New</i> Marketing Case Competition – <i>New</i> Marketing, Sales, & Communication Case Competition – <i>New</i> Technology & Computer Science Case Competition – <i>New</i></p> <p>Presentation Events Business Ethics Community Service Project* (moved from Chapter) Emerging Business Issues Entrepreneurship Pitch Competition – <i>New</i> Future Business Educator* Future Business Executive* Impromptu Speaking – <i>New</i> Job Interview* Public Speaking State of Chapter Presentation (moved from Chapter)</p> <p>Production Events Business Communication* Computer Applications*</p>	<p>Objective Test Events Foundations of Accounting Foundations of Communication – <i>New</i> Foundations of Computer Science – <i>New</i> Foundations of Economics – <i>New</i> Foundations of Entrepreneurship – <i>New</i> Foundations of Finance Foundations of Hospitality Management – <i>New</i> Foundations of Management – <i>New</i> Foundations of Marketing – <i>New</i> Foundations of Selling – <i>New</i> Foundations of Technology – <i>New</i> Organizational Behavior & Leadership Parliamentary Procedure Project Management Retail Management Sports Management & Marketing</p>
<p style="text-align: center;">OTHER EVENTS Chapter events from this section DO count towards the five (5) event limit at state. Oklahoma Individual and Chapter Awards DO NOT.</p>	
<p>Oklahoma Individual Awards 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 OK FBLA</p>	<p>Oklahoma Chapter Awards Outstanding Chapter Chapter Newsletter Chapter Website Digital Scrapbook March of Dimes</p>

STATE LEVEL | HIGH SCHOOL

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

EVENTS WITH PERFORMANCE		EVENTS WITHOUT PERFORMANCE	
Choose a maximum of two (2) event from this column:		Choose up to five (5) events from this column (not to exceed five (5) events total):	
Case Study Events 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		Objective Test Events 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 UX Design	
Presentation Events 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 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		Production Events Computer Applications+ Database Design & Applications+ Spreadsheet Applications+ Word Processing+	
OTHER EVENTS			
Chapter events from this section do not count towards the five (5) event limit at state.			
Chapter Events Choose up to one (1) event maximum from this category: American Enterprise Project+ Community Service Project+ Local Chapter Annual Business Report+ Partnership with Business Project+		Oklahoma Individual Awards 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 OK FBLA	Oklahoma Chapter Awards Champion Chapter Chapter Newsletter Chapter Website Digital Scrapbook March of Dimes Super Service

STATE LEVEL | MIDDLE SCHOOL

Participants can compete in up to five (5) events at the state level. Only two of the 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 EVENTS			
Chapter events from this section do not count towards the five (5) event limit at state.			
Chapter Events Choose up to one (1) event maximum from this category Annual Chapter Activities Community Service Presentation	Oklahoma Individual Awards 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 Young Leader in OK FBLA	Oklahoma Chapter Awards MERIT Award Chapter Newsletter Chapter Website Digital Scrapbook March of Dimes	

Judges Needed

The Oklahoma 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 it is for everyone.

If you have chaperones, contacts, or colleagues that can judge events, we would love to get them involved. Use this [link to the Judge Application form](#). If you have any questions, please contact partner@oklahomafblapbl.org for details.

Note: Advisers are not able to serve as judges but will likely be assigned to assist with an event room.

LCD Projectors/Screens

No LCD Projectors and/or Screens will be provided for performance events this year.

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 Opening Session, visit campaign booths, and attend the Oklahoma FBLA Annual Business Meeting/Campaign Rally, and Voting Session.

Voting delegates will meet for a Voting Delegate Orientation on Saturday, April 6, at 12:00pm.

Each chapter receives voting delegates in accordance with the table below. The number of voting delegates for each chapter is automatically calculated in the State Office based on March 1 Membership Numbers.

Number of Chapter Voting Delegates

5-9 Members	1 delegate
10-29 Members	2 delegates
30-49 Members	3 delegates
50-69 Members	4 delegates
70-89 Members	5 delegates
90-109 Members	6 delegates
110+ Members	7 delegates

Avoid Common Registration Frustrations!

- READ THIS REGISTRATION PACKET IN DETAIL! Assign it for extra credit homework for chapter officers so multiple members of your chapter are familiar with SLC requirements and procedures.
- READ THE INSTRUCTIONS for online registration and follow them very carefully! We are using an online registration system, BluePanda, which is where all students and advisers will register. All pre-submitted materials will also be uploaded into the BluePanda system.
- READ THE NATIONAL FBLA COMPETITIVE EVENTS GUIDELINES online. Note that Oklahoma refers to National Guidelines for all rating sheets and event regulations. In a very few instances, Oklahoma has things we do slightly different.
- Follow-up with the district or business office to make sure the fees will be paid on time.
- Print all forms, confirmations, and correspondence for your records and bring them with you to the SLC!
- Make registration checks payable to: Oklahoma FBLA
- Carefully review FBLA Dress Code Policy and Code of Conduct standards with your students before you arrive for the SLC. Dress code violations need not be a reason for competitors to be disqualified from competition.
- Only checks should be mailed to: PO Box 1440, Owasso, Oklahoma 74055.
- Email Competitive Event questions to statedirector@Oklahomafbla.org.

Oklahoma FBLA 2024 State Leadership Conference

Online Registration & Online Submission Instructions

The SLC Online Submission and Registration System will go live on February 1. For the 2024 State Leadership Conference, all registration will be online through BluePanda.

Step 1:

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

VERY IMPORTANT NOTE: Once you submit any of the online forms, you cannot make changes. Please complete a **CHANGE FORM** for any changes that need to be made, before or after the registration window closes. As we make changes on the back end, the interactive reports will update in real time, and you can confirm that changes have been made by seeing them for yourself. There are no change fees until March 19 if you need us to make updates.

Step 2:

Visit www.oklahomafbla.org/slc, and scroll to the Registration and Forms section.

On this page, you will find links to all the online forms as well as the interactive reports. Bookmark this page, as you will be visiting it multiple times during the registration process. Review the registration instruction guide.

Step 3:

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 must save after moving each student to the competitor column for that event.

Step 4:

At www.oklahomafbla.org/slc, 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 5:

Review your BluePanda information closely. *Are all the students registered in the correct events?*

Step 7:

Upload all your pre-judged materials for the conference using the Online Submission Forms. It is preferred that you only upload one file per entry, but if your technology means that you had to scan something, and the one entry is multiple files, we have added this functionality. It is still only one online form per submission. Events that are submitted electronically are as follows:

- ☐ School Site Testing Entries—Online Submission
 - ☐ Business Communication – Collegiate
 - ☐ Computer Applications – Collegiate & HS
 - ☐ Database Design & Application – HS
 - ☐ Spreadsheet Applications - HS
 - ☐ Word Processing – HS
- ☐ Pre-Judged Materials—Online Submission
 - ☐ American Enterprise Project
 - ☐ Business Ethics - HS Only
 - ☐ Business Plan
 - ☐ Community Service Project – Collegiate & HS
 - ☐ Future Business Leader
 - ☐ Future Business Executive
 - ☐ Future Business Educator – Collegiate & HS
 - ☐ Job Interview – Collegiate & HS
 - ☐ 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
 - ☐ Volunteer of the Year
 - ☐ National Business Honor Roll
 - ☐ Retiring Adviser Recognition
 - ☐ Who's Who in FBLA
- ☐ URL Submissions—Online Submission
 - ☐ Digital Video Production

After you have uploaded PDF and URL event files, you can use the interactive report to review what you have submitted.

Adviser of the Year

The purpose for this award is to recognize an outstanding FBLA local chapter adviser of the year. The honoree is automatically nominated for recognition at the National Leadership Conference.

Eligibility

Nominations may come from local chapter advisers, FBLA members, Professional Division Members, local administrators, and alumni. When nomination forms are received in the state office, the nominees may be contacted by the state office for further information.

Nomination forms must be submitted online no later than the close of business on the date given on the official Oklahoma FBLA calendar of events.

Procedure

A selection committee will review information according to stated criteria, with emphasis being given to the FBLA and PBL adviser who:

- Has a deep commitment to FBLA and its members.
- Is a current member of the FBLA Professional Division.
- Uses a fair and democratic approach in leading the chapter.
- Actively promotes interaction of FBLA activities with all business teachers and throughout high school courses and departments.
- Works with businesspersons and civic groups in the community.
- Uses businesslike methods in coordinating the work of FBLA.
- Uses sound planning and evaluation of local chapter activities.
- Provides opportunities for members to participate in FBLA activities beyond the local level.
- Has served as a local chapter adviser for at least two (2) years.
- Rallies time and resources to support local chapter development.
- Integrates FBLA into the classroom.
- Serves as a role model, mentor, and champion of member and adviser success.
- Contributes to local, state, and national FBLA.
- Supports business and career technical education through involvement and leadership in other activities.

Adviser of the Year

Award Nomination Form

Oklahoma FBLA will select one overall adviser to honor as the Oklahoma FBLA Adviser of the Year, one for Oklahoma FBLA-Middle Level Adviser of the Year, and one for Oklahoma PBL Adviser of the Year.

When nominating an adviser, you will complete an online form that asks for the following information, as well as letters of recommendation that should be uploaded. Letters of recommendation should describe contributions to FBLA on the local, regional, state, and national level. The required information is:

- Nominator Name
- Division
- Nominator Email Address
- Nominee Name
- Nominee Email Address
- Nominee Chapter
- Nominee Address
- Nominee Principal/Dean
- Nominee Principal/Dean Email Address

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. Oklahoma FBLA recognizes that 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 Oklahoma are encouraged to nominate members to be recognized in the National Business Honor Roll who meet the following criteria:

- High School/College: 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 Leadership Conference.

The National Business Honor Roll materials will be an online form to submit. When you submit the form, you will be required to attach an unofficial copy of your transcript as well as a one-page resume. Please have the following information ready when you apply for the National Business Honor Roll:

- Name
- Chapter
- Home Address
- Phone Number
- Email
- School Address
- Year in School
- Years in FBLA
- GPA

Adviser Reminders

As leaders and teachers of young professionals, it is important that we prepare our students for this upcoming event. The following information will help you to plan for the State Leadership Conference and prepare your students with important information about the conference.

Code of Conduct/Curfew

Oklahoma FBLA has established a specific Participant Code of Conduct. Please go over carefully with your students prior to the conference. While attending the conference, please keep in mind that each adviser will need to establish a curfew for their students. It will also be the adviser's responsibility to conduct room checks each night at the hotel to enforce the chapter curfew.

Chapter advisers are responsible for the conduct of their chapter members. Unfortunately, simply checking to make sure your students are in their rooms at curfew does little to ensure they will stay there. Therefore, it is recommended that advisers be visible in each hall for at least one hour past the published curfew.

Onsite Chaperoning

Having your students check in with you at least three times per day is recommended. Let your students know of your whereabouts so they can easily do this. Have your students work together to remind each other of the times and locations for their events and activities. When you are busy assisting with an activity, make sure you let your students know where your assignment will be and have them write it down in their programs.

Promote a positive spin on the conference; ask them if they are having a good time. If possible, help them to have a better time by getting them more involved. Get them involved with the officer candidates or helping out with a campaign; this is a great way to meet people. Remember, there is nothing like good positive reports by your group upon returning home. Remind students to thank the event staff, judges, and volunteers. They appreciate knowing their hard work has benefited the students. If you plan to use parent chaperones, let your officers plan a special way to thank them at the conference or upon your return home.

Visibility

Drop in and check on your students. Performing a "head count" at curfew time is vital. Make sure you physically see every student at curfew. Ask questions about events and have a conversation with them so you can see how they are doing. With all of this, you will know that your students have been accounted for, which helps prevent challenges. *Meet challenges head-on in a positive manner!* Do not let things get out of hand—do your part, tactfully. Ask other advisers for ideas if you are not sure how to handle minor situations. With your continued help we can help our students make the 2024 State Leadership Conference a memorable one.

Publicity

Your chapter and Oklahoma FBLA, in general, welcome positive publicity. Use participation for the SLC to generate some positive publicity. It is always nice for the public to know you have participated before you have to earn dollars for the national competition.

Special Needs Students

Our office makes every attempt to accommodate special needs students at the conference. If you contact us prior to the conference, we can make the conference and competition as barrier free as possible. If you have students with physical challenges that make movement more difficult, please be sure to note handicapped needs (such as wheelchair accessibility). Please inform Oklahoma FBLA by March 1, 2024, of any special competition needs that may be required.

STATEMENT OF ASSURANCE

Oklahoma FBLA | State Leadership Conference | April 5-6, 2024

Advisers attending Oklahoma FBLA events must review, sign, and upload this agreement as part of the registration process.

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

- I have read and understand the Adviser Code of Conduct in the Conferences & Policies and Procedures document and will always abide by the Adviser Code of Conduct.
- 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 Oklahoma 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 an Oklahoma 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 Oklahoma 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.

Adviser Signature:	
Chapter Name:	
Date:	

PERMISSION/MEDICAL RELEASE FORM (4 PAGES TOTAL)

ALL OKLAHOMA FBLA SPONSORED ACTIVITIES 2023-2024

CODE OF CONDUCT

Attendance at any Oklahoma 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 Oklahoma 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 *Oklahoma 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 Oklahoma FBLA organization. The standards outlined in this document constitute the Oklahoma FBLA Code of Conduct.

The following shall be regarded as severe violations of the Oklahoma 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 Oklahoma 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 Oklahoma 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 OKLAHOMA FBLA SPONSORED ACTIVITIES

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

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

OFFICIAL OKLAHOMA FBLA DRESS CODE

Oklahoma FBLA adheres to the official dress code set by National FBLA. The dress code for conferences and competitive events is available here: [DRESS CODE](#)

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

Oklahoma 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
- Midriff-barring clothing
- Swimwear
- Athletic clothing
- Leggings or graphic designed hosiery/tights

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

OKLAHOMA FBLA DELEGATE PERMISSION & MEDICAL RELEASE FORM
(Students and Alumni are collectively referred to as "Delegates" in this document)

Conduct Code Endorsement, Permissions to Attend Oklahoma 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 Oklahoma FBLA sponsored activities. I also do hereby, on the behalf of *the above-named delegate* absolve and release Oklahoma FBLA, the school officials, the FBLA chapter advisers, conference staff, and Oklahoma 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 Oklahoma 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 Oklahoma 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 Oklahoma 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 Oklahoma 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 four total pages. Signatures on this page apply to the content included on all four pages.