

# COLORADO FBLA STATE LEADERSHIP CONFERENCE

2021 Call to Conference



## CONTENTS

<b>Changes to the 2021 State Leadership Conference.....</b>	<b>3</b>
<b>Conference Prep.....</b>	<b>3</b>
Checklist to Prepare for State Leadership Conference .....	3
State Leadership Conference Deadline Checklist .....	4
Tentative Agenda.....	5
Conference Information .....	5
<b>Conference Registration.....</b>	<b>6</b>
Registration Deadlines.....	6
Registration Scholarships .....	6
Eligibility.....	6
Special Accommodations.....	6
State Leadership Conference T-shirts .....	6
<b>Conference Payment .....</b>	<b>7</b>
Payment Postmark Deadline: April 15 .....	7
Cost .....	7
Checks.....	7
Credit Card Payments .....	7
Registration Refunds .....	7
<b>Competitions .....</b>	<b>8</b>
State Contests .....	8
NLC Pin & T-shirt Design Contest.....	8
Competitive Event Entries.....	8
Who's Who .....	8
Online Testing .....	8
National Competitive Events .....	9
List of Events .....	9
Prejudge Events .....	11
Production Events .....	11
Role Play & Interview & impromptu speaking Events .....	11
Presentation and demonstration Events .....	12
Changes in Guidelines.....	12
Drop and Substitution Process .....	13
Judges.....	13

NLC Competitor Intention Form .....	13
Miscellaneous Information .....	14
FBLA Programs .....	14
Business Achievement Awards (BAA) .....	14
Community Service Awards (CSA) .....	14
Peak Awards.....	14
Voting Delegates.....	14
Voting Delegate Orientation and Business Meeting.....	14
Bylaw Amendments.....	14
Pictures Needed .....	15
Awards Session.....	15
Awards: Information, Deadlines and Forms .....	15
Chapter Contributions.....	16
Scholarships.....	16
Alumni Scholarship .....	16
CBE Scholarship .....	16
Dave Sanders Memorial Scholarship.....	17
National FBLA Scholarships .....	17
Forms.....	18
Multiple Release Form.....	18
Colorado FBLA Code of Conduct .....	18
Dress Code.....	18



## CHANGES TO THE 2021 STATE LEADERSHIP CONFERENCE

- **VIRTUAL:** The 2021 State Leadership Conference will be held virtually
- **SLC Attendance Eligibility:** Any student can register/attend the State Leadership Conference
- **Online Tests:** Tests will be taken online:
  - **Team tests will NOT be collaborative.** Each individual will take a test. The team score will be the averages of the individual scores.
  - **Tests will be open note/open book.**
  - **Tests will be 60 minutes.**

## CONFERENCE PREP

### CHECKLIST TO PREPARE FOR STATE LEADERSHIP CONFERENCE

- ☐ Give the [Qualifier Letter](#) to all members qualifying for SLC at/after DLC
- ☐ Set chapter deadlines for registration and payment
- ☐ Submit school district paperwork
- ☐ Determine member cost to attend with your chapter, including registration fees, T-shirts and Watch Party Pack
- ☐ Provide members with necessary conference information, including cost
- ☐ Discuss dress code requirements with members
- ☐ Collect member payment before registration deadline
- ☐ Register all members for the conference by the deadline
- ☐ Print e-mailed invoice and check, double-check, triple-check for accuracy
- ☐ Submit invoice to bookkeeper for payment
- ☐ Mail conference payment to Colorado FBLA (or pay via credit card)
- ☐ Follow the deadline checklist for all State Leadership Conference forms
- ☐ Review State Leadership Conference tentative agenda with attending members and chaperones
- ☐ Ensure all Multiple Release Forms are properly completed, keep with the adviser
- ☐ Have all attendees follow and like Colorado FBLA on social media sites to receive conference updates during the conference
- ☐ Discuss National Leadership Conference information with members, so they are prepared if they qualify



## STATE LEADERSHIP CONFERENCE DEADLINE CHECKLIST

Date	Deadline	Notes
March 1	SLC Registration Scholarship	<a href="https://cccs-forms.formstack.com/forms/slc_scholarship_application">https://cccs-forms.formstack.com/forms/slc_scholarship_application</a>
March 1	State Officer Selection Committee Application	<a href="https://cccs-forms.formstack.com/forms/selection_committee">https://cccs-forms.formstack.com/forms/selection_committee</a>
March 10	Early Bird Conference Reg	<a href="https://www.registermychapter.com/fbla/co-vce">https://www.registermychapter.com/fbla/co-vce</a>
March 10	State Officer Candidate Application	<a href="https://cccs-forms.formstack.com/forms/fbla_state_officer_application">https://cccs-forms.formstack.com/forms/fbla_state_officer_application</a>
March 16	Regular Conference Registration	<a href="https://www.registermychapter.com/fbla/co-vce">https://www.registermychapter.com/fbla/co-vce</a>
March 16	Peak Awards	<a href="https://www.coloradofbla.org/progress">https://www.coloradofbla.org/progress</a>
March 16	Year in Review Photos	<a href="https://cccs-forms.formstack.com/forms/year_in_review_photos">https://cccs-forms.formstack.com/forms/year_in_review_photos</a>
March 16	NLC Pin/T-shirt Design Contest	<a href="https://cccs-forms.formstack.com/forms/design_form">https://cccs-forms.formstack.com/forms/design_form</a>
March 16	Administrator of the Year	<a href="https://cccs-forms.formstack.com/forms/administrator_award">https://cccs-forms.formstack.com/forms/administrator_award</a>
March 16	Honorary Life Member	<a href="https://cccs-forms.formstack.com/forms/honorary_member_award">https://cccs-forms.formstack.com/forms/honorary_member_award</a>
March 16	Businessperson of the Year	<a href="https://cccs-forms.formstack.com/forms/businessperson_of_the_year">https://cccs-forms.formstack.com/forms/businessperson_of_the_year</a>
March 16	School Counselor of the Year	<a href="https://cccs-forms.formstack.com/forms/school_counselor">https://cccs-forms.formstack.com/forms/school_counselor</a>
March 16	Outstanding Adviser of the Year	<a href="https://cccs-forms.formstack.com/forms/outstanding_adviser">https://cccs-forms.formstack.com/forms/outstanding_adviser</a>
March 16	New Adviser of the Year	<a href="https://cccs-forms.formstack.com/forms/outstanding_adviser">https://cccs-forms.formstack.com/forms/outstanding_adviser</a>
March 16	Who's Who	<a href="https://cccs-forms.formstack.com/forms/who_s_who">https://cccs-forms.formstack.com/forms/who_s_who</a>
March 16	Donations	<a href="https://cccs-forms.formstack.com/forms/donations">https://cccs-forms.formstack.com/forms/donations</a>
March 16	Scholarship: Alumni	<a href="https://cccs-forms.formstack.com/forms/scholarship">https://cccs-forms.formstack.com/forms/scholarship</a>
March 16	Scholarship: Dave Sanders	<a href="https://cccs-forms.formstack.com/forms/scholarship">https://cccs-forms.formstack.com/forms/scholarship</a>
March 16	Scholarship: CBE	<a href="https://cccs-forms.formstack.com/forms/cbe_scholarship">https://cccs-forms.formstack.com/forms/cbe_scholarship</a>
March 18	Role Plays/Topics Released	
March 31	Pre-Judge/Presentation Recordings Due	
April 7-14	Online Testing Window	
April 16	BAA (Future, Business, Leader Submissions)	<a href="https://www.fbla-pbl.org/fbla/programs/education/baa/">https://www.fbla-pbl.org/fbla/programs/education/baa/</a>
April 16	CSA (Community, Service Submissions)	<a href="https://www.fbla-pbl.org/fbla/programs/recognition-awards/csa/">https://www.fbla-pbl.org/fbla/programs/recognition-awards/csa/</a>
April 18	Opening Session	
April 19	Business Meeting	
April 20	Closing Awards Session	
April 25	BAA/CSA Deadline	<b>BAA America</b> and <b>CSA Achievement</b>
April 30	NLC Intention Form	<a href="https://cccs-forms.formstack.com/forms/nlc_intention_form">https://cccs-forms.formstack.com/forms/nlc_intention_form</a>

## TENTATIVE AGENDA

*This schedule is a tentative one and is subject to change.*

<b>Sunday, April 18</b>	
6:30 pm	Opening Session
Evening	Entertainment
<b>Monday, April 19</b>	
8:00 am	Workshops – available for viewing later
3:00 pm	Business Meeting (Voting Delegates)
Evening	Entertainment
<b>Tuesday, April 20</b>	
6:30 pm	Closing Awards Session

## CONFERENCE INFORMATION

**State Leadership Conference Description:** While attending the Colorado FBLA State Leadership Conference, members will have the opportunity to expand their leadership potential and develop skills for life planning, goal setting and business acumen necessary in the workforce. Activities at the conference will include personal and professional development workshops, competitive events and motivational general sessions.

**Date:** April 18-20

**Location:** Virtual

### Attendee Information Needed to Register

- Name
- Competitive Event
- Item Info:
  - Voting Delegate(s)
  - Adviser Years of Service
  - T-shirt Size (optional) - \$10 per T-shirt
  - Watch Party Kit (optional): Planning to have your chapter gather to watch the Opening and Closing Sessions? Register for your Watch Party Kit (including popcorn and FBLA swag!) within the registration system - \$30 per chapter



### Required Forms

- [Multiple Release Form](#) – completed form from each member to be kept with adviser
- Certification Form – to be completed as a part of the registration system

## CONFERENCE REGISTRATION

[Registration Link](#)

### REGISTRATION DEADLINES

Early Bird Registration Deadline: March 10

Regular Registration Deadline: March 16

### REGISTRATION SCHOLARSHIPS

**Deadline:** March 1

Colorado Business Educators (CBE) Board has approved registration scholarships (\$50 each) to deserving members. Applications are [online](#).

### ELIGIBILITY

Students that qualified to compete are eligible to attend, along with any other nationally registered members.

### SPECIAL ACCOMMODATIONS

For members that require special accommodations, complete the special accommodation portion in the registration system. Example reasons that members may need special accommodations would include extended time on tests.

### STATE LEADERSHIP CONFERENCE T-SHIRTS

A conference T-shirt will be available. The design will be inspired by the winning T-shirt design from Colorado Fall Leadership Conference, shown at the right and designed by Viravee Vashisht, Cherry Creek High School. T-shirts can be pre-ordered through the registration system. Select Items and Conference T-shirts, selecting the size for pre-ordering. T-shirts are \$10 each.



## CONFERENCE PAYMENT

### PAYMENT POSTMARK DEADLINE: APRIL 15

#### COST

	Registration	Early Bird Cost	Regular Cost	Late Cost*
	Deadline	March 10	March 16	After March 16
	<b>Registration</b> (includes session production, awards, officer expenses, judge gifts, registration system, speaker fees, competitions, postage and other expenses)	\$50	\$60	\$100

\*To register members after the registration deadline, e-mail [jen.girvin@cccs.edu](mailto:jen.girvin@cccs.edu).

#### CHECKS

Checks can be made out to Colorado FBLA and mailed to 9101 E Lowry Blvd, Denver, CO 80230.

#### CREDIT CARD PAYMENTS

Check the credit card payment option in the registration system. A PayPal link will be available in the registration system for payment. If paying by credit card, a 4% fee will be added. Credit card **MUST** be selected as a payment option. **If a credit card payment is not selected, yet is used as a method of payment, the chapter will be invoiced the 4% convenience fee, plus a \$35 processing fee.**

#### REGISTRATION REFUNDS

No registration refunds will be processed after the registration deadline.





# COMPETITIONS

## STATE CONTESTS

### NLC PIN & T-SHIRT DESIGN CONTEST

**Deadline:** March 16

Each chapter can submit two entries (for each contest) for the [NLC Pin and T-shirt Design Contest](#). Top designs will be presented to voting delegates during the Business Meeting for voting. Colorado or Colorado FBLA must be on the design, trademarked or copyrighted materials cannot be used and the NLC theme could be considered in the design.

### COMPETITIVE EVENT ENTRIES

Each member can enter in a maximum of one event. Exceptions are for the chapter events: A member can participate in one event, plus American Enterprise Project, Community Service Project, Local Chapter Annual Business Report and Partnership with Business.

### WHO'S WHO

**Deadline:** March 16

Senior members are encouraged to apply for Who's Who by the listed pre-judge deadline. Who's Who in FBLA honors local seniors who have made outstanding contributions to the association at the local, state and national level. To be eligible, the member must have completed the Future level of Business Achievement Awards and must submit a cover letter, resume and adviser letter of recommendation. Information, [rating sheet](#) and [submission link can be found online](#).

### ONLINE TESTING

**Window:** April 7-14

**Time:** 7:00 am – 7:00 pm

- **Online Tests:** Tests will be taken online – at school or home
  - **Team tests will NOT be collaborative.** Each individual will take a test. The team score will be the averages of the individual scores. Team members should log in within 15 minutes of each other. Those not logging in within 15 minutes of each other will receive a zero test score.
  - **Tests will be open note/open book.**
  - **Tests will be 60 minutes.**
- Testing information will be sent to advisers by April 5<sup>th</sup>

Online Testing Events: *See the list on the next two pages for all events with a test*

## NATIONAL COMPETITIVE EVENTS

### LIST OF EVENTS

Event	Grade	Type	I/T/C*	National Qs
3-D Animation	9-12	Prejudge & Recorded Presentation	T (1-3)	Top 4
Accounting I	9-12	Online Test	I	Top 4
Accounting II	9-12	Online Test	I	Top 4
Advertising	9-12	Online Test	I	Top 4
Agribusiness	9-12	Online Test	I	Top 4
American Enterprise	9-12	Prejudge & Recorded Presentation	C (1-3)	Top 4
Banking & Financial Systems	9-12	Online Test & Recorded Role Play	T (1-3)	Top 4
Broadcast Journalism	9-12	Recorded Presentation	T (1-3)	Top 4
Business Calculations	9-12	Online Test	I	Top 4
Business Communication	9-12	Online Test	I	Top 4
<u>Business Ethics</u> (Daniels Fund Initiative)	9-12	Online Test, Prejudge, Recorded Presentation	T (1-3)	Top 4
Business Financial Plan	9-12	Prejudge & Recorded Presentation	T (1-3)	Top 4
Business Law	9-12	Online Test	I	Top 4
Business Plan	9-12	Prejudge & Recorded Presentation	T (1-3)	Top 4
Client Service	9-12	Recorded Presentation	I	Top 4
Coding & Programming	9-12	Recorded Demonstration	I	Top 4
Community Service Project	9-12	Prejudge & Recorded Presentation	C (1-3)	Top 4
Computer Applications	9-12	Production & Online Test	I	Top 4
Computer Game & Simulation Programming	9-12	Recorded Demonstration	T (1-3)	Top 4
Computer Problem Solving	9-12	Online Test	I	Top 4
Cyber Security	9-12	Online Test	I	Top 4
Database Design & Applications	9-12	Production & Online Test	I	Top 4
Digital Video Production	9-12	Prejudge & Recorded Presentation	T (1-3)	Top 4
E-Business	9-12	Recorded Demonstration	T (1-3)	Top 4
Economics	9-12	Online Test	I	Top 4
Electronic Career Portfolio	9-12	Recorded Presentation w/Equipment	I	Top 4
Entrepreneurship	9-12	Online Test & Role Play	T (1-3)	Top 4
Future Business Leader	9-12	Prejudge, Online Test & Recorded Interview	I	Top 4
Graphic Design	9-12	Recorded Presentation w/Equipment	T (1-3)	Top 4
Healthcare Administration	9-12	Online Test	I	Top 4
Help Desk	9-12	Online Test & Recorded Role Play	I	Top 4
Hospitality and Event Management	9-12	Online Test & Recorded Role Play	T (1-3)	Top 4
Impromptu Speaking	9-12	Recorded Speech	I	Top 4
Insurance & Risk Management	9-12	Online Test	I	Top 4
International Business	9-12	Online Test & Recorded Role Play	T (1-3)	Top 4
Introduction to Business	9-10	Online Test	I	Top 4
Introduction to Business Communication	9-10	Online Test	I	Top 4

Introduction to Business Presentation	9-10	Recorded Presentation w/Equipment	T (1-3)	Top 4
Introduction to Business Procedures	9-10	Online Test	I	Top 4
Introduction to Event Planning	9-10	Online Test & Recorded Role Play	T (1-3)	Top 4
Introduction to FBLA	9-10	Online Test	I	Top 4
Introduction to Financial Math	9-10	Online Test	I	Top 4
Introduction to Information Technology	9-10	Online Test	I	Top 4
Introduction to Parliamentary Procedure	9-10	Online Test	I	Top 4
Introduction to Public Speaking	9-10	Recorded Speech	I	Top 4
Introduction to Social Media Strategy	9-10	Recorded	T (1-3)	Top 4
Job Interview	9-12	Prejudge & Recorded Interview	I	Top 4
Journalism	9-12	Online Test	I	Top 4
LifeSmarts	9-12	Team Performance	T (2)	By invite
Local Chapter Annual Business Report**	9-12	Prejudge & Recorded Presentation	C (1-3)	Top 4
Management Decision Making	9-12	Online Test & Recorded Role Play	T (1-3)	Top 4
Management Information Systems	9-12	Online Test & Recorded Role Play	T (1-3)	Top 4
Marketing	9-12	Online Test & Recorded Role Play	T (1-3)	Top 4
Mobile Application Development	9-12	Recorded Demonstration	T (1-3)	Top 4
Network Design	9-12	Online Test & Recorded Role Play	T (1-3)	Top 4
Networking Infrastructures	9-12	Online Test	I	Top 4
Organizational Leadership	9-12	Online Test	I	Top 4
Parliamentary Procedure	9-12	Online Test & Recorded Role Play	T (4-5)	Top 4
Partnership with Business Project	9-12	Prejudge & Recorded Presentation	C (1-3)	Top 4
Personal Finance	9-12	Online Test	I	Top 4
Political Science	9-12	Online Test	I	Top 4
Public Service Announcement	9-12	Recorded Presentation w/Equipment	T (1-3)	Top 4
Public Speaking	9-12	Recorded Speech	I	Top 4
Publication Design	9-12	Recorded Presentation w/Equipment	T (1-3)	Top 4
Sales Presentation	9-12	Recorded Presentation w/Equipment	T (1-3)	Top 4
Securities & Investments	9-12	Online Test	I	Top 4
Social Media Strategies	9-12	Recorded Presentation w/Equipment	T (1-3)	Top 4
Sports & Entertainment Management	9-12	Online Test & Recorded Role Play	T (1-3)	Top 4
Spreadsheet Applications	9-12	Production & Online Test	I	Top 4
Supply Chain Management	9-12	Online Test	I	Top 4
Virtual Business Finance Challenge	9-12	Team Performance	T (1-3)	By invite
Virtual Business Management Challenge	9-12	Team Performance	T (1-3)	By invite
Website Design	9-12	Recorded Demonstration	T (1-3)	Top 4
Who's Who in FBLA	12	Prejudge	I	Top 4
Word Processing	9-12	Production & Online Test	I	Top 4

*\*Individual, Team or Chapter Events - Teams can be made up of 1, 2 or 3 participants, unless otherwise noted in parenthesis. Chapter events can have 1, 2 or 3 participants present the project.*

*\*\*Exception: Chapter Events - can have a member participate in another event in addition to a chapter event*

---

## PREJUDGE EVENTS

**Deadline:** March 31, 11:59 pm

Prejudge events are due using the online submission system. [Students must submit the projects](#) AND [advisers must approve](#) by the deadline.

Events with a pre-judge component:

Event	Pre-judge Component
3-D Animation	URL
American Enterprise Project	Report (PDF)
Business Ethics	Executive Summary (PDF)
Business Financial Plan	Report (PDF)
Business Plan	Report (PDF)
Community Service Project	Report (PDF)
Digital Video Production	URL
Future Business Leader	Cover Letter, Resume (PDF)
Job Interview	Cover Letter, Resume (PDF)
Local Chapter Annual Business Report	Report (PDF)
Partnership with Business Project	Report (PDF)

---

## PRODUCTION EVENTS

**Deadline:** March 31, 11:59 pm

Production events are due using the [online submission link](#). The last submitted entry in the system will be the one graded. Production tests will be emailed to advisers March 18<sup>th</sup>.

Production Events: *Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing*

---

## ROLE PLAY & INTERVIEW & IMPROMPTU SPEAKING EVENTS

**Role Plays Released:** March 18, 8:00 am

**Submission Deadline:** March 31, 11:59 pm

Role play and topics will be [released through the online system](#) on March 18<sup>th</sup> at 8:00 am. Recorded role plays are due using the online submission system. [Students must submit the projects](#) AND [advisers must approve](#) by the deadline.

Recording Specifications:

- Recordings should be taken in one continuous take
- Recordings should not be edited (examples: adding subtitles or music)
- Recordings should show the members presenting, but no presentation software used
- Judges will judge on the content, not the recording quality
- There are no judge questions
- Examples of online conference software that can record: Zoom, Loom, WebEx, Google Meet, etc

Role Play Events: *Banking & Financial Systems, Client Service, Entrepreneurship, Future Business Leader (interview questions), Help Desk, Hospitality & Event Management, Impromptu Speaking, International Business, Intro to Event Planning, Job Interview (questions), Management Decision Making, Management Information Systems, Marketing, Network Design, Parliamentary Procedure, Sports & Entertainment Management*

*Note: Most role plays also have an online testing component.*

---

## PRESENTATION AND DEMONSTRATION EVENTS

**Submission Deadline:** March 31, 11:59 pm

Recorded presentations are due using the online submission system. **Students must submit the projects** AND **advisers must approve** by the deadline.

Recording Specifications:

- Recordings should be taken in one continuous take
- Recordings should not be edited (examples: adding subtitles or music)
- Recordings should show the members presenting
- Judges will judge on the content, not the recording quality
- There are no judge questions
- Examples of online conference software that can record: Zoom, Loom, WebEx, Google Meet, etc

Presentation and Demonstration Events: *3-D Animation, American Enterprise Project, Broadcast Journalism, Business Ethics, Business Financial Plan, Business Plan, Coding & Programming, Community Service Project, Computer Game & Simulation Programming, Digital Video Production, E-business, Electronic Career Portfolio, Graphic Design, Hospitality & Event Management, International Business, Intro to Business Presentation, Intro to Public Speaking, Intro to Social Media Strategy, Local Chapter Annual Business Report, Mobile Application Development, Partnership with Business Report, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Website Design*

---

## CHANGES IN GUIDELINES

The **national guidelines** will be followed for competitions.

**Currently, there are the following exceptions/changes in events:**

- **Business Ethics will use the Colorado guidelines**
- **Role Play Event Scoring:** The preliminary round will have a weighted score. 25% of each team's overall preliminary score will be based on a team's preliminary performance score and the other 75% of each team's overall preliminary score will be based on the team's objective test score. The top overall scores from each section will present a role play in the final round. The score in the final round will be 100% based on performance (scores from each of the final rounds averaged together) and the objective test will only be used as a tiebreaker in the final round.
- **Competitors must complete all portions of competitions in order to be called as a finalist and qualify for the next round of competition.**

---

## DROP AND SUBSTITUTION PROCESS

- For drops, e-mail Jen Staley-Girvin ([jen.girvin@cccs.edu](mailto:jen.girvin@cccs.edu)) with the name of the team/individual drop.
- A \$10 fee will apply to any substitutions or additions, as long as the member is registered for the conference.
- For additions after the March 16<sup>th</sup> deadline where the member isn't registered for the conference, the late conference registration fee is in effect.

---

## JUDGES

Know of those that meet the judge definition and want to judge during State Leadership Conference? Have them complete the [online form](#).

---

## NLC COMPETITOR INTENTION FORM

**Deadline:** April 30

**[Form Link](#)**

Attending the National Leadership Conference is an exciting opportunity! Colorado FBLA allows the top four competitors the first choice to attend.

To ensure that every member has the opportunity to compete, this intentions form must be completed by the top 10 members in each competitive event and turned in by April 30.

One form must be completed for each competitor, and for team events, each team member must complete a form.

After the form deadline, we will chose the members of the top four rankings that have submitted forms. If a member's form is not received by the deadline and someone else in a lower ranking has already sent their form in with intentions to attend, they will be approved to attend. There will be no reversal of decisions once we receive the member's form indicating they cannot attend the NLC unless a slot is still available.

**The list of confirmed competitors will be posted on the NLC page of LiveBinder and sent out May 1.**



READ ME

## MISCELLANEOUS INFORMATION

### FBLA PROGRAMS

#### BUSINESS ACHIEVEMENT AWARDS (BAA)

Deadline: May 1 (Future, Business, Leader, America Levels); **however, must be completed by April 16<sup>th</sup> for SLC recognition**

- [Information about BAAs](#)

#### COMMUNITY SERVICE AWARDS (CSA)

Deadline: May 1 (Community, Service, Achievement Levels); **however, must be completed by April 16<sup>th</sup> for SLC recognition**

- [Information about CSAs](#)

#### PEAK AWARDS

**Deadline:** March 16

- Peak Awards are awards given to a chapter for completing and documenting their activities for the year. There are five level of Peak Awards.
- [Peak Awards Documentation](#) ([Here](#) is an example from 2017-2018)
- [Peak Awards Scoresheet](#) – must be completed (a “self-evaluation”) by the chapter
- [Peak Awards Submission](#)

### VOTING DELEGATES

Each chapter is entitled to Voting Delegates, based on chapter membership.

- Under 50 members – two voting delegates
- 50 to 100 members – three voting delegates
- Over 100 membership – four voting delegates
- Visit the [Voting Delegate Numbers worksheet](#) to see how many voting delegates your chapter should have.

#### VOTING DELEGATE ORIENTATION AND BUSINESS MEETING

Monday, April 19 – 3:00-4:30 pm

Voting Delegates are required to attend the Orientation and Business Meeting at 3:00 pm on Monday. Bylaws amendments are on the agenda. The bylaw amendments are included in the Call to Conference and on LiveBinder.

#### BYLAW AMENDMENTS

A few bylaw amendments are being proposed by the Colorado FBLA Board of Directors and State Officers. [Find more information about the bylaw amendments.](#)

## PICTURES NEEDED

**Deadline:** March 16

Here's an opportunity for your chapter to make an appearance on the big screen during general sessions at the State Leadership Conference. [Upload medium sized jpeg picture files online.](#)

## AWARDS SESSION

During this session, Competitive Events awards will be announced. The top **ten** scorers in each event will be recognized, with the top four earning a plaque and the right to represent Colorado at the national competition.

## AWARDS: INFORMATION, DEADLINES AND FORMS

Deadline	Award	Information
March 16	<a href="#"><u>Peak Awards</u></a>	The Colorado Peak Awards were designed to further local chapter involvement in statewide activities, increase membership and boost the morale and spirit of chapters.
March 16	<a href="#"><u>Honorary Life Member</u></a>	This award is given to those who have made outstanding contributions to the association at the local, state, and national levels.
March 16	<a href="#"><u>Administrator of the Year</u></a>	Nominate your administrators (CTE Directors, Superintendents, Assistant Superintendent, Principal, Assistant Principal) to recognize them for their years of support and participation in FBLA activities.
March 16	<a href="#"><u>School Counselor of the Year</u></a>	Nominate your school counselor to recognize them for their years of support of FBLA.
March 16	<a href="#"><u>Businessperson of the Year</u></a>	This award is given to those who have made outstanding contributions to the association at the local, state, and national levels.
March 16	<a href="#"><u>Outstanding Adviser of the Year</u></a>	The Colorado FBLA Outstanding Local Adviser Award honors local FBLA advisers who have made outstanding contributions to the association at the local, state, and national levels.
March 16	<a href="#"><u>New Adviser of the Year</u></a>	The Colorado FBLA New Adviser of the Year Award honors a local FBLA adviser who has 5 years or less of advising.
March 16	<a href="#"><u>Who's Who Application</u></a>	The Who's Who in FBLA honors local FBLA seniors who have made outstanding contributions to the association at the local, state, and national levels.



## CHAPTER CONTRIBUTIONS

**Deadline:** Ongoing; March 16<sup>th</sup> to be recognized at State Leadership Conference

**Donate to one or more of Colorado FBLA's projects:**

- Colorado FBLA Relief Fund: Goes toward a fund to assist Colorado FBLA chapters or individuals in need
- Colorado FBLA Scholarship Fund: Goes toward the Alumni and Dave Sanders Memorial Scholarship Funds
- March of Dimes: Goes to Colorado FBLA's donation to March of Dimes at the end of the year
- Colorado FBLA Competitive Events Program: Goes toward sponsorship or scholarship of Colorado FBLA competitions
- Colorado FBLA General Fund: Goes toward Colorado FBLA's general fund to help with expenses



## SCHOLARSHIPS

### ALUMNI SCHOLARSHIP

**Deadline:** March 16

**Amount:** \$1,000

Eligibility:

- High school senior
- Not a current or former state officer
- GPA requirement: 3.2
- Online Application: <https://cccs-forms.formstack.com/forms/scholarship>
- Items to upload: resume, one page essay on involvement in FBLA, two letters of recommendation (at least one from your adviser)
- Funds distributed to the school/university after proof of enrollment is provided



### CBE SCHOLARSHIP

**Deadline:** March 16

**Amount:** \$500

The Executive Board of Colorado Business Educators on September 18, 2015, established the \$500 Colorado Business Educators Scholarship to be awarded annually to a deserving high school senior. The nominee must have been an active participant in his/her FBLA chapter activities preferably for two years. The nominee must be accepted into a postsecondary institution.

Eligibility:

- High school senior; chapter adviser a member of CBE
- Online Application: <https://trileadership.wufoo.com/forms/colorado-business-educators-scholarship/>
- Items to upload: series of questions, letter of recommendation from your adviser, letter of acceptance from postsecondary institution, transcript (can be unofficial)
- Funds distributed by Colorado Business Educators to the school/university after proof of enrollment is provided
- The scholarship recipient's adviser will receive a \$50 stipend to be applied toward their next year's professional membership dues.

---

### DAVE SANDERS MEMORIAL SCHOLARSHIP

**Deadline:** March 6

**Amount:** \$1,000

This scholarship was established in memory of Dave Sanders, a computer lab and business instructor at Columbine High School in Littleton, Colorado. He was among those killed on April 20, 1999 while helping students to safety and was the only teacher and non-student killed.

Eligibility:

- High school senior
- GPA requirement: 3.2
- Online Application: <https://cccs-forms.formstack.com/forms/scholarship>
- Items to upload: resume, one page essay on involvement in FBLA, two letters of recommendation (at least one from your adviser)
- Funds distributed to the school/university after proof of enrollment is provided

---

### NATIONAL FBLA SCHOLARSHIPS

**Deadline:** April 1

[National FBLA scholarship Information can be found online.](#)

## FORMS

[MULTIPLE RELEASE FORM](#)

[COLORADO FBLA CODE OF CONDUCT](#)

[DRESS CODE](#)