



**District 7 Leadership  
Experience  
Call to Conference**

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## Adviser Checklist to Prepare for District Leadership Experience

- ☐ Set chapter deadlines for registration and payment
- ☐ Submit school district paperwork information
- ☐ Provide members with necessary conference information, including cost
- ☐ Send a letter to parents with event details
- ☐ Discuss dress code requirements with members
- ☐ Register all members, advisers 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
- ☐ Follow the deadline checklist for District Leadership Experience
- ☐ Review District Leadership Experience tentative agenda with attending members
- ☐ Discuss State Leadership Experience information with members, so they are prepared if they qualify

## District Leadership Experience Deadline Checklist

Date	Deadline	Notes
December 1	Membership Deadline Membership Payment Deadline	<a href="https://www.fbla-pbl.org/activate-or-login/">https://www.fbla-pbl.org/activate-or-login/</a>
By December 5	Registration Opens	<a href="https://www.registtermychapter.com/fbla/co-d7">https://www.registtermychapter.com/fbla/co-d7</a>
December 15	Registration Deadline	
December 16-20	Registration Changes or Additions	
After December 20	NO registration changes or additions are allowed	
January 20, 2021	Payment Received Deadline	District Registration fees due Mail to: La Junta HS Attn Shawna Frankmore 1817 Smithland Ave, La Junta, CO 81050
January 13	Topics Released	Role Play Case Studies, Production Events, Impromptu Speaking, Parliamentary Procedure, Job Interview & Future Business Leader questions
January 20	Recorded Presentation & Production Test Deadline	Presentation Events, Demonstration Events, Role Play Events, Interviews, Speeches
January 25-27	Online Testing Window	Tests available from 7 am to 7 pm
February 1-5	District Leadership Experience	The DLE will be held during this week. There will be a guest speaker and available workshops for students to attend on their own time.  Awards Ceremony: The ceremony will be recorded and released to the District Advisers. A list of qualifiers will be sent to advisers 1-2 days after the presentation.

## General Information

**Date:** February 1 – February 5, 2020

**Location:** Virtual

**Cost:** \$20

Registration	Cost	Cost	Cost
Deadline (Received)	December 15	December 16-20	After December 20
Registration (includes online testing, competition materials, awards, conference/experience materials, virtual platform)	\$20 per member	Changes: \$10 per member Additions: Registration Fee + \$10 per member	Changes or additions not available
How to Register	<a href="#">Registration Link</a>	<a href="#">Registration Link</a>	Not available

### Attendee Information Needed to Register

- Name
- Competitive Event

### Required Forms

- Multiple Release Form – completed form from each member (adviser keeps – can be completed virtually)

### Registration Deadlines

- Registration Opens: By December 5
- Registration Deadline: December 15
- Late Registration: December 16-20, any changes will be \$10 per member, any additions will be the registration fee + \$10 per member
- After December 20: No changes may be made to the District Leadership Experience registration
- Payment Received Deadline: January 20, 2021

## Contact Information

Name	Title	E-mail
Shawna Frankmore	Board Member	<a href="mailto:sfrankmore@lajunta.k12.co.us">sfrankmore@lajunta.k12.co.us</a>
Mollie Kelley	District 7 State Officer	<a href="mailto:D7stateofficer@coloradofbla.org">D7stateofficer@coloradofbla.org</a>

## Conference/Experience Registration

[Registration Link](#)

### Eligibility

**In order to be eligible to attend and compete, members must be registered and paid with National FBLA by midnight December 1.**

### Registration Refunds

No registration refunds will be processed after the registration deadline.

## Payments

**Payment Received Deadline:** January 20, 2021

### Checks

District Registration fees Checks can be made out to La Junta High School

Mail to: La Junta HS Attn Shawna Frankmore 1817 Smithland Ave, La Junta, CO 81050

## Tentative Experience Schedule of Events

- January 13: Role Plays & Production Events Released (including Impromptu Speaking/Parli Pro topics and Job Interview/Future Business Leader questions)
- January 20: Recorded Presentation Submission Deadline (including ALL events – role plays, interviews, speeches, demonstrations, presentations with and without equipment)
- January 25-27: Online Testing Window (for objective tests and role play tests)
- First Week of February: District Leadership Experience and Award Ceremony

## Release Forms

All members must have completed Multiple Release Forms on file prior to the beginning of the experience. These forms can be completed electronically. Keep the release forms with you.

## Competitive Events

### Event Entries

Each member can enter in a maximum of two events. Check out the [Events at a Glance and Limitations](#) document for more details. **NEW THIS YEAR: There are no limits to the number of entries per chapter OR the two events the students choose.**

**Reminder:** [Business Ethics event](#) will NOT use the national guidelines, but the state guidelines, found in LiveBinder under the Competitions/FBLA tab.

### Online Testing

**Online Testing Window:** January 25-27

**Online Testing Timing:** 7:00 am – 7:00 pm during the testing window

Information about the online testing and production events will be sent to advisers after the registration deadline. Please ensure computers with internet access are available during this window for your students to test. Members can test in school or at home.

# Colorado FBLA Competitive Events Elements List

**Member Event Limit:** 2 events (**ANY two events**)

Event	Grade	Type	I/T/C* (#)	Chapter Entries**	State Qualifiers	District Components
3-D Animation	9-12	Prejudge Project & Presentation	T (1-3)	Unlimited	Top 3	Pre-Judge Submission, Recorded Presentation Submission
Accounting I	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Accounting II	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Advertising	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Agribusiness	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
American Enterprise Project	9-12	Prejudge Report & Presentation	C	1 per chapter		State only event – no district competition
Banking & Financial Systems	9-12	Online Individual Test & Role Play	T (1-3)	Unlimited	Top 3	Online Test – Jan 25-27, Recorded Presentation Submission
Broadcast Journalism	9-12	Presentation (Equip)	T (1-3)	Unlimited	Top 3	Recorded Presentation Submission
Business Calculations	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Business Communication	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
<a href="#">Business Ethics</a> (Colorado guidelines)	9-12	Online Test, Prejudge, Presentation	T (1-3)	Unlimited	Top 3	Pre-Judge Submission, Online Test – Jan 25-27, Recorded Presentation
Business Financial Plan	9-12	Prejudge Report & Presentation	T (1-3)	Unlimited	Top 3	Pre-Judge Submission, Recorded Presentation Submission
Business Law	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Business Plan	9-12	Prejudge Report & Presentation	T (1-3)	Unlimited	Top 3	Pre-Judge Submission, Recorded Presentation Submission
Client Service	9-12	Presentation w/o Equip	I	Unlimited	Top 3	Recorded Presentation Submission
Coding & Programming	9-12	Demonstration	I	Unlimited	Top 3	Recorded Demonstration Submission
Community Service Project	9-12	Prejudge Report & Presentation	C	1 per chapter		State only event – no district competition
Computer Applications	9-12	Production & Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27, Production Component
Computer Game & Simulation Programming	9-12	Demonstration	T (1-3)	Unlimited	Top 3	Recorded Demonstration Submission
Computer Problem Solving	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Cyber Security	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Database Design & Applications	9-12	Production & Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27, Production Component
Digital Video Production	9-12	Prejudge Project & Presentation	T (1-3)	Unlimited	Top 3	Pre-Judge Submission, Recorded Presentation Submission
E-Business	9-12	Demonstration	T (1-3)	Unlimited	Top 3	Recorded Demonstration Submission
Economics	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Electronic Career Portfolio	9-12	Presentation (Equip)	I	Unlimited	Top 3	Recorded Presentation Submission
Entrepreneurship	9-12	Online Individual Test & Role Play	T (1-3)	Unlimited	Top 3	Online Test – Jan 25-27, Recorded Presentation Submission
Future Business Leader	9-12	Interview	I	Unlimited	Top 3	Pre-Judge Submission, Recorded Interview Presentation Submission
Graphic Design	9-12	Presentation (Equip)	T (1-3)	Unlimited	Top 3	Recorded Presentation Submission
Health Care Administration	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Help Desk	9-12	Online Test & Role Play	I	Unlimited	Top 3	Online Test – Jan 25-27, Recorded Presentation Submission
Hospitality & Event Management	9-12	Online Individual Test & Role Play	T (1-3)	Unlimited	Top 3	Online Test – Jan 25-27, Recorded Presentation Submission
Impromptu Speaking	9-12	Speech	I	Unlimited	Top 3	Recorded Speech Submission
Insurance & Risk Management	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
International Business	9-12	Online Individual Test & Role Play	T (1-3)	Unlimited	Top 3	Online Test – Jan 25-27, Recorded Presentation Submission
Introduction to Business	9-10	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Intro to Business Comm	9-10	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Intro to Business Present	9-10	Presentation (Equip)	T (1-3)	Unlimited	Top 4	Recorded Presentation Submission

Intro to Business Procedures	9-10	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Introduction to Event Planning	9-10	Online Individual Test & Role Play	T (1-3)	Unlimited	Top 3	Online Test – Jan 25-27, Recorded Presentation Submission
Introduction to FBLA	9-10	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Intro to Financial Math	9-10	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Intro to Information Tech	9-10	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Introduction to Parli Pro	9-10	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Introduction to Public Speaking	9-10	Speech	I	Unlimited	Top 4	Recorded Speech Submission
Introduction to Social Media Strategy	9-10	Presentation with Equipment	T (1-3)	Unlimited	Top 3	Recorded Presentation Submission
Job Interview	9-12	Interview	I	Unlimited	Top 3	Pre-Judge Submission, Recorded Interview Presentation Submission
Journalism	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
LifeSmarts***	9-12	Team Performance	T (2)			Not a District/State Event
Local Chapter Annual Business Report	9-12	Prejudge Report & Presentation	C	1 per chapter		State only event – no district competition
Management Decision Making	9-12	Online Individual Test & Role Play	T (1-3)	Unlimited	Top 3	Online Test – Jan 25-27, Recorded Presentation Submission
Management Information Systems	9-12	Online Individual Test & Role Play	T (1-3)	Unlimited	Top 3	Online Test – Jan 25-27, Recorded Presentation Submission
Marketing	9-12	Online Individual Test & Role Play	T (1-3)	Unlimited	Top 3	Online Test – Jan 25-27, Recorded Presentation Submission
Mobile Application Development	9-12	Demonstration	T (1-3)	Unlimited	Top 3	Recorded Demonstration Submission
Network Design	9-12	Online Individual Test & Role Play	T (1-3)	Unlimited	Top 3	Online Test – Jan 25-27, Recorded Presentation Submission
Networking Infrastructures	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Organizational Leadership	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Parliamentary Procedure	9-12	Online Test & Role Play	T (4-5)	Unlimited	Top 3	Online Test – Jan 25-27, Recorded Presentation Submission
Partnership with Business Project	9-12	Prejudge Report & Presentation	C	1 per chapter		State only event – no district competition
Personal Finance	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Political Science	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Public Service Announcement	9-12	Presentation (Equip)	T (1-3)	Unlimited	Top 3	Recorded Presentation Submission
Public Speaking	9-12	Speech	I	Unlimited	Top 3	Recorded Speech Submission
Publication Design	9-12	Presentation (Equip)	T (1-3)	Unlimited	Top 3	Recorded Presentation Submission
Sales Presentation	9-12	Presentation (Equip)	T (1-3)	Unlimited	Top 3	Recorded Presentation Submission
Securities & Investments	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Social Media Strategies	9-12	Presentation (Equip)	T (1-3)	Unlimited	Top 3	Recorded Presentation Submission
Sports & Entertainment Management	9-12	Online Individual Test & Role Play	T (1-3)	Unlimited	Top 3	Online Test – Jan 25-27, Recorded Presentation Submission
Spreadsheet Applications	9-12	Production & Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27, Production Component
Supply Chain Management	9-12	Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27
Virtual Business Finance Challenge***	9-12	Team Performance	T (1-3)			Not a District/State Event
Virtual Business Management Challenge***	9-12	Team Performance	T (1-3)			Not a District/State Event
Website Design	9-12	Demonstration	T (1-3)	Unlimited	Top 3	Recorded Demonstration Submission
Who's Who in FBLA	12	Prejudge	I	Unlimited		State only event – no district competition
Word Processing	9-12	Production & Online Test	I	Unlimited	Top 4	Online Test – Jan 25-27, Production Component

\*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.

\*\*For 2021 District Leadership Experience, there are no limitations on entries per chapter

\*\*\*LifeSmarts, Virtual Business Finance Challenge, and Virtual Business Management Challenge: A participant can compete in this event and up to 2 other events at District Leadership Experience

## Prejudged Events

**Deadline:** January 13

By 11:59 pm, [Students submit](#) and [advisers approve](#) the components of the events listed below. Competitors must complete all portions of competitions in order to qualify for the next level of competition.

Events with a pre-judge component:

Event	Pre-judge Component
<a href="#">3-D Animation</a>	URL, Statement of Assurance*
<a href="#">Business Ethics</a>	Executive Summary
<a href="#">Business Financial Plan</a>	Report (PDF)
<a href="#">Business Plan</a>	Report (PDF)
<a href="#">Digital Video Production</a>	URL, Statement of Assurance*
<a href="#">Future Business Leader</a>	Cover Letter, Resume (PDF)
<a href="#">Job Interview</a>	Cover Letter, Resume (PDF)

## Production Events

**Deadline:** January 20

Information will be sent to advisers via email on January 13<sup>th</sup>.. Competitors must complete all portions of competitions in order to qualify for the next level of competition.

Production Events:

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

All production events will last one hour during the production period. Competitors must complete all portions of competitions in order to qualify for the next level of competition.

## Presentation Events

**Deadline:** January 20

(By 11:59 pm): [Students submit](#) and [advisers approve](#) presentation events – 3-D Animation, Banking & Financial Systems, Broadcast Journalism, Business Ethics, Business Financial Plan, Business Plan, Client Service, Coding & Programming, Computer Game & Simulation Programming, Digital Video Production, E-business, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Help Desk, Hospitality & Event Management, Impromptu Speaking, International Business, Intro to Business Presentation, Intro to Event Planning, Intro to Public Speaking, Intro to Social Media Strategy, Job Interview, Management Decision Making, Management Information Systems, Marketing, Mobile Application Development, Network Design, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports & Entertainment Management, Website Design



## Competition Specifications

### Objective Tests

- Dates: January 25-27
- Times: 7:00 am – 7:00 pm
- Test Time: 45 minutes
- Advisers will share log-ins with participating members (information coming via email January 20)
- Members will take the test at school or at home

### Production Tests

- Objective Test: See Objective Test section
- Production:
  - January 13: Production prompts will be shared via with advisers
  - Members will have an hour to complete the production test
  - January 20: Production test submission deadline

### Presentations (with and without equipment)

- January 20: Pre-recorded and a link (YouTube/Google) [submitted by students](#) and [approved by advisers](#)
- Recordings should be taken in one continuous take
- Recordings should not be edited (examples: adding subtitles or music)
- Recordings should show the members presenting and the presentation slides or demonstration (if allowed by event guidelines). 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 Plays (All Teams Will Take Test and Do Role Play)

- Test
  - See Objective Test section
  - Tests will be taken individually, then averaged for a team score
  - Individuals on a team must log in within 15 minutes of each other; otherwise, the score for the team will be zero
- Role Play
  - January 13: [Students log in to see the Role Play Topics/Case Studies](#)
  - January 20: [Students submit](#) recorded presentation via a link (YouTube/Google) and [adviser approved](#)
  - 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

### Interviews

- January 13: [Students log in to see the Role Play Topics/Case Studies](#)
- January 20: [Students submit](#) recorded presentation via a link (YouTube/Google) and [adviser approved](#)
- Recordings should be taken in one continuous take
- Recordings should not be edited (examples: adding subtitles or music)

- Recordings should show the members stating questions, then answering the questions, but no presentation software used
- Judges will judge on the content, not the recording quality
- Examples of online conference software that can record: Zoom, Loom, WebEx, Google Meet, etc

## Policies

The [national guidelines](#) will be followed for rating sheets, with the exception of Business Ethics. [Business Ethics event](#) will NOT use the national guidelines, but the state guidelines, found in LiveBinder.

Timing for presentations may vary. All information regarding the presentation times for events will be communicated through emails.

**Role Play event scoring:** The preliminary round will have a weighted score. 75% of each team's overall preliminary score will be based on a team's performance score and the other 25% of each team's overall preliminary score will be based on the team's objective test score.

No substitutions are allowed in between the test and role play rounds. Competitors must complete all portions of competitions in order to qualify for the next level of competition.

## Awards & Recognition

All school results will be sent to the chapter adviser after the experience.

## State Leadership Experience

The top competitors in competitions are eligible to attend and compete at the 2021 State Leadership Experience, held in April. More information about State Leadership Experience will be posted online in LiveBinder and on the state website.

## State Qualifier Policies

- If a student would qualify for the State Leadership Experience in two events, the student's adviser must notify district leadership ASAP which event the student wishes to enter at the State Leadership Experience.
- Are Substitutions Allowed? Substitution Policy:
  - **INDIVIDUAL/TEAM EVENTS. Only Team Substitutions Allowed, With Exceptions.** If competing as a team that does **not** require a **pre-judged** component (see below), you may substitute one (1) member of a team originally comprised of 2 or 3 members. If competing as an individual, no substitutions are allowed, and his or her spot is forfeited to the next eligible competitor.
  - **INDIVIDUAL EVENTS. No.** Substitutions are not allowed for individual events. If an individual cannot participate in the next level of competition, his or her spot is forfeited to the next eligible competitor.
  - **PARLIAMENTARY PROCEDURE. Yes, With Exceptions.** You may make substitutions if at least two (2) members of a team of 4, or three (3) members from a team of 5 remain on the team that advance to the next level of competition. Maximum number of substitutions allowed is two (2).
  - **CHAPTER EVENTS. Yes.** Substitutions are allowed for chapter events with a presentation component if the chapter participates in the next level of competition.
  - **PREJUDGED EVENTS. No.** Substitutions are not allowed for prejudged events. However, a team may drop a member if allowed in the event guidelines. If an individual or team

cannot participate in the next level of competition, their spot is forfeited to the next eligible individual or team.

- **ROLE PLAY EVENTS**. No substitutions are allowed in between the test and role play rounds.

## Dress Code

The [FBLA National Dress Code](#) will be in effect.

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare members for the business world.

Appropriate attire is required for members during competitive events.



### National Dress Code

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world.

**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 stated in the conference program.**

**Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.**

### *Dress for Success*



#### ACCEPTABLE

- Business suit with:
  - Blouse
  - Collared dress shirt and neck or bow tie
- Dress pants or skirt with:
  - Blouse
  - Collared dress shirt and neck or bow tie
- Business dress
- Blazer with dress pants and:
  - Blouse
  - Collared dress shirt and neck or bow tie
- Dress shoes/dress boots

#### UNACCEPTABLE

- Jewelry in visible body piercing, other than ears
- Denim or flannel clothing of any kind
- Shorts
- Athletic clothing
- Leggings or graphic designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses
- Swimwear
- Flip flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots
- Boat shoes
- Any canvas or fabric shoes
- Hats
- Clothing with printing that is suggestive, obscene, or promotes illegal substances

*No dress code can cover all contingencies, so FBLA-PBL 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 or state adviser.*

## FAQs

**Q:** Where do I go to register?

**A:** Registration for District Leadership Experience can be found in the district tab in LiveBinder. Follow the DLC Registration Tutorial for step-by-step instructions.

**Q:** What is my username and password?

**A:** Username is your chapter number. Password is service. Follow the DLC Registration Tutorial for step-by-step instructions.

**Q:** I have a student that needs accommodations.

**A:** Please list these accommodations in the registration system. Follow the DLC Registration Tutorial for step-by-step instructions.

**Q:** How do I know that my registration has been received?

**A:** Make sure to click SUBMIT at the end. If you have received an e-mail confirmation, you are officially registered. Follow the DLC Registration Tutorial for step-by-step instructions.

**Q:** When is my District Leadership Experience and how do I pay?

**A:** Read your district's Call to Conference, found online in the district tab of LiveBinder.

**Q:** In how many events can a student participate?

**A:** No more than two. Refer to the [Colorado Event Element and Limitation list](#).

**Q:** How many entries does my chapter receive for each event?

**A:** For 2021 District Leadership Experience, there are no limitations to the number of entries from a chapter.

**Q:** What are the rules on if a member competed in the event before?

**A:** The [national guidelines are followed](#).

- Modified Events: A competitor may compete in the same event when the event is modified. Note, if the only modification is a name change, competitors may not compete in the renamed event.
- Team Events: One competitor of the team may have competed in the same event at one previous NLC; however, they may not compete more than twice in the event at the national level.
- Chapter Events: Competitors may compete in a chapter event more than once (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project).
- Individual Entry: A competitor who competed as an individual entry in a team event at the national level may compete in the same event a second time as part of a team, but not a second time as an individual.
- Parliamentary Procedure: Two competitors of the team may have competed in this event at a previous NLC; however, they may not compete more than twice at the national level.

**Q:** Help! I've logged in and don't see a member!

**A:** The member isn't really a member. The membership registration and payment deadline was December 1<sup>st</sup>. You may still register the student as an FBLA member on the national website. Contact Jen Girvin to add them to the DLC registration list by December 15<sup>th</sup> for a \$10 fee.

**Q:** Help! I can't log in!!

**A:** Username is your chapter number. Password is service. Follow the DLC Registration Tutorial for step-by-step instructions. If you are still unable to log in, you may be blocked from registering because of an owed balance.

**Q:** How do I find my chapter number?

**A:** In the membership system, navigate to Advisers>Manage Chapter, then click Your Chapter>View Profile>Account tab. Your former chapter number is in the **FBLA Organization ID** field.

**Q:** Where is the information on taking tests?

**A:** Tests will all take place online, prior to the District Leadership Experience. Information about logging in to take tests will be sent out in late December/early January via email.

**Q:** How long are the online tests?

**A:** Each test is timed and will time out after 45 minutes.

**Q:** Can students start the test on one day and finish it on another?

**A:** No. Students must take the test in one sitting.

**Q:** What if I have several students on a team? Do they each take an individual test or do they collaboratively take one test?

**A:** With 2021 District Leadership Experience, each member will take the test INDIVIDUALLY.

**Q:** Where is the information on the production events?

**A:** The production part of four competitions (Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing) will all take place prior to the District Leadership Experience. Information about production tests will be sent out January 13<sup>th</sup> via email.

**Q:** Do production events have to take a test?

**A:** Yes. For Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing, students will need to budget their time to take an hour long test, in addition to completing their production events in the allotted amount of time for the production assessment.

## Colorado FBLA Code of Conduct

*The purpose of the Code of Conduct is to ensure that FBLA members who attend a conference are aware of expected behavior. It is the adviser's responsibility to discuss the form with the members and stress the importance of abiding by the rules. Colorado FBLA is proud of its reputation and encourages advisers to closely monitor students at all conferences. Advisers must have a signed Code of Conduct in their possession at all FBLA activities and must submit a Certification Form certifying that all members have read and signed the Verification Form.*

### **CONDUCT POLICIES AND PROCEDURES FOR COLORADO FBLA**

The following conduct policies reflect minimum behavioral standards for Colorado FBLA members. The policies are in effect for all delegates who are attending any Local, State or National FBLA function. The term "delegate" shall mean any FBLA member.

- Defacing of public property—any damage to or loss of property or furnishings of the properties being utilized for meeting purposes will be paid for by the individual or chapter responsible.
- Delegates shall keep their adult advisers informed of their activities and whereabouts at all times.
- Delegates will not be allowed to leave the conference site at any time without adult supervision.
- Members will be prohibited from participation without local supervision provided by the chapter or school. For the National Leadership Conference a designated local adviser or parent will be expected to accompany the participants.
- Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an adviser or other responsible adult.
- Alcoholic beverages and controlled or illegal substances (drugs) of any form are not allowed. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
- Use of tobacco in any form by an FBLA member is prohibited, including e-cigarettes.
- Participants will NOT be admitted to conference activities and competitive events if in violation of the dress code. Furthermore, competitors will not walk on stage during awards sessions if observed violating the dress code.
- Observe the curfews as listed in the conference program. Curfew is defined as being in your own assigned room by the designated hour.
- Members of the opposite sex are not allowed in sleeping rooms in hotels or motels unless the door is WIDE OPEN or the chapter adviser or responsible adult is present in the room.
- Colorado FBLA-PBL photographers and videographers will be taking photos and videos throughout the conference for use in any manner FBLA-PBL deems appropriate including, but not limited to, publishing in FBLA-PBL publications, on the FBLA-PBL website, and in connection with competitive performance events. By attending the conference, you grant FBLA-PBL the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indicia of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, Internet, Web casting, video streaming, television or radio), for the use of FBLA-PBL, its affiliates, or any individual, organization, business, publication, network or other third party, in perpetuity, without payment or any consideration.

### **DISREGARDING OR VIOLATING THE CODE OF CONDUCT**

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, competitive event disqualification, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA-PBL reserves the right to notify law enforcement. Any Code of Conduct violation must be brought to the attention of the state adviser prior to the conclusion of the conference.



## Colorado Career and Technical Student Organization (CTSO) Multiple Release Form

**Please print and make sure to complete and sign all portions of the release form.**

*Please have student attendees and their parents/guardians read and complete this multiple-part form. Copies are to be retained by the chapter advisor. The chapter advisor will ensure all forms are completed by a certification process. Follow the certification submission from each CTSO. Colorado CTSO's include: Creative Careers, DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, TSA, and (SC)<sup>2</sup>.*

### MEDICAL RELEASE/AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY

I hereby authorize any necessary medical/dental treatment required for this student. I/we further agree that I/we will assume all expenses involved in such medical/ dental procedures and will not hold the specific Colorado CTSO or its representatives liable for said expenses.

**List any medical/dental conditions that a medical doctor/dentist should be made aware of:**

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**List any allergies that a medical doctor/dentist should be made aware of:**

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\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### LIABILITY

The undersigned being the parent or guardian of student named above hereby agrees to release the State of Colorado, State Board for Community Colleges and Occupational Education, Colorado Community College System, the Colorado CTSO, its representatives, agents, servants, volunteers and employees from liability for injury to the said minor resulting from any cause whatsoever occurring to the said minor at any time while attending a conference or meeting of Colorado CTSO, including travel to and from said meeting, excepting only such injury or damage resulting from the willful acts of such representatives, agents, servants, and employees.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### CODE OF CONDUCT AND DRESS CODE

Students are to conduct themselves in accord with exemplary standards of ethics and behavior, including zero tolerance for any actions that violate any civil or criminal codes. Students found to be in violation of any laws, regulations or policies established for the CTSO event they are attending will be subject to disciplinary action and/or prosecution. Their parents or guardians and school officials will be notified and the student may be removed from the event.

Dress is to reflect the CTE/CTSO image and to follow guidelines for specific events. Each CTSO has specific dress code guidelines.

Reading and understanding completely the policies, practices, and procedures that will serve to govern the conduct and attire of persons attending a CTSO event, I do hereby agree to follow said policies, procedures, and practices and abide by any consequences of any violations.

\_\_\_\_\_  
CTSO Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### PUBLICITY – STANDARD RELEASE FORM

CTSO photographers and videographers will be taking photos and video throughout the meeting for use in any manner the CTSO deems appropriate, including, but not limited to, CCCS/CTSO publications, use on the CCCS/CTSO website, and in connection with Competitive Events. Names will not appear on photos or in videos. By attending the meeting, you grant the CTSO the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indication of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/ or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, internet, web casting, video streaming, television, or radio), for the use of the CTSO, its affiliates, or any individual, organization, business, publication, network, or other third party, in perpetuity, without payment or any consideration.

\_\_\_\_\_  
CTSO Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date