Colorado FBLA

District 10 Leadership Conference
February 4, 2025
Call to Conference

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Colorado
FBLA

Adviser Checklist to Prepare for District Leadership Conference

☐ 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

☐ Register all members, advisers for the conference by the deadline

☐ Print emailed invoice and check, double-check, triple-check for accuracy

☐ Submit invoice to bookkeeper for payment

☐ Mail conference payment

☐ Follow the deadline checklist for all District Leadership Conference

☐ Review District Leadership Conference tentative agenda with attending members

☐ Discuss State Leadership Conference information with members, so they are prepared if they qualify

District Leadership Conference Deadline Checklist

Date	Deadline	Notes
December 2	Membership Deadline Membership Payment Deadline	connect.fbla.org
By December 3	Registration Opens	https://app.gobluepanda.com/ - select Login with FBLA Connect and use your FBLA Connect credentials
December 13	Registration Deadline	
December 13	DLC Scholarship Deadline	Students can find application at www.coloradofbla.org/dlc
December 14-20	Registration Changes or Additions	Changes will incur late fees
After December 20	**NO registration changes or additions are allowed**	
1/17/2025	Payment Received Deadline	Mail to: Littleton High School ATTN: KATIE PETTEE 199 E. Littleton Blvd. Littleton, CO 80121 Checks can be made out to: FBLA District 10 **If payment is late or not received, students will not be eligible to compete**
1/17/2025	Pre-Judge Submissions	Events: Business Ethics, Business Plan, Digital Animation, Digital Video Production, Future Business Educator, Future Business Leader, Job Interview
1/17/2025	Production Submissions	Events: Computer Applications, Spreadsheet Applications, Word Processing

		All production events will require a proctor for their production assignment in addition to their objective test. The prompts and instructions for the production assignment will be sent to individual advisers 24 hours before the testing window opens.
1/7-1/21/2025	Online Testing Window	Tests available from 7 am to 7 pm Each competitive event that requires a test, (all objective tests, all production events, all role plays, and Parliamentary Procedure), will be taken by the student at their local school. Each chapter adviser will be given credentials to serve as a proctor and each student that is registered/required to take a test will be provided with a test ticket that includes a website, username, and password. **All group members must start their test within 15 minutes of their group members. ALL OBJECTIVE TESTS ARE TAKEN INDIVIDUALLY BY STUDENTS. TEAMS OF STUDENTS WILL HAVE THEIR SCORES AVERAGED BY BLUE PANDA FOR A COMBINED TEST SCORE.**
2/4/2025	District Leadership Conference	Chapter certification form due (end of this document)

General Information

Date: February 4, 2025
Location: Arapahoe County Fairgrounds, 25690 E. Quincy Ave., Aurora, CO 80016
Cost: $35

Registration Deadlines	December 3-13	December 14-20
Registration Cost (includes online testing, competition materials, awards, conference materials)	$35	Changes: $10 per member Additions: Registration Fee + $10 per member
Where to Register	https://app.gobluepanda.com/	https://app.gobluepanda.com/

Note: No Changes or additions available after December 20th

Payments

No refunds will be issued after the registration deadline. Chapters who fail to pay in full will be prohibited from attending any future Colorado FBLA events.

- Payment Received Deadline: January 17, 2025
- Credit card payments incur a 4% convenience fee and will be made through the Blue Panda registration site.
- Check payments should be mailed to:
  Littleton High School
  ATTN: KATIE PETTEE
  199 E. Littleton Blvd.
  Littleton, CO 80121
  Checks can be made out to: **FBLA District 10**

Contact Information

Name	Title	E-mail
Katie Pettee	Board Member	kpettee@lps.k12.co.us
Isabella LeBeouf	State Officer	d10stateofficer@coloradofbla.org
Caroline Swank	State Officer Local Adviser	cswank@lps.k12.co.us

Conference Registration

https://app.gobluepanda.com/ - click Login with FBLA Connect and use your same Connect credentials. Select Colorado FBLA from the dropdown menu at the top, and then begin your registration for the District Leadership Conference.

Eligibility
To be eligible to attend and compete, members must be registered with National FBLA by midnight, December 2nd. FBLA Advisers – you must open your invoice in FBLA Connect and select your method of payment by midnight, December 2nd for your members to be considered active.

Attendee Information Needed to Register
- ☐ Student Name – all registered members will auto populate
- ☐ Competitive Event(s) for each student and which students will be on teams together
- ☐ Any Accommodations Needed (i.e. extra testing time for a student on an IEP, etc.)
- ☐ Chaperone/Adviser Names and Emails
- ☐ Lunch Order: Chick-fil-A (chicken sandwich, salad with chicken, or salad without chicken)

Required Forms – found at the end of this Call to Conference
- ☐ Multiple Release Form – completed form from each member (adviser keeps and brings on site)
- ☐ Certification Form – one completed form per chapter (turned in at registration)

Parking

Park in lots A, B, E, or F (see picture below). We ask that if you have a bus staying on property during the event that they park in lots E or F further back in the lot. Schools will enter through doors on the north or south sides of the building. Note that we will have signs for schools to enter (please do NOT enter through judges doors).

Tentative Conference Schedule of Events

Start	End	Event
7:45		Judges Check-in & Breakfast
7:45	8:00	Chapter Registration
8:10	8:20	Advisor Briefing
8:20	8:30	Judges Briefing & Tech support
8:20		Competition Starts
8:25	8:35	Opening Remarks from State and District Officers
8:35	9:00	Workshop 1
9:15	10:15	Keynote Speaker Kyle Willkom - Take Action
10:30	11:15	Workshop 2
11:30	12:30	Lunch / College & Career Fair
12:30	12:45	Clean Up Before Awards
12:45	2:00	Closing Ceremony

Competitive Events

Event Entries

By Member: Each member can enter in a maximum of two events. Only one can be a "live", membership entry based, non-testing event (shown in yellow highlights). Check out the Competitive Events List-Districts or the chart in this document for more details.

By Chapter: For chapter limitations, it depends on your chapter membership. Refer to the [Colorado Events List-Districts](#).
- 1-49 members: 3 entries
- 50-100 members: 4 entries
- 101-150 members: 5 entries
- 151+ members: 6 entries

Online Testing

Online Testing Window: January 7th - January 21st 2025
Online Testing Timing: 7:00 am – 7:00 pm during the testing window
When your testing window opens, advisers will be able to download testing tickets from the Blue Panda registration site. Login to your Blue Panda portal and click on the "E-Testing Login Cards" button to download testing cards in PDF or Excel format. Please ensure computers with internet access are available during this window for your students to test.

Procedural Reminder: Team objective tests are taken individually by each team member. The scores of all team members will be averaged to determine the average team score. Any team member who does not sign in within 15 minutes of other team members and take the test will be removed from the team and prevented from advancing to the next level of competition.

Prejudged Events

Deadline: January 17, 2025
By 11:59 pm, advisers must submit the required prejudged elements of the events listed below through the Blue Panda registration site. Competitors must complete all portions of competitions to qualify for the next level of competition. Advisers can find instructions on page 6 of the DLC Registration Tutorial document posted at www.coloradofbla.org/dlc.

Events with a pre-judge component:

Event	Pre-judge Component
[Business Ethics](#)	Executive Summary
[Business Plan](#)	Report (PDF)
[Digital Animation](#)	URL
[Digital Video Production](#)	URL
[Future Business Educator](#)	Lesson Plan (PDF)
[Future Business Leader](#)	Cover Letter, Resume (PDF)
[Job Interview](#)	Cover Letter, Resume (PDF)

Production Events: Computer Applications, Spreadsheet Applications, Word Processing

Deadline to Submit Production Test: January 17, 2025
All production events will have a 50-minute online test and an additional allotment of time to complete the production elements. Computer Applications will receive two-hours for the production test, and Spreadsheet Applications and Word Processing will receive one-hour for the production test. Competitors must complete all portions of competitions to qualify for the next level of competition.

Information will be sent to advisers via email the beginning of January for the production test. Advisers will be responsible for finding a proctor to administer the production test, and then uploading all elements as assets in the Blue Panda registration site.

Policies

The national guidelines will be followed for rating sheets.

A photo ID and name tag (provided) are required to compete at the District Leadership Conference

Role play events are not allowed to carry anything in with them. They are ONLY allowed the two notes provided in the prep room. Please ask your students to leave their phone with a friend before entering holding.

Role Play Event Scoring: 75% of each team's overall score will be based on a team's performance score and the other 25% of each team's overall score will be based on the team's objective test score.

Only the top 10 test scores will perform at the District Leadership Conference.

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

If an event has a prejudged or objection test portion that is not submitted by the deadline, they will NOT be able to perform in the live portion of their event.

Timing

All live events are held to a 10 minute round. Note this is different timing at the State/National level (except for speaking events). This is due to our time and location restraints.

Hold	Prep	Present
10 minutes	10 minutes	10 minutes

**There is no time built in Q&A time. It is recommended that students plan to use part of their 10 minutes for Q&A.
**There is no set up or tear down time built in. Students must use part of their 10 minutes for these activities.

SPEECH EVENTS ONLY

Hold	Prep	Present
10 minutes	10 minutes	5 minutes

In a situation we have more than 16 teams an event, we will conduct multiple sections. Communication in this situation will be emailed.

State Leadership Conference

The top four competitors in each competition are eligible to attend and compete at the 2025 State Leadership Conference, held April 21-23. [More information about the State Leadership Conference will be posted online on the state website.](#)

State Qualifier Policies

If a student would qualify for the State Leadership Conference in two events, the student's adviser must notify district leadership ASAP which event the student wishes to enter at the State Leadership Conference.

State Qualifiers/Bump Ups

We will be using a spreadsheet to determine students who will be attending State. I will pull the top 10 in order from every event and place them in a Google Sheet. I will ask advisors to highlight students red or green (red=not attending state, green=attending state). This needs to be completed by FEBRUARY 12, 2025, at which time we will have our state competitors from District 10 by pulling the top 4 green students in each event. NOTE: if you do not highlight a student, I will pass over them to the next student in green.

Team Events: The maximum registered number on the team must be maintained; for example, a team of three cannot be substituted in for a registered team of two.

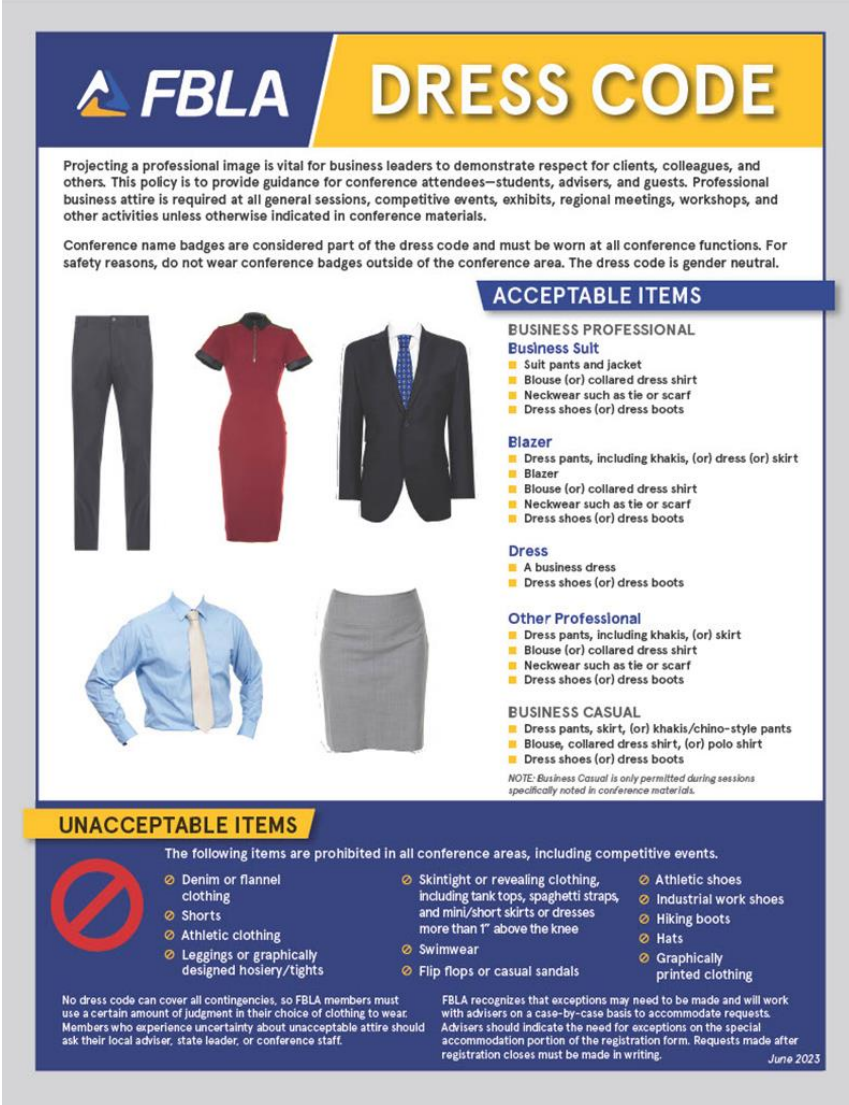Are Substitutions Allowed? Substitution Policy:

- **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).

- **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 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.

2024-25 Colorado FBLA Competitive Events Elements List

2024-25 Colorado FBLA Competitive Events Elements List

Member Event Limit: 2 events **(only one can be a "live", membership entry based, non-testing event – in yellow highlights)**

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.

**Membership Based: 0-49 chapter members – 3 entries per chapter, 50-100 chapter members – 4 entries per chapter, 101-150 chapter members – 5 entries per chapter, 151+ chapter members – 6 entries per chapter

Event	Grade	Type	I/T/C* (#)	Chapter Entries**	State Qualifiers	Notes
Accounting I	9-12	Online Test	I	Unlimited	Top 4	
Accounting II	9-12	Online Test	I	Unlimited	Top 4	
Advertising	9-12	Online Test	I	Unlimited	Top 4	
Agribusiness	9-12	Online Test	I	Unlimited	Top 4	
American Enterprise Project	9-12	Prejudge Report & Presentation	C	1 per chapter		State only event – no district competition
Banking & Financial Systems	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 from obj test compete in the role play at DLC
Broadcast Journalism	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	
Business Communication	9-12	Online Test	I	Unlimited	Top 4	
Business Ethics	9-12	Online Test, Prejudge, Presentation	T (1-3)	Membership Based	Top 4	
Business Law	9-12	Online Test	I	Unlimited	Top 4	
Business Management	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 from obj test compete in the role play at DLC
Business Plan	9-12	Prejudge Report & Presentation	T (1-3)	Membership Based	Top 4	Prejudge component must be submitted to present at DLC
Client Service	9-12	Role Play	I	Membership Based	Top 4	
Coding & Programming	9-12	Demonstration	T (1-3)	Membership Based	Top 4	
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	
Computer Game & Simulation Programming	9-12	Demonstration	T (1-3)	Membership Based	Top 4	
Computer Problem Solving	9-12	Online Test	I	Unlimited	Top 4	
Cyber Security	9-12	Online Test	I	Unlimited	Top 4	
Data Analysis	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	
Digital Animation	9-12	Prejudge Project & Presentation	T (1-3)	Membership Based	Top 4	Prejudged component must be submitted to present at DLC
Digital Video Production	9-12	Prejudge Project & Presentation	T (1-3)	Membership Based	Top 4	Prejudged component must be submitted to present at DLC
Economics	9-12	Online Test	I	Unlimited	Top 4	
Electronic Career Portfolio	9-12	Presentation (Equipment)	I	Membership Based	Top 4	
Entrepreneurship	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 from obj test complete in the role play at DLC
Financial Math	9-12	Online Test	I	Unlimited	Top 4	
Financial Statement Analysis	9-12	Presentation	T (1-3)	Membership Based	Top 4	

Future Business Educator	9-12	Pre-judge & Presentation (Equipment)	I	Membership Based	Top 4	Prejudge component must be submitted to present at DLC
Future Business Leader	9-12	Objective Test, Prejudge & Interview	I	Membership Based	Top 4	Prejudge component must be submitted to present at DLC
Graphic Design	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	
Health Care Administration	9-12	Online Test	I	Unlimited	Top 4	
Help Desk	9-12	Online Test & Role Play	I	Membership Based	Top 4	Top 10 from obj test complete in the role play at DLC
Hospitality & Event Management	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 from obj test complete in the role play at DLC
Human Resource Management	9-12	Online Test	I	Unlimited	Top 4	
Impromptu Speaking	9-12	Speech	I	Membership Based	Top 4	
Insurance & Risk Management	9-12	Online Test	I	Unlimited	Top 4	
International Business	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 from obj test complete in the role play at DLC
Introduction to Business Communication	9-10	Online Test	I	Unlimited	Top 4	
Introduction to Business Concepts	9-10	Online Test	I	Unlimited	Top 4	
Introduction to Business Presentation	9-10	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	
Introduction to Business Procedures	9-10	Online Test	I	Unlimited	Top 4	
Introduction to Event Planning	9-10	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 from obj test complete in the role play at DLC
Introduction to FBLA	9-10	Online Test	I	Unlimited	Top 4	
Introduction to Financial Math	9-10	Online Test	I	Unlimited	Top 4	
Introduction to Information Technology	9-10	Online Test	I	Unlimited	Top 4	
Introduction to Marketing Concepts	9-10	Online Test	I	Unlimited	Top 4	
Introduction to Parliamentary Procedure	9-10	Online Test	I	Unlimited	Top 4	
Introduction to Programming	9-10	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	
Introduction to Public Speaking	9-10	Speech	I	Membership Based	Top 4	
Introduction to Social Media Strategy	9-10	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	
Job Interview	9-12	Prejudge & Interview	I	Membership Based	Top 4	Prejudged component must be submitted to present at DLC
Journalism	9-12	Online Test	I	Unlimited	Top 4	
Local Chapter Annual Business Report	9-12	Prejudge Report & Presentation	C	1 per chapter		State only event – no district competition

Management Information Systems	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 from obj test complete in the role play at DLC
Marketing	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 from obj test complete in the role play at DLC
Mobile Application Development	9-12	Demonstration	T (1-3)	Membership Based	Top 4	
Network Design	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 from obj test complete in the role play at DLC
Networking Infrastructures	9-12	Online Test	I	Unlimited	Top 4	
Organizational Leadership	9-12	Online Test	I	Unlimited	Top 4	
Parliamentary Procedure	9-12	Online Test & Role Play	T (4-5)	Membership Based	Top 4	Top 10 from obj test complete in the role play at DLC
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	
Public Policy & Advocacy	9-12	Online Test	I	Unlimited	Top 4	
Public Service Announcement	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	
Public Speaking	9-12	Speech	I	Membership Based	Top 4	
Sales Presentation	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	
Securities & Investments	9-12	Online Test	I	Unlimited	Top 4	
Social Media Strategies	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	
Sports & Entertainment Management	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Top 10 from obj test complete in the role play at DLC
Spreadsheet Applications	9-12	Production & Online Test	I	Unlimited	Top 4	
Supply Chain Management	9-12	Online Test	I	Unlimited	Top 4	
UX Design	9-12	Online Test	I	Unlimited	Top 4	
Visual Design	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	
Website Coding & Development	9-12	Demonstration	T (1-3)	Membership Based	Top 4	
Website Design	9-12	Demonstration	T (1-3)	Membership Based	Top 4	
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	

FAQs

Q: Where do I go to register?
A: Go to app.bluepanda.com to register for your District Leadership Conference. Click Login with FBLA Connect and use your same credentials. Select Colorado FBLA from the dropdown menu at the top, and then begin your registration for the District Leadership Conference. Follow the DLC Registration Tutorial for step-by-step instructions.

Q: What is my username and password?
A: You will login using the same credentials you use to access FBLA Connect. If you cannot login to FBLA Connect, please submit a Help Desk ticket from connect.fbla.org or contact Molly Davis, molly.davis@cccs.edu.

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: In how many events can a student participate?
A: No more than two, only one can be a "live" event (highlighted in the Event Element and Limitation list). Refer to the Competitive Events Element list above.

Q: How many entries does my chapter receive for each event?
A: For testing events, chapters receive unlimited entries. For membership-based entries, it depends on your chapter membership. Refer to the Competitive Events Element list above.

- 1-49 members: 3 entries
- 50-100 members: 4 entries
- 101-150 members: 5 entries
- 151+ members: 6 entries

Q: What are the rules on if a member competed in the event before?
A: The [national guidelines are followed](#). Members may compete in an event more than once if they have not previously placed in the top ten of that event at the National Leadership Conference. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event. This includes events that stayed the same but had a name change.

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 2nd. You may still register the student as an FBLA member on the national website.

Q: Help! I can't log in!!
A: Click the "Login with FBLA Connect" button from Blue Panda, and then use the same credentials you use when logging into the FBLA Connect membership system. 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. Contact Molly Davis at molly.davis@cccs.edu.

Q: *Where is the information on taking tests?*
A: Tests will all take place online, prior to the District Leadership Conference. Advisers will login to Blue Panda when your District testing window opens to download testing tickets. Look for a button titled "E-Testing Login Cards." The button will not show up on your screen until your window opens.

Q: *How long are the online tests?*
A: Each test is timed and will time out after 50 minutes. If your student needs a testing accommodation, you must list it during conference registration.

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: The students will take the test individually. Team objective tests are taken individually by each team member. The scores of all team members will be averaged to determine the average team score. Any team member who does not sign in within 15 minutes of other team members and take the test will be removed from the team and prevented from advancing to the next level of competition.

Q: *Where is the information on the production events?*
A: The production part of four competitions (Computer Applications, Spreadsheet Applications, Word Processing) will all take place prior to the District Leadership Conference. Information about production tests will be sent out in January via email.

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 photographers and videographers will be taking photos and videos throughout the conference for use in any manner FBLA deems appropriate including, but not limited to, publishing in FBLA publications, on the FBLA website, and in connection with competitive performance events. By attending the conference, you grant FBLA 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, 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 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.

Chapter Certification Form

The FBLA members of _____ School have read the Code of Conduct, Dress Code and completed the CTSO Multiple Release Forms.

In addition, we certify that all staff provided by the school district and attending this conference with the Colorado CTSOs have completed and passed a Criminal Background Check and Sexual Abuse Prevention Training.

Our chapter has an emergency plan. This plan has been communicated with attending members, parents and administrators.

_____   _____
(Adviser Printed Name)   (Adviser Signature)   (Date)

_____   _____
(School Administrator Printed Name)   (School Administrator Signature)   (Date)

This form is to be submitted during on-site conference registration. Do not send individual forms to the state. Individual forms must be in possession of the adviser.

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)².

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:

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

_____
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*