



Colorado Collegiate FBLA
State Leadership Conference
February 11, 2025

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Checklist to Prepare for State Leadership Conference

- Set chapter deadlines for registration.
- Determine member cost of attending for your chapter, including travel, additional meals, etc.
- Provide members with necessary conference information.
- Register all members, advisers and chaperones for the conference by the deadline.
- Print e-mailed invoice and check, double-check, triple-check for accuracy.
- Submit payment for the conference by the listed due date.
- Follow the deadline checklist for all State Leadership Conference forms.
- Discuss dress code requirements with members.
- Review State Leadership Conference tentative agenda with attending members
- Discuss National Leadership Conference information with members, so they are prepared if they qualify.

State Leadership Conference Deadlines

Date	Deadline	Notes
January 15th	Membership Deadline Membership Payment Deadline	connect.fbla.org
January 16th	SLC Registration Deadline	app.gobluepanda.com – advisers will login using the “Login with FBLA Connect” button and type in the same credentials
January 20 – January 31	Online Testing Window	Advisers will download testing tickets from the registration site after January 16th
January 22 nd	Hotel Reservations at Group Rate	Optional – receive a discounted rate on nearby hotels if booked by January 22 nd using this link
January 31	Prejudge Submission Deadline	Advisers will submit any prejudge items in Blue Panda as an “Asset.” The only event offered at our SLC with a prejudge component is Job Interview.
February 1st	State Officer Candidate Application	https://form.jotform.com/Colorado_FBLA/collegiate-state-officer-app
February 5 th	Payment Received Deadline	Chapters can pay via check or credit card
February 11	State Leadership Conference	University of Colorado, Colorado Springs
March 7	Notification of NLC Intent	Confirm your two events: https://form.jotform.com/Colorado_FBLA/collegiate-nlc-intent-form

Contact Information

Molly Davis
 Colorado FBLA State Adviser
molly.davis@cccs.edu

General Information

Date: February 11, 2025

Location: University of Colorado, Colorado Springs
Berger Hall, in the University Center
1420 Austin Bluffs Pkwy
Colorado Springs, CO 80918

Cost: \$30/attendee – includes lunch, facility fees, AV fees, competitive events awards

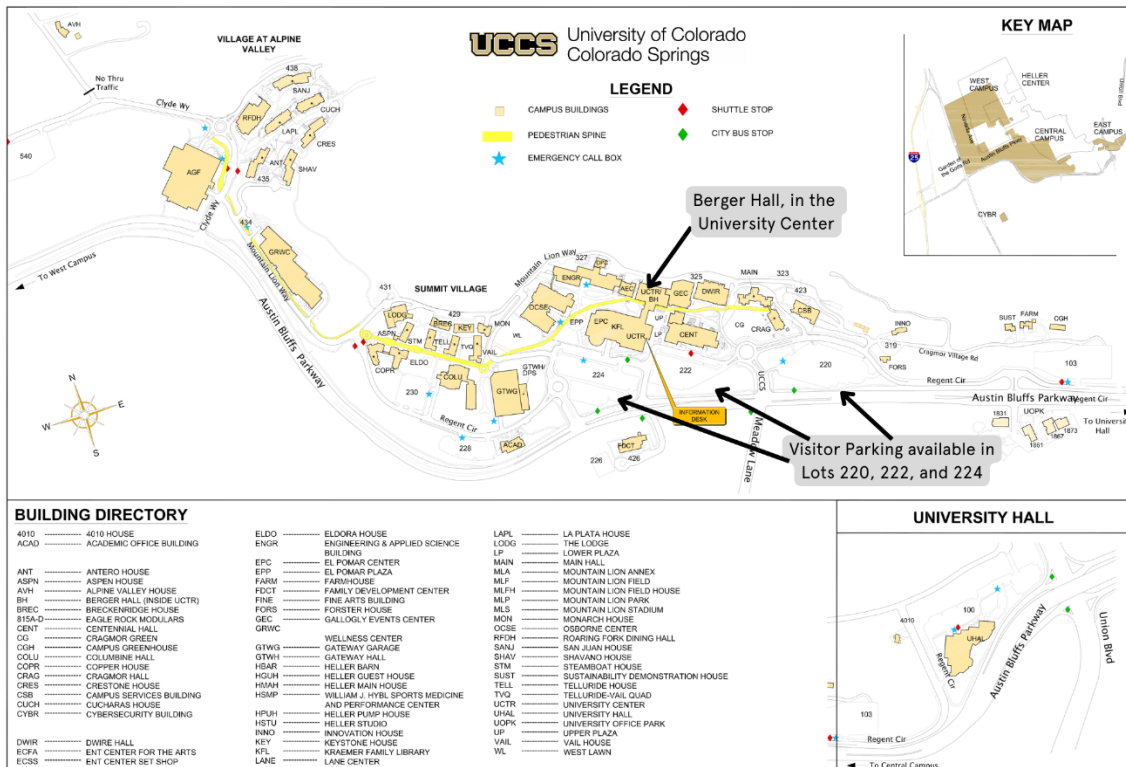
Payment: Chapters can pay via check or with credit card. Credit card payments incur a 4% convenience fee. **All payments are due by February 5th.** Late payments will be charged 10%, up to \$300.

Checks can be sent to:

Colorado Future Business Leaders of America
9101 E. Lowry Blvd.
Denver, CO 80230

Parking

The UCCS campus has several pay-to-park lots available for attendees. Those parking on campus should plan to pay on site with cash or credit card or using the Parkmobile app. Parking costs up to \$12.50/day – UCCS has offered a discounted daily rate of \$6.50 if you provide an email during registration. More information can be found at <https://pts.uccs.edu/visitor-parking>. Recommended lots that are close to Berger Hall are Lots 222 and 224. You can find a PDF of the campus map below can be found on the [event webpage](#).



Conference Registration

Registration Link – advisers will register their chapters. You will login to the site Blue Panda using the same credentials you use to login to FBLA Connect. Any “Collegiate Direct” members will need to contact Molly Davis for registration, molly.davis@cccs.edu.

Eligibility

Chapter advisers, collegiate members and school administrators are eligible to attend. Every person attending the State Leadership Conference **MUST** be registered. To be eligible to compete as a Collegiate member, membership registration and dues must be paid to National FBLA by January 15th.

Lunch Selection

A boxed lunch will be included in the cost of registration for all attendees. Lunches include a sandwich or salad, with chips and a cookie. A drink will not be included but can be purchased on campus. Each attendee will be asked to select **one** of the following options during conference registration:

- Turkey and Provolone sandwich
- Beef and Cheddar sandwich
- Grilled Chicken and Swiss sandwich
- Grilled Vegetable sandwich (vegetarian)
- House Salad, without chicken (seasonal greens and vegetables, house-made croutons, side of dressing and packet of crackers)
- House Salad, with chicken (see description above)
- Southwest Salad, without chicken (seasonal greens, roasted corn, black beans, pico de gallo, pepitas, shredded cheese, cilantro lime vinaigrette)
- Southwest Salad, with chicken (see description above)

Special Accommodations

For members that require special accommodations, complete the special needs section in the registration portal. Example reasons could include extended testing time per an IEP, wheelchair access, interpreter services, etc. Any dietary restrictions can be added in the dietary needs section of the registration portal.

Required Forms

All members must have completed Multiple Release Forms on file prior to the beginning of the conference. Advisers will keep the release forms with you and complete the Certification Form to turn in at registration. The Certification Form can be found on page 9 of this Call to Conference.

Tentative Schedule

Tuesday, April 11th

8:30 am	Registration & Networking
8:45 am	Introductions and Keynote Speaker
9:30 am	Competitions Begin
12:00 pm	Lunch (included in cost of registration)
1:00 pm	Awards Ceremony

Hotel Recommendation

Colorado FBLA has secured discounted group rates at the hotels listed below. Both hotels include a complimentary hot breakfast buffet and complimentary parking. Last Day to Book at discounted rate: January 22, 2025. [Booking link for the Collegiate State Leadership Conference](#)

SpringHill Suites Colorado Springs South (\$109 USD per night): 1570 N Newport Road Colorado Springs, Colorado 80916
TownePlace Suites Colorado Springs South (\$99 USD per night): 1530 N. Newport Road Colorado Springs, Colorado 80916

Competitive Events

All Objective Testing Events will be offered to registered conference attendees. The listed presentation events will be offered at the conference. Any other presentation event not offered at the state conference will be open to competitors for the National Leadership Conference. More information can be found below, in the NLC section. You can review all competitive event guidelines at <https://www.fbla.org/divisions/collegiate/pbl-competitive-events/>

- Business Ethics
- Business Presentation
- Entrepreneurship Pitch Competition
- Hospitality Management Case Competition
- Job Interview (includes a prejudge component)
- Marketing, Sales, and Communication Case Competition
- Public Speaking

2024 – 2025 COLLEGIATE COMPETITIVE EVENTS

The infographic is set against a background of a stylized rocket ship and clouds. It is divided into three main columns: Objective Tests, Production Events, and Presentation. A central section for Career Connections Conference-Only Event is also present. The FBLA logo is at the bottom center.

OBJECTIVE TESTS	PRODUCTION EVENTS	PRESENTATION
<ul style="list-style-type: none">CybersecurityFoundations of AccountingFoundations of CommunicationFoundations of Computer ScienceFoundations of EconomicsFoundations of EntrepreneurshipFoundations of FinanceFoundations of Hospitality ManagementFoundations of ManagementFoundations of MarketingFoundations of SellingFoundations of TechnologyInternational BusinessOrganizational Behavior & LeadershipProject ManagementRetail ManagementSports Management & MarketingSupply Chain Management	<ul style="list-style-type: none">Business CommunicationComputer Applications**	<ul style="list-style-type: none">Accounting Case CompetitionBusiness EthicsBusiness PresentationCommunity Service Project*Emerging Business IssuesEntrepreneurship Pitch CompetitionFinance Case CompetitionFuture Business FacilitatorFuture Business Executive*Hospitality Management Case CompetitionImpromptu SpeakingJob Interview*Management Case CompetitionMarketing, Sales, and Communication Case CompetitionParliamentary Procedure**Public SpeakingState of Chapter PresentationTechnology and Computer Science Case Competition
	<p>CAREER CONNECTIONS CONFERENCE-ONLY EVENT</p> <ul style="list-style-type: none">Business Case Competition	

*events with a prejudge component
**event includes an objective test

Colorado
FBLA

Event Entries

Each member may compete in up to three events. **Only two events may be live, presentation events.**

Testing Events

Testing Window: January 20 – January 31

Advisers will need to arrange for times to proctor any objective tests during the online testing window, January 20th – January 31st. Advisers will download testing tickets from the Blue Panda registration portal after January 15th. Students will test on a laptop.

National Leadership Conference

The Collegiate National Leadership Conference will be held in Dallas, TX, May 31 – June 2, 2025. All interested NLC competitors must complete an NLC Intention Form by March 15th. On the form, members can select up to two events to compete in at the National Leadership Conference.

Colorado FBLA can send up to four students to compete in each event. Priority will be given to students who have placed during the State Leadership Conference. Any event not offered at the State Leadership Conference will be considered an “open event,” and students will be allowed to register to compete at NLC on a first come, first served basis.

National Leadership Conference Intent Form linked here: https://form.jotform.com/Colorado_FBLA/collegiate-nlc-intent-form

Dress Code

The National Dress Code will be in effect for all portions of the conference. More on the National Dress Code, including a larger copy of the infographic, can be found at www.fbla.org/dresscode.

Appropriate attire is required for all attendees—**advisers, members, and guests**—at all general sessions, competitive events, workshops, and other activities unless otherwise stated in the conference program.

The infographic is titled "FBLA DRESS CODE" and features the FBLA logo. It provides a comprehensive guide to professional attire for conference attendees. The text emphasizes the importance of projecting a professional image and lists specific requirements for acceptable items, categorized into Business Professional, Business Casual, and Other Professional. It also lists unacceptable items such as denim, athletic wear, and swimwear. A note at the bottom states that no dress code can cover all contingencies and that members should use judgment, with a request to contact local advisers for any uncertainties.

ACCEPTABLE ITEMS

- BUSINESS PROFESSIONAL**
 - Business Suit
 - Suit pants and jacket
 - Blouse (or) collared dress shirt with tie or scarf
 - Dress shoes (or) dress boots
 - Blazer
 - Dress pants (or) skirt
 - Blazer
 - Blouse (or) collared dress shirt with tie or scarf
 - Dress shoes (or) dress boots
 - Dress
 - A business dress
 - Dress shoes (or) dress boots
 - Other Professional
 - Dress pants (or) skirt
 - Blouse (or) collared dress shirt with tie or scarf
 - Dress shoes (or) dress boots
- BUSINESS CASUAL**
 - Dress pants, skirt, (or) khakis
 - Blouse, collared dress shirt, (or) polo shirt
 - Dress shoes (or) dress boots

UNACCEPTABLE ITEMS

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

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

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

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

State Officer Candidate Process

Deadline: February 1st

Colorado Collegiate FBLA encourages members to think about applying to be an officer. Officer titles include President, Secretary, and Treasurer. Positions will be filled in the order listed if fewer than three students apply and are selected.

Candidates must [submit an application online](#) by February 1st to be considered. The application process includes:

- Resume
- Recommendation from professor at school, preferably your Collegiate FBLA Adviser
- List of grades
- Flyer/Brochure describing candidate qualities & qualifications

Candidates will give a campaign speech during the Opening Session. Campaign speeches by the officer candidate are limited to a total of three (3) minutes.

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 advisers informed of their activities and whereabouts at all times.
- 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.
- 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.

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:

CTSO Member 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.

CTSO Member 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

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

Colorado FBLA Collegiate Certification Form

The Collegiate members of _____ (school) have read the Collegiate Code of Conduct, and have completed Medical Release and Verification Forms.

The Chapter Adviser has reviewed and collected all member forms to be kept on file with the school and in their possession at all conferences.

Chapter Adviser Signature

Date

This form is to be submitted during check-in at the conference. Individual multiple release forms must be in the possession of the adviser during the conference.