

2025 Colorado FBLA Middle School Call to Conference



March 5, 2025
Riverdale Regional Park, Brighton, CO

Table of Contents

Checklist to Prepare for State Leadership Conference	2
State Leadership Conference Deadlines	3
General Information	3
Conference Registration Information	4
Payments	4
Tentative Schedule	4
Special Accommodations	4
Parking	5
Emergency Notification System: Remind	5
Competitive Events	5
List of Competitive Events Offered	6
National Leadership Conference	7
Frequently Asked Questions	7
Dress Code	8
Colorado FBLA Code of Conduct & Release Forms	Error! Bookmark not defined.

Checklist to Prepare for State Leadership Conference

- Set chapter deadlines for registration and payment
- Submit school district paperwork and transportation information
- Determine member cost to attend the conference, including registration, travel, etc.
- Provide members with necessary conference information, including cost
- Send a letter to parents with event details
- Discuss dress code requirements with members
- Collect member payment before registration deadline
- Register all members, advisers, chaperones for the conference by the deadline
- Print e-mailed invoice and check, double-check, triple-check for accuracy
- Submit invoice to bookkeeper for payment
- Mail conference payment to Colorado FBLA
- Follow the deadline checklist for all State Leadership Conference forms
- Review State Leadership Conference tentative agenda with attending members
- Ensure proper dress attire before departure
- Ensure all Multiple Release Forms are properly completed, bring copies with you to State Leadership Conference (these will NOT be turned in to Colorado FBLA)
- Complete the certification form to turn in at registration
- Sign up for Emergency Notification System (*Remind*)
- Have all attendees follow and like Colorado FBLA on social media sites to receive conference updates and emergency information during the conference
- Discuss National Leadership Conference information with members, so they are prepared if they qualify



State Leadership Conference Deadlines

Date	Deadline	Notes
Anytime	Sign up for Remind notifications	https://www.remind.com/join/mlfbl17
January 10	Membership Registration Deadline	connect.fbla.org > find tutorials posted on the Membership Tab, www.coloradofbla.org/adviser-resources
January 13	Registration Opens	https://app.gobluepanda.com/Login > select Login with FBLA Connect and use the same credentials
February 3	Early Bird Registration Deadline	https://app.gobluepanda.com/Login
February 10	Regular Registration Deadline	https://app.gobluepanda.com/Login
February 14	LEAD Awards Recognition Deadline	https://www.fbla-pbl.org/divisions/fbla-middle-level/education-programs/
February 17 - 28	Online Testing Window	Instructions to follow, after conference registration closes
February 28	Production Deadline	Advisers will submit through Blue Panda. More instructions to follow after registration closes.
February 24	Payment POSTMARK Deadline	9101 E Lowry Blvd, Denver, CO 80230
March 5	Certification Form	Turn in during registration
March 26	NLC Intent Form	Advisers must complete the NLC Intent spreadsheet to indicate if their student intends to compete at NLC. Students can compete in one event at NLC. Advisers will be emailed the spreadsheet after SLC.

General Information

State Leadership Conference Description: While attending the Colorado FBLA Middle School State Leadership Conference, members will have the opportunity to participate in programming led by the High School State Officer team, competitive events, networking, and an awards ceremony.

Date: Wednesday, March 5, 2025

Location: Riverdale Regional Park, 9755 Henderson Rd, Brighton, CO 80601

Cost:

Registration Deadline	Early Bird Cost February 3	Regular Cost February 10	Late Cost* After Feb 10
Registration (includes facilities & equipment, online testing, competition materials, lunch, awards, conference materials)	\$40	\$50	\$70

*To register members after the registration deadline, e-mail molly.davis@cccs.edu. Late registration not guaranteed.

Attendee Information Needed to Register

- Name
- Competitive Event(s), including which students are competing on a team
- Lunch choice: turkey sandwich, ham sandwich, roast beef sandwich, or veggie sandwich
- Any special testing accommodations or dietary needs (lunch choice will be adjusted as needed)

Conference Registration Information

<https://app.gobluepanda.com/Login> > select Login with FBLA Connect and use the same credentials used for FBLA Connect. Select Colorado FBLA from the dropdown menu in the upper left-hand corner.

Eligibility

Students must be registered for at least one competitive event to attend the conference. Parents and administrators are eligible to attend as chaperones. Every person attending the State Leadership Conference **MUST** be registered and paid and wear a name badge (this will be given to you on site during registration check-in).

Chaperone Ratio

A ratio of one adult for every 10 members is recommended. In the event your district has a different chaperone policy, your district's policy should be followed. When attending Colorado FBLA conferences and events, advisers are expected to provide adequate supervision for his/her members. All advisers chaperones must follow the Colorado FBLA code of conduct and conference dress code.

Payments

Payment POSTMARK Deadline: February 24th

Late will incur a 10% late fee on the amount due, up to \$300. No registration refunds will be processed after the registration deadline.

Checks

Checks can be made out to Colorado Future Business Leaders of America and mailed to 9101 E Lowry Blvd, Denver, CO 80230.

Credit Card Payments

Payment by credit card is available. Select credit card during the registration process. A convenience fee of 4% will be added. Credit card payments are due by February 24th to avoid any late penalties.

Tentative Schedule

8:00 am	Registration
8:20 am	Opening Session
8:30 am	Programming & Competitions
12:30 pm	Lunch (included in registration cost)
1:00 pm	Programming
1:30 pm	Awards Ceremony & Dismissal

Release Forms

All members must have completed Multiple Release Forms (found on page 10) on file prior to the beginning of the conference. Keep the release forms with you and complete the Certification Form (found on page 11) to turn in at registration.

Special Accommodations

For members that require special accommodations, complete the special needs portion in the registration system. Example reasons that members may need special accommodations include wheelchair access, interpreter services, or special dietary requests.

Parking

Parking is free at Riverdale Regional Park. A map will be included in a Know Before You Go document sent prior to the conference.

Emergency Notification System: Remind

Colorado FBLA will be using Remind for an Emergency Notification System during the conference, as well as a way for advisers to receive alerts of any updates or changes taking place. Follow the instructions below to receive texts.

Pick a way to receive messages from Remind:

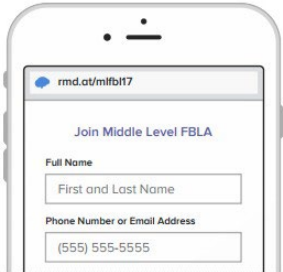
Pick a way to receive messages for Middle Level FBLA:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/mlfb17

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.




B If you don't have a smartphone, get text notifications.

Text the message @mlfb17 to the number 81010.

If you're having trouble with 81010, try texting @mlfb17 to (502) 694-1163.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/mlfb17 on a desktop computer to sign up for email notifications.

Competitive Events

[Competitive Event guidelines and rating sheets can be found online.](#) Each middle school member can enter in a maximum of two events: two testing events (in blue below) or one presentation event and one testing event. Event entries are limited per chapter, depending on the event. Students who have placed in the Top 10 for an event at the National Leadership Conference may not compete in that event again.

Testing events have an unlimited number of entries per chapter. “Live” events with presentations in front of a judge are limited based on membership as follows: under 40 members = 3 entries per event; 40-50 members = 4 entries per event; 51+ members = 5 entries per event. **(This is a change from last year)**

List of Competitive Events Offered

Event	Category	Type	Event entries per Chapter	Notes
Annual Chapter Activities Presentation	Presentation with Equipment	Chapter	1	1-minute set up time
Business Etiquette	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Career Exploration	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Career Research	Presentation with Equipment	Individual	Membership Based	1-minute set up time
Community Service Presentation	Presentation with Equipment	Chapter	1	1-minute set up time
Critical Thinking	Role Play	Individual or Team	Membership Based	15-minute prep time
Digital Citizenship	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Computer Applications	Production Event	Individual	Unlimited	Testing is done prior to SLC
Exploring Business Ethics	Presentation with Equipment & Test	Individual or Team	Membership Based	1-minute set up time; testing is done prior to SLC
Exploring Business Issues	Presentation without Equipment	Individual or Team	Membership Based	1-minute set up time
Exploring Computer Science	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Economics	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Leadership	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Parliamentary Procedure	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Public Speaking	Speech	Individual	Membership Based	
Exploring Technology	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Website Design	Demonstration	Individual or Team	Membership Based	1-minute set up time; Internet will be provided, but have a Plan B.
FBLA Concepts	Objective Test	Individual	Unlimited	Testing is done prior to SLC
FBLA Mission & Pledge	Presentation without Equipment	Individual	Membership Based	
Financial Literacy	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Interpersonal Communication	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Learning Strategies	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Marketing Mix Challenge	Presentation with Equipment	Individual or Team	Membership Based	1-minute set up time
Video Game Challenge	Demonstration	Individual or Team	Membership Based	1-minute set up time; Internet will be provided, but have a Plan B.

Testing Events

Online Testing Window: February 17th – February 28th

Online testing will be offered during the online testing window. Information about the online testing will be sent to advisers by February 16th. Please ensure computers with Internet access are available during this window for your students to test.

Production Submission Deadline: February 28th

Production events must be submitted **by the adviser** in the registration system, Blue Panda. If your students are in the production event, you will see a button called Assets, where the adviser can upload all production items. Please double check that your students have made all URLs publicly accessible. If the judge cannot open the items, the student will receive a score of 0.

LEAD Awards

LEAD Awards is an opportunity for individual members to be recognized for enhancing their leadership skills, expanding their business knowledge and contributing to their local communities. There are two levels to the LEAD Awards: Explore and Aspire. Learn more at [this link](#). At our Conference, LEAD Awards will be recognized. Complete the award by February 16th for recognition.

Awards Session

The session, held at the end of the day on March 5th, will recognize the top four competitors in each event. The top four competitors in each event will qualify to compete at the National Leadership Conference.

National Leadership Conference

The top four competitors in each national competition are eligible to attend and compete at the [2025 National Leadership Conference](#). The FBLA National Leadership Conference will be held in Anaheim, California, June 29th - July 2nd.

Frequently Asked Questions

Q: I have a member/chaperone that backed out after the deadline, what can I do?

A: You can replace the member or chaperone so your registration number stays the same, but **no refunds** will be given after the registration deadline. Events may not be changed after the deadline.

Q: What meals are included in the conference fee?

A: Lunch

Q: Can my member compete in more than one event?

A: Yes. See the chart by the Competitive Events section.

Q: Does Colorado FBLA accept credit card payments?

A: Yes, you'll be able to complete payment with a credit card in the Blue Panda registration system. Remember the 4% convenience fee that's added to the total amount for paying via credit card.

Dress Code

The FBLA National Dress Code will be in effect. Please follow Business Professional guidelines.



DRESS CODE

Projecting a professional image in the workplace is vital for business leaders. It demonstrates seriousness of purpose and respect for clients, colleagues, and others. As Future Business Leaders of America who seek to lead and serve others, participants will dress in business attire and uphold the professional image of the association. 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 indicated.

Conference name badges are part of the Dress Code and must be worn for all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The Dress Code is gender-neutral.

ACCEPTABLE ITEMS








BUSINESS PROFESSIONAL

Business Suit

- Suit pants and jacket
- Blouse (or) collared dress shirt 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

NOTE: Business Casual is only available during sessions specifically noted in conference materials and is NOT appropriate for competitive events.

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.

Colorado FBLA Code of Conduct

Colorado FBLA is proud of its reputation and expects advisers to discuss this Code of Conduct with attending members and closely monitor students at all conferences. These policies are in effect for all delegates who are attending any Local, District, State or National FBLA function. The term “delegate” shall mean any FBLA member.

Advisers must submit a signed Certification Form at each event, which certifies that each member attending has turned in a completed Multiple Release Form and agreed to the Code of Conduct below.

Respect:

- 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.
- Harassment based on race, color, religion, national origin, ancestry, sex, gender, sexual orientation or disability will not be tolerated. See our Harassment Policy in the Colorado FBLA Handbook.
- Delegates are to abide by all school, school district and venue policies.
- Delegates are expected to adhere to FBLA dress code at all competitions, general sessions and workshops. Notification of violations will be sent to the local adviser and administrator. Furthermore, competitors will not walk on stage during awards sessions if observed violating the dress code.

Responsibility:

- 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.
- Delegates will be prohibited from participation without local supervision provided by a 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.
- Delegates of the opposite gender are not allowed in sleeping rooms in hotels unless the door is WIDE OPEN or the chapter adviser or responsible adult is present in the room.
- Observe the curfews as listed in the conference program. Curfew is defined as being in your own assigned room by the designated hour.

Ethical Behavior:

- Alcoholic beverages, tobacco in any form, and controlled or illegal substances of any form are not allowed. These items must not be used or possessed at any time, under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
- Delegates are expected to maintain competition ethics by only submitting and presenting original work and properly cited, and only materials explicitly allowed in the event guideline are used.

Conference Photography

- Colorado FBLA photographers and videographers will be taking photos and videos during the conference for use in any manner FBLA deems appropriate including, but not limited to, FBLA websites and publications. 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, video streaming, or television), 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 during 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:

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

Form intended to be printed - Revised May 2018

Chapter Certification

The CTSO 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.

A meeting emergency plan has been created and communicated to attendees, parents of attendees 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.