



Colorado

FBLA

District 2 Leadership Conference

Saturday-February 01, 2025

@ Longmont H.S. 7:45AM

Call to Conference

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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	
Jan. 22, 2025	Payment Received Deadline	Checks are sent to Sean McCoy at Monarch HS made payable to: Colorado FBLA District #2
Jan 24, 2025	Pre-Judge Submissions	Events: Business Ethics, Business Plan, Digital Animation, Digital Video Production, Future Business Educator, Future Business Leader, Job Interview
Jan 24, 2025	Production Submissions	Events: Computer Applications, Spreadsheet Applications, Word Processing
Jan. 2- Jan 24, 2025	Online Testing Window	Tests available from 7 am to 7 pm
BAA Link	BAA Link	https://www.fbla.org/divisions/fbla/fbla-education/
Feb. 01, 2025	District Leadership Conference	Longmont HS. 1040 Sunset St. Longmont CO 80501 Please use the south parking lot main school entrance. Saturday February 01, 2025 Time: 7:45AM-2:30PM

General Information

Date: Saturday - February 01, 2025

Location: Longmont High School 1040 Sunset St, Longmont, CO 80501

Cost: \$25

Registration Deadlines	December 3-13	December 14-20
Registration Cost (includes online testing, competition materials, awards, conference materials)	\$25	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: 01/22/2025
- Credit card payments incur a 4% convenience fee and will be made through the Blue Panda registration site.
- Check payments should be mailed to: Checks are sent to Sean McCoy at Monarch HS made payable to: Colorado FBLA District #2

Contact Information

Name	Title	E-mail
Sean McCoy	Board Member	sean.mccoy@bvsd.org
Tony Bermud	State Officer	d2stateofficer@coloradofbla.org
James Givens	State Officer Local Adviser	giveans_james@svvsd.org

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
- Pizza and Salad for lunch. Bring your own water bottles. Contact James Givens regarding this. giveans_james@svvsd.org

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)

Tentative Conference Schedule of Events

07:45am - 08:30am	REGISTRATION/PACKET PICK UP/SCRATCH	HQ
08:30am - 08:45am	OPENING SESSION	TBD
08:50am	COMPETITIONS BEGIN	
09:00am - 10:00am	WORKSHOP 1 TBD [_____]	TBD
10:30am - 11:30pm	WORKSHOP 2 TBD [_____]	TBD
11:15am - 12:00pm	LUNCH [Red Tickets]	TBD
12:15pm - 1:00pm	LUNCH [Yellow Tickets]	TBD
12:00pm - 1:00pm	WORKSHOP 3 TBD [_____]	TBD
01:30pm - 02:30pm	CLOSING/AWARDS CEREMONY	TBD

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: Jan. 2- Jan 24, 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: Jan 24, 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: Jan 24, 2025

All production events will have a 50-minute online test and an additional allotment of time to complete the production elements. 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. Timing for presentations may vary. All information regarding the presentation times for events will be communicated through email and/or this Call to Conference.

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 to qualify for the next level of competition.

Business Achievement Awards

Business Achievement 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 four levels to the Business Achievement Awards: Contributor, Leader, Advocate and Capstone. Learn more at [this link](#).

At our District Leadership Conference, we do not recognize the Business Achievement Awards.

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 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.

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.

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for conference attendees—students, advisers, and guests. Professional business attire is required at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated in conference materials.

Conference name badges are considered part of the dress code and must be worn at 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
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Blazer

- Dress pants, including khakis, (or) dress (or) skirt
- Blazer
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Dress

- A business dress
- Dress shoes (or) dress boots

Other Professional

- Dress pants, including khakis, (or) skirt
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

BUSINESS CASUAL

- Dress pants, skirt, (or) khakis/chino-style pants
- Blouse, collared dress shirt, (or) polo shirt
- Dress shoes (or) dress boots

NOTE: Business Casual is only permitted during sessions specifically noted in conference materials.

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.

June 2023

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	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Broadcast Journalism	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
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	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
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	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Business Plan	9-12	Prejudge Report & Presentation	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Client Service	9-12	Role Play	I	Membership Based	Top 4	
Coding & Programming	9-12	Demonstration	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
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	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
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	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Digital Animation	9-12	Prejudge Project & Presentation	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Digital Video Production	9-12	Prejudge Project & Presentation	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Economics	9-12	Online Test	I	Unlimited	Top 4	
Electronic Career Portfolio	9-12	Presentation (Equipment)	I	Membership Based	Top 4	Prep-time: 10 minute

						Performance time: 7 minutes (+3 travel time)
Entrepreneurship	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Financial Math	9-12	Online Test	I	Unlimited	Top 4	
Financial Statement Analysis	9-12	Presentation	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Future Business Educator	9-12	Pre-judge & Presentation (Equipment)	I	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Future Business Leader	9-12	Objective Test, Prejudge & Interview	I	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)

Graphic Design	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Health Care Administration	9-12	Online Test	I	Unlimited	Top 4	
Help Desk	9-12	Online Test & Role Play	I	Membership Based	Top 4	Hold Time: 10 minute Performance time: 5 minutes. (+5 travel time)
Hospitality & Event Management	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Human Resource Management	9-12	Online Test	I	Unlimited	Top 4	
Impromptu Speaking	9-12	Speech	I	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
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	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
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	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
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	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
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	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Introduction to Public Speaking	9-10	Speech	I	Membership Based	Top 4	Hold Time: 10 minute Performance time: 4 minutes. (+ travel time)
Introduction to Social Media Strategy	9-10	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Job Interview	9-12	Prejudge & Interview	I	Membership Based	Top 4	Pre-judge requirement Hold Time: 10 minute Performance time: 7 minutes. (+3 travel time)
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	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Marketing	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Mobile Application Development	9-12	Demonstration Demonstration AND *PPT of how it was made! W/ Software used!	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Network Design	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
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	Prep-time: 20 minute Performance time: 10 minutes

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	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Public Speaking	9-12	Speech	I	Membership Based	Top 4	Hold Time: 10 minute Performance time: 5 minutes. (+5 travel time)
Sales Presentation	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Securities & Investments	9-12	Online Test	I	Unlimited	Top 5	
Social Media Strategies	9-12	Presentation (Equipment)	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Sports & Entertainment Management	9-12	Online Test & Role Play	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
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	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Website Coding & Development	9-12	Demonstration AND *PPT of how it was made! W/ Software used!	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
Website Design	9-12	Demonstration AND *PPT of how it was made! W/ Software used!	T (1-3)	Membership Based	Top 4	Prep-time: 10 minute Performance time: 7 minutes (+3 travel time)
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