

Nebraska FBLA State Leadership Conference (SLC)

April 8-10, 2010
Omaha Holiday Convention Center
72nd and Grover Streets

Registration Fee: \$50 per member/adviser; \$30 per chaperone
Includes Friday evening buffet

February 19 Registration Deadline

Online Registration: Adviser, Chaperone Registration and Member Competitive Events
Required Items Mailed to State Office

- Copy of Conference Registration Summary Form
- Chapter Permission Form

Items Mailed to Grafton and Associates, 5935 South 56th Street, Ste. A, Lincoln, NE 68516

- Conference Registration Summary Form
- Check

February 19 Optional Competitive Event Forms or Items Due to State Office

All State Quality Member Applications – no limit on entries
Business Ethics Case Study Solution – 1 team per chapter
Business Presentation Entry Form and 2 DVDs – 1 entry per chapter
Client Service Case Study Solution – 1 entry per chapter
Chapter Events Entry Form
Digital Video Production with Entry Form – 1 entry per chapter
E-business Entry Form – 1 entry per chapter
Electronic Career Portfolio with Entry Form – 1 entry per chapter
Emerging Business Issues Affirmative/Negative Positions – 1 team per chapter
Programming Entries with Entry Forms – no limit on entries
Public Speaking I and II CD/Tape and Written Copy of Speeches – 1 entry per event
Web Site Development Entry Form – 1 entry per chapter
Who's Who Resume with Entry Form – 1 entry per chapter

February 19 Optional SLC Forms

Businessperson of the Year
Golden Round Table
Local Chapter Recruitment of Chapters
Market Share Award
Parliamentary Procedure Reference Form
Scholarship Fund Chapter Recognition Form
Special Needs Form
Star Volunteer
Sweepstakes

March 1 Deadline

Chapter Reports: American Enterprise, Community Service, Partnership with Business, Local
Chapter Annual Business Report – Submit 2 copies of each report
Business Financial Plan – 1 entry per chapter, submit 2 copies
Business Plan – 1 entry per chapter, submit 2 copies
Business Presentation DVD with Entry Form – 1 entry per chapter

March 8-25: Online Testing – 2 teams each chapter per event

Banking and Financial Systems
Entrepreneurship
Global Business
Management Decision Making
Management Information Systems
Network Design

March 4-24: Computer Skill Events Testing

Accounting II – computer portion of event – no limit on chapter entries
Computer Applications – 2 per chapter
Database Design and Applications – 2 per chapter
Desktop Publishing – 1 team of 2 per chapter
Spreadsheet Applications – 2 per chapter
Word Processing I – 4 per chapter
Word processing II – 4 per chapter

SLC Registration Information

SLC Attendance – Review Section 3 of the Nebraska FBLA Handbook for basic information about the conference. There is no state limit on the number of members each chapter can bring to the SLC.

Competitive Event Guidelines – Complete event guidelines can be found in the Nebraska FBLA Handbook in Sections 4, 5, 6 and 7.

February 19 Deadline – The SLC registration deadline of February 19 is a postmark deadline for all items submitted by U.S. mail. This is a firm deadline and late registrations cannot be accepted because items must be forwarded to judges.

Online registration must be completed on or before February 19. If you discover errors in the online registration after the February 19 deadline, please notify Karen Kloch at karen.kloch@nebraska.gov. Prior to February 19, you can make corrections online and resubmit your registration.

Nebraska FBLA Website – SLC Registration Area

Directions – Select the Conferences link on the Nebraska FBLA website's home page, which will take you to the State Leadership Conference Registration area. Click on the State Leadership Conference Registration link to reach the SLC registration information page.

Registration Information – Click on the Registration Information section to list the 5 forms that will provide you with important information to complete your first steps in the registration process. Print the 5 documents from this section to guide you through the registration process. Use the SLC Registration Checklist, which summarizes all of the forms and competitive event items, to help ensure that all parts of the registration process are completed.

Required Registration Forms – This section contains the minimum items that must be completed to register for the FBLA State Leadership Conference. The link for online registration is found in this section.

Optional SLC Forms – This section contains additional forms that can be completed if the chapter or members are participating in the event.

Chapter Use Forms – This section provides you with important forms for use by your chapter: Delegate Conduct/Procedures Code and Medical Release Form. Each member attending the SLC should complete these forms, and you should take the forms with you to the conference. Do NOT send these forms to the state office.

Online Registration – All advisers, members, and chaperones will be registered through the online registration link found in the Required Registration Forms section. Members' competitive events are also entered through this online registration process. We will announce through the listserv when the link is live.

Scholarship Fund – The Scholarship Fund supports the \$750 and \$500 scholarships presented to the Future Business Leader first- and second-place winners. Chapters contributing to the Scholarship Fund may count the activity for the Sweepstakes award. Please submit the Sweepstakes entry form with your SLC registration materials. A list of chapters contributing to the Scholarship Fund will be posted at the conference.

Hotel Information

Holiday Inn – The Holiday Inn room block is filled for the State Leadership Conference. However, after finalizing registration, some chapters may release rooms for their room block. Rooms frequently become available for booking in late February.

Other Hotels – Rooms are available at the Howard Johnson, Ramada Inn and Comfort Inn. Please see the Nebraska FBLA website under Conferences, State Leadership Conference, Hotel Information for rates and phone numbers of the hotels.

Competitive Event Testing Completed Prior to the SLC

Computer Skill Event Testing – Tests for the following events will be mailed to your chapter prior to the testing dates of March 4-24. Each test is administered by a proctor (someone other than the chapter adviser).

- Accounting II – computer portion of event – 30-minute test
- Computer Applications – 60-minute test
- Database Design and Applications – 30-minute test
- Desktop Publishing – 90-minute test
- Spreadsheet Applications – 30-minute test
- Word Processing I – 30-minute test
- Word processing II – 30-minute test

The FBLA-PBL Format Guide provides the document styles used in the Word Processing I, Word Processing II and Computer Application events. The Format Guide is found in your national *Chapter Management Handbook* (white 3-ring notebook) in the Competitive Events section.

Online Testing – The team events of Banking and Financial Systems, Entrepreneurship, Global Business, Management Decision Making, Management Information Systems, and Network Design are two-part events. The objective test will be given online at your school any time during March 8-25 between the hours of 8 a.m. and 5 p.m. CDT. If you need special time accommodations, please notify Beverly Newton at bev.newton@nebraska.gov. Advisers will need to secure a proctor to administer the test. Access codes to connect to the online testing site as well as additional forms will be emailed to advisers prior to the testing dates.

Competitive Events

Review the competitive event guidelines carefully in Sections 4, 5 and 6 of the *Nebraska FBLA Handbook*. <http://www.nebraskafbla.org/handbook.htm>

All scenarios for specified events are provided in the handbook. Preliminary case studies for Business Ethics and Client Service are linked to the website. <http://www.nebraskafbla.org/conferences.htm>

New Competitive Events – The following events are new:

Computer Game and Simulation Programming – Individual event. Develop a program based on the scenario provided.

Help Desk – An individual event with two parts: objective test and performance. The top students based on their objective-test scores will present their solution to a case study in a role-play situation with the judges.

Management Information Systems – A team event with two parts: online objective test and performance. The top teams based on their objective test scores will present their solution to a case study before a panel of judges.

Event Changes – The following events have modifications:

Accounting II – Students may bring spreadsheet templates to the computer portion of the event.

Personal Finance – Open to students in grades 11-12.

Chapter Events – Two copies of all reports must be submitted.

Electronic Career Portfolio – Entries must be web based.

Chapter Reports – Submit two copies of each report.

Frequently Asked Event Questions – The following items cover common questions asked about events.

Computer Events – The computer skill events (Accounting II, Computer Applications, Database Design and Applications, Spreadsheet Applications, Word Processing I and Word Processing II) are given prior to the SLC on March 4-24 at each chapter's local school. You may select any date from March 4-24 to have the tests administered by a proctor, such as a business teacher who does not sponsor FBLA, a guidance counselor, a school principal, another teacher or the technology coordinator. The testing materials will be mailed to your chapter prior to March 4. The postmark deadline to return the tests is March 24.

Upon receiving your computer competitive event packet, please open the packet and read the adviser instructions. The proctor should follow the script and directions on the Computer Event General Guidelines.

Impromptu and Public Speaking – Each public speaking competitor must submit a CD or cassette tape of his/her speech as well as a hard copy of the speech by February 19. The top 20 competitors will be notified in March of their speaking times at the SLC.

Each public speaking contestant should arrive only 10 minutes prior to his/her assigned slot. The competitors may speak from a copy of the speech; however, it is recommended that a competitor speak without using any reference. No microphones are provided.

Impromptu contestants are sequestered and must meet in the holding room at 6 p.m. on Thursday at the Howard Johnson. Participants in the speaking events are not allowed to watch another performer speak.

Job Interview and Future Business Leader – Only seniors are eligible to enter these events. A chapter may enter all of its SLC registered seniors in the Job Interview event. Students entered in the Future Business Leader event must also be entered in the Job Interview event because the preliminary interview for the Job Interview event counts as the preliminary Future Business Leader interview.

Finalists for the Job Interview and Future Business Leader events report at 7:15 a.m. Saturday morning and are sequestered until their interview time. If a student is a finalist in both Job Interview and the Future Business Leader events, he/she will compete in one event and then report to the holding room for the other event.

Website Events – Individuals or teams entering the Electronic Career Portfolio, E-business or Web Site Development events need to have their website online by the registration deadline of February 19. Please complete the appropriate form found on the Nebraska FBLA website and double check that the URL is correctly listed. Websites will be judged starting the last week of February.

Who's Who in FBLA – Each chapter may submit one nomination for the Who's Who event. Nebraska is eligible to recognize one percent of its membership as Who's Who recipients. Applicants should complete a resume based on the Who's Who rating sheet and submit the resume along with the entry form by February 19.

Gold Seal Chapter Awards – Chapter nominees for the Gold Seal chapter award are selected from the chapters submitting Local Chapter Annual Business Reports.

SLC Educational Opportunities

Tours – Business tours will be available on a first-come, first-served basis for chapters on Thursday morning, April 8. Please watch the SLC listserv for more information. Full details will be posted on the FBLA website under Conferences, State Leadership Conference and then scroll down to Tours.

Seminars – Your Board of Directors Seminar Committee offers eight unique workshops for you and your members. The seminar schedule will be posted on the Nebraska FBLA website under Conferences, State Leadership Conference. Please provide a seminar schedule for each member attending the SLC. It is recommended that each chapter require members to attend **two** workshops during the conference. Our thanks to the committee members of Julie Jensen, Pat Hinkle and Nick Jarzynka for coordinating the seminar schedule.

General Sessions and Awards Program – Highlights of Thursday's opening session include Patty Hendrickson, keynote speaker, and the state officer candidate campaign speeches. Patty's presentation, *Be Simply the Best*, will help students to make good choices.

Honorable mention certificates will be presented at Friday evening's second general session beginning at 8 p.m. Events with only one honorable mention will be presented first. The Awards Program runs from 9:45 a.m. to 12 noon on Saturday.

Formal Caucus – The Formal Caucus held from 9 to 9:30 p.m. on Thursday, April 8, offers delegates the opportunity to question the state officer candidates. Each chapter may submit questions prior to the caucus on colored cards, which will be included in your chapter's registration packet.

State Officer Elections – Chapters need to select voting delegates to represent their chapter during primary balloting and at Delegate Assembly. The number of voting delegates granted each chapter is based on chapter membership. The delegate count ratio is listed in Section 3, SLC Guidelines, in the *Nebraska FBLA Handbook*.

Primary Ballot – Primary balloting for the State Officer Team is held in the Palace Foyer on Friday from 2:30 to 5 p.m. Local chapter voting delegates will vote by scantron ballot and must sign the delegate registration sheet. Following the primary voting, the top two candidates for each office will be posted.

Delegate Assembly – Delegate Assembly is held Friday evening from 6 to 7 p.m. in the Heartland Room. Roll call will be taken once to determine the number of delegates present. Scantron ballots will be cast to determine a winner from the top two candidates for each office. A candidate must receive a majority to be elected. All delegates will be held until the scantron ballots are counted to ensure there are no ties. The new state officers will be announced at both the Delegate Assembly and the Second General Session with the installation of the 2010-2011 State Officer Team at the Awards program.

Presidents' Recognition – Your Nebraska FBLA Advisory Council hosts the Presidents' Recognition for all local chapter presidents or your chapter's designated representative on Thursday from 8 to 8:30 p.m. in Holiday C. Your chapter president will have the opportunity to network with other presidents as well as meet the Council members. Each local president will receive recognition from the Advisory Council.

SLC Entertainment Activities

Karaoke – Karaoke leads the entertainment schedule on Thursday evening from 7:45 to 8:45 p.m., takes a break during the Formal Caucus and then returns from 9:30 to 11 p.m. The karaoke will be held in the Omaha Room on the 3rd floor of the Holiday Inn.

Appropriate dress for both students and advisers attending karaoke from 7:45 to 8:45 p.m. is business attire. After 9:30 p.m. students may wear casual attire, such as walking shorts; however, no blue jeans, athletic wear or swimsuits are permitted.

Dance – Friday evening the SLC dance will begin following the Second General Session. Students wearing their SLC t-shirt or contributing \$2 to the dance may wear blue jeans. Funds raised from the dance will be donated to the Nebraska FBLA Foundation.

Coco Key Water Resort – The Coco Key Water Resort will be available to Nebraska FBLA conference participants at a reduced rate of \$10 per day. Chapters staying at the hotel will receive a ticket order form with their hotel rooming list. Chapter delegates not staying at the Holiday Inn will be able to print an order from the Nebraska FBLA website to purchase Coco Key Water Resort tickets for the FBLA discounted rate of \$10 per day. Students may also show their conference name badge at the water resort front desk and pay the admission price to enter the park.

2010 Special Items

National Anthem Singer – Congratulations to Erin Kelley from Southwest Consolidated FBLA for being selected to sing the National Anthem at this year's SLC!

SLC T-shirts – Pat Hinkle, Bellevue West, is coordinating the sale of the SLC t-shirts with proceeds going to the FBLA Foundation. Watch the listserve for the winning design and ordering details.

Friends of the Foundation Award – The Nebraska Foundation Marketing Committee will recognize chapters for their Foundation support with the Friends of the Foundation award. Chapters meeting the criteria on the Friends of the Foundation form will receive glow items to wear at the SLC Second General Session. You can find the form on the Nebraska FBLA website under the Foundation link: <http://www.nebraskafbla.org/foundation.htm>.

More Foundation Recognition – The three chapters raising the most funds for the Foundation will be recognized at the SLC Second General Session with a certificate.

Additional Information

Adviser Service Awards – At the Opening General Session, advisers will be recognized for their years of service in increments of 5 years, 10 years, 15 years, etc.

Adviser Work Schedule – The tentative adviser work schedule will be posted on the Nebraska FBLA website under Conferences, then click on SLC Registration Information. Open the Adviser Information section for the full work schedule as well as the work table, which lists each adviser's schedule alphabetically by chapter name. The schedule was updated based upon the input provided from advisers.

If your chapter is not attending the SLC, please notify us immediately so we can cover your assignments. If you have any changes or corrections that should be made, please notify Bev Newton by [February 5](#).

Star Volunteer and Businesspersons of the Year Awards – All awards for the Star Volunteers and Businesspersons of the Year will be presented at the Saturday Awards Program. It is the chapter's responsibility to notify the recipients of their awards. Applications for these awards can be found on the website under Optional SLC Forms.