



**WA** *FBI***A**

2020-2021  
Chapter Success Guide

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# FBLA Overview

FBLA-PBL – Future Business Leaders of America-Phi Beta Lambda, Inc. is the largest career student organization in the world.

## **History & Reach**

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Washington State Future Business Leaders of America (FBLA) is a state affiliate of Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) located in Reston, Virginia. Washington State became a chartered member in 1964. Articles of Incorporation were filed with the Office of the Secretary of State in 1985.

FBLA-PBL, Inc., is an international professional association and the largest career student organization in the world serving students with career interests in the field of business. Each year FBLA-PBL serves over 230,000 members. FBLA-PBL, Inc., chartered its first chapter in 1940 in Johnson City, Tennessee, as a result of the efforts started in 1937 by Hamden L. Forkner of Teachers College, Columbia University in New York City.

## **Size**

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Each year, Washington State FBLA helps over 4,000 members prepare for careers in business in chapters in high schools, middle and junior high schools, and private schools throughout the state.

## **Endorsements**

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FBLA is endorsed by the U. S. Department of Education, Washington Department of Education, National Business Education Association, the Business and Marketing Division of the Association for Career and Technical Education, Washington State Business Education Association, and over 50 other business-related partners and industry associations.

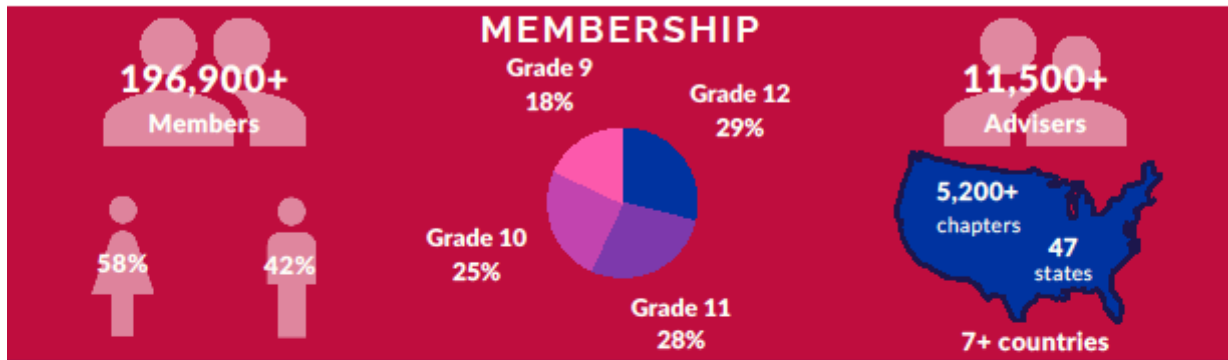
### **FBLA Mission Statement**

**FBLA-PBL inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.**

# FBLA Factsheet

## FUTURE BUSINESS LEADERS OF AMERICA

The High School Division of FBLA-PBL



### PROGRAMS

#### COMPETITIVE EVENTS

70+ competitions spanning 10 career clusters

#### LEADERSHIP DEVELOPMENT & RECOGNITION

*Business Achievement Awards (BAA)*      *Community Service Awards (CSA)*

#### CONFERENCES

*National Fall Leadership Conference (NFLC)*  
5,000+ attendees, 3 locations

*National Leadership Conference (NLC)*  
9,200+ attendees, includes Institute for Leaders (600 attendees)

### WHY SHOULD STUDENTS JOIN?

- College Preparation
- Academic Competitions
- Career Exploration
- Networking
- Scholarships
- Travel
- Discounts

### ABOUT FBLA-PBL

Future Business Leaders of America-Phi Beta Lambda, Inc. is the largest career student business organization in the world.

Each year, FBLA-PBL helps over 230,000 members in 4 divisions prepare for careers in business.

FBLA-Middle Level    FBLA    PBL    Professional Division

  
fbla-pbl.org



# Contact Information

## Washington FBLA

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### **FBLA STATE CHARTER HOLDER**

Office of Superintendent of Public Instruction  
600 Washington Street SE  
Olympia, WA 98504

### **FBLA OPERATIONS CENTER MAILING ADDRESS**

Washington FBLA  
P. O. Box 1440  
Owasso, OK 74055  
(SEND ALL MAIL TO THE FBLA OPERATIONS CENTER)

### **WASHINGTON FBLA CONTACT INFORMATION**

Phone: 206.801.0009 | FAX: 360.539.1865

## National FBLA

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### **NATIONAL FBLA HEADQUARTERS**

FBLA-PBL National Center  
1912 Association Drive  
Reston, VA 20191-1591  
Phone: 800.325.2946 | FAX: 866.500.5610

### **NATIONAL FBLA STAFF**

Alex Graham, CEO  
Lisa Smothers, Membership Director  
Kelly Scholl, Education Director  
Robert Smothers, Conference Manager  
Gabrielle Gallagher, Director of Communications & Marketing  
Lauren McMahon, Digital Marketing Coordinator

### **MARKETPLACE**

*Supplies all chapter materials, member emblematic supplies, and official FBLA wear.*  
866.325.2725 | [www.fblamarketplace.com](http://www.fblamarketplace.com)

## Social Media

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### WASHINGTON FBLA

[www.facebook.com/wafbla](http://www.facebook.com/wafbla)

@wafbla

### NATIONAL FBLA

[www.facebook.com/FutureBusinessLeaders/](http://www.facebook.com/FutureBusinessLeaders/)

@FutureBusinessLeaders

### NATIONAL PROFESSIONAL DIVISION

[www.facebook.com/ProfessionalDivision](http://www.facebook.com/ProfessionalDivision)

@Professional Division

### WASHINGTON PROFESSIONAL DIVISION

<http://wafbla.org/professional-division>



## Web Sites

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Washington FBLA—[www.wafbla.org](http://www.wafbla.org)

National FBLA—[www.fbla-pbl.org](http://www.fbla-pbl.org)

Washington Association for Career & Technical Education—[www.wa-acte.org](http://www.wa-acte.org)

Washington State Business Education Association—[www.wsbea.org](http://www.wsbea.org)

## State Management Team

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**Mike Oechsner, MBA, CAE, CMP** | Executive Director

*Operations, Governance, Policy, Finance*

Email: [mike@wafbla.org](mailto:mike@wafbla.org)

**Ryan Underwood** | Senior Director

*Advocacy, Public Relations, Board Support*

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**Dawne Schmidt** | Associate Director

*Adviser Support, Conferences, Registration, Publications, Executive Leadership Program*

Email: [dawne@wafbla.org](mailto:dawne@wafbla.org)

**Sarah Magney** | Operations Director

*Conferences, Judge Recruitment, Web Site Maintenance, Regional Adviser Support*

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## Finance Questions

*Financial Management, Invoices, Billing, Payments*

Email: [washington@ctsofinance.org](mailto:washington@ctsofinance.org)

# Board of Directors

**Bill Young** | Board Chair

**Jacinda McLaughlin** | Board Vice Chair

**Greg Olsen** | Board Secretary/Treasurer

**Denise Gibbs** | Business Representative

**Darmeny Jones** | Business Representative

**Dawn Larsen** | Business Representative

**Kathy Schmit** | Business Representative

**Garci Duncan** | WA FBLA Region Adviser

**Adam Smith** | WA FBLA Region Adviser

**Lance Wrzesinski** | OSPI/Education Liaison

**Jackie Floetke** | Professional Division President

**Brad Hooper** | WACTA Representative

**Peter Rustemeyer** | WSBEA Representative

**Sathvik Nallamalli** | State President

**Ashley Lin** | Past State President

**Mike Oechsner, MBA, CAE, CMP** | Executive Director



# Board of Advisers

**Matt Monnastes** | Capital Region Adviser | Envision Career Academy  
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**Garci Duncan** | North Central Region Adviser | Eastmont High School  
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**Peter Rustemeyer** | West Central Region Co-Adviser | Hazen High School  
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# State Officer Team

**Sathvik Nallamalli | STATE PRESIDENT**

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**Tina Zhang | STATE SECRETARY**

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**Ashley Lin | VICE PRESIDENT  
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**Smriti Somasundaram | VICE PRESIDENT**

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**Alli Pugh | VICE PRESIDENT**

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**Emily Ney | VICE PRESIDENT**

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**Jean Lin | VICE PRESIDENT**

SOUTHWEST REGION  
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**Gary Tou | VICE PRESIDENT**

WEST CENTRAL REGION  
*Hazen High School*  
[westcentralvp@wafbla.org](mailto:westcentralvp@wafbla.org)

# Membership

## **Voting Delegates**

As a volunteer-led association, the power to change, direct, and propel the association rests with student voting delegates. Voting delegates elect state officers and approve amendments to the Student Bylaws.

Each chapter receives two State Voting Delegates to elect statewide candidates (President/Executive Vice President/Secretary/Public Relations Officer) and vote on bylaws.

Each chapter receives Chapter Voting Delegates who elect the Region Vice President based on chapter membership. Be sure that your chapter assigns the proper number of delegates to participate in the election process:

<b><u>Number of Chapter Voting Delegates</u></b>	
1-50 Members	2 delegates
51-100 Members	3 delegates
101+ Members	4 delegates

*Each additional 50 members shall have one additional vote*

## **Pricing**

Washington FBLA Regional, State, and National Membership dues are \$20 per student.

- Dues in FBLA are unified. This means you must join the regional, state, and national organization to be an officially recognized member.
- National Dues are \$6 and have not increased since 1989.
- State dues are \$10.
- Regional dues are \$4.

## **Champion Chapters Overview**

Washington FBLA will utilize a Champion Chapters program to determine our most outstanding chapters in the state. Included on our Web site is a grid with scoring to recognize chapters as Honor Roll Chapters, Bronze Chapters, Silver Chapters, or Gold Chapters.

All Gold Chapters, as determined by the scoring outlined on the grid, will receive Gold Seal Chapter status. The highest score out of those chapters earning recognition as Gold Seal Chapters will be awarded as the Outstanding Local Chapter of the Year at the State Business Leadership Conference.

Participation deadline for Outstanding Local Chapter consideration is March 1.

# Guidelines to Success for Advisers

## Summer:

- Plan for upcoming FBLA Year
- Meet with chapter officers
- Develop chapter Program of Work
- Hold team building activities
- Develop paperwork for students, parents, and supporters about FBLA dues

## September:

- Register for the Washington FBLA Adviser Conference
- Hold first chapter meeting
- Hold recruiting event (like pizza night, bowling, etc.)
- Distribute information about Washington FBLA Region Fall Leadership Conference
- Have students visit and review FBLA State and National Websites
- Start students in Business Achievement Awards
- Plan all competitive events with students (and start working on projects)

## October:

- Attend the Washington FBLA Adviser Conference
- Recruit members to attend your Region Fall Leadership Conference
- Register for your Fall Region Leadership Conference
- Upload your initial membership roster for program-based affiliation by October 20 to be recognized as an official chapter
- Review information about National Fall Leadership Conferences (NFLC)

## November:

- Attend your Regional Fall Leadership Conference
- Consider attending National Fall Leadership Conference
- Celebrate American Enterprise Day

## December:

- Submit updates to membership roster for program-based affiliation by December 15 to receive winter publications
- Hold chapter holiday celebration

## December/January:

- Receive and complete Region Winter Leadership Conference registration materials
- Receive and review SBLC Registration materials from Washington FBLA



**January:**

- Practice for Region Winter Leadership Conference (speeches, topics, tests)
- Verify that your final chapter membership roster is loaded for program-based affiliation—recommend that all program/curriculum fees be paid by January 31
- Pay fees for Region Winter Leadership Conference
- March of Dimes Mission LIFT Grant Applications due to National FBLA

**February:**

- Attend Region Winter Leadership Conference
- Plan and hold events for FBLA Week
- Make hotel reservations for State Conference
- Finalize State Conference Projects

**March:**

- Final national dues deadline (March 1)
- Turn in all state projects by deadline
- Take online tests for State Business Leadership Conference

**April:**

- Attend the State Business Leadership Conference
- Complete National Leadership Conference Intent to Compete Form
- Re-work projects for National Competition and submit to Washington FBLA by the deadline

**May:**

- Submit NLC Registration Materials to Washington FBLA
- Ensure that NLC payment has been made
- Check competitors in national system

**June/July:**

- Attend National Leadership Conference
- Report success to local media outlets

# 2020-2021 Calendar of Events

*Due to the current world situation with Covid-19, some dates have been excluded from this calendar and will be added throughout the year on our online calendar. Please visit our website at [www.wafbla.org/calendar](http://www.wafbla.org/calendar) for an updated list of state dates.*

August 1	National Membership Registration Opens
August 1	<b><u>NATIONAL PROGRAM</u></b> Super Sweeps Begins
September 9	<b><u>NATIONAL PROGRAM</u></b> Welcome Back Webinar (check National website for link)
September 14	<b><u>NATIONAL PROGRAM</u></b> Fall Stock Market Game Begins
October	<b>Adviser Trainings (New/Experienced Advisers Welcome)</b> 16 – New Adviser Training 17 – Adviser Training
November	<b>State Fall Leadership Conferences</b> 9 – 30-day Access to 100XED TV 17 – THE MAIN EVENT
December	7 – Celebration Session 8 – Final Day of Access to 100XED TV
October 16	<b>NATIONAL PROGRAM</b> Fall Stock Market Game Registration Deadline
October 20	<b><u>NATIONAL PROGRAM</u></b> Super Sweeps Ends Fall LifeSmarts Competition Begins Fall Virtual Business Personal Finance Challenge Begins Fall Virtual Business Management Challenge Begins
October 20	<b>NATIONAL DEADLINE</b> Initial Membership Reporting Deadline
October 20	<b><u>NATIONAL PROGRAM</u></b> Super Sweeps Ends

November	<b>NATIONAL FALL LEADERSHIP CONFERENCES</b> 6-7 – Omaha, NE 13-14 – Dallas, TX 20-21 – Daytona Beach, FL
November 1-30	<b><u>NATIONAL PROGRAM</u></b> Prematurity Awareness Month
November 1	<b><u>NATIONAL PROGRAM</u></b> Non-Stop November Begins
November 8	<b><u>NATIONAL PROGRAM</u></b> LifeSmarts Fall Competition Ends
November 15	<b><u>NATIONAL PROGRAM</u></b> American Enterprise Day
November 17	<b><u>NATIONAL PROGRAM</u></b> March of Dimes World Prematurity Day
December 4	<b><u>NATIONAL PROGRAM</u></b> Fall Stock Market Game Ends
December 10	<b><u>NATIONAL PROGRAM</u></b> Non-Stop November Ends
December 15	<b>NATIONAL DEADLINE</b> Dues Deadline to receive winter publications.
January 1	<b><u>NATIONAL PROGRAM</u></b> Action Awareness Begins
January/ February	<b>Region Winter Leadership Conferences</b> TBD
January 1	<b><u>NATIONAL PROGRAM</u></b> Action Awareness Begins
January 15	<b>NATIONAL DEADLINE</b> March of Dimes Grant Application Postmark Deadline
February 1-28	<b>National Career &amp; Technical Education Month</b>

**February**

**SBLC Role Play Testing Schedule**

- February 10 Registration Deadline for Role Play Testing
- February 16 Role Play Online Testing Opens
- February 26 Online Testing for Role Play Closes
- March 1 Role Play Testing Finalists Posted
- March 10 SBLC Registration Deadline

**February 1**

**NATIONAL PROGRAM**

- Spring Stock Market Game Begins**
- Spring LifeSmarts Competition Begins**
- Spring Virtual Business Finance Challenge Begins**
- Spring Virtual Business Management Challenge Begins**

**February 12**

**Lead4Change Challenge Deadline**

**February 14-20**

**FBLA Week**

- February 14 Share Your FBLA-PBL Story Day
- February 15 Webinar: National Presidents' Forum
- February 16 Each One Reach One Day
- February 17 Adviser Appreciation/Professional Attire Day
- February 18 Career Awareness Day
- February 19 FBLA-PBL Spirit Day
- February 20 Community Service Day

**February 26**

**NATIONAL PROGRAM**

- Spring LifeSmarts Competition Ends**
- Spring Virtual Business Finance Challenge Ends**
- Spring Virtual Business Management Challenge Ends**

**March 1**

**NATIONAL PROGRAM**

- Action Awareness Ends**
- FBLA BAA Submission Deadline (Future, Business, Leader)**
- FBLA CSA Submission Deadline (Community, Service)**
- National Awards Program Committee Application Receipt**

**March 1**

**NATIONAL DEADLINE**

**Membership Payment due to be eligible for State and National Competitions.**

**March 5**

**NATIONAL PROGRAM**

**Spring Stock Market Game Registration Deadline**

**March 10**

**SBLC Registration Deadline**



**April 1**

**NATIONAL DEADLINE**

Deadline for:

- **Membership Madness and Membership Mania**
- **Membership Achievement Award**
- **100% Class Participation**
- **Outstanding Chapter**
- **Distinguished Business Leader Scholarship**
- **Chapter/State Membership Recognition Awards**
- **Big 10 Awards Membership Deadline**
- **National Bylaw Amendment Proposal**

**April 23**

**NATIONAL PROGRAM**

**Spring Stock Market Game Ends**

**April 21-24**

**SBLC**

**April 25**

**NATIONAL PROGRAM**

**BAA America Level Submission Deadline**

**CSA Achievement Level Submission Deadline**

**June 28-29**

**Institute for Leaders (IFL)**

**Salt Lake City, UT**

**June 1**

**NATIONAL PROGRAM**

**March of Dimes Fundraising Report Receipt Deadline**

**June 29-**

**July 2**

**FBLA National Leadership Conference**

**Anaheim, CA**

# Conference Overview

## Adviser Conferences—VIRTUAL

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**October 16 | New Adviser Conference**

**October 17 | Adviser Conference**

Speakers and presenters will help you make the most of your FBLA program, share tips on integrating FBLA into your classroom, help you become an expert in competitive events, facilitate best practices and idea sharing, and much more! Clock hours will be available for this event. There is no fee to participate! Registration information will be released closer to event.

## Region Fall Conferences—VIRTUAL

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**November 9 | 30-day Access to 100XED TV**

**November 17 | THE MAIN EVENT**

**December 7 | Celebration Session**

**December 8 | Final Day of Access to 100XED TV**

Join members from your geographical region of the state to advance your leadership goals for this one-day conference. Members will gain a competitive edge as students convene to learn about FBLA! Attendees at this conference do not have to be members, so it is a great opportunity to introduce FBLA to new members. It's also an amazing chance to increase the excitement in your chapter with current members. Please check the yearly calendar for the date of your region conference.

## NFLC

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**November 6-7, 2020 | Omaha, NE**

**November 13-14, 2020 | Dallas, TX**

**November 20-21, 2020 | Daytona Beach, FL**

**ASPIRE** to charge up your leadership when you attend one of the three National Fall Leadership Conferences. Hear from dynamic keynote speakers, attend exciting workshops, and network with members from across the country!

Check out the NFLC Guide on the National website.

## Region Winter Conferences

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**TBD**

Around the state each respective region holds a Region Winter Conference. At this Conference members compete in competitive events. Members enjoy meeting different members in their region, participating in competitive events, and are awarded for their efforts at the end of the conference. Each region will qualify its top competitors to compete at the State Business Leadership Conferences. Please check the yearly calendar for the date of your region conference.

## **SBLC**

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**April 21-24, 2021 | Spokane**

The Washington FBLA State Business Leadership Conference (SBLC) is the premier event for Washington's FBLA members, teachers, alumni, and business supporters. Join members from across the state in Spokane for four days of incredible training, intense competition, inspiration, and exciting entertainment. Top performers at the SBLC will advance to the National Leadership Conference (NLC) held in different major American cities each year.

## **IFL**

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Institute for Leaders (IFL) is the foremost business and leadership development program offered by National FBLA-PBL, Inc. The Institute for Leaders training program is offered prior to the start of NLC to enhance leadership growth. For many members attending NLC, it is by far the best opportunity that FBLA offers.

Visit [www.fblapblifl.org](http://www.fblapblifl.org) for more information and great leadership resources.

## **NLC**

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**June 29-July 2, 2021 | Anaheim, CA**

The National Leadership Conference (NLC) is the culmination of the year for our members. If members can succeed at the Regional Conference, then place in the top four at the State Business Leadership Conference, a member is then eligible to represent Washington at the National Leadership Conference. This conference is where over 12,000 students gather from around the United States, Germany, Canada, and the Virgin Islands to compete and gain leadership skills. For details on this year's National Leadership Conference visit [www.fbla-pbl.org](http://www.fbla-pbl.org).



# FBLA Competitive Events

## Changes/Modifications for 2020-2021

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### 1. NEW EVENTS

- **SUPPLY CHAIN MANAGEMENT**  
Objective Test, Individual Event  
**Rationale:** proposal from the field, and this has been a popular open event.
- **INTRODUCTION TO EVENT PLANNING**  
9th/10th Grade Event, Individual/Team Event, Preliminary Round  
Objective Test, Final Round Role-Play for Top 15 in Objective Test  
**Rationale:** add more performance-style events for 9th and 10th graders.
- **SOCIAL MEDIA STRATEGIES**  
Individual/Team Event, Topic Posted On Website, Preliminary Round  
Presentation For All Competitors At NLC  
**Rationale:** Social Media Campaign has been a popular event since its inception, and NAP wants to make it available in an advanced form to all members.

### 2. MODIFICATIONS:

- Change Hospitality Management to **HOSPITALITY AND EVENT MANAGEMENT**  
Individual/Team Event, Preliminary Round Objective Test, Final Round  
Role-Play for Top 15 in Objective Test  
**Rationale:** to align with new Introduction to Event Planning event.
- Change Social Media Campaign to **INTRODUCTION TO SOCIAL MEDIA STRATEGY**  
9th/10th Grade Event, Individual/Team Event, Topic Posted on Website,  
Preliminary Round Presentation for All Competitors At NLC  
**Rationale:** add more performance-style events for 9th and 10th graders.
- Change **DIGITAL VIDEO PRODUCTION** and **PUBLIC SERVICE ANNOUNCEMENT**  
These videos must be original content; competitors may not use previously  
published video clips in the videos they submit for competition  
**Rationale:** The events were originally designed to be original content, but state  
and local advisers have pointed out that competitors are pulling video clips from  
YouTube and incorporating them into their video submissions, at time without  
permission.
- Change name of Global Business to **INTERNATIONAL BUSINESS**  
**Rationale:** to better align with National Business Education Standards.
- Change name of Networking Concepts to **NETWORKING INFRASTRUCTURES**  
**Rationale:** to better align with National Business Education Standards.



- **SALES PRESENTATION**  
Change to Individual/Team Event  
**Rationale:** This was suggested by an adviser, and NAP felt it would make the event available to more members.

### 3. RETIRE EVENT:

- **EMERGING BUSINESS ISSUES**  
**Rationale:** since this event is similar to Business Ethics in regard to subject matter, NAP feels folding the two events into one event is appropriate.

## 2020-2021 High School Topics

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The following are the 2020-21 National Topics that will be used for Washington Competitive Events:

### 3-D ANIMATION

**Category:** *Prejudged Projects & Presentation*

**Type:** *Individual or Team*

Often, members' lives have been changed because of their involvement in FBLA. Create a 3-D animation video that describes how FBLA has impacted them for the future. Cite at least two testimonials or quotes from current or past FBLA members.

### BROADCAST JOURNALISM

**Category:** *Presentation with Equipment*

**Type:** *Individual or Team*

You and/or your team are a part of your school's broadcast team. Deliver a **LIVE** broadcast event that includes the following:

- Teacher spotlight
- Local community event
- A unique story about your school; include history and/or statistics about your school

### BUSINESS ETHICS

**Category:** *Presentation without Equipment*

**Type:** *Individual or Team*

Social media companies often utilize personal information and collect data from their users. Anti-trust laws are designed to protect consumers and encourage free enterprise. Have these companies become too intrusive, and do they now fall under anti-trust law considerations?

### BUSINESS FINANCIAL PLAN

**Category:** *Prejudged Reports & Presentation*

**Type:** *Individual or Team*

Create a Business Financial Plan for a new school store/school-based enterprise. You need to identify a specific objective for the store (i.e. to fund/promote a specific club, organization, program, event, or cause). The new store should be specifically targeted for your school and demographics. The Business Financial Plan should include but is not limited to equipment, inventory, facilities, and operations management.

## CODING AND PROGRAMMING

**Category:** *Demonstration*

**Type:** *Individual*

Develop an original computer program to randomly generate a five-question FBLA quiz from a database. The program must complete a minimum of the following tasks:

- Have at least 50 questions in the database with the ability to see correct answers
- Include at least 4 types of questions (i.e. multiple choice, T/F, fill-in-the-blank, matching, and dropdown, etc.).
- Inform the user which questions were correctly answered
- Calculate the total correct on the five-question quiz
- Generate a printable report on quiz results
- Data must be stored persistently. Storage may be in a relational database, a document-oriented NoSQL database, flat text files, flat JSON, or XML files.
- All data entry must be validated with appropriate user notifications and error messages including the use of required fields.

## COMPUTER GAME & SIMULATION PROGRAMMING

**Category:** *Demonstration*

**Type:** *Individual or Team*

Create an original game designed around a puzzle concept.

- The game should be a standalone and executable game
- The game should contain a scoreboard
- The game should contain a leaderboard and celebratory messages
- The game should have a minimum of three levels
- The game should have lives
- The game should have an instructional display

## DIGITAL VIDEO PRODUCTION

*(See Modification Above)*

**Category:** *Prejudged Projects & Presentation*

**Type:** *Individual or Team*

Create a video promoting your school to the community. The video should include co-curricular, extra-curricular organizations, and points of pride. All video content must be original.

## E-BUSINESS

**Category:** *Demonstration*

**Type:** *Individual or Team*

Create an E-Business website for a new school store/school-based enterprise at your school that will also do business online. The new store should specifically address your school and demographics. The site should include:

- Store name and logo
- Items for sale, including pictures and descriptions
- Purchasing and delivery/pick up information
- A shopping cart
- Social media links

## GRAPHIC DESIGN

**Category:** *Presentation with Equipment*

**Type:** *Individual or Team*

You have been hired by your chamber of commerce to present a new sports team proposal to the city council. The informational presentation should include a name, slogan, logo, and colors. Three unique branded promotional items should be developed for the presentation.

## INTRODUCTION TO BUSINESS PRESENTATION

**Category:** *Presentation with Equipment*

**Type:** *Individual or Team*

Prepare a presentation discussing how social media posts will affect career opportunities, the opportunity to be accepted into a higher education institution, or how it affects one's future in general.

## INTRODUCTION TO SOCIAL MEDIA STRATEGY

*(Modification of Social Media Campaign)*

**Category:** *Presentation with Equipment*

**Type:** *Individual or Team*

Develop a social media strategy or campaign to increase engagement and presence for career and technical education (CTE), a school district, or a local government entity. \*No new social media account(s) should be created for the campaign without written consent from the entity.

## MOBILE APPLICATION DEVELOPMENT

**Category:** *Demonstration*

**Type:** *Individual or Team*

Create the next NEW professional social media app (i.e. LinkedIn, Tallo, etc.). The app must be rated for all ages.



## PUBLIC SERVICE ANNOUNCEMENT

*(See Modification Above)*

**Category:** Presentation with Equipment

**Type:** Individual or Team

Create a public service announcement for your school and community on the health risks of vaping. All video content must be original.

## PUBLICATION DESIGN

**Category:** Presentation with Equipment

**Type:** Individual or Team

Create publications for a monthly subscription service (Apple Music, Netflix, Dollar Shave Club, Hello Fresh, etc.). The service must be an original idea that is not currently on the market. Include different types of printable, online, or direct mailing promotional materials. Create three unique publications or promotional materials.

## SOCIAL MEDIA STRATEGIES

*(New Event)*

**Category:** Presentation with Equipment

**Type:** Individual or Team

Develop long-term branding strategies to increase awareness and membership engagement for your local or state FBLA chapter using multiple social media platforms.

\*No new social media account(s) should be created for the campaign without written consent from the entity.

## WEBSITE DESIGN

**Category:** Demonstration

**Type:** Individual or Team

Create a website for a new photographer. The website must include:

- Photographer name, photo, and bio
- Portfolio (previous work)
- Ability to book and schedule an appointment
- Ability to view package options and pricing
- Social media links

## Competitive Event Eligibility and Overview

The following table identifies national events—both high school & middle level—that will be offered during the 2020-2021 event year.

Event:	Type:	Qualifier:	Max Entries:	Plus One:
3-D Animation	I/T	State	2	No
Accounting I	I	Region	Region Winners	Yes
Accounting II	I	Region	Region Winners	Yes
Advertising	I	Region	Region Winners	Yes
Agribusiness	I	Region	Region Winners	Yes
American Enterprise Project	C	Chapter	1	No
Banking & Financial Systems	I/T	Region	Region Winners	No
Broadcast Journalism	I/T	Region	Region Winners	No
Business Calculations	I	Region	Region Winners	Yes
Business Communication	I	Region	Region Winners	Yes
Business Ethics	I/T	Region	Region Winners	No
Business Etiquette (Middle Level)	I	Region	Region Winners	Yes
Business Financial Plan	I/T	State	2	No
Business Law	I	Region	Region Winners	Yes
Business Math & Financial Literacy (Middle Level)	I	Region	Region Winners	Yes
Business Plan	I/T	State	2	No
Career Exploration (Middle Level)	I	Region	2	Yes
Client Service	I	Region	Region Winners	No
Coding & Programming	I	State	2	No
Community Service Project	C	Chapter	1	No
Community Service Project (Middle Level)	C	Chapter	1	No
Computer Applications	I	Region	Region Winners	No
Computer Game & Simulation Programming	I/T	State	2	No
Computer Problem Solving	I	Region	Region Winners	Yes
Critical Thinking (Middle Level)	T	Region	Region Winners	Yes
Cyber Security	I	Region	Region Winners	Yes
Database Design & Applications	I	Region	Region Winners	No
Digital Video Production	I/T	Region	Region Winners	No
Digital Citizenship (Middle Level)	I	Region	Region Winners	Yes
E-Business	I/T	Region	Region Winners	No
Economics	I	Region	Region Winners	Yes
Electronic Career Portfolio	I	Region	Region Winners	No
Elevator Speech (Middle Level)	I	Region	Region Winners	No
Entrepreneurship	I/T	Region	Region Winners	No
Future Business Leader	I	State	2	No
Graphic Design	I/T	Region	Region Winners	No
Health Care Administration	I	Region	Region Winners	Yes
Help Desk	I	Region	Region Winners	No
Hospitality & Event Management	I/T	Region	Region Winners	No
Impromptu Speaking	I	Region	Region Winners	No
Insurance & Risk Management	I	Region	Region Winners	Yes
International Business	I/T	Region	Region Winners	No
Introduction to Business	I	Region	Region Winners	Yes
Introduction to Business Communication	I	Region	Region Winners	Yes

<b>Event:</b>	<b>Type:</b>	<b>Qualifier:</b>	<b>Max Entries:</b>	<b>Plus One:</b>
Introduction to Business Presentation	I/T	Region	Region Winners	No
Introduction to Business Procedures	I	Region	Region Winners	Yes
Introduction to Computer Science & Coding (ML)	I	Region	Region Winners	Yes
Introduction to Event Planning	I/T	Region	Region Winners	No
Introduction to FBLA	I	Region	Region Winners	Yes
Introduction to Financial Math	I	Region	Region Winners	Yes
Introduction to Information Technology	I	Region	Region Winners	Yes
Introduction to Parliamentary Procedure	I	Region	Region Winners	Yes
Introduction to Public Speaking	I	Region	Region Winners	No
Introduction to Social Media Strategy	I/T	Region	Region Winners	No
Job Interview	I	Region	Region Winners	No
Journalism	I	Region	Region Winners	Yes
LifeSmarts	I/T	Recognition	N/A	N/A
Local Chapter Annual Business Report	C	Chapter	1	No
Management Decision Making	T	Region	Region Winners	No
Management Information Systems	T	Region	Region Winners	No
Marketing	T	Region	Region Winners	No
Mobile Application Development	I/T	State	2	No
MOS Excel	I	Recognition	N/A	N/A
MOS Word	I	Recognition	N/A	N/A
Multimedia & Website Development (ML)	I	State	2	N/A
Network Design	I/T	Region	Region Winners	No
Networking Infrastructures	I	Region	Region Winners	Yes
Organizational Leadership	I	Region	Region Winners	Yes
Parliamentary Procedure	I/T	Region	Region Winners	No
Partnership with Business Project	C	Chapter	1	No
Personal Finance	I	Region	Region Winners	Yes
Political Science	I	Region	Region Winners	Yes
Public Service Announcement	I/T	Region	Region Winners	No
Public Speaking	I	Region	Region Winners	No
Publication Design	I/T	Region	Region Winners	No
Sales Presentation	I/T	Region	Region Winners	No
Securities & Investments	I	Region	Region Winners	Yes
Social Media Strategies	I/T	Region	Region Winners	No
Sports & Entertainment Management	T	Region	Region Winners	No
Spreadsheet Applications	I	Region	Region Winners	No
Supply Chain Management	I	Region	Region Winners	Yes
Virtual Business Finance Challenge	I	Recognition	N/A	N/A
Virtual Business Management Challenge	I/T	Recognition	N/A	N/A
Website Design	I/T	Region	Region Winners	No
Who's Who in FBLA	I	Recognition	N/A	N/A
Word Processing	I	Region	Region Winners	No

## **Region Performance Competitive Event Entry Limits**

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Region Competitive Event entries for competition in performance events at the Regional Winter Leadership Conferences will be based on each chapter's membership. Each chapter may enter members who qualify at a Region Winter Conference to compete at SBLC within the parameters that follow.

<b>Chapter Membership</b>	<b>Competitive Event Entry Limits</b>
1 to 30 Members	3 entries
31 to 40 Members	4 entries
41 to 50 Members	5 entries
51+ Members	6 entries

## **SBLC Wild Cards and How They Work**

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Each chapter will receive two (2) Wild Card entries for State Business Leadership Conference (SBLC). This means that your chapter may enter two events at SBLC that are beyond your eligibility (i.e., if you have no region winners in an event, or you want to enter more than 2 in a straight-to-state event). This is two entries, not two people—so it could be two team events. This is applicable for all events regardless of the number of regional qualifiers. Wild Cards cannot be used to enter competitors in Role Play events once the online testing for those events has been completed and the top 15 competitors for SBLC have been determined.

## **SBLC Competition Parameters**

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Each member may enter a maximum of four (4) competitive event competitions at the State Business Leadership Conference (SBLC). Three (3) of these four competitive event competitions may be performance events.

## Role Play Competitive Events

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The role play events listed below will have their own timeline for competition at SBLC. The dates will be listed on the Washington FBLA Calendar on our Web site. This testing takes place before the rest of the SBLC testing and will have a different registration system.

There will be a \$5 per test fee for each role play test taken for SBLC. The top six (6) from each region will be eligible to take the test in role play events. The role play testing takes place in February with finalists (top 15 in each event) announced on March 2. Students who are not finalists have the opportunity to either select a different event or not register for SBLC. Students who take the role play tests and place in the top 15 will NOT be automatically registered for SBLC. They will still need to be included in that registration process if they choose to attend and compete. If students do not test and qualify for these events during this testing period, they will not be allowed to compete in these events at SBLC. You may not use a Plus One for these events.

### Timeline for Role Play Events

February 10	Registration Deadline for Role Play Testing
February 16	Role Play Online Testing Opens
February 26	Online Testing for Role Play Closes
March 1	Role Play Testing Finalists Posted
March 10	SBLC Registration Deadline

### Role Play Events

- *Banking & Financial Systems*
- *Entrepreneurship*
- *Help Desk*
- *Hospitality & Event Management*
- *International Business*
- *Introduction to Event Planning*
- *Management Decision Making*
- *Management Information Systems*
- *Marketing*
- *Network Design*
- *Parliamentary Procedure*
- *Sports & Entertainment Management*



# FBLA Middle Level

## **2020-2021 Middle Level Topics**

The following are the 2020-21 National Topics that will be used for Washington Competitive Events.

*Please note: There are no new or modified ML events for 2020-21.*

### **Elevator Speech**

**Category:** *Speech*

**Type:** *Individual*

You and the other FBLA-Middle Level members at your school are visiting city hall to learn about local government during FBLA-PBL Week. You are introduced to the Mayor, and she asks you to give her an example of a leadership skills you've acquired since joining FBLA-Middle Level. In a 30-second elevator speech, share with the mayor an example of a leadership skill you've acquired since joining FBLA-Middle Level.

### **Multimedia & Website Development**

**Category:** *Prejudged Project & Objective Test*

**Type:** *Individual*

Design, build, and launch a website that features your FBLA-Middle Level chapter's community service project for the 2020-21 school year. The website must include, but is not limited to the following:

- An animated theme and logo that includes music.
- A form for chapter members to complete that will allow them to sign up for activities that will take place related to the community service project.
- A video from the chairperson of your chapter's Community Service Project Committee that explains what this year's project is, and why it was chosen.

## **National Middle Level Events offered at SBLC 2021**

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The following **National** events will be offered at SBLC 2021 giving the top winner(s) the opportunity to compete at NLC.

### Objective Tests

- Business Etiquette
- Business Math & Financial Literacy
- Career Exploration
- Digital Citizenship
- Introduction to Computer Science & Coding

### Prejudged Project & Objective Test

- Multimedia & Website Development

### Speech Events

- Elevator Speech

### Performance Events

- Critical Thinking

### Chapter Event

- Community Service Project

## **FBLA Middle Level Lead Program**

Much like the BAA program for high school, the Middle Level Lead Program offers middle school students the opportunity to earn a variety of digital badges throughout this unique leadership development program, in addition to a badge at the completion of each level that may be uploaded to their online leadership profile. Digital badges are earned through leadership, education, and service activities.

Students must be members of the FBLA-Middle Level division and may complete more than one level per year. Members must log their progress and report to the Adviser, who will verify and submit the member's work for recognition. Students join Tallo and earn digital badges through this program. Students receive recognition when they complete each level.

Students have the flexibility to save and document their work using any of the following methods:

- Google Docs
- Dropbox
- Flash Drive
- Share drive on your server
- Journaling/blogging platform
- Social media platforms

<b>LEAD Level</b>	<b>Award</b>	<b>Due Date</b>
<b>BRONZE</b>	Chapter Level Certificate	April 30
<b>SILVER</b>	Chapter Level Certificate	April 30
<b>GOLD</b>	Chapter Level Certificate	April 30

Check out the official information at  
<https://www.fbla-pbl.org/middle-level/recognition-awards/lead/>

## **FBLA-Middle Level Young Leader Award**

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The Young Leader Award recognizes members with extraordinary commitment to leadership and community service. Members must have achieved at least the LEAD Silver level to be eligible for this award. Each state may nominate one member to represent them at the NLC for this award.

### Recognition:

- Ribbon
- Digital Badge
- Website

# Award Opportunities

## Award Sponsor Information

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### Washington Future Business Leaders of America 2020 Competitive Event Award Sponsor Information

Washington Future Business Leaders of America (FBLA) is the premier organization for students with career interests in business. Through leadership and career development programs, competitions, and trainings, Washington FBLA prepares student leaders for higher education and the transition from school to career.

Washington FBLA is a 501(c)(3) non-profit organization and all contributions are tax deductible. Washington FBLA relies on member participation and private contributions to provide programs and opportunities for our members.

The Washington Awards Program offers students the opportunity to compete in over 65 unique areas of Business, Entrepreneurship, Marketing, Accounting, Graphic Design, Information Technology, and Management.

Competitive Event Sponsors receive the following benefits:

- Recognition in the Conference Program as the Competitive Event Sponsor distributed to over 2,000 conference attendees and used as a promotional tool for future partnership development efforts
- Recognition on screen during the Awards of Excellence Session as the Competitive Event Sponsor in front of over 2,000 general session attendees and guests
- The ability to personally present awards in the sponsored event
- The knowledge that 100% of sponsorship dollars are awarded directly to our members—nothing is withheld for overhead or operations

Competitive Event Sponsorship starts at \$110 for individual events and \$330 for team events. Contributors may request to sponsor a specific event, or an event in a general area of study. Please see event options on reverse side.

### How to Sponsor

1. Please fill out our sponsorship form at <https://wafbla.org/sponsorship-opportunities>.
2. An invoice will be automatically generated.
  - a. You may pay your invoice online via credit card.
  - b. If you choose to pay via check, please follow the instructions on the invoice.
3. You will receive emails from Washington FBLA with pertinent information regarding your sponsorship.
4. Sponsorships are offered on a first-come, first-serve basis.



Your Award Sponsorship will assist students with the costs associated with attending the National Leadership Conference, where only the top 4% of FBLA Members in the nation have the opportunity to compete for national honors. Award sponsorships are available at the following two (2) levels:

**Individual Competitive Events for Sponsorship at \$110 each:**

Accounting I	Impromptu Speaking
Accounting II	Insurance and Risk Management
Advertising	Introduction to Business
Agribusiness	Introduction to Business Communication
Business Calculations	Introduction to Business Procedures
Business Communication	Introduction to Computer Science & Coding
Business Etiquette	Introduction to FBLA
Business Law	Introduction to Financial Math
Business Math & Financial Literacy	Introduction to Information Technology
Career Exploration	Introduction to Parliamentary Procedure
Client Service	Introduction to Public Speaking
Coding and Programming	Job Interview
Computer Applications	Journalism
Computer Problem Solving	Multimedia & Website Design
Creed	Networking Infrastructures
Cyber Security	Organizational Leadership
Database Design and Applications	Personal Finance
Digital Citizenship	Political Science
Economics	Public Speaking
Electric Career Portfolio	Securities & Investments
Elevator Speech	Social Media Concepts
Ethical Leadership	Spreadsheet Applications
Future Business Leader	Supply Chain Management
Health Care Administration	The Intern
Help Desk	Word Processing

**Individual or Team Competitive Events for Sponsorship at \$330 each:**

3D Animation	Introduction to Business Presentation
American Enterprise Project	Introduction to Event Planning
Banking and Financial Systems	Introduction to Social Media Strategy
Broadcast Journalism	Management Decision Making
Business Ethics	Management Information Systems
Business Financial Plan	Marketing
Business Plan	Mobile Application Development
Community Service Project	Network Design
Community Service Project (Chapter)	Partnership with Business Project
Computer Game and Simulation Programming	Public Service Announcement
Creative Money Making	Publication Design
Critical Thinking	Sales Presentation
Digital Gaming Theory	Social Media Strategies
Digital Video Production	Spell It
E-Business	Sports and Entertainment Management
Entrepreneurship	Spread the Word
Graphic Design	The Tank
Hospitality & Event Management	Website Design
International Business	

## Administrator of the Year

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### Administrator of the Year Nomination Form

#### ADMINISTRATOR OF THE YEAR NOMINATION FORM

The award is designed to recognize the outstanding support of a school administrator to the local chapter adviser and members of FBLA. An administrator may be nominated by a student, educator, colleague, or parent. The recipient will be awarded and recognized at the State Business Leadership Conference.

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

School Phone Number: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Adviser Name: \_\_\_\_\_

Adviser Email Address: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Position in School/District: \_\_\_\_\_

Please submit this application via the online submission tool in PDF format by the deadline listed in the SBLC registration packet with a letter of nomination. Describe the present scope of his or her involvement with Washington FBLA. Include a list of contributions made to the local Chapter and Washington FBLA.

## Alumni of the Year

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*Without the returning support and enthusiasm of our past members and state officers, our program would not have the same opportunities to grow and thrive. This award is to celebrate and recognize the volunteer contributions of FBLA alumni to their local chapters, regions, and the state chapter.*

### Eligibility

Nominations may come from local chapter advisers, FBLA members, Professional Division members, and alumni. When nomination forms are received in the state office, the nominees may be contacted by the state office for further information.

Nomination forms must be uploaded via the online submission process in PDF format no later than the close of business on the date given on the official Washington FBLA-PBL calendar of events.

### Procedure

A selection committee will review information according to stated criteria, with emphasis being given to that alumnus who:

- Has a deep commitment to FBLA and the members.
- Is a current member of the FBLA-PBL Professional Division.
- Actively promotes interaction of FBLA activities.
- Supports business and career technical education through involvement and leadership in other activities.
- Serves as a role model, mentor, and champion of member and adviser success.
- Supports opportunities for members to participate in FBLA activities beyond the local level.

### State Awards

Based on the number of entries, Washington FBLA will recognize one overall alumnus to honor as the Washington FBLA Alumni of the Year.

## Alumni of the Year Nomination Form

The award is designed to recognize the outstanding support of FBLA Alumni to the local, state, and national chapters, advisers, and members of FBLA. An alumnus may be nominated by a student, educator, colleague, or parent. The recipient will be awarded and recognized at the State Business Leadership Conference.

There will be an online form for nominating Alumni of the Year. Letters of recommendation may be uploaded at that time. Please have the following information ready:

- Name of nominating school
- Address and phone for nominating school
- Adviser of nominating school
- Email and phone of adviser nominating
- Name of nominee
- Brief description of purpose of nomination

## Adviser of the Year

*The purpose of this award is to recognize an outstanding FBLA local chapter adviser of the year. The honoree is automatically nominated for recognition at the National Leadership Conference.*

WSBEA will select one adviser to honor as the Washington FBLA Adviser of the Year. The adviser must be a current WSBEA member to be eligible for the award at the state level. This recipient will be eligible to then be nominated for the Western Business Education Association Outstanding CTSO Adviser of the Year (if desired and is a current NBEA/WBEA member).

Nominee's Name: \_\_\_\_\_

Nominee's Email Address: \_\_\_\_\_

Chapter/School: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

School Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

Principal's Email Address: \_\_\_\_\_

Name of Nominator: \_\_\_\_\_

Nominator Email Address: \_\_\_\_\_

Name of Employer (if applicable): \_\_\_\_\_

Supply a letter of recommendation (no more than three) that outline the quality of the nominee and/or address the information listed below.

- Personal Information and Background (20 points)
  - Educational Background
  - Professional Memberships (list the organizations and contribution(s) to the organizations)
  - Honors and Awards Received (personally, chapter-wide, and/or members)
- Contributions to the CTSO (60 points)
  - Offices held
  - Committees served on
  - Conference activities
  - Participation of students within the CTSO levels
- Impact of Letter of Recommendation (20 points)
  - No more than three letters

All nominations must be submitted in PDF format via the online submissions tool by the published deadline.

## **Businessperson of the Year**

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*This national event recognizes outstanding leaders from the business sector who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local, state, or national levels.*

### **Eligibility**

Each chapter is STRONGLY ENCOURAGED to enter one or more persons in the Businessperson of the Year event. Nominees must be members of the business sector, not students or educators.

### **Regulations**

1. The entry form must be completed by the chapter adviser or designee and must be submitted online in PDF format via our online submission tool, with the nominee's biographical sketch, to include the bullets under the procedure section.
2. Nominees for state and national Businessperson of the Year will be selected in accordance with the regulations of the state chapter and national association.
3. Nominees must be members of the business community. Persons who are students or full-time employees of educational institutions are not eligible for this award; such nominees will be disqualified.

### **Procedure**

Criteria for selection of nominees at the state and national level should include, but does not have to be limited to:

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contribution to local or state chapter projects and activities.
- Financial assistance to and sponsorship of activities for local and/or state chapter(s).

The biographical sketch of each nominee should particularly address the above areas.

NOTE: Information required for the honoree includes: Name, Address, Email, Company, Phone Numbers, Name of Chapter Nominating the Businessperson.



## Businessperson of the Year Nomination Form

This award recognizes one outstanding businessperson from throughout the state who has contributed outstanding personal service to FBLA-PBL on the local, state, regional, or national levels. This form, along with letters of nomination and recommendation, must be submitted in PDF format via our online submission tool by the deadline. Recipients of this award are invited to attend the National Leadership Conference where they will be further recognized for their contribution by National FBLA.

The nominations will take place online. Letters of recommendation may be uploaded. Please have the following information available when completing the online nomination:

- Nominating Chapter
- Nominating Chapter Address and Phone Number
- Adviser of Nominating Chapter
- Email and phone for nominating adviser
- Nominee Name
- Nominee Company
- Nominee Position
- Nominee phone, email, and mailing address
- Brief bio of nominee
- Attach a biographical sketch of nominee.

The biographical sketch of the nominee should include:

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contribution to local or state chapter projects and activities
- Financial assistance to and sponsorship of activities for local and/or state chapter(s)

## National Business Honor Roll

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*We are happy to announce the additional opportunity for our members to become members of the National Business Honor Roll!*

The National Business Honor Roll is designed to recognize those members of FBLA who truly excel in academic preparation for college and an eventual career in the business world. Washington FBLA recognizes that in order to succeed as a true business leader, our members need to be well prepared in terms of their academics, career skills, and leadership development.

FBLA chapters in Washington are encouraged to nominate members to be recognized in the National Business Honor Roll who meet the following criteria:

- High School: Overall cumulative GPA of at least 3.5 on a 4.0 scale
- Demonstrated leadership potential through service as a chapter officer, committee leader, or other participation in chapter activities
- Clearly defined career objectives



Members accepted in the National Business Honor Roll will be recognized during the State Business Leadership Conference.

The National Business Honor Roll materials will be an online form to submit. When you submit the form, you will be required to attach an unofficial copy of your transcript as well as a one-page resume. Please have the following information ready when you apply for the National Business Honor Roll:

- Name
- Chapter
- Home Address
- Phone Number
- Email
- School Address
- Year in School
- Years in FBLA
- GPA

## **Who's Who in Washington FBLA**

*This award honors FBLA members who have made outstanding contributions to the association at the local, state, and national levels.*

### **Eligibility**

Each chapter may enter one (1) participant who is a member of an active local chapter and is on record in the Washington FBLA Online Registration System as having paid dues by the officially published deadline for the current school year.

### **Regulations**

The entry materials must be submitted as a PDF file in the online submission tool by the deadline. Do not mail anything to the state office.

Nominees will be selected in accordance with the regulations of the state chapter and the national association.

State and National officers automatically earn recognition in this event; therefore, chapters with State and National officers may submit another nominee. However, if a state officer wishes to be considered as the state chapter nominee at NLC, all materials need to be completed and submitted.

Each chapter's nominee will be recognized as a Who's Who in Washington FBLA. The nomination form and criteria will be used to determine Washington state chapter nominee.

### **Procedure**

Each participant needs to complete a resume not to exceed two pages highlighting the following:

- Years of participation in FBLA activities
- Extent of participation in conference sponsored by the state chapter and national association
- Offices, chairmanships, and committee memberships held
- Contributions to local, state, and national projects
- Participation in other activities, academics, and career development
- Awards, honors, and achievements

Participants may also submit any supporting material with their resume.

# State Competition Opportunities

## Washington FBLA Pin Design Competition 2020-2021

The Washington FBLA Pin Design Contest will continue again this year! The winning pin design will serve as the official trading pin for the state during the National Leadership Conference. The criterion for the pin design is listed below.

- Design must be original student work
- Design must be submitted online in PDF format by midnight on November 30, 2019
- Design must identify that the pin is for Washington FBLA—this does not need to use the theme or the full WA FBLA logo—but it must identify itself as being WA FBLA
- Washington FBLA reserves the right to modify the design to meet production needs
- The pin design may have a maximum of four colors. Washington FBLA reserves the right to increase or reduce the number of colors on winning pin
- The winner will receive 25 extra trading pins at the State Business Leadership Conference

Submissions can be uploaded online by midnight on November 30, 2020, at:

<https://leadable.info/WAFBLA20PinDesign>

**2020-2021 Washington FBLA Theme:**  
***ASPIRE***

## Washington FBLA T-shirt Design Competition 2020-2021

The T-Shirt contest is also back for the 2019-2020 year! The winning t-shirt will be used as the State Business Leadership Conference t-shirt. Members are encouraged to create a t-shirt design that captures Washington, the state/national theme, and/or the SBLC destination. The winning t-shirt design will be selected by the state officer team. The criterion for the t-shirt design is listed below.

- Design must be original student work
- Design must be submitted online in PDF format by midnight on November 30, 2019
- Design must incorporate the following elements:
  - Washington FBLA
  - 2021 State Business Leadership Conference
  - Our theme “ASPIRE”
- Design may have a maximum of three colors
- Design should be for printing on the front side of the shirt only
- Washington FBLA reserves the right to modify the design to meet production needs, including adjusting size, images, number of colors, etc.
- The winner will receive 10 extra shirts in sizes of their choice at the State Business Leadership Conference

Submissions can be uploaded online by midnight on November 30, 2020, at:

<https://leadable.info/WAFBLA20T-shirt>

# Business Achievement Awards

The Business Achievement Awards (BAA) is a high school leadership development program that is easy to integrate into your classroom. The cocurricular activities are aligned to the career clusters, NBEA standards, and FBLA goals.

Students enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school, community, and FBLA programs.

Chapter advisers direct students through each level, while students work at their own pace to independently complete projects. There are four levels of the BAA, with each level increasingly challenging your high school students to expand their leadership skills and showcase their talents:

Each level builds upon previous work, and your students receive recognition when they complete each level. Students must be members of the FBLA division.

BAA Level	Award	Deadline
<b>FUTURE</b>	Chapter Level Award Pin	March 1
<b>BUSINESS</b>	Chapter Level Award Pin	March 1
<b>LEADER</b>	State Level Award Pin	March 1
<b>AMERICA</b>	National Level Award Pin	March 1 State Recognition April 25 National Deadline

Each level of the BAA covers these core activities and concepts:

- **Service**—Uncover the link between a community and the success of a business. Your members focus on activities that improve the member’s school, area businesses, community, and state.
- **Education**—Understand business and the world of work. Your members focus on activities and curriculum that prepare them for corporate America, develop an appreciation of entrepreneurship, and understand the benefits of continuing education. With input from business educators, industry professionals, and college educators, your members will be more prepared for their futures at college and at work.
- **Progress**—Explore the local, state, and national levels of FBLA-PBL and how they complement one another. Your members focus on activities that promote FBLA-PBL at the local, regional/district, state and national levels.

Check out the official information at  
<http://www.fbla-pbl.org/fbla/programs/education/baa/>.

# Community Service Awards Program

The FBLA Community Service Awards (CSA) recognizes FBLA members for their extraordinary commitment to community service.

CSA has three levels of recognition, based on the cumulative number of hours a member contributes to community service activities. CSA hours are cumulative and build throughout an FBLA member's career.

CSA Level	Hours Required	Deadline
<b>COMMUNITY</b>	50 Hours	March 1
<b>SERVICE</b>	200 Hours	March 1
<b>ACHIEVEMENT</b>	500 Hours	March 1 State Recognition April 25 National Deadline

## **Recognition for the FBLA CSA**

The Community and Service award winners receive a certificate of recognition, which the local chapter adviser prints when a CSA is submitted. The CSA Achievement awards are presented at the National Leadership Conference (NLC).

## **Deadlines for the FBLA CSA**

Community and Service awards must be submitted by **March 1**. Achievement awards must be submitted by **April 25**. Students may continue logging hours after the submission deadline. However, after the deadlines members cannot submit new community service hours until August 1 of the next school year.

Check out the official information at  
<https://www.fbla-pbl.org/fbla/programs/recognition-awards/csa/>



# March of Dimes Partnership

Founded by President Franklin D. Roosevelt, the March of Dimes is a non-profit organization that has saved millions of premature babies over the course of the last 75 years through funding medical research and providing support for families in need.

Through the 40 years of partnership with the March of Dimes, FBLA-PBL has consistently ranked as the top organizations fund-raising partner, raising over \$15 million dollars. March of Dimes has connected with hundreds of thousands of FBLA members across the nation with its inspiring mission, vision, and values.

Through our unique partnership with the March of Dimes, chapters have an opportunity to apply for the March of Dimes grant. The grant recognizes chapters with innovative ideas and projects that enhance the growth, recognition, and support of FBLA-PBL and the March of Dimes partnership. Local chapters may receive grants up to \$1,000. Applications are due January 15, 2021.

Washington FBLA has been a proud partner of the March of Dimes and continues to bring innovative ideas to their fundraising efforts. There are many opportunities for members to participate with the March of Dimes, such as the March for Babies event.

# State Officer Program of Work

The State Officer Team has developed an ambitious and engaging Program of Work to help Washington FBLA members ASPIRE to new heights! The officers hope all members and chapters will support them in their efforts.

## **Business & Alumni Connections**

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*Create 300 connections between businesses, WAFBLA alumni, and members with member-driven programs and extensive outreach.*

- Recruit 50 business professionals to establish the ProConnect mentorship program for WA FBLA members
- Engage with companies to sponsor awards for all SBLC competitive events
- Engage 70 WA FBLA members through a connection-based challenge
- Increase alumni network by 1,000%
- Engage 100 alumni in virtual or in-person FBLA activities throughout the year

## **Resources**

---

*Connect with 75% of chapter advisers and presidents monthly through publications and updated attainable resources and guidelines to aid chapters.*

- Release monthly newsletter/publication
- Create Resources Ambassador Program
- Create National Programs Guide
- Create Parliamentary Procedure Guide
- Create Monthly Fundraiser Project
- Revise existing WA FBLA Resource Documents

## **Membership Connections**

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*Engage 500 members by participating in state recognition, training, and networking programs.*

- Create a training program to connect with chapter officers
- Increase Member of the Month applicants by 20 people per year by the end of term
- Increase Chapter of the Month applicants by 5 chapters by the end of term
- Offer informative and engaging virtual chapter visits
- Create the virtual Master Mind program to include networking events for members to grow chapter membership and reach personal goals

## **Communication**

*Increase engagement of members and advisers by 30% through innovative programs by using existing social media platforms and digital platforms.*

- Continue Tips&Tricks videos
- Create an engaging website to showcase state officer projects and broadcast state opportunities
- Increase and maintain engaging and member-involved posts across social media
- Create a fun and engaging brand image for FBLA through videos and media materials
- Engage advisers
- Offer bi-monthly webinars to engage members

The state officers would love to discuss their goals and initiatives further and share how they plan to accomplish each of these. Ask for a virtual chapter visit on our Web site or get in touch through our Instagram @wafbla!

!

# Professional Division

## Overview

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The Washington FBLA Professional Division was formed to assure the success of Washington State FBLA by providing support for local chapter, regional, and State activities. Professional Division members support advisers and chapters in a variety of ways—classroom speakers, internships, one-on-one career discussions—as well as judging at regional and state conferences, reviewing written event submissions, and sponsoring scholarships. There are two categories of membership—Professional Membership and Associate Membership. The Division's goals are to provide a central repository of business knowledge, speakers, judges, and financial assistance.

## Officers

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Jackie Floetke | President

509.770.7557

[jfloetke@wilsoncreek.org](mailto:jfloetke@wilsoncreek.org)

<http://wafbla.org/professional-division>

Carol Gehrman | Past President

Keith Hannah | Vice President

Kathy Schmit | Secretary

Judy Reynolds | Treasurer

Marcy Mathews | Delegate at Large

Terri King | Delegate at Large

Jackie Treat | Delegate at Large

Rebecca Pham | Delegate at Large

Dawne Schmidt | Membership Chair

Lance Wrzesinski | OSPI Liaison

Mike Oechsner | WA FBLA Executive Director

## Professional Division Membership Form

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Washington FBLA Professional Division's goals are to support advisers, members, and the state chapter. Your dues support these goals as well as help facilitate their scholarship program. Please support this valuable level of our organization by becoming a Professional Division member (\$35 annual membership dues). You may sign up through their Web site, <http://wafbla.org/professional-division>; or by mailing the following membership form to the address listed at the bottom of the form; or through WSBEA; or through the National Web site..



### Washington FBLA Professional Division Membership Form

The Professional Division was formed to assure the success of Washington State FBLA by providing support for local chapter, regional, and State activities. There are two categories of membership: Professional Membership and Associate Membership. One of our goals is to provide a central repository of business knowledge, speakers, judges, and financial assistance.

Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/ State/ Zip: \_\_\_\_\_  
 E-mail Address (Work): \_\_\_\_\_  
 E-mail Address (Home): \_\_\_\_\_  
 Chapter Affiliation: \_\_\_\_\_ Chapter No. (if known): \_\_\_\_\_

#### Background Information (Check all that apply)

<input type="checkbox"/> New Professional Member	<input type="checkbox"/> Adviser or Regional Adviser
<input type="checkbox"/> Businessperson	<input type="checkbox"/> Former FBLA Member
<input type="checkbox"/> Former PBL Member	<input type="checkbox"/> Parent of a Member
<input type="checkbox"/> Former State Officer	<input type="checkbox"/> Renewal
<input type="checkbox"/> Lifetime Professional Member	<input type="checkbox"/> Former Adviser
<input type="checkbox"/> Other (please specify) _____	

#### Involvement Desires (Check all that apply and circle items where appropriate)

<input type="checkbox"/> Judge Events / Help at State or Regional Conf.	<input type="checkbox"/> Speak at a meeting or conference
<input type="checkbox"/> Serve on a committee	<input type="checkbox"/> Office Assistant
<input type="checkbox"/> Participate in local activities	<input type="checkbox"/> Other _____

#### Membership Category (Check one)

<input type="checkbox"/> Annual Professional Membership \$35 (National Membership Included)
<input type="checkbox"/> Annual State Membership \$10 (for Current Lifetime Members Only)
<input type="checkbox"/> Associate Membership \$10 (post secondary students under the age of 25)

#### Additional Donation (Check all that apply and list amounts)

<input type="checkbox"/> Professional Division Scholarship Fund	\$ _____
<input type="checkbox"/> Professional Division General Fund	\$ _____

Total Enclosed: \$ \_\_\_\_\_

Please visit <http://wafbla.org/professional-division> or make checks payable to Washington FBLA Professional Division to become a member.

Checks received between April 1 and July 14 will be held until July 15 to be counted for the next membership year.

We thank you for your support of student leadership through FBLA in our state.  
 A receipt will be mailed to you upon request.

Washington FBLA Professional Division is a non-profit 501(c)(3) corporation, Federal EIN 51-0666951.

Washington FBLA Professional Division  
 8228 – 61 Avenue NE  
 Olympia, WA 98516

Phone: 360.459.8123  
 E-mail: [schmidta@comcast.net](mailto:schmidta@comcast.net)

## Professional Division Scholarship Form

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# Professional Division Scholarship

## WASHINGTON FBLA PROFESSIONAL DIVISION

### Scholarship Application Process

Washington State FBLA Professional Division will award one \$1,000 scholarship to members in recognition of outstanding achievement. It will be known as the Carl E. Jonsson Scholarship. Depending on amounts raised, there may be additional scholarships available.

To be eligible for the Washington FBLA Professional Division Scholarship, an applicant must be:

1. a current member of Future Business Leaders of America (FBLA)
2. of senior standing
3. nominated by his/her chapter adviser, who is a dues-paying member of the professional division

To be considered for the Washington FBLA Professional Division Scholarship, an applicant must:

1. complete the application form addressing each question
2. follow all directions and guidelines
3. submit at least three letters of recommendation, one of which must be from the nominating adviser

To be considered for the Washington FBLA Professional Division Scholarship, the nominating chapter adviser must be a current paid member of Washington FBLA Professional Division by the scholarship deadline of March 1.

The **completed application form** must be received in the Professional Division office on or before March 1. The scholarship will be awarded at the annual State Business Leadership Conference. This complete application must be emailed to the following address.

### **E-Mail completed application by March 1 to:**

Jackie Floetke

FBLA Professional Division Scholarship Chair

[jfloetke@wilsoncreek.org](mailto:jfloetke@wilsoncreek.org)





## WASHINGTON FBLA PROFESSIONAL DIVISION Scholarship Application Form

Please type all responses. You may recreate this application form on a computer to respond to the questions.

Name \_\_\_\_\_

Date \_\_\_\_\_

Applicant's Home Address  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
School \_\_\_\_\_ GPA \_\_\_\_\_

Chapter Adviser \_\_\_\_\_

Adviser's Signature \_\_\_\_\_  
\_\_\_\_\_

Please answer each of the following questions on a separate sheet of paper. **Include a footer on each page which includes your name and school.**

1. Statement of Need (Objective): Describe why you are applying for this award and how you plan to use it.
2. FBLA Activities: Describe your activities in FBLA, including conferences attended, offices held, and/or awards won.
3. Other School Activities: Describe activities that demonstrate initiative and provide positive contributions in your school, including leadership, citizenship, and interpersonal skills.
4. Community Service: Describe your accomplishments in improving or promoting the "quality of life" in your community (activities not related to school functions and not court related).
5. Other (work experience, etc.): List your occupational work experience, including full- or part-time employment, cooperative education, work study, or experience obtained in the home or family environment. Include other information such as unique accomplishments, grade point average, or special circumstances not indicated in other sections.
6. Participation: In 300 words or less, explain how participation in FBLA has helped you in the pursuit of your academic and personal goals.

**E-Mail completed application by March 1 to:**

Jackie Floetke

FBLA Professional Division Scholarship Chair

[jfloetke@wilsoncreek.org](mailto:jfloetke@wilsoncreek.org)



## WASHINGTON FBLA PROFESSIONAL DIVISION SCHOLARSHIP Evaluation Form

Three references are required, and one must be from the chapter adviser.

Adviser       Other       Other

Evaluation Item	Points Possible	Points Earned
<i>Need</i>	30	
<i>FBLA Activities</i>	30	
<i>Other School Activities</i>	15	
<i>Community Service</i>	15	
<i>Other Experiences</i>	15	
<i>Essay:</i> In 300 words or less, how has FBLA helped you academically?	20	
<i>Final Score</i>	125	

<b>Name</b>	
<b>School</b>	
<b>Evaluator's signature and date</b>	

**Evaluator's Comments:**

# WA FBLA

## Policy & Procedure Overview

### List of Policies

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- Conflict of Interest Policy
- Non-Discrimination Policy
- Sexual Harassment Policy
- Whistle Blower Protection Policy
- Expense Reimbursement Policy
- Financial Procedures Policy
- Funds Transfer Policy
- Chapter Payment Policy
- Region Finance Policy
- State Conference Lodging Policy
- Regional Adviser Responsibility Policy
- State Officer NLC Travel Policy
- Region Dues Policy
- State Officer Service Commitment Policy
- National Parliamentarian Candidate Policy
- National Leadership Conference Travel Policy
- State Business Leadership Conference Cancellation Policy
- National Officer Candidate Support Policy
- State Officer Regional Conference Travel Policy
- Substitute Reimbursement Policy
- Regional Adviser State Business Leadership Conference Registration Policy
- Region Leadership Conference Cancellation Policy
- Campaign Spending Limit Policy
- SBLC Executive Leadership Committee Lodging Policy
- Document Retention Policy

For more information on each of these policies, please visit the Washington FBLA Policy & Procedures Manual on our Web site in the Document Library.

# Code of Conduct Form

## ALL WASHINGTON FBLA SPONSORED ACTIVITIES

- Revised May 2018 -

### CODE OF CONDUCT

Attendance at any Washington FBLA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisers, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending an WASHINGTON FBLA activity and submitted to the chapter adviser prior to the respective registration deadline. The chapter adviser must have a completed copy of the permission/medical release form for each student attending in their possession for the duration of the event, including travel to and from the event. This Form must be kept on file in the local school district after conference.

Delegates shall abide by the rules and practices of *WASHINGTON FBLA* and school district policies at all times to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the WASHINGTON FBLA organization. The standards outlined in this document constitute the Washington FBLA Code of Conduct.

### The following shall be regarded as severe violations of the WASHINGTON FBLA Code of Conduct:

Should a conduct code violation occur for item 1 through 8 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

1. **Alcohol, Drugs and Tobacco:** a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances, vaping, or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the adviser. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. **Curfew:** Committing serious violations of curfew regulations as outlined in item 10 below.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. **Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. **Serious Violations** of the student conduct code of the school district or school that the student represents.
6. **Private Transportation:** Driving or riding in a private automobile during a conference, unless accompanied by an authorized adviser. (Delegates are to be housed at the conference site.) Occasionally a chapter adviser, under special circumstances, may allow a student to drive or ride in a

private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter adviser prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.

7. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.
8. Students may not be inside a hotel room other than the room they are assigned at any time without the express advance permission of their adviser.

**The following shall be other violations of the WASHINGTON FBLA Code of Conduct:**

Should a conduct code violation occur for items 9-13 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Trustees or local Adviser.

9. **Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of FBLA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
10. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
11. **Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
12. **Personal Conduct:** Failing to report accidents, injuries or illnesses immediately to the local FBLA Adviser; failing to keep adult advisers informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open); having a delegate or adviser of the opposite sex in a room without a third person present and the door visibly open.
13. **Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations. At Washington FBLA sponsored events, students may not swim or use swimming facilities.

**Individual School District Policies may supersede the code of conduct.**



**WASHINGTON FBLA DELEGATE PERMISSION/MEDICAL RELEASE FORM**  
*(Students and Alumni are collectively referred to as "Delegates" in this document)*

**Conduct Code Endorsement, Permissions to Attend Washington FBLA Sponsored Activities, and Authorization to use pictures or student name in publications.**

**Release of Claim for Damages, Emergency Medical Treatment Authorization:**

Name of Delegate: \_\_\_\_\_ Date: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name of High School: \_\_\_\_\_ Phone: \_\_\_\_\_  
Adviser (s) in Charge: \_\_\_\_\_

This is to certify that *the above-named delegate* has my permission to attend all Washington FBLA sponsored activities for the 2020-2021 School Year. I also do hereby, on the behalf of *the above-named delegate* absolve and release Washington FBLA, the school officials, the FBLA chapter advisers, conference staff, and Washington FBLA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the FBLA sponsored activity.

I authorize the above-named adviser or the Washington FBLA staff to secure the services of a doctor or hospital for *the above-named delegate*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to Washington FBLA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Washington FBLA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter adviser determines the criteria at the local site, for individual students and alumni to attend and participate at all FBLA activities.

We have read and agree to abide by the supplied Washington FBLA Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. Any costs associated with a student being sent home are the responsibility of the parent/guardian. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### MEDICAL INFORMATION

Name of Delegate: \_\_\_\_\_ Date: \_\_\_\_\_

Known allergies (drug or natural) \_\_\_\_\_

Special medication being taken \_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_

History of heart condition, diabetes, asthma, epilepsy or rheumatic fever \_\_\_\_\_

Any physical restrictions \_\_\_\_\_

Other conditions \_\_\_\_\_

Family doctor \_\_\_\_\_ Phone \_\_\_\_\_

### INSURANCE INFORMATION

Company Name \_\_\_\_\_ Policy Number \_\_\_\_\_

# Adult Delegate Code of Conduct

Presented to the Board of Directors June 11, 2018

As leaders and teachers of young professionals, it is important that we prepare our students to have a safe, fulfilling experience at our conferences. Washington FBLA recognizes the importance of all adult conference delegates upholding the highest standards of behavior and decorum to model a positive example for our students and ensure the continued success of our organization. It is expected of all conference delegates, and especially our adult leaders, to live out the FBLA values of Competence, Integrity, Teamwork, and Innovation in all our formal and informal interactions at FBLA events.

In order to ensure these standards, the Washington FBLA Board of Directors has adopted the following Adult Delegate Code of Conduct. The rules stated below shall govern the conduct of all adult conference delegates throughout the duration of the time that the adult delegate could reasonably be expected to provide supervision or assistance to students during or en route to/from a Washington FBLA event.

1. Adult delegates shall make a good faith effort to attend all conference general sessions from start to finish with their entire chapter delegation.
2. Adult delegates shall promote clean, powerful and positive usage of social media outlets utilized by their chapter members and themselves.
3. Adult delegates shall refrain from using inappropriate or profane language at all times.
4. Adult delegates shall refrain from verbal, physical or sexual harassment, hazing or name-calling during official conference dates.
5. Adult delegates shall fulfill conference assignments related to chaperoning duties and competitive event management roles (all advisers will receive event assignments for each conference they attend). This includes attending all official adviser meetings.
6. Adult delegates shall maintain the limits of professional, appropriate relationships with all student members.
7. There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible. Adult delegates should ensure that their students clean up private and public spaces they have occupied and/or utilized.
8. Adult delegates shall not possess or consume alcoholic beverages or illegal or mind-altering substances in any form at any time.
9. Adult delegates shall not possess weapons or other dangerous items at any time.
10. Adult delegates shall adhere to a professional dress code in line with conference policies.
11. Advisers (with the assistance of other adult delegates) shall conduct daily meetings with participants to review schedules and ensure that students are prepared to participate in all appropriate conference activities.
12. Adult delegates should make their best effort to ensure that all student delegates remain in their own sleeping room with the door closed and maintaining a reasonable noise level throughout the duration of published conference curfew.

13. Adult delegates shall never extend curfew beyond the published conference curfew for any reason. Ensure that students are quiet and respectful at the hotel in the evening hours leading up to and after curfew. Adult delegates shall check rooms at curfew to be sure all students are where they need to be.
14. Adult delegates should ensure that their chapter's delegates (including all adult delegates) are on time for all coordinated conference transportation (including charter busses and flights). Delegates who are not present for conference transportation at announced departure times may be left behind and will need to arrange alternative transportation at their own expense.
15. Chapters shall maintain an adult-to-student delegate ratio in compliance with school/district policies during the entire duration of the event, including overnight. Chapters who share chaperoning duties shall enforce curfew and conference policies for members of both chapters.

Any violation of the Adult Delegate Code of Conduct shall be addressed using any or all of the following disciplinary actions:

1. Any Washington FBLA member, volunteer, or staff members may submit a formal written grievance detailing any violations by adult delegates with the Washington FBLA Board of Directors, as well as any actions taken to address the behavior on-site, up to one week after the conclusion of the conference in which the violation occurred. Any grievances will be addressed in compliance with Washington FBLA's Whistle Blower Policy. The subject of any grievance will be notified by the Board of Directors and given up to one week to respond in writing to the grievance. After reviewing the grievance and response, if deemed necessary, the Board of Directors may elect to send a formal written notice of violation to an adult delegate's school administrators detailing the violation. In severe circumstances, the Board may formally inform the school that the adult delegate is no longer allowed to attend Washington FBLA events for a specific period of time, up to indefinitely.
2. In extreme circumstances, and in consultation with the Board of Directors, adult delegates may be instructed by conference staff to leave a conference activity or to leave the conference altogether. If an adult delegate is instructed to leave a conference, the chapter shall be responsible for arranging additional adult supervision for student delegates in coordination with school administration, as well as any transportation costs which may be incurred.

All adult delegates shall review this form prior to each conference in order to be eligible to attend Washington FBLA events. The chapter adviser shall sign and return this form to Washington FBLA prior to the beginning of the conference.

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*Chapter Name*

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*Adult Delegate Name*

By signing below, I certify that all adult delegates planning to attend the conference with my chapter have reviewed the Adult Delegate Code of Conduct and understand all of the rules and processes outlined in it.

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*Adult Delegate Signature*