March 4, 2019

Contents of this Email:

Important dates to remember (State Deadlines shown in **BOLD**):
- **March 5 – SBLC Registration Deadline at 5 p.m.**
- **March 5 – State Officer Applications Due**
- **March 6 – SBLC Housing Opens at 3:30 p.m.**
- **March 11 – SBLC Online Testing Opens**
- **March 12 – SBLC Housing Closes at 5 p.m.**
- **March 29 – SBLC Online Testing Closes**

Greetings, Advisers!

This week is full of deadlines! Please check the dates listed above.

Real World Branding Upload

Students competing in the Real World Branding event will upload their design draft by tomorrow's deadline using the PDF Submission form. If students are planning to participate in this event, they must upload their work on their label at this point. Completed labels will be presented to the judges at SBLC.

SBLC School Site Production Tests

If you have students competing in Computer Applications, Database Design & Applications, Spreadsheet Design, and/or Word Processing, please be sure to register your competitors and then request your test materials by completing the **School Site Production Test Request Form** on our Web site here. All necessary materials to administer these tests (proctor instructions, proctor scripts, and production test) will be sent to the adviser within 24 to 48 hours of receipt of this form.

Please be sure you have a designated proctor to administer your tests! Advisers cannot proctor these tests! All School Site Production tests are due by 5 p.m. on March 5.

SBLC Upload Links
All SBLC registration links are live on our Web site under the Events tab, SBLC at
https://wafbla.org/sblc. Submission links are available here under the Upload Links title (PDF
and URL Submission Forms). Please check out all of the information/links found on this
page. All registrations/uploads/tests must be completed by 5 p.m. on March 5.

SBLC Housing
Housing will open at 3:30 p.m. on Wednesday, March 6. Advisers will need to upload their
Housing Excel spreadsheet during the housing registration process. The Excel spreadsheet is
found on the SBLC page on our Web site under the title Housing. Housing will be assigned first
by a first come, first serve basis and then by number of rooms.

SBLC Invoicing
Each chapter will receive one invoice for SBLC this year that will include both your housing and
your conference registration. These invoices will be sent after housing closes on March
12. Invoices printed from Blue Panda will not be your final invoices, so please do not submit
these invoices to your district for payment. You will submit the invoices you will receive from
finance@wafbla.org after the March 12 deadline. These invoices will have a link attached to
pay by credit card if that is your preference for payment.

State Officer Corner
Chapter Visits. Chapter visits are one way that state officers can connect with our members to
help grow chapters. Any chapter can request a visit and what they would like officers to speak
about. This can be done in person or video call. Fill out the Wufoo form on the WA FBLA
website to request a visit today!

Member of the Month. Do you have a member that goes above and beyond to contribute to
your chapter? Do they strive to make WA FBLA the best it can be? If these questions bring
someone to mind, then this is your opportunity to nominate them for the Member of the
Month award. Fill out the Wufoo form on the WA FBLA website to nominate a member
today!

May you have a wonderful week!