



## Missouri Future Business Leaders of America

P.O. Box 480 ~ 205 Jefferson St. ~ Jefferson City, MO 65102-0480 ~ 573-751-3926 ~ Fax: 573-526-4261

TO: All Local FBLA Chapters

FROM: Christina Hess, FBLA State Adviser

DATE: January, 2012

SUBJECT: 2012 State Leadership Conference

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We are working hard to prepare for the 2012 State Leadership Conference. The conference will be April 22-24 (Sunday, Monday and Tuesday) at the Holiday Inn Executive Center in Columbia, Missouri. For the past few years we have worked to re-arrange the conference schedule so that our opening session can be a true opening session. It never made much sense to me that our opening was after everything was over but the awards. Our keynoters were always stumped by that too!

This year, we have made that happen! This is a major change and we realize there may be a few bumps in the road with this but overall we believe this will improve the conference. I am attaching a preliminary schedule so that you may become familiar with these changes.

Some reminders as you work through districts and prepare for state:

1. There is a limit on the number of students that may attend SLC. **No chapter may bring more than 4 members over the number that have qualified to compete in events, who are running for a state office or who are serving as one of the chapter's voting delegates.**
2. Registration cost for advisers, guests and students is \$50
3. Please make your bookkeeping department aware of the address for all payments. All checks must be mailed to the state office. **The address is Missouri FBLA, PO Box 480, Jefferson City, MO 65102.**

### STATE LEADERSHIP CONFERENCE INFORMATION

- Please review the State Conference Schedule that is included with this mailing. As you get the results from your district competitions, use this schedule as an aid in registering your qualified students for state competition. Students may enter **two (2)** events at SLC. This schedule is also available on the Missouri FBLA website at [www.missourifbla.org](http://www.missourifbla.org) or at the DESE FBLA website at [http://dese.mo.gov/divcareered/fbla\\_conferences.htm](http://dese.mo.gov/divcareered/fbla_conferences.htm). Notice that we start mid-day on Sunday with all preliminary events scheduled that day. There are also a few final events scheduled on Sunday.
- Online registration will be from **February 6-March 09, 2012 at 5:00 pm. This includes all changes, drops, etc.**
- All refund requests must be in writing and received via email by the state office no later than March 23, 2012. You must email those to me.
- Please consult [www.missourifbla.org](http://www.missourifbla.org) for state registration. Please read the directions and look at all form fields on each page BEFORE you start to register your students. It will save everyone work if the directions are followed. More about registration follows in this memo. Again this year we have a "change" page on which you may submit your corrections or changes. **Again, by reading the instructions and asking questions in advance, we hope to make registration a streamlined process. This year pages have been labeled in the order in which the registration process should proceed. Please remember to use one**

form per student/adviser/guest. Do not submit multiple registration forms for each student. Duplicate entries are unnecessary and time-consuming to eliminate. In addition to a registration or other change is needed, submit a change form.

Take care to work as efficiently and accurately as possible as you register your students; changes, especially duplicates, are time consuming to correct.

Start with your list of students and begin with the first student on your list. Enter ALL his/her events, responsibilities, etc. on one form, at one time. When you have completed the entries for that student, submit and then move on to student number two. If you will register students in this way, it will help to eliminate duplicate entries. Most of the duplicates occur when you start with the list of events and work from that as you may lose track of who has been entered. **Register by student, not event.**

- Changes can be submitted up until March 9 at 5:00 pm. Changes will be made by this office as time permits during the registration window or soon after the registration window closes. You will be able to check the status of your changes on the "Changes Made" report and on the event listing pages.
- **If you find a student has qualified but cannot compete in an event, it is important that advisers communicate that information immediately to me** so that the next place qualifier can be notified and offered the opportunity to compete. Remember that students are only allowed to compete in two events at state, provided there are no scheduling conflicts. If there is a scheduling conflict, the student must make a choice. Consult the SLC program that is attached for times of events.
- Advisers have a form to complete in addition to their registration form. We need this information from each school. This form is Step 1 of the registration process.

#### CHAPTER PROJECTS/CHAPTER RECOGNITION

- Hard copy entries for chapter projects are no longer required nor will they be accepted (Camp Quality, Environmental Awareness, In Praise of Age, Joanne Newcomer Scholarship, March of Dimes, National Travel Fund, Reach Out and Care, Change a Child, Dollars for Disasters, Rooting for Joplin). These are at [www.missourifbla.org](http://www.missourifbla.org) under the award button. You will simply fill out the form online and then submit. DO NOT submit paper forms as they will not be considered valid entries. This is the place to fill out the forms EVEN if you are not attending SLC. **As many of you have completed these projects well in advance of SLC, you may enter this information online NOW. The tab is on the left side of the webpage.**
- Mail any checks to the address below. The address is available on the online form as well as being provided here. Checks should still be made payable to Missouri FBLA.  
P.O. Box 480  
Jefferson City, MO 65102
- Fundraising royalties and/or donations to the national travel fund totaling \$125 or more should be sent to Missouri FBLA at the address listed on the online form. You will simply fill out the form online and then submit. DO NOT submit paper forms as they will not be considered valid entries. This is the place to fill out the forms EVEN if you are not attending SLC.
- Hard copy entries for the following chapter/individual recognition are no longer required: Award of Merit, Business Person of the Year, Local Recruitment of Chapters. You will simply fill out the form online and then submit. DO NOT submit paper forms as they will not be considered valid entries with the exception of the requirements of the Award of Merit. This is the place to fill out the forms EVEN if you are not attending SLC.
- This year for the first time all skill tests will be uploaded to the state office. Hard copy mailings will not be necessary nor will they be accepted. This will require training for your students well in advance of the actual skill testing dates. Please consult the handbook for specifics on how to upload. It can be found at: <http://missourifbla.org/SLCRegistration/skilltests.html>.
- This year we are also going to have participants upload two of the reports. Community Service Report and Local Chapter Annual Report will be uploaded via the instructions found in the handbook. No hardcopies will be accepted. Please consult the handbook for specifics on how to upload. It can be found at <http://missourifbla.org/SLCRegistration/skilltests.html>.
- The Missouri Dress Code was revised in 2010 to match the National Dress Code. Please familiarize yourself and your students with the requirements for proper attire at the conference. Information can be found at [http://www.fbla-pbl.org/docs/DRESS%20CODE\\_revised\\_1\\_09\\_2009.pdf](http://www.fbla-pbl.org/docs/DRESS%20CODE_revised_1_09_2009.pdf).
- State conference registration fee is \$50 per member and adviser. All adults will be considered in the \$50 registration fee if they are attending conference functions. Adults attending that are not advisers can be

registered as "Guests." Advisers will need to complete the Payment Form in Step 3 once all of their registration forms are complete. Bus drivers do not have to pay a registration fee if they are not attending conference functions or eating lunch on Monday. Conference fee does include a box lunch on Monday. Meal tickets will be in the conference registration packet that you will pick up onsite.

- All participants must be pre-registered and NO onsite registrations will be accepted. Students who are qualified for an SLC event must be registered for the appropriate event online BY MARCH 09 at 5:00 pm; no paper registrations will be considered valid. Again, read the directions and ask questions before you start to enter your students.

### COMPETITIVE EVENTS

- Please review the competitive event policies on pages C5 and C6 of the Missouri Chapter Management Handbook. If you have questions about events, the Chapter Management Handbook should be your first choice for information.
- Online testing will be done for all of the written events with the exception of Parliamentary Procedure. Students who take online tests must still register and pay for SLC. Students who take online tests are not required to attend the SLC but are highly encouraged to do so to benefit from the many workshops, keynote speaker and other leadership activities.
- Online testing will be done prior to the conference at the students' school sites. **The dates for online testing will be March 19-April 5, 2012.** Passwords and instructions will be emailed to the advisers of qualifying students prior to the testing window to the email address that you submit on the SLC registration form. If you have trouble receiving attachments, especially PDFs at your school email, make sure we have an alternative address for you.
- If an online test is the preliminary for event (**Banking and Financial Systems, Entrepreneurship, Global Business, Help Desk, Management Decision Making, Management Information Systems, Marketing**) the top seven entries will advance to finals, which will be held on site at SLC. These finalists and their performance time **WILL BE** announced in advance.
- All state skill events will again be administered at the local level prior to the state conference. The state skill events will be emailed to the district winners' home school. Skill event participants are required to take the online portion of the event at their school site. School skill testing will be done **March 14- March 30, 2012. They must be uploaded and received in the state office by March 30.** Upload time is not part of the students' testing time. Please see the instructions for uploading skill tests found at <http://missourifbla.org/SLCRegistration/skilltests.html>
- The programming events are not administered at the district conferences. **Desktop Application Programming** and **Computer Gaming and Simulation** will be offered at the state level with no prequalification. Any student may sign up for the programming competitive events. This event does count toward the two events that students may enter. Each chapter may enter a maximum of two students per event. Remember to register students online for these events.
- If an FBLA member attending SLC has a special need, please make note of that in the special request box on the adviser information page, Step 1 of the registration process.

### STATE OFFICE CANDIDATES

- If a member of your chapter plans to run for a state office, he/she will need to carefully review the application form and all related materials. A detailed candidate guide (including the appointment of the State Parliamentarian) may be found at: [http://dese.mo.gov/divcareered/fbla\\_officer\\_info.htm](http://dese.mo.gov/divcareered/fbla_officer_info.htm) or on the Missouri FBLA website at: <http://www.missourifbla.org> by clicking on the SLC link. The guide will provide essential information on guidelines for campaigning, requirements for office, etc. Further information may be found in the FBLA State Handbook. The state officer application form found in the guide must be sent to the state office and received by **March 09**. Attending the Institute for Leaders and the National Leadership Conference (NLC) will be required for state officers. **IFL is June 28-29, 2012 and NLC is June 29-July 2 in San Antonio, TX.**
- For those schools that have a candidate for a state office, the school's total number of registrants is still limited to the competitors, correct number of voting delegates, the candidate and the additional four allowed students.
- Voting delegates have an important role in selecting officers who will lead the state chapter. Please inform all voting delegates that they should attend the officer campaigning, speeches and elections **on Monday, April 23**. Also, remind members that they should vote according to their chapter's instruction

and not their own personal preference. It is important that all chapters are represented in the voting process.

#### **NATIONAL ANTHEM CONTEST**

- All FBLA Members interested in entering a contest to sing the National Anthem at SLC should submit an audition tape, CD, DVD or video of themselves or their group singing the National Anthem by **March 1, 2012** to Jake Busker, Missouri FBLA State President. A flyer was distributed on the Business Education List Serve and is also included in this mailing as well as being posted on the MissouriFBLA website.

#### **TIPS FOR A SUCCESSFUL CONFERENCE**

- Double check your local membership roster with the online national dues roster to be sure that conference participants are included and show as having paid dues.
- Review competitive event guidelines with all participants.
- Inform all participants of FBLA dress code and curfew. All participants (members and advisers) must follow the Missouri dress code.
- State officer candidate information must be received by March 09.
- Make hotel reservations and send in rooming lists **to the hotel** by deadline dates.

#### **MISCELLANEOUS INFORMATION**

- The state chapter would like to recognize local chapter advisers who are retiring at the end of the school year. If you know of an adviser who is retiring or if you are retiring, please call or e-mail the state office by **March 09**.
- Missouri FBLA membership continues to move forward through the **Gateway to Greatness!** We are currently the second largest state chapter in the nation. Congratulations!

If you have any questions concerning state conference activities, please email me at [Christina.hess@dese.mo.gov](mailto:Christina.hess@dese.mo.gov) or call me at (573) 751-3926.

Sponsoring a co-curricular activity is often a thankless job but your hard work and dedication to the students you advise does not go unappreciated. Your efforts positively influence the lives of students who will one day be the leaders of our country.

We sincerely thank you for all you do for kids!

Enclosures:  
2012 SLC Schedule of Events