

**Registration Packet
Texas FBLA SLC**



**March 22-24
Galveston Convention Center
Galveston TX**

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Contact Information

If you have any questions or concerns **prior to the SLC**, please contact **D’Ann Matlock**, FBLA State Adviser, at stateadviser@fblatx.org or (Cell) 210.452.6677.

Please have your Technology Director allow my email (stateadviser@fblatx.org), **with attachments; otherwise you may miss communications which could disqualify your competitors!** Check the state website, **Resources Tab**, (<https://fblatx.org/resources/slc/>) frequently for new and updated information between now and the SLC.

Website

SLC information, registration, forms, on-line event information, officer candidate packet, production testing documents, and updates will be online at <https://fblatx.org/resources/slc/>. Check **frequently!**

National Awards Program

The *Competitive Events Guide* is on-line <https://www.fbla-pbl.org/divisions/fbla/fbla-competitive-events/> Use the **current** Competitive Events Guide for all Texas SLC competitive event guidelines and rating sheets. Please refer to the Texas Awards Program for the number of competitors each chapter may enter into events.

The TAP can be found at <https://fblatx.org/wp-content/uploads/2022/09/TAP-22-23-updated.pdf>.

Time Line and Check-Off List 2023 SLC

JANUARY 2023							FEBRUARY 2023							MARCH 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31	1	2	3	4	26	27	28	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8

Middle Level Timeline-

___ **January 31 (Monday) – February 24 (Friday)– SLC Conference Registration window** on National website Membership dues must be **RECEIVED AND RECORDED** by the national office during or before this registration window (only members recorded as paid in the National database will be visible and available for registration).

___ You will be asked to provide chapter number, members’ and attendees’ names, chapter Who’s Who, member ethnicity advisers’ cell numbers and email addresses, proctor names and emails for production tests.

___ **February 4 – February 17** Hotel registration due

___ **March 1 (Wednesday) – On-line testing** instructions will be sent out via email and posted on the website.

___ **March 6 (Monday) – March 17 (Friday)** -Testing window for case study events only.

___ **March 10 (Friday)** - 50% SLC refund request deadline - received by State Adviser

___ **March 18 (Saturday) – Receipt** date for return of materials to Christina Perez

___ **March 22-24 (Thursday - Friday) –SLC in Galveston.**

April 18 (Tuesday) - Commitment to compete or not to compete at the NLC received by State Adviser (but PLEASE REPLY ASAP to allow those newly eligible to have time to determine if they can compete!) As soon as you know someone is NOT competing please get that name to me.

May 43(Wednesday) – All pre-judged NLC materials must be sent to the state adviser to be uploaded for national judging.

June 6 – Name change deadline for NLC. No events can be added at this point.

June 27 (Tuesday) – June 30 (Friday) – National Leadership Conference, Atlanta, GA

July 15 - 16 (noon Sunday – noon Monday) –FBLA Summer Board Meeting

High School Time Line

- ___ **January 30 (Monday) – February 24 (Friday)– SLC Conference Registration** window on National website. Membership dues must be **RECEIVED AND RECORDED** by the national office during or before this registration window (only members **recorded** as paid in National database will be visible and available for registration).
 - ___ You will be asked to provide your chapter number, members’ and attendees names, events entered, chapter Who’s Who, member ethnicity, adviser’s cell numbers and email addresses
 - ___ Students will sign an Honor Code prior to competing.
- ___ **January 27 (Friday) – Blue Panda** registration and upload directions sent out via email and posted on the website.
- ___ **February 5 – February 17** Hotel registration due
- ___ **February 15 (Wednesday) National anthem auditions** due via YouTube; send URL to Joni Patterson at jonipatterson196@gmail.com Instruments and groups are fine. Instruments need to something that can be carried onto the stage.
- ___ **March 1 (Wednesday) – On-line testing** instructions will be sent out via the email and posted on the website. Only tests that have a case study will test at their home school. All other testing will be done at the SLC. If there is a conflict you will need to fill out the Home Testing Form in order to test at your school.
- ___ **January 30 (Monday) – March 11 (Saturday) – Reports, media and Texas Who’s Who entries posted to Blue Panda by midnight March 11.**
- ___ **March 6 (Monday) - March 17 (Friday) - On-line testing** window via Blue Panda. Only events that involve a case study will test at their home school.
- ___ **March 1 (Wednesday) – State Adviser sends production tests** to designated chapter **adviser**.
- ___ **March 17 (Friday) – uploaded to Blue Panda.**
 - ___ **State Officer Candidate Applications** (download from fblatx.org)
 - ___ **National Officer Candidate Application** (download from fbla-pbl.org)
 - ___ **Board Applications** (Areas 1, 3, 5, 7, middle level representative)
 - ___ **Area, Endowment and CTAT Scholarship Applications**
 - ___ **Adviser of the Year**
 - ___ **Business Person of the Year**
 - ___ **Endowment and March of Dime Contribution Forms**
 - ___ **Vernon Payne Rating Sheet Application**
- ___ **March 10 (Friday) - 50% SLC refund request deadline - received by State Adviser**
- ___ **March 21 (Tuesday) - Officers/Staff arrive at SLC site by noon**
- ___ **March 22-24 (Thursday - Friday) – SLC in Galveston**
- April 18 (Tuesday) - Commitment to compete or not to compete at the NLC received** by State Adviser (but **PLEASE REPLY ASAP** to allow those newly eligible to have time to determine if they can compete!) As soon as you know someone is NOT competing please get that name to me.
- May 3 (Wednesday) – All pre-judged NLC materials** must be sent to the state adviser to be uploaded for national judging.
- May -?? – Production Tests** will be sent when I have the dates
- May 12 – Production tests MUST** be taken and uploaded to the National site.
- June 6 – Name change deadline for NLC.** No events can be added at this point.
- June 12 - 16 (Monday - Friday) - State Officer Training, Camp Copass, Denton**
- June 27 (Tuesday) – June 30 (Friday) – National Leadership Conference, Atlanta, GA**
- July 15 - 16 (noon Sunday – noon Monday) –FBLA Summer Board Meeting**

Documents to be Uploaded to Blue Panda Prior to SLC

The following are to be posted on-line via Blue Panda between Monday, January 30 and midnight, Saturday, March 11. Instructions will be sent by January 27 via email and posted on fblatx.org, Resources-SLC tab.

Portions of events will be pre-judged from electronic copy prior to the SLC. Prejudged events, with the exception of Future Business Leader, will only have the top 10 present at the SLC.

√ In	Event	Format	Due Date
	American Enterprise Project	PDF report	March 11
	Business Ethics	PDF case study	March 11
	Business Financial Plan	PDF report	March 11
	Business Plan	PDF report	March 11
	Community Service Project Report	PDF report	March 11
	Digital Animation	URL	March 11
	Digital Video Production	URL	March 11
	Future Business Leader	PDF Documents	March 11
	Job Interview	PDF Documents	March 11
	Local Chapter Annual Business Report	PDF report	March 11
	Partnership with Business	PDF report	March 11

These forms can all be found at
<https://fblatx.org/resources/slc/>

√ In	Document	Format	Due Date
	Adviser of Year Application	PDF	March 17
	Area Scholarship Application	PDF	March 17
	Board of Directors Application	PDF	March 17
	Business Person of Year Application	PDF	March 17
	CTAT Scholarship Application	PDF	March 17
	Endowment Contribution Forms	PDF	March 17
	Endowment Scholarship Application	PDF	March 17
	March of Dimes Contribution Form	PDF	March 17
	State and National Officer Applications	PDF	March 17
	Texas Who's Who Application	PDF	March 17
	Vernon Payne Rating Sheet Application	PDF	March 17

All SLC documents and event entries such as reports and URLs **will be submitted via the Internet using Blue Panda**. Specific instructions will be posted by January 27 on the Resources - SLC Tab at FBLATX.org and will be sent to chapters via email. Documents **MUST** be in a PDF format using the prescribed file format name. **Pre-judged events, except for Future Business Leaders, will only have the top 10 present at the SLC.**

Events with Home Site On-Line Testing – March 6- March 17

The following tests will be taken at your school and may be proctored by the chapter adviser. Instructions will be sent by January 27 via email and posted on fblatx.org, Resources-SLC tab. These tests **MUST** be taken individually during the same testing session. The test scores will be averaged to determine the finalists. These tests are no longer collaborative. **These tests are used as a prelim round and the top 10 teams will present at the SLC. Top 10 will not be posted until the afternoon of March 22.**

Banking and Financial Systems
Business Management
Client Service
Entrepreneurship
Help Desk
Hospitality & Event Management
International Business
Introduction to Event Planning
Management Information Systems
Marketing
Network Design
Parliamentary Procedure
Parliamentary Procedure (State Officer Test)
Sports and Entertainment Management

Production Events

Production test will be done at the home school and uploaded to a cloud-based folder (Google Drive, OneDrive, Dropbox, etc) by March 11. The objective test will be taken at the SLC.

(E-mailed to Advisers by, March 1, Monday)

Computer Applications	Spreadsheet Applications
Database Design & Applications	Word Processing

Objective Tests

All objective tests except for the ones mentioned on page 6 will be taken at the SLC. If there is a conflict, then the Authorization to Test at School form **MUST** be completed and submitted no later than March 1 so that these tests can be scheduled.

State And National Dues

NO DUES WILL BE ACCEPTED AT THE SLC. Students must be listed as paid in the national database during the registration window (January 31 – February 24 or when your area conference was held) in order to be available for SLC registration. Both State and National registration should be completed online at FBLA-PBL.ORG with time allowed for your payment to arrive **and be posted** before/during the registration window. Mail checks directly to National’s membership service at:

FBLA Membership Dues - P.O. Box 79063 - Baltimore, MD 21279

SLC Conference Registration – January 31 (Monday) – February 24 (Friday)

SLC Registration will be done on-line through Blue Panda. Membership dues must be **RECEIVED AND RECORDED** by the national office during or before this registration window (only members **recorded** as paid in National database will be visible and available for registration).

To register online, you will need the chapter number, each adviser’s name and cell phone number, the name of each member, the event that member will enter (if any), the member’s ethnicity and your chapter Who’s Who. **Please save (post) frequently!** The program has a time-out feature, and all un-posted data will be lost!

We are using the service called Blue Panda, again this year for registration. Your username will be TXFBLA and your chapter number. As soon as I get all the information for logging in and registering, I will send that out.

Registration is \$80 per member, guest, and adviser. Chapters registering after the on-line registration date will be charged a late fee of \$10 per registrant for a total of \$90 each. **Members registering after February 24 may attend but will not be eligible to participate in competitive events.** Registration obligates the chapter for payment to Texas FBLA. All **registrations changes** will incur a **\$10 change fee.**

Payments: Payment is by check or credit card and needs to be **BROUGHT** with you to the SLC. Please **DO NOT** mail checks to TXFBLA. We **WILL NOT** take POs.

Checks are to be made payable to Texas FBLA. Our W-9 can be found on the FBLATX website on the Resources – SLC tab.

Registration fees and contributions may now be made via credit card. A **3.5% convenience fee** will be added to each credit card payment.

Endowment contribution checks are to be made out to **Texas FBLA.**

March of Dimes contribution checks are to be made out to **March of Dimes.**

All SLC Materials Posted to Blue Panda – January 30 (Monday) – March 17 (Friday by Midnight)

Blue Panda will give you a reminder about events that need items to be submitted. You can submit them when they are ready, but no later than midnight March 17.

State and National Officer Applications Posted On-Line – March 17 (Friday)

For information, download the State Officer Candidate Packet from FBLATX.org; the State Officer Coordinator is Donna Crook, stateofficercoordinator@fblatx.org. State and National Officer Candidate Applications are to be posted in Blue Panda. Candidates must attend screening, give a campaign speech, and participate caucus.

The individual who wants to be **State Parliamentarian** is required to complete the State Officer application, meet all officer candidate requirements, attend the officer candidate screening session on Wednesday, and make the highest score on the Parliamentary Procedure test (taken **prior to the SLC** during the on-line testing window).

The **National Officer Candidate** packet is available at fbla-pbl.org; obtain state requirements from the State Officer Coordinator and state website. It is the candidate's responsibility to obtain and request State and National application materials in time to completely meet the filing deadline. Interviews will be held with the Board of Directors who will make a selection. The Board, State Officer Coordinator, and/or State Adviser may decline to forward any candidate's application to national.

On-Line Testing for those events that use the test as a prelim – March 6 (Wednesday) – March 17 (Saturday)

On-line tests must be completed at the local school within this testing window. **Advisers may proctor the online tests.** It is recommended that competitors take a sample test prior to taking the actual test.

If a student is taking an objective only test and will not be able to attend the SLC due to a school conflict, they need to fill out the Authorization to Test at School form and submit it to Blue Panda no later than March 1.

Events with on-line only tests are listed in a chart on a prior page.

If a **team** is testing, **all** team members must take the test during the same testing session to be recognized at the SLC. Test scores will be averaged to determine the finalists.

Candidates for Texas **State Parliamentarian** must take the Parliamentary Procedure test during this time. Candidates do NOT have to be part of a parliamentary procedure team and may test as an individual. They do need to register to take the **State Parliamentarian Officer Test**.

Refunds On Invoices – March 10, (Friday)

The SLC registration refund request deadline (50%) is March 4. Changes in registration which will result in invoice amount reduction must be submitted to the State Adviser via email on or **before Friday, March 10 for a 50% refund. No refunds after March 10.**

Proctoring And Administering The Pre-SLC Events

Advisers **MAY** proctor on-line tests provided that students are constantly monitored so that no materials or outside help is used. Advisers may help only with computer issues. **Advisers will provide proctor names and emails for production tests, only.**

The adviser will download from the FBLA website (www.fblatx.org, Resources – SLC tab) all necessary information, forms, and scripts to **administer** the event. The State Adviser will send **production tests** via e-mail by **Wednesday, March 1. Please be sure that my email (stateadviser@fblatx.org), with attachments, sent individually or through the group email, can get through your district's filter; otherwise, tests may not be received and competitors will be disqualified.**

National Anthem Singer – February 15 (Wednesday)

If you have a student who is a good singer who can sing the national anthem at the opening session on Wednesday evening, please have that student submit an audition (preferably done in front of a group). Encourage them to practice before creating their demo! If accompanying music is to be used, the selected singer must bring a CD of the music to the SLC. Singers must practice Wednesday afternoon prior to the opening session. Auditions must be received by February 15, should be uploaded to YouTube, and the URL sent to Joni Patterson, Script Adviser, jonipatterson196@gmail.com.

Voting/Caucusing – March 23, (Thursday)

Voting is an essential part of the SLC, will be done electronically during the day on Thursday.

Your voting delegate credentials will be in your registration folder at the time of check-in. You will be responsible for getting the credentials to your voting delegates and make sure that they vote during the allowed time. Your chapter **MUST** vote or your chapter will be disqualified from its events.

Expenses of officers elected are paid from members' dues. When an officer does not perform responsibly or is removed, the members' money is wasted. Texas FBLA fails to grow as it should and chapters do not get the service deserved if inadequate officers are elected. The success or failure of each officer team impacts the entire state, even as long as several years later, so vote for candidates who best appear able to follow through!

Share The Opportunity

While only dues-paying chapters may participate in competition and elections, a school interested in starting an FBLA chapter may attend the SLC. Invite an adviser and a few students from a neighboring school to attend with your chapter; bring your vocational consultant and your administrators! All will become acquainted with FBLA and should be eager to get other chapters started or get involved immediately! Junior high/middle school chapters are also eligible. Just duplicate the instructions for registration.

Board Of Directors

Information on the election for members of the Board of Directors is in this packet. Area 1, 3, 5, 7 and one business representative will be elected at the SLC. Applications are to be posted to Blue Panda by Friday, March 17. Instructions will be forwarded by January 28 via email and will be posted on Resources – SLC tab of the state website.

Who's Who Recognition

Every chapter should nominate **one** member for automatic recognition, no application required. In addition, state and national officers are **AUTOMATICALLY** recognized (no application required). Nominate a chapter member for this award by entering a name in **Blue Panda**. All recipients will be recognized at the Area Meeting and will be introduced at the start of the Awards Ceremony; only recipients present backstage prior to the start of the Awards Ceremony will be recognized.

NOTE: If a student wants to be considered for the Texas Who's Who and to receive national recognition, the **Who's Who application** must be submitted on-line between January 30 and midnight March 17. Entries will be evaluated to select the **one** Texas Who's Who recipient who will represent our state at the NLC.

TAP (Texas Awards Program)

Use the 2022-23 TAP in determining the **number of entries** each school may have for each event. The National Competitive Event Guide will be used for all competitive events. The link to the TAP is <https://fb-latx.org/wp-content/uploads/2022/09/TAP-22-23-updated.pdf>.

Adviser Responsibilities

The Texas competitive event awards programs on the area and state levels must be planned, administered, and graded by local chapter advisers or there can be no awards program. As FBLA competition is a school-sponsored activity, **all advisers and non-bus driver adults must administer and/or grade one or more events and should be available during the entire day on Thursday to assist as needed! In order to staff all our competitive events, advisers and all adults should expect both a morning and an afternoon assignment which you will sign up for. Failure to administer your assigned duties could result in disqualification of all chapter competitors.**

By Board policy, if a chapter enters any competitive event, at least one adviser/adult MUST attend the SLC and fulfill assignments, either administering or grading events.

The following guidelines must be followed or all chapter competitors may be disqualified, any awards forfeited, and no competitors may compete on the national level:

- All members, advisers, administrators, spouses and guests (other than a bus-driver only adult) attending the SLC must register and pay the registration fee. **If they are not registered, they will not be allowed on any of the competition floors or into the opening session and awards session.**
- An adviser or school employee must accompany any members attending the conference.
- A parent must accompany any Virtual Chapter member and must help administer competitive events.
- All conference and event registration materials must be submitted by the established event and conference registration deadlines.
- Every chapter adviser must be marked as an adviser on the registration form; guests and spouses must be marked as guests.
- Any teacher, faculty member or administrator (other than a bus-driver only adult) will be construed as an “adviser” for event assignments. Every “adviser” must fulfill one or more competitive event assignments. Being late for an assignment or leaving before the event is completed will be construed as **not** fulfilling that assignment and all chapter entries may be forfeited.
- Each adviser is responsible for ascertaining his/her morning and afternoon assignments.
- All advisers are to monitor attendees in all portions of competitive events, at general sessions, and workshops to ensure that each attendee adheres to the dress code and that name badges are visible.
- All testing materials must be returned to Event Headquarters. Disqualification may result if test materials are missing, a chapter may be barred from future SLC events, or state tests may not be allowed for use in Areas.
- All results **must remain confidential** until the awards ceremony. Confidentiality violations may result in disqualification of all chapter competitors.
- Advisers must adhere to conference policies, regulations and procedures. For any reason, failure to attend a meeting, check the bulletin board, pick up materials, etc. will not negate an adviser’s or a competitor’s responsibility to adhere to policy, procedures, regulations, event guidelines and event times.
- Every adviser is asked to enforce the midnight conference curfew for all attendees.
- **Advisers are to ensure that the chapter’s voting delegates attend and participate in Friday’s Area Meeting and State Caucus and Voting Session so that chapter competitors will not be disqualified.**

The help of **every** adviser and adult is needed and appreciated in order that a viable, fair competitive event program can be offered to all our student members. Thanks for doing **your** part! We will try use SignUpGenius again this year for duties. I will create the duty form and you will have the opportunity to sign up your adults that are attending for duties.

Return Of Awards, Materials and Rating Sheets

If you cannot pick up any **awards** distributed during the Awards Ceremony, please make arrangements with another adviser to pick them up backstage **after (not during) the awards ceremony**. Unclaimed awards will **not** be mailed but will be returned to our supplier for credit.

All conference rating sheets will be emailed to the adviser. No other items will be mailed

NLC

NLC will be in Atlanta, GA this year. **The State Adviser must be notified of your intent to compete or not compete by Tuesday, April 18.** After that date, the next eligible competitor will be notified and offered the opportunity to compete. PLEASE, notify the State Adviser **as soon as you know** (do not wait until the deadline) whether or not your student will compete, so that if not, the next individual will have more time to determine if he/she can attend.

2023 SLC Tentative Conference Schedule

A more detailed schedule will be published at FBLATX.org nearer to conference time. **All meetings will be at the Galveston Convention Center.**

Tuesday, March 21

Staff and officer arrival and workday

Wednesday, March 22 – Advisers MUST attend one of the two adviser meetings

2:00 – 4:00 pm	Officer Screening
2:00 – 5:30 pm	SLC Registration
2:00 – 6:00 pm	Exhibits
4:30 – 5:30 pm	Area Meetings (will be assigned later)
5:30 – 6:30 pm	Area Meetings (will be assigned later)
5:30 – 6:30 pm	Required Adviser Reception and Meeting – 1
7:30 – 9:00 pm	Opening General Session
9:00 – 10:00 pm	Required Adviser Meeting (If you didn't attend the reception at 5:30)
Midnight	Conference Curfew —all students in rooms with no noise

Thursday, March 23

7:00 am – 8:30 am	Adviser and Judges' Breakfast
8:00 am – 5:00 pm	Exhibits and Candidate Booths
8:00 am – 5:00 pm	Competitive Events and grading
8:00 am – Noon	Middle Level Events
6:15 – 8:00 pm	Middle Level Awards Ceremony
Midnight	Conference Curfew —all students in rooms with no noise

Friday, March 24

9:30 am – Noon	Installation and Awards Ceremony
Noon	Hotel check-out deadline
12:30 – 2:30 pm	Incoming/Outgoing Officers' Luncheon

SLC DRESS CODE

FOR ADVISERS, MEMBERS, AND GUESTS

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees – advisers, members, and guests – at all general sessions, competitive events, area meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges outside the hotel.

Professional attire acceptable for official FBLA activities include:

Males

- Business suit with collar dress shirt, and necktie or
- Sport coat, dress slacks, collar shirt, and necktie or
- Dress slacks, collar shirt, and necktie
- Banded collar shirt may be worn only if sport coat or business suit is worn
- Dress shoes and socks

Females

- Business suit
- Business pantsuit
- Skirt or dress slacks with blouse or sweater or
- Business dress (sleeveless acceptable)
- Capris or gauchos with coordinating jacket/suit, worn below the knee
- Dress shoes (*sling-back and open-toe shoes accepted*)

Inappropriate attire, for both men and women, includes:

- Jewelry in visible body piercing, other than ears
- Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- Backless, see-through, spaghetti straps, strapless, extremely short and/or tight-fitting or low-cut blouses/tops/dresses/skirts/pants
- T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits
- Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee boots, flip-flops
- Athletic wear, including sneakers
- Hats or flannel fabric clothing-
- Bolo ties
- Visible foundation garments

Hotel Information

By Board policy, all schools and attendees (except local schools where ISD policy prohibits it) are required to stay in the conference hotel. This ensures that every chapter pays its fair share of the conference meeting room costs and enables TX FBLA to meet its contracted room block to avoid severe financial penalties. During registration you will need to provide your hotel confirmations. **If you are not staying at one of these three hotels your chapter will be disqualified.** Depending on how long it takes your chapter to get register for the hotels you may have to split between hotels. This may mean bringing more than one adviser to the SLC. I will not give permission to stay outside our block until the block is COMPLETELY full. That means that all doubles and all king rooms need to be reserved.

The San Luis – 75 Queen/Queen rooms - \$219 + \$8 (resort fee) + 9% local tax and 124 Run of House rooms - \$199 + \$8 (resort fee) + 9% local tax

Will need to have a credit card to reserve rooms. Credit card will not be charged until check-in.

Hilton -100 Double/Double rooms - \$199 + 9% local tax and 98 Run of House rooms - \$179 + 9% local tax

Will need to have a credit card to reserve rooms. Credit card will not be charged until check-in.

Holiday Inn -100 Double/Double rooms - \$189 + 9% local tax and 49 Run of House rooms - \$179 + 9% local tax

Will need to have a credit card to reserve rooms. Credit card will not be charged until check-in.

Registration And Deposit

Hotel reservations will be opened **February 4 – February 17.**

Contact the following for reservations

San Luis Resort – 1.800.392.5937 Tell them that you are with the Texas Future Business Leaders of America. They require a first night's deposit of room and tax or credit card per room to guarantee the reservations.

Hilton – 877.425.4753 Tell them that you are with the Texas Future Business Leaders of America

Holiday Inn – 800.425.4753 Tell them that you are with the Texas Future Business Leaders of America

If you have an extensive rooming list for the Hilton or Holiday Inn. Her email is MCunningham@ldry.com.

If you have an extensive room list for The San Luis send that to Tara Gwyn. Her email is tara.gwin@ldry.com.

The following must be given at the time you make your reservations: **full name of guest, arrival and departure dates, share-with names and billing information.** Special comments/requests such as connecting rooms, non-smoking rooms, bedding types, etc. may also be noted and will be on a request basis. "TBA" or "TBD" or similar designations will not be accepted.

A credit card must be furnished in order to reserve hotel rooms; the number and expiration date will be needed; however, no charges will be made to it until check-in. School purchase orders will not be accepted. Only two rooms may be entered at one time on their reservation system; if more rooms are needed, complete the reservation, close, and open the link again to start the process again. You can go back in and edit information on the "my reservation" page.

Maximum occupancy per room is four. Only King rooms may reserve air mattresses.

Virtual Chapter members and chaperones must make their own hotel reservations at one of the three hotels.

Hotel Room Cancellations

Cancellations for hotel rooms must be made at least 72 hours prior to 3:00 pm the day of your conference arrival to avoid being charged for the first night or losing your deposit.

Hotel Check In

Check-in is 4:00 p.m. Earlier check-in may be possible on a room-available basis. One adviser should register the entire delegation. Delegates and advisers arriving late on a tight schedule should travel in attire suitable for conference sessions and may need to have luggage held.

Hotel Check Out

Check out is 11:00 am; I am checking with the hotel to see if they will allow one adviser per chapter to keep one room until 2:00 pm.

Advisers should visually check each room before checking out to ensure that students have not trashed or destroyed the rooms in any way.

Transportation

If flying the best airport is Houston Hobby. It is probably best to plan on renting a vehicle at the airport once you arrive

Bus Parking

You will love this piece of news. There is an \$8 per night fee for bus for all parking. All hotels do ask that you park buses in the lot behind The San Luis. This lot is rather large and can accommodate buses. The other hotel lots are small and will not be able to accommodate buses.

Car/Van Parking

You have several options for parking at the hotel.

There is an \$8 per night fee at all hotels for self parking. Each hotel does offer valet parking.

Internet/Phones/Movies

A credit card will be required for internet, phone access, and movie rental. There are charges for both local and long-distance calls. The resort fee at The San Luis includes internet use. Internet is complimentary in the guest rooms at the Hilton and Holiday Inn.

Wi-Fi is free in the Lobby level of the hotel.

Students may want to bring coolers and snacks to have available in their hotel room to reduce meal expenses. Pizza may be delivered to the hotel lobby.

Please remind students to tip (15 – 20%, or 10% for a buffet, pre-tax) when dining in restaurants! Room service is available (remind students to tip their room server as it is not usually included in the tab). Students should study the checks as a gratuity is often added automatically for youth groups and always for larger parties. Students should plan meal times so as not to miss meetings.

Elevator Courtesy

There will be other guests in the hotel in addition to FBLA attendees. Insist that students use good manners at the elevators. Please stand back and let people off the elevator before trying to enter yourself! Do not punch every button for every floor. Move to the rear of the elevator to make room for others.

Quiet Hours/Curfew

The hotels require quiet hours after 9:00 pm; violators will be warned then evicted if noise persists. The SLC Conference curfew is **midnight!** This means that all students are to be in their own rooms with the noise level not disturbing to others. **Advisers are responsible** for making sure that **all** students observe curfew. Our reputation and **future rates** depend on our control of curfew and students' actions! Security will patrol the halls. Curfew violators will be escorted to their adviser and may be sent home at parent's expense.

Authorization to Test at

If a student is unable to come to the SLC to test, Authorization to Test at School form. This will only be used if a student has a legitimate conflict with the SLC dates. All testing except for the tests mentioned on page 6 will test at the SLC on Thursday, March 23. This form must be signed by an administrator that will confirm that there is indeed a conflict and the student cannot attend the SLC because of that conflict.

**All the forms below can all be
found at
<https://fblatx.org/resources/slc>**

2023 Texas FBLA HONOR CODE

Integrity and honor are integral elements of ethical, responsible leadership. In a community devoted to learning, a foundation of integrity and honor among individuals must exist if that community is to thrive with respect and harmony among its members. Great care must be taken in maintaining academic integrity and honor while preparing students/members for their future careers, and as they grow into future leaders. It is the individual responsibility of every member, local adviser, and state adviser to maintain and enforce these standards. To administer such a high standard across our organization, every competitor must agree and certify to the compliance of the following guidelines for any competitive event into which they are registered:

1. The contents of this FBLA-PBL competitive event entry, and any answers or solutions provided, are solely the work of the undersigned competitor and/or his/her team members.
2. The FBLA-PBL competitive event guidelines related to this event were read and followed, along with any supplemental guidelines for the 2021 Texas SLC.
3. No help was sought beyond that allowed in any FBLA-PBL competitive event instructions or guidelines; nor any supplemental guidelines created for the 2021 Texas SLC.
4. No more time was taken than allowed by FBLA-PBL competitive event guidelines, and all video recordings submitted for judging were recorded in one take.
5. No textbooks, reference materials, or other aids not specifically allowed in the FBLA-PBL competitive event guidelines were or will be used.
6. In the case of extemporaneous presentations, no cases, prep materials, student notes, or associated items were provided or used to aid the undersigned competitor(s) prior to recording of the presentation and that all the above listed, if utilized, were destroyed.
7. No FBLA-PBL competitive event or test materials will be or have been saved to any storage device remaining in the possession of the undersigned competitor(s) or that of any other person; nor has it been saved to any cloud storage.
8. No portion of this entry has previously been entered into Texas FBLA competition.
9. Participation of the undersigned competitor in this, and any, FBLA-PBL competitive events will take place in an honest fashion.

In the event of an alleged violation to one or more of these guidelines, the Texas Awards Program (TAP) Committee for the designated FBLA-PBL division will have the authority to make an official decision in order to settle the allegation. If a violation is determined to have occurred, the entry will be subject to penalties of point deductions or disqualification at the determination of the TAP Committee, and information will be forwarded to the appropriate state FBLA-PBL organization for potential action of academic integrity violations.

By completing the information below, I am indicating my understanding of the consequences of violating this Honor Code. Please have each competitor sign the following page. If you need more pages just make copies of the page. This page and the following page will be uploaded into Blue Panda.

 School Name

 Area

ADVISER OF THE YEAR

JOAN E. BORUK RECOGNITION AWARD

There could be no local FBLA chapters without the dedication of teacher/advisers. This recognition event is designed to recognize one outstanding Texas FBLA Adviser each year.

ELIGIBILITY

Each chapter may enter one adviser who is on record in the FBLA-PBL national office as a local chapter adviser by February 1.

PROCEDURE

Applications are to be posted on-line prior to the SLC.

The selection of the Texas FBLA Adviser of the year will be determined by the points on the rating sheets. If there is a tie, the adviser with the most number of years as an adviser will be selected.

JUDGING

There will be no judging in this event.

STATE AWARDS

One local adviser will be selected for recognition in this event.

NATIONAL LEADERSHIP CONFERENCE

The Adviser of the Year named at the SLC will be submitted for recognition at the National Leadership Conference.

Adviser of the Year Entry Form

Every year for the National Leadership Conference each state is asked to submit the name of one adviser to be presented as the “Adviser of the Year.” Each state determines how to select its honoree. If an adviser in your chapter qualifies in several of the areas below, complete this form, attach supporting documentation (such as officer names, years, or conference city), and post on-line. The one (1) local adviser with the highest documented point total who has not been recognized as Adviser of the Year within the last five (5) years will be selected. The Texas Adviser of the Year will be recognized at the SLC and will be eligible for recognition at the NLC.

Adviser _____ **Area** _____

School _____ **City** _____

Home Address _____

City _____ **ZIP** _____ **Home Phone** (____) _____

FBLA Membership - 1 point x _____ years _____

Conferences Attended

- a. Area Workshops – 1 point x _____ a. _____
- b. District Conferences – 1 point x _____ b. _____
- c. State Leadership Conferences – 3 point x _____ c. _____
- d. National Fall Leadership Conferences – 3 points x _____ d. _____
- e. National Leadership Conferences – 5 points x _____ e. _____
- f. Institute for Leaders – 5 points x _____ f. _____

Officer Sponsorships

- a. Attended State Officer Training – 10 points x _____ a. _____
- b. Each district officer – 5 points x _____ b. _____
- c. Each state officer – 10 points x _____ c. _____
- d. Each national officer – 15 points x _____ d. _____

Conference Coordinator

- a. Area Workshop – 5 points x _____ a. _____
- b. District Conference Coordinator – 15 points x _____ b. _____
- c. State Leadership Conference – 20 points x _____ c. _____
- d. National Fall Leadership Conference – 30 points x _____ d. _____
- e. National Leadership Conference – 30 points x _____ e. _____

Workshops Presented

SLC, NFLC, NLC, or other FBLA-related – 5 points x _____

Offices Held

- a. State Chairman, State Adviser – 5 points x _____ a. _____
- b. District Adviser, State Associate Adviser – 4 points x _____ b. _____
- c. Texas Board of Directors – 10 points x _____ terms c. _____
- d. National Board of Directors – 10 points x _____ terms d. _____
- e. National Awards Program Committee – 5 points x _____ terms e. _____

Additional FBLA Activities (Manuals written, Special Assignments)

Document each – 1 point x _____

TOTAL POINTS

AREA, Endowment and CTAT SCHOLARSHIPS

DIRECTIONS: Consideration will be given only if an application is fully-completed, supporting documentation is provided and limited to two pages, a resume and short essay questions are attached, a social security number is provided, and verification is properly completed. Using the information supplied, a committee will review and judge the applications. The judge's scores will be combined to determine the one or two \$500 recipients from each area.

Applications must be posted on-line.

ELIGIBILITY:

- The local chapter and the applicant must be in attendance at the State Leadership Conference.
- Applicants must be a graduating senior planning to continue his/her education the following school year.
- Applicants must be a state and national member of FBLA.
- The number of applicants per chapter may not exceed the number of voting delegates for that chapter.
- **(Endowment Scholarship Only)** The chapter **MUST** have made a contribution to the Endowment Fund that equals at least \$1.00 per member.

APPLICATION:

- Complete the application form.
- Include a resume with the following topics: Educational/Career Objectives, Education, Work Experience, FBLA Activities/Experience, Community Service, Honors and Awards, Reference Letters (at least three).
- Include a copy of your ACT/SAT scores.
- Answer the questions listed below. The document should be 1½ -- 2 typed pages using 12-point Arial or Times New Roman font. Double space between answers. The short essay questions (all must be answered) are:
 1. How have you benefited from your membership in FBLA?
 2. How have your local FBLA chapter, school and community benefited from your involvement in FBLA?
 3. How do you plan to utilize your FBLA experience in your future goals and plans?

NOTIFICATION: The Area Scholarship recipients will be announced at the Awards Ceremony of the State Leadership Conference.

REDEEMING THE SCHOLARSHIP: Recipients must follow the directions below to receive the scholarship. Checks will **not** be issued automatically. Mail a copy of the following **by September 15** to:
Renee Hancock, Treasurer, Texas FBLA, 706 Oak Lane, Grapevine, TX 76051

- A copy of your completed registration and fees paid.
- The name and mailing address of a representative from the financial aid office of the college or university.
- Your full name, mailing address, phone number, type of scholarship, and amount.
- A check may be made to you or to the college/university financial aid office as determined by the Board of Directors

SCHOLARSHIP APPLICATION

Area Endowment CTAT

Name _____

Chapter _____ Area _____

Home Address _____

City _____ ZIP _____ Home Phone (_____) _____

SS No. _____ - _____ - _____ Adviser's Cell Phone (_____) _____

We certify that the activities claimed are an accurate record of FBLA functions in which the nominee has participated.

Chapter Adviser
Nominee

CRITERIA	TOTAL POINTS
----------	--------------

Extent of participation as a an officer/member

- 4 x _____ years as a paid member of FBLA = _____
- 3 x _____ area and chapter office held (21 point maximum) = _____
- 1 x _____ each committee chaired or served on (20 point maximum) = _____
- 1 x _____ each article submitted to the Texan (10 point maximum) = _____

Extent of participation in FBLA conferences:

- 2 x _____ Area Workshops and District Conferences = _____
- 2 x _____ SLC, NFLC, NLC = _____
- 2 x _____ District Events Entered = _____
- 2 x _____ State Events Entered = _____
- 2 x _____ NLC Events Entered = _____

Extent of participation in the National Recognition Program

- 5 x _____ Achievement of the F Level = _____
- 10 x _____ Achievement of the B Level = _____
- 10 x _____ Achievement of the L Level = _____
- 15 x _____ Achievement of the A Level = _____

For Judges use ONLY! Do not write in this area!

All Documentation and Forms Included (if incomplete, disqualify)	YES	NO	
Total Participation Points (200 point maximum)	= _____		
Total Essay Points (100 point maximum)	= _____		
Total Resume Points (100 point maximum)	= _____		
TOTAL POINTS	= _____		

Business Person of the Year Nomination

Applications are to be posted on-line. Each chapter may nominate one business person each year for recognition at the SLC during the Saturday morning Awards Ceremony. If the nominee will be present at the Awards Ceremony, a chapter member should be backstage prior to the session, will bring and read a short explanation presentation, and will award the plaque. Nominees are automatically submitted for recognition on the national level and, if attending, will be recognized during the NLC.

Nominating Chapter _____

City _____ **Adviser** _____

Chapter Member to Make SLC Presentation _____

Nominee: Mr./Ms./Dr. First _____ **Last** _____

Home Address _____

City _____ **ZIP** _____ **(Cell)** _____ - _____ - _____

Business _____

Address _____

City _____ **ZIP** _____ **Phone** _____ - _____ - _____

Position _____

Will the nominee attend the SLC? Yes No

Has this nominee ever been a member of FBLA PBL Professional Division?

How has this nominee been involved with your chapter. Check all that apply.

Been a guest speaker

Served on Advisory Board

Presented workshop

Aided in fund raising

Made donations

Sponsored a scholarship

Competitive event coach

Attended SLC or NLC

Administered competitive events

Other (list)

Served as an event judge

Describe why the chapter is nominating this individual:

Board of Directors

(Areas 1, 3, 5, 7, Business Representative)

The Board of Directors of Texas Future Business Leaders of America is to establish policy and long-range plans for the organization. The voting Board members consist of one elected adviser from each Area, and two business representatives. The State Chairman, State Adviser, State Officer Coordinator, current student State President, and the Middle Level Representative shall be ex-officio, non-voting members of the Board.

The Board shall **meet twice a year**, prior to the Career and Technology Education Conference each summer and at the Mid-Year Planning Meeting. Additional meetings may be called as necessary via the Internet. Meetings take place from noon Saturday – noon Sunday.

This is not an intense, time-consuming position as Board members are to set policy, not administer the daily operations of the organization. However, most Board members are active in the organization and see their position as a unique learning experience!

According to our Policy and Procedures, elections are held on odd SLC years to elect Board of Director representatives from odd-numbered areas (1, 3, 5, 7) and on even SLC years even-numbered areas are elected (2, 4, 6). Therefore, at the 2022 SLC, the even-numbered area reps will be elected.

Applications are to be posted on-line prior to the SLC.

Elections will be held within each Area at the State Leadership Conference using the SimplyVoting app. Each chapter will receive a voter card in order to vote. Each high school chapter may cast **one** vote for the area representative position and one for a Business Representative. Middle Level chapters may cast **two** votes for the middle level representative. An adviser will cast the one vote for a chapter, not students. Election is by a simple majority.

Qualifications for all Representatives:

- Have the desire and commitment to seek the best for the organization and its members
- Be willing to devote time to the organization
- Be willing to attend and participate in all Board Meetings
- Have access to email as most communications are conducted via email

Area Rep Qualifications:

- Must be a member of the area to be represented
- May serve four, two-year consecutive terms
- Three years' experience as an FBLA adviser preferred

Middle Level Qualifications:

- Three years of experience as an adviser preferred
- May serve two, two-year consecutive terms

Business Representative Qualifications:

- May serve two four-year consecutive terms

Candidates should complete the Board of Director's application (following) and **post it on-line.**

You'll find serving on the Board an interesting, learning experience where you will make new friends! Please consider joining us!

Application For Texas FBLA Board of Directors High School and Middle Level

Adviser Information:

NAME _____ ML or HS AREA _____

STREET ADDRESS _____

CITY _____ ZIP _____

E-MAIL ADDRESS _____

HOME PHONE (_____) _____ - _____ CELL PHONE (_____) _____ - _____

CURRENT FBLA ADVISER: YES NO PROFESSIONAL MEMBER: YES NO

NUMBER OF YEARS AS AN FBLA ADVISER _____ SCHOOLS? _____

FBLA POSITIONS HELD: _____

AWARDS/RECOGNITION _____

NUMBER OF DISTRICT / STATE / NATIONAL OFFICERS _____ / _____ / _____

School Information:

NAME OF SCHOOL _____

STREET ADDRESS _____

CITY _____ ZIP _____

PHONE (_____) _____ - _____ x _____

SCHOOL ADMINISTRATOR (Dr. / Ms. / Mr.) _____

Why are you interested in serving on the Texas FBLA Board of Directors?

ENDOWMENT FUND 100% PARTICIPATION HIGHEST PERCENTAGE CONTRIBUTION HIGHEST CONTRIBUTION PER MEMBER

TEXAS FBLA RECOGNITION AWARD

Effective only on the state level, this event was established by votes of the 1982-83 State Executive Committee and local chapters at the 1983 State Leadership Conference. Chapters have committed themselves to establish and support an Endowment Fund for scholarships and training.

ELIGIBILITY

All properly registered chapters in the state of Texas who make a contribution to the fund are eligible for recognition.

REGULATIONS

1. The SLC entry form must be completed by the local adviser and submitted to the state office by the published registration deadline.
2. Contributions must be received by the close of registration at the SLC.
3. Chapter registration, number of student members, and amount of contribution will be verified by records in the state office as of the SLC registration deadline.

JUDGING

Chapters recognized in this event are determined based on entry forms submitted, contributions received, and total chapter membership as verified by records in the state office.

STATE AWARDS

The number of awards presented is determined by the state office and/or the number of entries. All chapters contributing at least \$1.00 for every registered member will be recognized as will the top three contributors.

NATIONAL LEADERSHIP CONFERENCE

The recognized chapters in this event will **not** advance to the national level.

Endowment Fund Contributions Entry Form

School _____

City _____

Adviser _____

Endowment – 100% Participation

Total Chapter Membership _____

Amount Contributed (must be at least \$1 per member) \$ _____

Endowment – Highest Percentage of Contribution

Total Contributed \$ _____ divided by

Total Student Membership _____ equals

Average Contribution Per Member \$ _____

LOCAL CHAPTER SCRAPBOOK

Scrapbooks are used to record and display a local chapter's involvement during the school year. The event provides participants with experience in displaying documents, pictures, and memorabilia in a scrapbook format report.

Scrapbook Purpose

The scrapbook should summarize the activities of the local chapter for the time period between the start of the previous school year's State Leadership Conference and the start of the current school year's State Leadership Conference. Project materials used for other FBLA reports may be included. The scrapbook should include the chapter's profile, productivity, recognition and business procedures. The scrapbook will include activities with officers, members, community service participation, leadership, fundraisers, and school involvement.

Eligibility

Each school may submit one scrapbook (FBLA Official Scrapbook, obtained from the Market Place *or its equivalent*) and must be an active local chapter that is on record in the FBLA-PBL National Center as having paid dues by February 1 of the current school year.

Procedure

The scrapbook format must follow the same sequence shown on the rating sheet with sections clearly identified. Creativity and professionalism are encouraged in the scrapbook layout.

No more than 30 pages (front and back) will be allowed (60 total). Pages are to be numbered.

Materials may not extend beyond the edge of the page.

Photographs and items are to be identified with the activity, date taken, and the names of individuals involved.

Penalty points will be assessed if the above items are not properly addressed.

The scrapbook may display the selected conference theme or may develop the chapter's theme for the year.

All scrapbooks will be brought to the State Leadership Conference and turned in at the time of registration. Scrapbooks *may* be displayed if personnel assignments allow. Scrapbooks are to be picked up behind the stage at the last general session, immediately following the closing ceremony. Scrapbooks will **not** be mailed back to a chapter.

State Awards

The maximum number of awards at the State Leadership Conference is three. No ties will be awarded. The scorings of the judges are final.

National Advancement

Winners in this event **do not** advance to national competition.

Local Chapter Scrapbook - Rating Sheet

(State Event Only – No Advance to NLC)

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Chapter Profile					
President's letter to chapter membership *Number of members *Size of school and community *When and where the chapter was organized	0	- 3	- 7	- 10	
Productivity					
Recruitment of members and chapters	0	- 2	- 4	5	
Leadership development for officers and members	0	- 3	- 7	- 10	
Preparation of students for business careers	0	- 2	- 4	5	
Service to the school and community	0	- 3	- 7	- 10	
Cooperation with business, professional, and service groups	0	- 2	- 4	5	
Participation in public relations activities	0	- 2	- 4	5	
Support of FBLA national and state projects	0	- 2	- 4	5	
Attendance and participation at state and nationally sponsored conferences	0	- 2	- 4	5	
Recognition					
For FBLA-PBL competitive events and activities	0	- 2	- 4	- 6	
For school, community, business, and industry activities	0	- 2	3	4	
Businesslike Procedures					
Chapter management and organization	0	- 2	- 4	5	
Fundraising activities	0	- 2	- 4	5	
Format of Scrapbook					
Clear and concise presentation with logical arrangement of information	0	- 3	- 7	- 10	
Correct grammar, punctuation, spelling, and acceptable business style	0	- 2	- 4	5	
Displays a theme, creative design, photos and professional material layout	0	- 2	- 4	5	
Total Points (100 max) minus penalty points _____ (not to exceed 20 points) =					

School _____ City _____

Judge's Signature _____ Comments:

MARCH OF DIMES

Texas FBLA Recognition Award

Effective only on the state level, this event was established in support of the national March of Dimes project. Every chapter is encouraged to contribute to this nation-wide community service project.

ELIGIBILITY

All properly registered chapters in the state of Texas who make a contribution to the March of Dimes are eligible.

REGULATIONS

1. The SLC entry form must be completed by the local adviser and submitted to the state office by the published SLC registration deadline.
2. Contributions must be received by the close of registration at the SLC.
3. Chapter registration, the number of student members, and the amount of contribution will be verified by records in the state/national office as of February 1.

PROCEDURE

The entry form may include only those contributions made to the March of Dimes between the last State Leadership Conference and the current conference registration deadline. Chapters must have contributed at least \$1.00 for each student member in the chapter. Advisers will not be included as membership. Total chapter contributions for the year will be divided by the highest student membership for the year to obtain a contribution per member figure that will be used to determine the winners of this event.

JUDGING

Winners in this event are determined based on entry forms submitted, chapter membership, and total contributions received as verified by records in the state office.

Scores shall be calculated by:

1. Scores shall be calculated by: _____ Total Contributed / _____ Total Student Membership = _____ Average Contribution Per Member
2. Largest chapter contribution.

STATE AWARDS

The number of awards presented is determined by the state office and/or number of entries. The maximum number is five (5).

NATIONAL LEADERSHIP CONFERENCE

The recognized chapters in this event will **not** advance to the national level.

SCHOOL _____ CITY _____

ADVISER _____

ENTRY FORM – MARCH OF DIMES CONTRIBUTION

The entry should include contributions made to the March of Dimes after the close of the last State Leadership Conference and through the date of this SLC registration deadline. Winners will be determined by the highest contribution per member and largest contribution.

Complete the information below and **include supporting documentation** for contributions already made. For a contribution turned in with the SLC registration, make the check payable to the March of Dimes.

<u>Date</u>	<u>Amount of Contribution</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____ (donation received with registration)

Total Contributions \$ _____
divided by
Number of Chapter Members _____ equals
Average Contribution Per Member \$ _____

VERNON PAYNE AWARD

Texas FBLA Recognition Award

This award, named after the founder of Texas FBLA, recognizes the most active Texas FBLA chapters on the local, district, state and national levels.

Directions

Complete the following Rating Sheet and attach supporting documentation for each item. Turn in the Rating Sheet and the attached documentation during Event Confirmation on the first day of the SLC. Points claimed may be adjusted by the judges based on the documentation submitted. The top chapter will be recognized at the SLC. Winners do not advance to national competition.

State Awards

The maximum number of awards at the State Leadership Conference is one (1). No ties will be awarded. The scorings of the judges are final.

National Advancement

Winners in this event do **not** advance to national competition.

VERNON PAYNE AWARD APPLICATION

School _____

City _____

Chapter Adviser _____

1. MEMBERSHIP

- A. 100 points for each chapter organized/reactivated and installed (list) 1. A. _____
- B. Increase in your local chapter membership over last year
 - 0-15% - 25 points 51-70% - 70 points
 - 16-30% - 40 points 71-90% - 90 points
 - 31-50% - 50 points 91-100% - 100 points

(_____ Members last year / _____ Members This Year = _____) 1 B. _____
- C. Percentage of your school's students with FBLA membership:
 - 0-10% - 25 points 21-25% - 70 points
 - 11-15% - 35 points Above 25% - 100 points
 - 16-20% - 50 points

(_____ Members / _____ Students = _____) 1 C. _____

2. COMMUNICATIONS

- A. Meeting state and national membership dues deadlines, 100 points 2 A. _____
- B. Chapter news in local newspapers, on radio, TV, etc. 50 points 2 B. _____
- C. News submitted to State Reporter/Historian, 50 points 2 C. _____
- D. 25 points each presentation to civic organizations or school board 2 D. _____

3. CONTRIBUTIONS

- A. Endowment Fund: Contributing \$1 or more per member, 100 points **OR**
 Contributing at least \$10 but less than \$1 per member, 50 points 3 A. _____
- B. March of Dimes: Contributing \$2 or more per member, 100 points 3 B. _____
- C. Securing a donation from a business, 100 points 3 C. _____

Vernon Payne Award Continued:

School _____

4. DISTRICT INVOLVEMENT

- A. Hosting an Area Workshop, 100 points 4 A. _____
- B. Attending an Area Workshop, 25 points 4 B. _____
- C. Significant share in organizing the District Conference, 25 points 4 C. _____
- D. Hosting a District conference at your school, 100 points 4 D. _____
- E. Attending a District Conference, 25 points 4 E. _____
- F. 50 points for each district officer candidate: _____ x 50 = 4 F. _____

5. STATE INVOLVEMENT

- A. 50 points for an officer candidate at this SLC 5 A. _____
- B. 50 points for each member and adviser at this SLC: _____ x 50 = B. _____
- C. 50 points for each event entered at this SLC: _____ x 50 = C. _____
- D. 200 points per state officer in good standing this past year: ____ x 200 = D. _____
- E. 50 points per officer and adviser attending State Officer Training _____ x 50 = E. _____
- F. 50 points for each officer attending CTSO Days at Capital: _____ x 50 = F. _____
- G. 50 points for state officer working CTAT: _____ x 50 = G. _____
- H. Travel to SLC: _____ Round Trip Mileage x _____ No. Attending/100= H. _____

6. NATIONAL INVOLVEMENT

- I. 200 points for an officer candidate at the last NLC
- J. 50 points per adviser/non-competing member attending last NCL: _____ x 50 =
- K. 150 points per member entered in event at the last NLC: _____ x 150 =
- L. 150 points for each member placing in top 10 at the last NLC: _____ x 150 =
- M. 200 points for a national officer remaining in good standing for past year
- N. 25 points each for participating in national projects: _____ x 25 =
- O. 25 points-planning/conducting meetings/activities on FBLA purposes/goals
- P. 50 points each professional member: _____ x 50 =
- Q. 15 points per member/adviser attending the Institute for Leaders: _____ x 15 =

- 6. A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____
- G. _____
- H. _____
- I. _____

TOTAL POINTS CLAIMED

Who's Who in FBLA

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

Eligibility

Each chapter may enter one (1) participant who is on record in the FBLA-PBL national office as having paid dues by February 1 of the current school year.

National and state officers automatically earn recognition in this event; therefore, having a national or state officer does not prohibit a chapter from selecting an additional member for this honor. One nominee from each local chapter is **automatically** recognized if a name is listed on the SLC event registration form; the Rating Sheet will **not** need to be completed for this nominee.

A member nominated for Who's Who in FBLA, which is recognition and not an individual event, may compete in another event.

Regulations

The entry must be submitted in the online registration by the local chapter adviser by the registration deadline. If the local chapter nominee is unable to attend the State Leadership Conference, the chapter may designate a delegate to accept the award for that nominee.

Procedure

Criteria for selection of the nominee from a local chapter and as the state's representative to the National Leadership Conference should include:

- Years of participation in FBLA activities
- Extent of participation in conferences 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
- Recommendations supportive of the member's involvement in FBLA

TEXAS REPRESENTATIVE TO THE NLC

One individual will be selected as the Texas FBLA Who's Who. To be considered for selection as the Texas representative to the National Leadership Conference, a nominee must complete and submit with the SLC event registration form the Who's Who Rating Sheet which follows. Not more than two pages of documentation in resume format following the sequence of the Rating Sheet must be attached to the Rating Sheet. The completed Rating Sheet and documentation will be used as a guide for the judges.

JUDGING

There will be no judging for the recognition of chapter nominees and the state and national officers, all of whom will be recognized automatically without the submission of documentation.

For nominees wanting to be considered as the **Texas Representative to the NLC**, the Rating Sheet and documentation will be used by a panel of judges to qualify nominees and to select the state's representative to the National Conference. Points claimed by the nominee may be altered by the judges if adequate supporting documentation is not supplied. The decisions of the judges are final. Results will be audited in Event Headquarters to ensure that guidelines are correctly applied and mathematical computations are accurate.

State Awards

One (1) member from each local chapter whose name is listed on the chapter's Event Entry Form and all state and national officers will be automatically recognized as recipients of the state's Who's Who in FBLA award at the State Leadership Conference.

Texas Representative

From those submitting the Rating Sheet and supporting documentation, one nominee will be selected by the judges who, according to the completed Rating Sheet, supporting documentation, and the judges' opinions, will best represent Texas at the National Leadership Conference.

National Leadership Conference

The one (1) nominee selected as the Texas Representative to the NLC will be entered for national recognition.

WHO'S WHO IN TEXAS FBLA – RATING SHEET

DIRECTIONS: One member from each chapter can be nominated for automatic recognition and does not need to complete this rating sheet or submit documentation. This Rating Sheet, to be stapled in front of supporting documentation, is to be completed **only** if the nominee is applying for consideration as the Texas NLC Representative. Consideration will be given if the Rating Sheet is completed, **supporting documentation is provided** and limited to two pages, and verification is properly completed. Using the information supplied, judges will verify the information provided to determine the state's representative who will be recognized at the NLC.

Nominee's Name _____ Chapter _____

Home Address _____

City _____ ZIP _____

Home Phone (____) _____ - _____ Adviser's Home Phone (____) _____ - _____

We certify that the activities claimed are an accurate record of FBLA functions in which the nominee has participated.

Chapter Adviser's Signature _____ Nominee's Signature _____

CRITERIA	TOTAL POINTS
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5 x _____ years as a paid member of FBLA	= _____
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Extent of participation in FBLA conferences:

2 x _____ Area Workshops	= _____
2 x _____ Area Conferences	= _____
5 x _____ SLC and/or State Officer Training	= _____
10 x _____ NLC, NFLC	= _____
2 x _____ Area Events Entered	= _____
4 x _____ State Events Entered	= _____
6 x _____ NLC Events Entered	= _____

FBLA offices, chairmanships and committees

1 x _____ Committee Member	= _____
2 x _____ Committee Chairman	= _____
2 x _____ Local Office Terms Completed	= _____
2 x _____ Area Office Terms Completed	= _____
2 x _____ State Office Terms Completed	= _____
2 x _____ National Office Term Completed	= _____

1 x _____ Individual participation in local, state and national projects = _____
 1 x _____ Individual contributions through other FBLA activities = _____

TOTAL POINTS TOWARD REPRESENTATIVE TO THE NLC = _____

Judge's Signature _____ Cell: _____ Comments: _____

Authorization to Test at School

The following student is requesting permission to test on campus and not at the 2023 SLC. This student has a conflict with the SLC dates and cannot attend the SLC because of the conflict. They will test on Thursday, March 23 unless otherwise noted below.

Student Name: _____

Event: _____

Test Date Requested (if different than March 23): _____

Signature of Student: _____

Signature of Adviser: _____

Signature of Principal: _____