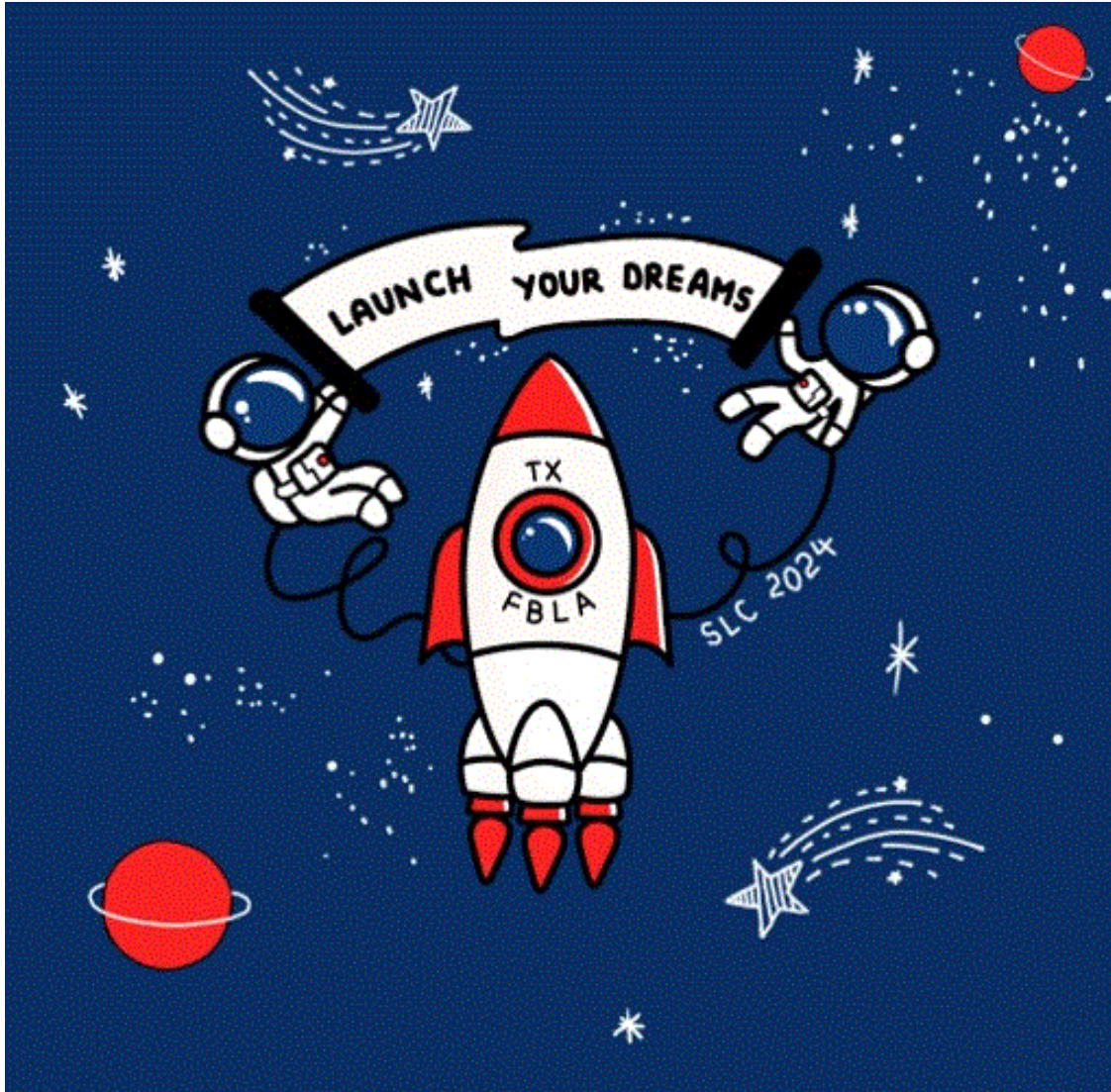


# **Registration Packet Texas FBLA SLC**



**April 10-12  
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](mailto:stateadviser@fblatx.org) or (Cell) 210.452.6677.

**Please** have your Technology Director allow my email ([stateadviser@fblatx.org](mailto: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://drive.google.com/file/d/1-cWHDE048ofqvyKgusJjpQvqvZCKx3XH/view?usp=sharing>

## Time Line and Check-Off List 2024 SLC

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

## Middle Level Timeline-

- \_\_\_ **January 24 (Wednesday) – Blue Panda** registration and upload directions sent out via email and posted on the website.
- \_\_\_ **January 29 (Monday) – March 8 (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 5 – March 1** Hotel registration forms due to STG.
- \_\_\_ **March 15 (Friday) - 50% SLC refund request deadline** - received by State Adviser
- \_\_\_ **April 10-12 (Thursday - Friday) –SLC in Galveston.**
- April 26 (Friday) - 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 14 (Tuesday) – NLC and All pre-judged NLC materials** must be uploaded to Blue Panda for national judging.
- May 21 (Tuesday) – NLC Production Tests** must be uploaded to Blue Panda for national judging
- June 29 (Saturday) – July 2 (Tuesday) – National Leadership Conference, Orlando, FL**
- July 15 - 16 (noon Sunday – noon Monday) –FBLA Summer Board Meeting**

# High School Time Line

- \_\_\_ **January 24 (Wednesday) – Blue Panda** registration and upload directions sent out via email and posted on the website.
- \_\_\_ **January 29 (Monday) – March 8 (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 29 (Monday) – March 15 (Friday) – Reports, media and Texas Who’s Who entries posted to Blue Panda by midnight March 15.**
- \_\_\_ **February 5 – March 1** Hotel registration forms due to STG.
- \_\_\_ **February 15 (Thursday) National anthem auditions** due via YouTube; send URL to Bailey Coleman at **baikcoleman@gmail.com** Instruments and groups are fine. Instruments need to be something that can be carried onto the stage.
- \_\_\_ **March 1 (Friday) – uploaded to Blue Panda**
  - \_\_\_ State Officer Candidate Application (download from fblatx.org)
  - \_\_\_ National Officer Candidate Application (download from fbld-pbl.org)
  - \_\_\_ Board Applications (Areas 2, 4, 6, 8, Virtual, middle level, and two business representatives)
  - \_\_\_ 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 11 (Monday) – State Adviser sends production tests** to designated chapter **adviser**.
- \_\_\_ **March 11 (Monday) and March 25 (Monday) – Online Adviser and Chaperone Trainings** (must attend one)
- \_\_\_ **March 18 (Monday) - 50% SLC refund request deadline - received by State Adviser**
- \_\_\_ **March 22 (Friday) – Production tests uploaded into Blue Panda by midnight.**
- \_\_\_ **April 5 (Friday) – State Adviser Application emailed to Clark Saunders at ClarkDSaunders@katyisd.org**
- \_\_\_ **April 9 (Tuesday) - Officers/Staff arrive at SLC site by noon**
- \_\_\_ **April 10-12 (Thursday - Friday) – SLC in Galveston**
- \_\_\_ **April 26 (Friday) - 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 14 (Tuesday) – NLC and All pre-judged NLC materials** must be uploaded to Blue Panda for national judging.
- \_\_\_ **May 21 (Tuesday) – NLC Production Tests** must be uploaded to Blue Panda for national judging
- \_\_\_ **June 12 - 16 (Monday - Friday) - State Officer Training, Camp Copass, Denton**
- \_\_\_ **June 29 (Saturday) – July 2 (Tuesday) – National Leadership Conference, Orlando, FL**
- \_\_\_ **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](http://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, unless I can find room for these events to have a prelim round at the SLC.***

√ In	Event	Format	Due Date
	American Enterprise Project	PDF report	March 15
	Business Ethics	PDF case study	March 15
	Business Plan	PDF report	March 15
	Community Service Project Report	PDF report	March 15
	Digital Animation	URL	March 15
	Digital Video Production	URL	March 15
	Future Business Educator	PDF Documents	March 15
	Future Business Leader	PDF Documents	March 15
	Job Interview	PDF Documents	March 15
	Local Chapter Annual Business Report	PDF report	March 15
	Partnership with Business	PDF report	March 15
	Computer Applications	URL	March 22
	Database Design & Applications	URL	March 22
	Scrapbook	URL	March 15
	Spreadsheet Applications	URL	March 22
	Word Processing	URL	March 22

**These forms can all be found at**

**<https://fblatx.org/slc/>**

√ In	Document	Format	Due Date
	Adviser of Year Application	PDF	February 28
	Area Scholarship Application	PDF	March 15
	Board of Directors Application	PDF	March 15
	Business Person of Year Application	PDF	February 28
	CTAT Scholarship Application	PDF	March 15
	Endowment Contribution Forms	PDF	March 15
	Endowment Scholarship Application	PDF	March 15
	March of Dimes Contribution Form	PDF	March 15
	State and National Officer Applications	PDF	March 15
	Texas Who's Who Application	PDF	February 28
	Vernon Payne Rating Sheet Application	PDF	February 28

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](http://FBLATX.org)



and will be sent to chapters via email. Documents **MUST** be in a **PDF** format using the prescribed file format name.

## STAAR conflict home site on-line testing

The only exception will be for those districts who cannot work with your students for STAAR testing. These students can take an objective only test on April 10. This will be the only date available for early testing. I will need to know by the end of registration who will need this test date. **You'll need to send me a spreadsheet with the students name and the objective test they are taking.**

## Production Events

**Production tests will be done at the home school and uploaded to a cloud-based folder (Google Drive, OneDrive, Dropbox, etc) by March 22. The objective test will be taken at the SLC.  
(E-mailed to Advisers by, March 11, Monday)**

Computer Applications	Spreadsheet Applications
Database Design & Applications	Word Processing

### Objective Tests

All objective tests will be taken at the SLC on April 11. The objective tests for the case study events will be tested at 8:00 am and the finalists will begin presentations as soon as possible after that. The only exception will be those students whose districts were not able to work around STAAR testing for these students. This test date will be on campus on April 10.

### State And National Dues

**NO DUES WILL BE ACCEPTED AT THE SLC.** Students must be listed as paid in the national database by March 1 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](http://FBLA-PBL.ORG) with time allowed for your payment to arrive **and be posted** before March 1. Mail checks directly to National's membership service at:

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

### SLC Conference Registration – January 29 (Monday) – March 8 (Friday)

SLC Registration will be done on-line through Blue Panda. Membership dues must be **RECEIVED AND RECORDED** by the national office by March 1 (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 and password will be emailed to you through the Blue Panda system when I generate the registration is open email.

Registration is \$100 per member, guest, and adviser. There will be no late registration, event changes, or name changes after March 8. Registration obligates the chapter for payment to Texas FBLA. There will also be a \$10 fee for STG for each person who is staying in a hotel that will be included when you register. So the total per person, if staying in the hotel block is \$110. If you are staying on the island you **MUST** be in our hotel block or your school will be disqualified.

**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, 706 Oak Ln, Grapevine, TX 76051. 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, 706 Oak Ln, Grapevine, TX 76051.**

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

### **All SLC Materials Posted to Blue Panda – January 29 (Monday) – March 15 (Friday) by 11:59 pm)**

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 15.

### **State and National Officer Applications Posted On-Line – March 1 (Friday)**

For information, download the State Officer Candidate Packet from FBLATX.org; the State Officer Coordinator is Donna Crook, [stateofficercoordinator@fblatx.org](mailto:stateofficercoordinator@fblatx.org). State and National Officer Candidate Applications are to be posted in Blue Panda. Candidates must attend the online screening, give a campaign speech, setup a campaign booth and attend the incoming/outgoing officer luncheon immediately after the closing session at the Hilton.

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 **during** the SLC).

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.**

### **Refunds On Invoices – March 18, (Monday)**

The SLC registration refund request deadline (50%) is March 18. Changes in registration which will result in invoice amount reduction must be submitted to the State Adviser via email on or **before Monday, March 18 for a 50% refund. No refunds after March 18.**

### **Proctoring And Administering Production Tests**

**Advisers will provide proctor names and emails for production tests, only.**

The state adviser will send all necessary information, forms, and scripts to **administer** the event. The State Adviser will send **production tests** via e-mail by **Monday, March 11. Please be sure that my email ([stateadviser@fblatx.org](mailto: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 Bailey Coleman, Script Adviser, [baikcoleman@gmail.com](mailto:baikcoleman@gmail.com).

### **Voting – April 11, (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 2, 4, 6, 8, Virtual, Middle School and two business representatives will be elected at the SLC. Applications are to be posted to Blue Panda by Friday, March 15. 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 29 and midnight February 28. 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 2023-24 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://drive.google.com/file/d/1-cWHDE048ofqvyKgusJjpQvqvZCKx3XH/view?usp=sharing>.

## **Adviser/Chaperone Trainings**

We will offer two online Adviser Trainings prior to the SLC. You and your chaperones will need to attend one of the training sessions. The dates will March 11 and March 25.

## **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 submit their votes during the voting window 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 use SignUpGenius again this year. I will create the duty form and you will have the opportunity to sign up your adults that are attending for am, pm, or both am and pm 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 Orlando, FL this year. **The State Adviser must be notified of your intent to compete or not compete by Friday, April 26**. 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.

## **State Adviser Application**

This is my last year as State Adviser for Texas FBLA. The Board is accepting applications for this position. The application can be found on the SLC Forms page on the Texas FBLA website. The link for the page is at the end of the registration packet.

Some of the duties of the State Adviser include:

Activate and reactivate chapters in FBLA Connect and Blue Panda

Plan two board meeting agendas (Summer and December)

SLC Registration

SLC Program

Help find exhibitors, presenters and judges for SLC

Attend the following: (\* Duties that you and the board can decide if you need to attend)

- Officer Training (June)

- \*National Leadership Conference (June, July)

- Summer Board Meeting (July)

- \* CTAT Conference (July)

- State Leadership Summit (August)

- \* National Fall Leadership Conference (November)

- Mid Year Board Meeting

- \* CTSO Days at the Capital

- State Leadership Conference



# 2024 SLC Tentative Conference Schedule

A more detailed schedule will be published at [FBLATX.org](http://FBLATX.org) nearer to conference time. **All meetings will be at the Galveston Convention Center, Hilton, and San Luis Resort.**

## Tuesday, April 9

Staff and officer arrival and workday

## Wednesday, April 10 – Advisers **MUST** attend one of the two adviser meetings

11:00 – 6:00 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)
8:30 – 10:30 pm	Opening General Session
11:00 pm (as close as possible)	<b>Conference Curfew</b> —all students in rooms with no noise

## Thursday, April 11

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
8:00 am – Noon	Middle Level Events
10:00 am – 2:00 pm	Online Voting
6:15 pm – 8:00 pm	Middle Level Awards Ceremony
11:00 pm	<b>Conference Curfew</b> —all students in rooms with no noise

## Friday, April 12

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



Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for conference attendees—students, advisers, and guests. Professional business attire is required at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated in conference materials.

Conference name badges are considered part of the dress code and must be worn at all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The dress code is gender neutral.

## ACCEPTABLE ITEMS



### BUSINESS PROFESSIONAL

- Business Suit**
- Suit pants and jacket
  - Blouse (or) collared dress shirt
  - Neckwear such as tie or scarf
  - Dress shoes (or) dress boots

### Blazer

- Dress pants, including khakis, (or) dress (or) skirt
- Blazer
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

### Dress

- A business dress
- Dress shoes (or) dress boots

### Other Professional

- Dress pants, including khakis, (or) skirt
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

### BUSINESS CASUAL

- Dress pants, skirt, (or) khakis/chino-style pants
- Blouse, collared dress shirt, (or) polo shirt
- Dress shoes (or) dress boots

*NOTE: Business Casual is only permitted during sessions specifically noted in conference materials.*

## UNACCEPTABLE ITEMS



The following items are prohibited in all conference areas, including competitive events.

- ❌ Denim or flannel clothing
- ❌ Shorts
- ❌ Athletic clothing
- ❌ Leggings or graphically designed hosiery/tights
- ❌ Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- ❌ Swimwear
- ❌ Flip flops or casual sandals
- ❌ Athletic shoes
- ❌ Industrial work shoes
- ❌ Hiking boots
- ❌ Hats
- ❌ Graphically printed clothing

No dress code can cover all contingencies, so FBLA members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local adviser, state leader, or conference staff.

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the special accommodation portion of the registration form. Requests made after registration closes must be made in writing.

## 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 registered 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.

See information on the following page for how to book rooms.



**TEXAS FBLA SLC  
GALVESTON TEXAS  
APRIL 10 – 12, 2024**

STG will activate a TEXAS FBLA SLC booking form. Please use this form to sign up for your rooms. **Spreadsheets and emails won't be accepted.** You will be asked to give us your hotel preference. We'll do our best to place you in the hotel of your choice. Once you submit the form, make sure you get an auto reply that your form has been received. Rooms will be assigned first-come/first-serve.

<https://events.stgtravel.com/texas-slc-galveston/>

**Registration begins February 05  
Last date to register is March 01**

Once the deadline has passed, we will begin assigning hotels. **You will receive an email from us with your hotel assignment and invoice.** Because Texas is exempt from paying the state tax, you will need to present your school payment directly to the front desk when you check in. **MAKE YOUR CHECK(S) PAYABLE TO YOUR ASSIGNED HOTEL!**

- If you're paying with a school check, please keep the check and the bottom of the check (memo part) and present to the front desk at check in.
- Bring a copy of your 2024 Occupancy State Tax Exemption form.
- There is a self-parking fee of \$8 per day at each of the hotels. This fee will apply to buses.
- Maximum occupancy is 4 people to a room

**Room Pricing – April 10 – Two night stay, Room and Tax only**

HOTEL	RUN OF HOUSE	DOUBLE/DOUBLE
San Luis	\$494.86 per room	\$538.46 per room
Holiday Inn	\$412.02 per room	\$455.62 per room
Hilton Resort	\$433.82 per room	\$477.42 per room

**Room Pricing – April 09 – Three night stay, Room and Tax only**

HOTEL	RUN OF HOUSE	DOUBLE/DOUBLE
San Luis	\$742.29 per room	\$807.69 per room
Holiday Inn	\$618.03 per room	\$683.43 per room
Hilton Resort	\$650.73 per room	\$716.13 per room

NOTE: Limited number of rooms available for a 3 night stay

STG TRAVEL  
[syd@stgtravel.com](mailto:syd@stgtravel.com) and [melissa@stgtravel.com](mailto:melissa@stgtravel.com)

## **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 **11 pm!** 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 School

If a student is unable to come to the SLC to test due to STAAR testing conflicts, please send me a spreadsheet with the student names and test they are taking. All objective testing will be taken at the SLC.

### Amendments for 2024

#### CURRENT

#### ARTICLE VI. BOARD OF DIRECTORS

#### Section 3 C. Elections

Business/Professional Representative. Any chapter may nominate and submit an application and biographical sketch for one (1) Business Professional Representative to the Board of Directors. The advisers from each local chapter present at the SLC may cast one (1) vote per chapter to elect a Business/Professional Representative. These positions do not have term-limits. However they will be elected every two years. One of the two business representatives will serve as treasurer.

#### PROPOSED

#### ARTICLE VI. BOARD OF DIRECTORS

#### Section 3 C. Elections

Business/Professional Representative. Any chapter may nominate and submit an application and biographical sketch for one (1) Business Professional Representative to the Board of Directors. The advisers from each local chapter present at the SLC may cast one (1) vote per chapter to elect a Business/Professional Representative. These positions do not have term-limits. However they will be elected every two years. ~~One of the two business representatives will serve as treasurer.~~

Meyer High School – Sponsor

Rational – It may be difficult to find a business representative that would be willing to serve as treasurer.

**CURRENT****ARTICLE IV. DUES AND FINANCE****Section 1. Dues**

State dues, based on fiscal reports by the state office and on recommendations by the Board of Directors, shall be determined by a majority of the Voting Delegates at the State Leadership Conference. State dues of members shall be forwarded directly to the FBLA National Office.

**PROPOSED****ARTICLE IV. DUES AND FINANCE****Section 1. Dues**

State dues, based on fiscal reports by the state office and on recommendations by the Board of Directors, shall be determined by a majority of the Voting Delegates at the State Leadership Conference. State dues of members shall be forwarded directly to the FBLA National Office. **Dues will match the National dues amount.**

Submitted by Ropes High School

Rationale – dues will only increase when Nationals has a dues increase and will not be more than the National dues amount.

**Forms that can be found on the Website**

2024 Texas FBLA Honor Code

Adviser of the Year

Application for Board of Directors – Business Representative

Business Person of the Year

Endowment Fund

Local Chapter Scrapbook

March of Dimes

Scholarship for Area, Endowment, and CTAT

State Adviser Application

Texas FBLA Board of Directors – Advisors

Vernon Payne Award

Who's Who Form

**All the forms below can all be  
found at**

**<https://fblatx.org/slc/>**