This document contains important information regarding the 2020 State Leadership Conference. Even though we were in Laramie and at the College of Business last year, some conference specifics have changed. Please read this document carefully and let me know if you need clarification. As conference details continue to evolve, I will let you know.

**MOST IMPORTANT ITEMS—Hotel Arrangements**
The hotel information is attached if you have not booked rooms yet. If you have not contacted a hotel yet, please do so immediately! These rates may not be available after January 1, and the blocked rooms will be released to the general public. Please contact the hotel directly to make your reservations.

A names’ list must be provided to your hotel for all your reserved sleeping rooms by Friday, February 7. Ask your hotel how they would like to receive your rooming list. (email, FAX) By law, the hotels must have a list of occupants for each room. Therefore, I have been told by some hotels that the rooms without names will be dropped after February 7.

**Friday Dinner & Dance**
The Qdoba dinner at the Albany County Fairgrounds will be on Friday night again! The Lip Sync Contest (Scholarship Fundraiser $10 per entry) and Dancing Through the Decades will be held at the Fairgrounds following dinner from 8:00-11:00 p.m. UW College of Business is sponsoring that dinner so everyone eats for free.

**MEMBERSHIP DUES**
As many of you know, the new national database is still experiencing huge difficulties; therefore, DO NOT wait until January 31 to get on that site for the first time to enter your members. Please, please, please have this done by January 15 even though the dues deadline is January 31 for any student that wants to attend, compete, or run for state office at the State Leadership Conference. I do not believe you can enter students as members on the FBLA database and get them into competitive events through Blue Panda on the same day. The national office is requiring all outstanding dues invoices to be paid in full by March 1 in order to compete at NLC.

When you are registering your final members, don’t forget to register yourself as a Professional Member this year. The cost is $25 and the $8 that comes back to the state will be subtracted from your SLC invoice meaning the $8 comes back to your chapter. The Professional Membership link to join is https://fblapbl.wufoo.com/forms/r3nkqy61ovsdcc/. To renew, you login to the FBLA-PBL database portal, and your Professional Membership is listed for you to renew.

**CONFERENCE & COMPETITIVE EVENT REGISTRATION**
We are using Blue Panda again this year for SLC registration. The FBLA National membership information will be linked to the software ready for you to use during registration meaning you will not have to type in your students’ names. It will also be a double check that all of your students have paid dues.

Review the Events-At-A-Glance attachment to make sure you are aware of the maximum number allowed in each event and the 2020 Competitive Event Schedule for event registration choices. Remember—a member can compete in up to four events; however, he/she
cannot compete in more than one event in a session. (Who’s Who does not count as one of the 4 events so a member could do 4 events and Who’s Who.)

I will be in touch again with more registration instructions as Blue Panda goes live.

**REGISTRATION DEADLINES/Fees**

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Registration Rate</th>
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</thead>
<tbody>
<tr>
<td>January 31</td>
<td>$80</td>
</tr>
<tr>
<td>February 1-March 1</td>
<td>$90</td>
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All members/advisers/guests that want to attend the actual conference. These members can compete and/or run for state office. **No refunds will be given for conference registration or the optional meals after this registration is processed because of meal guarantees and final competitive event costs**

**MEALS**
The following meals will be provided as part of the registration fee as a result of sponsors (Thursday Advisers’ Breakfast, Thursday Lunch, and Friday Dinner)

**Thursday, March 19**
Breakfast for all Advisers in the College of Business from 7:30-8:30 a.m. during the Advisers’ and Event Administrators’ Meeting sponsored by WHSAA. Please let me know if you will NOT be attending.

Lunch for **ALL conference attendees** in the College of Business, 11:45-1:15.

**Friday, March 20**
Dinner (Qdoba cater) for **All conference attendees** at the Albany County Fairgrounds, 5:30-7:45.

An optional dinner ticket on Thursday and lunch ticket on Friday will be available for those interested. The prices for these two meals are still being determined with the caterer. As soon as the prices are set, I will let you know. Choosing these options with be part of the Blue Panda registration process.

**NOTE:** I am still working on which restaurants, if any, will be open in the Union during SLC for you and your members. I will send this information as soon as I know.

**COMPETITIVE EVENTS**
The Competitive Event Handbook and the 2020 Event Topics are on the wyfbla.org website under Resources, Members. Download these documents to assure your chapter is using the correct guidelines and rating sheets for the State Leadership Conference.

**Pre-Conference Online Testing**—Online testing will take place for the case study events that require an objective test prior to the conference. If the event is a team event **(except for Parliamentary Procedure)**, all team members will check into the testing site on one computer and complete one test collectively. To avoid other WHSAA culminating events, the following
objective tests will be available online **February 3-8, Monday-Saturday. The testing site will be available from 7 a.m. to 9 p.m. each day that week.**

**Pre-Conference Online Testing includes the following events:**
- Banking & Financial Systems (Team)
- Entrepreneurship (Team)
- Global Business (Team)
- Help Desk (Individual)
- Hospitality Management (Team)
- Management Decision Making (Team)
- Marketing (Team)
- Parliamentary Procedure (Individual)
- Sports & Entertainment Management (Team)

**NOTE:** To maintain the integrity of the tests, **all teams/individuals from the same school competing in the same event must all test at the same time that week.** Example: since chapters are allowed two teams for these team events, both teams must compete at the same time. All Help Desk individual competitors from your school must compete at the same time. Same goes for Parliamentary Procedure competitors.

**No screens and projectors** will be provided or may be used for any events since that continues to be the rule being used at the national level. No projection of any kind may be used, meaning competitors cannot bring projectors either. That does not mean electronic devices cannot be used. Competitors are welcome to show their projects to the judges using laptops, tablets, handouts, or notebooks. Some will be required to use laptops or tablets because the guidelines require them to show their project to the judges. Remind your competitors that **NOTHING** can be left with the judges.

Every effort will be made to have Internet access (WIFI or other) for Coding & Programming, Computer Game & Simulation Programming, Digital Video Production, E-business, Electronic Career Portfolio, Public Service Announcement, Social Media Campaign, and Website Design. However, it is never a guarantee that the Internet connection is working properly anywhere so make sure your competitors have one or two backup plans.

**Performance Events**—Any performance involving a case study with prep time is NOT available to audiences; however, advisers who have an individual or team entered may watch their individual or team and any team performing thereafter. Advisers who do not have a team competing may attend any performance. These events are Banking and Financial Systems, Client Service, Entrepreneurship, Global Business, Help Desk, Hospitality Management, Impromptu Speaking, Marketing, Management Decision Making, Sports & Entertainment Management, Parliamentary Procedures.

Other performance events with no case study can be watched by students **NOT** participating in the event assuming there is space available. Out of respect for the competitor, no spectator can stand or sit on the floor. Advisers can watch all performances in these performance events assuming space and chairs are available. These events include: American Enterprise Project, Business Financial Plan, Business Plan, Coding & Programming, Community Service, Computer Gaming & Simulation, Digital Video Production, E-business, Electronic Career Portfolio, Graphic Design, Introduction to Business Presentation, Partnership With Business, Public Service Announcement, Public Speaking I, Public Speaking II, Publication Design, Sales Presentation, Social Media Campaign, and Website Design.

**Site-Testing Events**—Computer Applications, Spreadsheet Applications and Word Processing)
When registration is processed, the site tests you need and all other instructions will be sent electronically through “Dropbox” by **February 17.** It will be your responsibility to print only the
number of tests required for your students who have been registered. All tests must be destroyed following the testing session.

The sitetesting window is **February 17-March 5**. All site-testing PDF documents **must** be electronically uploaded on or before **March 5**.

Projects, Reports, Future Business Leader papers, Job Interview papers, **Who’s Who**, Outstanding Adviser, and Statements of Assurance must also be electronically uploaded on or before **March 5**. Check the attached Adviser Checklist for a full list of what must be sent for these entries. I will send upload links by January 6 for these events.

**NOTE:** Even though the following Projects are not pre-judged any longer, they must still be submitted by March 5 before a project will be given a presentation time with judges. Coding & Programming, Computer Gaming & Simulation, Digital Video Production, E-business, Website Design.

**Competitive Event Changes**—Only a drop can be made to the Case Study events listed on page 3 after **February 1**. No substitutions can be made to these events because the individual/team that takes the test has to be the team that performs if they make finals. Remember, those team case study events can now have 1, 2 or 3 team members, meaning even 1 member of an original team can and should still perform.

Changes to all other events can be made on the registration website until **February 14**. No additions to events can be made after February 15.

If you have a member/team that needs to drop a performance event or you need to make a substitution in a performance event after February 14, this change must be emailed to fratesb@wyfbla.org by **March 5**. After March 5, all competitors will be expected to perform.

“On-site” drops are so disruptive to the process; therefore, there will be no “on-site” drops accepted except for a competitor that did not get on the bus! If the team or individual is present at the conference, he/she/they **must** perform. Please do not allow a competitor at the conference to drop an event because he/she/they failed to prepare.

**WORKSHOPS/SOCIAL ACTIVITIES**

Workshops will be announced when the Final Agenda is available.

Thursday night’s social activity is a Talent Show (Scholarship Fundraiser $10 per entry) immediately following the Campaign & Recognition Session in the A & S Auditorium. The State Officers believed that there is some real talent among FBLA members that we may not see during the scheduled conference hours. Sign up information, along with rules, will be available by January 15.

As mentioned on page 1, Friday night’s Lip Sync Contest and dance will be held at the Albany County Fairgrounds immediately following the Qdoba dinner from 8-11 p.m. Smoothies will be available and all proceeds will go to the Scholarship Fund. The price of the Smoothies is TBD. Gina Kidneigh is working on that for us, and we will let you know in plenty of time to share with members. The theme of the dance is **Dancing through the Decades**.

**TROPHY SPONSORS**

There is no chapter trophy sponsor fee this year. The trophy cost was absorbed through the $10 increase in registration fees.
CAMPAIGN/RECOGNITION SESSION (THURSDAY EVENING)

All award explanations are on the following national FBLA link:
http://www.fbla-pbl.org/fbla/programs/recognition-awards/

If you wish to have your members/chapter recognized at SLC with ribbons and awards, please email copies of the appropriate paperwork to fratesb@wyfbla.org to arrive no later than March 5. Also, please be aware that it is your responsibility to submit the required documentation to the National center. Please see the above link for all National deadlines for recognition from the national level.

Students who have mastered the various levels of the Business Achievement Awards will also be recognized during this session. The BAA documentation process is completed entirely online. (Must have been submitted to National office by March 1; America level due April 1)

Community Service Awards recognize FBLA members with extraordinary commitment to ANY community service (not just FBLA community service projects). Please submit Community winners (50 hours); Service winners (200 hours); and Achievement winners (500 hours) to me by March 5. These hours accumulate throughout all years of FBLA membership (including Middle-Level).

If you have a member that has or will have recruited five (Membership Madness) or ten new members (Membership Mania) this year, please fill out the appropriate membership recognition form and email a copy to me so we may recognize him/her during this session. (Must have completed by March 5 even though it does not need to be to the National office until April 1)

We will also recognize chapters who have achieved Outstanding Chapter status this year. If you have finished or are on track to receive Outstanding Chapter by the national office’s April 1 deadline, please let me know so your chapter can be recognized at SLC.

As many of you know, Wyoming FBLA was recognized as 2nd in the nation in November for the number of chapters participating in Super Sweeps in September and October. If you were recognized by the national office as a Super Sweep, Non Stop November, and/or Action Awareness (Due March 1) chapter, please let me know by March 5.

7 UP and CONNECT 10 are membership awards that I can calculate based on the January 31 state membership deadline. You do not need to send anything to me for these awards.

The Market Share Award is calculated by the National office for National membership awards. If you believe you have a high percentage of members in FBLA vs. your total school enrollment (it takes about 40% or higher to perhaps win on the National level), submit your application to be considered to the National office.

Snowball Campaign is a state-only award that was used to encourage chapters to increase membership by at least 1 from any membership reports prior to November 1 to December 31, OR have at least one member complete a level of the Business Achievement Awards, OR have at least one member work toward a level of the Community Service Awards during the months of November and December. If your chapter or members of your chapter completed Snowball Campaign, let me know by March 5 for recognition.

A new ribbon this year is called Next Level Leadership. It is a state only recognition. If you chapter has completed at least 10 activities from the first day of school until March 5, your chapter members will receive this ribbon. Please submit the Chapter Activity Tracking Form by March 5 if you have earned this ribbon.
All Online Competitive Event Tournament participants will be recognized at this session also. I do not need a list from you because I will use the registration forms from you to determine this recognition.

ADVISERS—if you have been an adviser for at least 20 years, you are eligible for the Adviser Wall of Fame recognition. Please look at the guidelines to see if you qualify and fill out the form by copying and pasting this URL: go.fbla.org/walloffame. Let me know if you have qualified for Adviser Wall of Fame.

VOLUNTEERS—this is a MANDATORY FORM to be emailed on January 31. Every chapter will be responsible for choosing timers, but you do not need to submit their names prior to the conference. All members that you decide will be timers representing your chapter must attend a meeting for instructions on Thursday, March 19, at 8 a.m. at the College of Business just prior to the Opening Session as stated on the agenda.

We would welcome help from any parents, student teachers, or guests to serve as judges or event administrators that are attending with your group or you know in the Laramie area. Please include their names on the volunteer form and let me know where they would be most effective. A guest that is not part of the conference can be a judge or event administrator without paying the registration fee. We would just like their help running events.

Any parent or guest that actually attends any part of the conference should pay a registration fee except for the Closing Awards Program. Families and administrations are encouraged to attend the Closing Awards Program without paying a registration fee!

All advisers are expected to be in the area of the Social Activities on Thursday and Friday nights to chaperone if your chapter attends these activities. Since you know your preferences and you know the schedule of your students, please let me know what events or other assignments you would prefer on the Volunteer Form.

ADVISERS’ BREAKFAST/TRAINING (THURSDAY MORNING)
Our annual Advisers’ Breakfast will be held Thursday, March 19, at 7:30 a.m. at the College of Business. This breakfast is a chance to review event administration procedures and for you to ask any last-minute questions. Please make every effort to attend this breakfast.

ADVISERS’ MEETING
It is very important that you make every effort to attend the Advisers’ Meeting which most of you do. In addition to receiving all of the National Leadership Conference information, this meeting will be primarily about the changes that could and/or should happen in FBLA as a result of Perkins V.

RETIRING ADVISERS
Please let me know if you are retiring from teaching and/or FBLA this year. We would like to congratulate you at our Awards Program on Saturday. You have certainly earned it!

STATE OFFICER APPLICATIONS
Interested members should download the application packet on the state website, wyfbla.org, under Resources, Members, State Officer Application. It is important that students, their parents, your administrator, and you understand the financial and time commitments that go along with holding a state office. Please review the attached State Officer Obligations carefully if you have a student who is interested in running for a state office. State Officer Applications must be postmarked/emailed by January 31.
The choice to run for state office begins with you. You know whether or not a member would be a good state officer and should encourage him or her to run. You also know when a member would NOT be a good state officer and should help him or her make that decision as well.

All officer candidates need to be present at the Campaign Meeting on Thursday, March 19, at 8 a.m. at the College of Business. Others that need to attend this meeting include the state officer candidate’s campaign manager.

All officer candidates will be introduced at the Opening Session. All new officers and their advisers are required to attend a mandatory meeting after voting has taken place on Saturday morning. This is a quick informational meeting.

**DRESS CODE/ CODE OF CONDUCT**
Please review the attached *Dress Code* with your students before coming to the conference. Don’t put a judge, adviser, or exam proctor in the difficult position of turning a student away from a competition due to a violation of the dress code.

It is highly recommended that all students and parents read and sign the most recent Wyoming FBLA *Code of Conduct* (review by Board Member and Attorney, Eric Jones) and that you have them in your possession at the conference. Your school district may have one they want you to use, but please use the attached Wyoming FBLA Code of Conduct as well.

**MISCELLANEOUS ITEMS**
Please send any NEW BUSINESS your chapter would like to address at the Opening Session with your registration materials. According to the Wyoming FBLA bylaws, the State Leadership Conference is the only time New Business or Bylaw Changes can be introduced and discussed among the membership. This will help me to prepare the state officers ahead of time. Also, please send any agenda items you would like me to include in the advisers’ meeting at the state conference.

Be sure to remind your students to bring NON-graphing calculators. As per the National Guidelines, calculators can be used on all objective tests as appropriate; however, no graphing calculators, other memory storage devices, cell phones, or iPods may be in use during any event. Students using these devices may be disqualified from their event. **Students need to bring one or two sharpened #2 pencils to all events. None will be provided.**

Thank you for taking the time to review the material in this packet. Please feel free to contact me if you have any questions. I can be reached by e-mail at fratesb@wyfbla.org or you can call me at 307-631-2132.

**Attachments sent with this document**
- Adviser Checklist
- Chapter Activity Tracking Form
- Code of Conduct
- Competitive Event Worksheet
- Competitive Event Schedule
- Dress Code
- Events-At-A-Glance
- Hotel Information and Contacts
- SLC-NLC Event Topics
- State Office Obligations
- Tentative Agenda
- Volunteer Form