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DATE: December 31, 2023

TO: FBLA HS and MS Local Chapters

FROM: Jody Jones, Florida FBLA-PBL State Adviser

SUBJECT: 2024 FBLA State Leadership Conference, March 15-18

The material contained in this packet is to be used in making the necessary arrangements for you and your students to participate in the 2024 FBLA State Leadership Conference.

ALL MATERIALS HAVE A RECEIVED DEADLINE OF FEBRUARY 15, 2024. Please plan accordingly! It is imperative that materials be sent promptly to ensure that they arrive at the hotel by the stipulated deadline, that materials arrive in time for the pre-judging, and that the SLC Registration Committee has sufficient time to process and verify registration as well as assemble chapter packet materials.

The conference officially opens Friday, March 15, with registration at 3 p.m. at the Hilton Orlando. Hotel registration will ***NOT*** begin until 3 p.m. PLEASE NOTE: The hotel is often booked to capacity the night before the conference; therefore, registration may take some time. ***If you have students competing in any event on Friday, they should arrive dressed in business attire. Dress Code will be enforced for these events.***

Pages 2 and 3 provide a section called: "2024 Conference Packet Highlights." This is intended to be a preview of the enclosed packet, but please be sure to read all parts of this packet carefully.

I, along with the Board of Directors, look forward to seeing each of you at the Hilton Orlando for the 74th annual Florida FBLA State Leadership Conference!

Attachments

# 2024 Conference Packet Highlights

1. The conference hotel is the Hilton Orlando. All of the competitive events, workshops, and sessions will be held at this hotel.
2. Room rates at the Hilton Orlando are $236 per room per night. In addition, there is a $2.25 destination fee per room per night. If you are not paying with a school check or card and are not tax exempt, there are 12.5% taxes. ***New this year: hotel must be paid IN FULL by March 1, 2024.***
3. Rooming list should be in the template provided and returned with the tax-exempt form and reservation form in order for it to be processed.
4. Make your reservations early. The hotel requires names of all individuals staying in the rooms. If you are staying at a hotel during this conference, it MUST be one of our conference hotels. Be sure to include a copy of the form with your conference registration.
5. Hotel check-in begins at 3 p.m. Rooms will **not** be available prior to that time. Room keys will be picked up in Florida I Ballroom, located in the lower lobby level until 6:00pm. After 6 pm, keys will be at the Front Desk. ***Your patience with the hotel registration process is greatly appreciated.***

1. The conference registration fee for students is $80 each if paying by check. If paying by credit card there will be a 2.9 percent plus 30 cents added. There is no fee for advisers.The fee is due with your registration forms. **There is a $10 charge for every change made from the original form sent to the state office.** Each refund will also be charged a $10 fee. No refunds will be given for cancellations after March 1, 2024.

1. PLEASE note the deadline for all materials:  **RECEIVED: February 15, 2024—This is NOT a postmark date**. *Be sure to send items to the proper locations*.
2. When completing the Conference Registration be sure to indicate which students will serve as voting delegates. **(See Page 5 for allocation systems.)**
3. A copy of the FBLA State Officer Candidate Official Application is being sent separately. The received date of **February 15, 2024,** applies to these applications. Florida FBLA is looking for nine outstanding representatives to serve as our officers!
4. In an effort to provide more students with the opportunity to attend the SLC, each chapter is permitted to bring members-at-large. This means each chapter is entitled to bring the same number of members-at-large as they are allowed voting delegates. **(See Page 5 for allocation systems.)**
5. Contestants in skill/production events (Computer Applications, Spreadsheet, and Word Processing) will be tested at a site in their own district prior to the State Leadership Conference. The information on this testing will be sent to the District Directors under a separate mailing. In addition, the competitors in these events will have to take an objective test at the State Conference.
6. Be sure to review the competitive event guidelines on our state website (www.floridafbla-pbl.com). If your students are in an event that requires a calculator, we will provide them unless the guidelines specify otherwise. No electronic devices of any kind (including cell phones or watches of any type) may be brought to the testing rooms. **All contestants must also provide their own pencils.**
7. Advisers, chaperones, State Officers and 2023-24 District Presidents do not pay a registration fee.
8. There is a $40 guest fee for each guest if paying by check. If paying by credit card there will be a 2.9 % fee plus 30 cents added. This fee is for anyone who is coming simply to observe one competitive event or attend the Awards Ceremony. Most of the time, this would apply to a parent. Name badges are required for everyone attending the conference. **Please register any guests with your conference registration**. Guest fees are NOT for voting delegates and/or members at large. Those individuals are members and are required to pay the full registration fee. ***Guests may not register after the deadline or onsite.***
9. PLEASE note that the enclosed agenda is TENTATIVE!! We have, however, tried to be as accurate as possible. Some events/activities may be scheduled at an hour different than what is listed here. Check your Conference App when you register at the conference site for exact times and locations of activities.

1. **As listed on the tentative agenda, we will be having some tests and performances on Friday evening. Please plan accordingly. Since you may not arrive in time for all of your students to check into their rooms prior to a meeting or a test, plan to have them dressed for travel or able to dress in the restrooms in the lobby if necessary. Dress code will be enforced.**
2. This year we will be using Blue Panda for our conference registration. This system is tied in with the National FBLA database and will be able to verify that students are paid members. It will also allow you to NOT have to enter a separate registration form for each attendee. Items for competitive events will also be uploaded through this system.
3. Advisers *must* have students complete the Conference Conduct Practices and Procedures/Dress Code form. *These forms must be uploaded in Blue Panda and have a receipt date of February 15—please plan accordingly.*

# CONFERENCE REGISTRATION FEES

The conference registration fee is $80 per student if paying by school check. If paying by credit card there will be a 2.9 percent fee plus 30 cents added. State officers, advisers, chaperones and **2023-24** district presidents do **not** pay a registration fee. Florida FBLA does NOT accept purchase orders.

A $10 SERVICE CHARGE WILL BE ASSESSED FOR **EACH** LATE OR ON-SITE REGISTRATION, CHANGE, AND ELIGIBLE REFUND—*remember no refunds will be processed for cancellations received after March 1, 2024*.

**\*\*\*\*Lost nametags have become quite a challenge. Students must wear their nametags at all conference functions. Any changes to or replacements of nametags will be charged $5 each and will require photo ID or verification of identity by the chapter adviser.\*\*\*\***

**FIRE PROTECTION**

Delegates should note the exits nearest to the rooms and plan an escape route in case of fire.

***There are strict laws against false fire alarms—it is a FEDERAL OFFENSE. Violators will be arrested if false alarms are made. This is out of the control of Florida FBLA and the Hilton Orlando.***

**FOUNDATION VOLLEYBALL GAME**

The annual Foundation Volleyball Game will be held on March 16, 2024. Please be sure to complete the Foundation Volleyball Game form in Blue Panda and submit payment to be received by February 15, 2024. Teams are made up of up to 8 players. You may have more than one team. Chapters are not required to have a team.

**ADVISER HALL OF FAME**

Advisers please take a look at the Adviser Hall of Fame form and see if you are eligible. This form must be uploaded in Blue Panda by February 15, 2024.

**STATE AND NATIONAL PROJECT PARTICIPATION**

If you participated in Keep Florida Beautiful or raised money for the March of Dimes or the Florida FBLA-PBL Foundation, be sure to complete the State and National Project form. This form must be uploaded into Blue Panda by February 15, 2024, in order to be eligible for recognition.

**WHO'S WHO IN FBLA**

Each Who’s Who entry must be uploaded as one PDF file into Blue Panda by **February 15, 2024.** Regional winners will be selected and announced at SLC. **Each of the state officers is automatically included in Who's Who. Those state officers wishing to be considered for the overall Who's Who to represent Florida at NLC must submit an entry for pre-conference judging. State officers also must upload their entries into Blue Panda by February 15, 2024.**

**ATTENDANCE CRITERIA AND ELIGIBILITY**

1. Adults

The Board of Directors, Florida Chapter of FBLA, has stipulated that in the absence of a county chaperone policy there must be a minimum of one adult adviser for every ten student delegates. Adult advisers are considered to be the chapter advisers. If more than one adult adviser is necessary, another adult may be designated by the proper school official to serve in this capacity.

2. Criteria for Students to Attend SLC

To be eligible to attend the SLC, each FBLA member must meet these basic criteria:

1. Be an active member of Florida FBLA

2. Have the approval of the FBLA chapter adviser

3. Have the approval of the school administration

4. Have the approval of parent or guardian

1. Have signed the Conference Dress Code and Delegate Conduct Practices and Procedures

Form (These forms **will** be uploaded in Blue Panda during by February 15)

1. If staying in a hotel, it must be the conference hotel

In addition to the above basic criteria a delegate must:

7. Be a state event competitor (this may include up to 3 members for a chapter event), or

8. Be a current state or national officer or a current district president, or

9. Be a newly elected district president, or

10. Be a state or national officer candidate, or

11. Be a campaign manager for one of the nine state officer candidates (one per candidate), or

12. Be a voting delegate--see chart, or

13. Be a member-at-large--see chart.

Each FBLA CHARTER (school) shall be entitled to the following number of VOTING DELEGATES and MEMBERS-AT-LARGE at SLC based on total CHARTER MEMBERSHIP:

1 - 50 members 2 Voting Delegates and 2 Members-at-large

51 - 100 members 3 Voting Delegates and 3 Members-at-large

101 - 150 members 4 Voting Delegates and 4 Members-at-large

151 - 200 members 5 Voting Delegates and 5 Members-at-large

For each additional 50 members (or fraction thereof) a CHARTER (school) may have, the school is allowed one additional voting delegate and one additional member-at-large. Voting delegates will attend the Voting Session and are the ONLY members from the school eligible to vote for the election of FBLA state officers and to vote on any business that is brought before the conference.

**CONFERENCE** **REGISTRATION**

Each FBLA ***chapter adviser*** is required to register the student delegates and adults in his/her chapter delegation. State officers, advisers, chaperones and current district presidents do not pay the Conference registration fee. This year we will be using the Blue Panda system for conference registration.

Advisers will receive an email from Blue Panda announcing registration is open. Your login will be included in the email. If you don’t receive the email (remember to check your spam folder), you should notify Mrs. Jones at [flfblapbl@gmail.com](about:blank) so that you can be given access. A Blue Panda quick start guide for advisers is available on the Florida website ([www.floridafbla-pbl.com](about:blank)) in the Adviser section.

If paying by check, mail the check to Florida FBLA at P. O. Box 1106, Zephyrhills, FL 33539-1106; if paying by credit card, you submit payment when completing the form. ***Conference registration for your chapter will not be processed until the on-line registration, copy of the hotel form (page 7), and the payment are received in the state office. Everything must be received by February 15, 2024.***

A $10 service charge will be assessed for each late or on-site entry, every change, and for refunds requested by March 1, 2024. There will be no refunds after March 1, 2024.

***All name badges will be printed directly from the registrations that you enter. If you find that there is a misspelled name, let Mrs. Jones know so that it can be corrected.*** *Also, be sure that you register the adviser, chaperones, and guests.*

It shall be the responsibility of the chapter adviser to verify that ALL student delegates are members of FBLA (district, state and national dues are paid). Student delegates must carry ID (school IDs will work) to the conference.

You will produce your invoice through Blue Panda. You will then be able to pay through Blue Panda if you are using a credit card. Please note that credit cards are charged a 2.9 percent fee plus 30 cents for each transaction.

**HOTEL REGISTRATION**

Room rates for the conference are $236 per night per room at the Hilton Orlando. In addition, there is a $2.25 destination fee per room per night. If you are not tax exempt, there are taxes of 12.5%. **Advisers are to follow their school district’s policy on how many students may be put in a room—not to exceed four.**

HILTON ORLANDO PER NIGHT THREE NIGHTS

## Single, Double, Triple, or Quad $238.25 $714.75

THE ABOVE RATES DO NOT INCLUDE MEALS OR ANY APPLICABLE TAXES.

**Per Board of Directors’ Policy:** All members and advisers that will be staying in a hotel for this conference are required to stay at the official conference hotels. **Any member staying at a hotel other than the official conference hotels will be disqualified from all competition.**

Hotel reservation forms and spreadsheets must be RECEIVED no later than February 15, 2024. Be sure to send both the form and spreadsheet to be received by this date. **A copy of the form and spreadsheet must be uploaded to the FBLA state office—if you are not spending the night, you must indicate that on the form**. Reservations are on a first-come, first-served basis. Once the room block is depleted at the Hilton Orlando (which may happen before 2/15), *additional room requests will be sent to our conference overflow hotel—Doubletree SeaWorld.*

FIRST NIGHT'S DEPOSIT REQUIRED AT THE HILTON ORLANDO - The hotel requires an advance deposit equal to one night's lodging be mailed at the same time you send your reservations for the State Leadership Conference. YOU WILL NOT BE ABLE TO OBTAIN RESERVATIONS WITHOUT THIS DEPOSIT. ***All rooms must be paid in full by March 1, 2024.*** Any rooms not cancelled prior to 72 hours before the conference will cause the first night’s deposit to be forfeited.

HOTEL RESERVATION FORM

2024 FLORIDA FBLA STATE LEADERSHIP CONFERENCE

March 15-18, 2024

Hilton Orlando

6001 Destination Parkway, Orlando, Florida 32819

**EMAIL:** Tiffany.Hutson@Hilton.com

##### SEND THIS FORM, ATTESTATION FORM AND [EXCEL SPREADSHEET](about:blank) (VIA EMAIL)

##### ATTENTION: [tiffany.hutson@Hilton.com](about:blank)

The Hilton Orlando must receive your form, complete rooming list with additional names and a form of guarantee or payment on or before February 15, 2024. Rooms are on a first-come, first-served basis. Once the room block is full at the Hilton, additional reservations will be sent to the overflow hotel—Doubletree SeaWorld. The Hilton block may be depleted prior to 2/15/24. Rooms not cancelled 72 hours prior to arrival will forfeit the first night’s deposit.

**SCHOOL NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADVISER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Arrival Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**# OF ROOMS DESIRED: \_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***In order to reserve rooms, you must complete this form as well as the Exempt Organization’s Attestation form and*** [***Excel Spreadsheet***](about:blank)***!***

**Total Number of Rooms: \_\_\_\_\_\_ x Number of Nights: \_\_\_\_\_\_ x $236.00 (TAX EXEMPT) (Hilton Orlando) = $\_\_\_\_\_\_\_\_\_**

**Total Number of Rooms: \_\_\_\_\_\_ x Number of Nights: \_\_\_\_\_\_ x $265.50 (12.5% TAXES) (Hilton Orlando) = $ \_\_\_\_\_\_\_\_\_**

To qualify for state (state and tourist) Tax Exemption, you must provide the hotel with a copy of the tax Exemption Certificate. Advisers must pay with a check/credit card from the institution named on the tax Exemption Certificate. All others must pay the group rate plus 12.50% tax. This amount can be paid by cash, any major credit card or school check. No Personal Checks! Remember in order to guarantee your reservation(s), your credit card number or a one night’s room and tax/surcharge deposit is required by the hotel. HILTON ORLANDO will take an authorization on all credit cards 5 days prior to arrival. All checks should be made out to the HILTON ORLANDO. If the hotel is full, they will forward your reservations to the overflow hotel, return your check, and a check will need to be recut to the overflow hotel.

###### CREDIT CARD \_\_\_\_\_\_ CC NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHECK \_\_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_\_\_\_\_ TOTAL AMOUNT ENCLOSED: $**

THIS FORM, ATTESTATION FORM, AND THE [EXCEL SPREADSHEET](about:blank) MUST BE *RECEIVED* BY THE HOTEL NO LATER THAN 2/15/24.

A COPY OF THIS FORM AND THE SPREADSHEET MUST BE *UPLOADED TO BLUE PANDA*

NO LATER THAN 2/15/24.

**Check-in Time is after 3:00 PM; Check-out Time is 11:00 AM.**

**I have read and understand the above information.**

**Signature & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXEMPT ORGANIZATION’S ATTESTATION OF DIRECT BILLING STATE OF FLORIDA**

I, the undersigned, am a representative of the exempt governmental or nonprofit organization identified below. The purchase or lease of tangible personal property and/or services or the rental of living accommodations made on the dates listed below is for use by and directly paid by the exempt organization identified below.

The charges for purchase or lease of tangible personal property, banquets, services, or the rental of living accommodations from / / to / / will be billed to and paid directly by the exempt organization.

If the charges for purchase or lease of tangible personal property, services, or the rental of living accommodations are paid by credit card, I attest that the credit card used is issued directly by the exempt organization identified below, in the name of the exempt organization identified below, with the bill directly paid by the funds of the organization.

Under penalty of perjury, I declare that I have read the foregoing and that the facts stated in it are true.

Authorized signature on behalf of the exempt entity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print name & title of the representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of exempt entity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of exempt entity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exempt Entity Consumer’s Certificate of Exemption No (Form DR-14): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exempt Entity Consumer’s Certificate of Exemption (Form DR-14) Expiration date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of exempt entity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number of exempt entity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email contact of exempt Entity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT NOTE: THIS LETTER MAY NOT BE USED TO SUBSTANTIATE PURCHASES OR LEASES OF TANGIBLE PERSONAL PROPERTY, SERVICES, OR LIVING ACCOMMODATIONS FOR THE PERSONAL USE OF, OR INDIVIDUALLY BILLED TO, ANY INDIVIDUAL REPRESENTING THE EXEMPT ENTITY ABOVE. IF THE PURCHASE IS MADE WITH A CREDIT CARD BILLED TO THE EMPLOYEE AND LATER REIMBURSED THE PURCHASE DOES NOT QUALIFY FOR EXEMPTION**.

Name of Hotel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Hotel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(***Send to hotel with your spreadsheet and form)***

Revised 3/2014

**CONFERENCE REGULATIONS RELATING TO CHAPERONES/ADVISERS**

1. The problem of proper chaperonage of students on school-sponsored trips is enormous. Hotel managers and others have expressed grave concern over the lack of effective chaperonage.

2. Teachers who assume the responsibilities for chaperoning a group of students on an out-of-town trip should recognize that they are assuming a twenty-four-hour-a-day responsibility from the time they leave until they return. At no time may chaperones make personal plans except with the consent of the person in charge of the trip.

3. The drinking of alcoholic beverages at any time is forbidden.

4. Chaperones should never retire until all students are checked in for the night, all visiting between rooms has stopped, and the chaperones are reasonably sure that the groups are quiet and in their rooms.

5. Chaperones should keep an accurate check on the members assigned to them at all times. Students should not be "turned loose."

6. Students should engage in school activities of a group nature only.

7. When a student is assigned to a group or chaperone, he/she is to remain with the group at all times unless special arrangements have been made. Students should return with the group, unless other traveling arrangements are made prior to the time of departure.

8. If a party includes members of each sex, there should be chaperones of each sex or arrangements should be made with a chaperone from another school so that responsibilities may be shared.

9. No student should be allowed to accompany a group on a trip until he/she has agreed, in writing, to abide by the rules set up and has submitted the written consent of his/her parents or guardians for him/her to make the trip.

10. Travel in private cars should be avoided as much as possible. Driving into the early hours of the morning to return home should be ABSOLUTELY PROHIBITED.

11. Students may NOT drive themselves to or from the conference. At no time should a student have access to drive to, from, or during the conference.

12. Delegates violating any of these rules will subject their entire delegation to being unseated and may cause their candidates or contestants to be disqualified.

13. Delegates may be sent home at their own expense for violating any of these rules.

14. All members and advisers who are staying in a hotel are required to be registered and stay at the official conference hotel. Any violation of this rule will cause the chapter to be disqualified from all competition.

**TENTATIVE 2024 FBLA SLC AGENDA**

Friday, March 15, 2024

3:00 p.m. - 5:30 p.m. Conference Registration

3:00 p.m. - 8:00 p.m. Hotel Registration

Screening of Officer Candidates (this will be done prior to the conference—candidates will receive information via email--candidate and candidate's adviser must attend)

4:00 p.m. Meeting of State Officer Candidates, Campaign Managers and Advisers

(Important Instructions and Drawing for Campaign Booths)

5:00 p.m. Judges’ Meeting

5:30 p.m. – 7:30 p.m. Broadcast Journalism Preliminaries, Impromptu Speaking Preliminaries, Introduction to Public Speaking Preliminaries, Introduction to Social Media Strategy Preliminaries, ML Career Research Preliminaries, ML Critical Thinking Preliminaries, ML Elevator Speech Preliminaries, ML Exploring Business Issues Preliminaries, ML FBLA Mission & Pledge Preliminaries, Public Speaking Preliminaries, Social Media Strategies Preliminaries

5:30 p.m. – 7:30 p.m. Digital Animation, Digital Video, Electronic Career Portfolio,

Graphic Design, MS Marketing Mix Challenge, MS Multimedia & Website, Visual Design, Website Coding & Development, Website Design Finals **(notified participants only)**

5:45 p.m. - 7:00 p.m. Written Tests: Banking & Financial Systems, Business Ethics, Business Management, Entrepreneurship, Future Business Leader, Help Desk, Hospitality & Event Management, International Business, Introduction to Event Planning, Management Information Systems, Marketing, MS Business Ethics, Network Design, Parliamentary Procedure, Sports & Entertainment Management

8:30 p.m. – 9:45 p.m. Opening General Session

9:45 p.m. -10:30 p.m. Regional Meetings

**11:30 p.m. In-Room Curfew**

Saturday, March 16, 2024

7:30 a.m. Event Coordinators’ Meeting

8:15 a.m. Judges’ Meeting

8:30 a.m. – 3:00 p.m. Campaign Booths Open – Officer Candidates

8:30 a.m. – 3:00 p.m. Exhibits and FBLA Promotional Sales Booth Open

9:00 a.m. - 10:15 a.m. Written Tests: Accounting II, Advertising, Business Calculations, Business Communication, Computer Applications, Economics, Health Care Administration, Human Resource Management, Introduction to Business Communication, Introduction to Business Procedures, Introduction to Information Technology, Middle School Business Etiquette, Middle School Exploring Economics, Middle School Financial Literacy, Middle School Leadership

Saturday, March 16, 2024 (continued)

9:00 a.m. All contestants in Client Service and all finalists in the following events must report to the holding room: Business Management, Hospitality & Event Management, International Business, Introduction to Event Planning, Management Information Systems, Marketing, Middle School Critical Thinking

9:15 a.m. - 12:30 p.m. Broadcast Journalism Finals

9:15 a.m. - 12:30 p.m. Business Management Finals

9:15 a.m. - 12:30 p.m. Client Service Preliminaries

9:15 a.m. - 12:30 p.m. Data Analysis Preliminaries

9:15 a.m. – 12:30 p.m. Financial Statement Analysis Preliminaries

9:15 a.m. – 12:30 p.m. Future Business Educator Preliminaries

9:15 a.m. - 12:30 p.m. Future Business Leader (FBL) Interviews Preliminaries

9:15 a.m. – 12:30 p.m. Hospitality & Event Management Finals

9:15 a.m. - 12:30 p.m. International Business Finals

9:15 a.m. - 12:30 p.m. Introduction to Business Presentation Preliminaries

9:15 a.m. - 12:30 p.m. Introduction to Event Planning Presentations

9:15 a.m. - 12:30 p.m. Job Interviews Preliminaries

9:15 a.m. - 12:30 p.m. Management Information Systems Finals

9:15 a.m. - 12:30 p.m. Middle Level Business Ethics, Middle Level Career Research, Middle

School Critical Thinking, Middle School Elevator Speech, and Middle

School Exploring Business Issues, Middle School FBLA Mission &

Pledge Finals

9:15 a.m. - 12:30 p.m. Marketing Finals

9:15 a.m. - 12:30 p.m. Sales Presentation Preliminaries

10:00 a.m. Workshops

10:45 a.m. – 12:00 p.m. Written Tests: Accounting I; Insurance & Risk Management; Introduction to Business Concepts; Introduction to FBLA; Introduction to Financial Math; Introduction to Marketing Concepts; Introduction to Parliamentary Procedure; Journalism, Middle School Digital Citizenship, Middle School Exploring Technology, Middle School FBLA Concepts; Middle School Interpersonal Communication; Middle School Learning Strategies, Public Policy & Advocacy; Supply Chain Management

11:15 a.m. Workshops

Saturday, March 16, 2024 (continued)

12:15 p.m. – 1:30 p.m. Written Tests: Agribusiness, Business Law, Computer Problem Solving,

Cyber Security, Middle School Exploring Computer Science, Middle

School Career Exploration, Middle School Running an Effective Meeting,

Networking Infrastructures, Organizational Leadership, Personal Finance,

Securities and Investments, Spreadsheet Applications, UX Design, Word

Processing

12:30 p.m. - 2:00 p.m. Judges' Luncheon (Invitation Only)

2:00 p.m. Workshops

2:00 p.m. All finalists in the following events must report to the holding room: Banking, Client Service, Entrepreneurship, Help Desk, Impromptu Speaking, Network Design, Parliamentary Procedure, and Sports & Entertainment

2:30 p.m. – 4:45 p.m. Banking & Financial Systems Finals

2:30 p.m. – 4:45 p.m. Business Ethics Finals

2:30 p.m. – 4:45 p.m. Client Service Finals (if needed)

2:30 p.m. – 4:45 p.m. Data Analysis Finals (if needed)

2:30 p.m. – 4:45 p.m. Entrepreneurship Finals

2:30 p.m. – 4:45 p.m. Financial Statement Analysis Finals (if needed)

2:30 p.m. – 4:45 p.m. Future Business Educator, Future Business Leader and Job Interview

finals (if needed)

2:30 p.m. - 4:45 p.m. Help Desk Finals

2:30 p.m. – 4:45 p.m. Introduction to Business Presentation Finals (if needed)

2:30 p.m. – 4:45 p.m. Introduction to Social Media Strategy Finals (if needed)

2:30 p.m. – 4:45 p.m. Mobile Application Development

2:30 p.m. – 4:45 p.m. Network Design Finals

2:30 p.m. – 4:45 p.m. Parliamentary Procedure Finals

2:30 p.m. – 4:45 p.m. Social Media Strategies Finals (if needed)

2:30 p.m. – 4:45 p.m. Sales Presentation Finals (if needed)

2:30 p.m. – 4:45 p.m. Sports & Entertainment Management Finals

2:30 p.m. – 4:45 p.m. Impromptu Speaking, Introduction to Public Speaking, and Public

Speaking finals

Saturday, March 16, 2024 (continued)

3:15 p.m. Workshops

3:15 p.m. Information Management Written Test (must be registered)

3:30 p.m. – 5:30 p.m. Voting booths open (Voting Delegates will vote during this time frame)

4:30 p.m. - 5:10 p.m. District Meetings (if District Directors have signed up)

7:00 p.m. Dinner on your own

8:30 p.m. Florida FBLA Volleyball Tournaments (separate for MS and HS)

**11:30 p.m. In-Room Curfew**

Sunday, March 17, 2024

9:30 a.m. - 11:00 a.m. Second General Session--Motivational Speaker/Miscellaneous Awards

11:00 a.m.- 12:30 p.m. 2023-2024 and 2024-2025 District Directors' and District Presidents’ Luncheon

12:45 p.m. - 2:45 p.m. Awards Program Rehearsal (all outgoing state officers & incoming district presidents)

7:00 p.m. - 10:00 p.m. Awards Assembly and Officers' Installation

Immediately following Adviser Meeting for all advisers of first through fourth place middle and high school winners and the 2024-2025 nine State Officers and their Advisers (Supervisors may also wish to attend)

**12:00 Midnight In-Room Curfew**

**EVENT GUIDELINE ACKNOWLEDGEMENT**

## As explained in the state competitive event guidelines, I understand that by submitting my entry into the following event (*please indicate event*)

## \_\_\_\_ Digital Animation

## \_\_\_\_ Digital Video Production

\_\_\_\_ Electronic Career Portfolio

\_\_\_\_ Graphic Design

## \_\_\_\_ Middle Level Marketing Mix Challenge

\_\_\_\_ Middle School Multimedia & Website

\_\_\_\_ Visual Design

## \_\_\_\_ Web Site Design

## that I am now competing on the state level of Florida FBLA. This means that I must pay conference registration or my submission will not be judged. These entries will be pre-judged to determine the top five in each of the above mentioned events. In addition, I understand that ***only the top five entries*** in each of the above mentioned events will progress to the second round of the competition that is held at the actual State Leadership Conference in Orlando. I understand that not making it to finals is a possibility and I realize that my conference registration will not be refunded if I am not a finalist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School District

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Participant Member 1 Signature Member 1 Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Participant Member 2 Signature Member 2 Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Participant Member 3 Signature Member 3 Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adviser Signature

## **If a student is in one of these events, this form must be uploaded in Blue Panda by 2/15/24**

# CAMPAIGNS, DISTRICT MEETINGS, AND VOTING

PLEASE NOTE:

Members and advisers are encouraged to listen to the candidates’ speeches very carefully and visit the campaign booths.

FBLA Districts will be given an opportunity to meet as a district privately on Friday to discuss matters of District concern. *Only current FBLA District Directors are permitted to reserve a room.* **Please e-mail Mrs. Jones at flfblapbl@gmail.com prior to February 15, 2024, if you wish to reserve a room for your district.** Please give her the approximate number of individuals who will be attending the meeting.

Please impress upon your voting delegates the importance of the role that they have been given. They play a major role in shaping the future of the entire organization. It is their responsibility to discuss the candidates with their members and make an educated decision on who will receive their votes. Individuals who have chosen to run for office have spent a great deal of time and money on their campaigns. They deserve respectful consideration. We look forward to each voting delegate fulfilling their responsibility by voting on Saturday.

**IMPORTANT NOTE!!!!!**

The Florida FBLA-PBL Dress Policy differs slightly from the national policy. Advisers are reminded that we follow the Florida policy at all Florida events. As always, this policy will be enforced at this year’s conference.

The Florida FBLA-PBL Board of Directors revised our dress policy because of input from many of our chapter advisers. It is the board’s desire that Florida students are always the most professional that they can be.

Please note that each member and adviser should be very aware of the entire dress policy **(see page 19)**. The main differences from the national policy:

* Florida FBLA-PBL requires dress shoes for females must be closed—toe and heel.
* Florida FBLA-PBL requires that if females are going to wear business pants, they must also wear a business jacket. (a sweater does not count)
* Florida FBLA-PBL does not allow business shorts, gauchos, or capris.

Thank you for your cooperation. We look forward to seeing the best-dressed business students in the nation at our State Leadership Conference!

Student Name (PRINT)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District \_\_\_\_\_

# DELEGATE CONDUCT PRACTICES AND PROCEDURES

1. The term "delegate" shall mean any FBLA member or adviser attending SLC.

2. There shall be no defacing of public property. Any damages to any property or furnishing in the resort rooms or conference center must be paid by the individual or chapter adviser responsible.

3. Delegates shall keep their adult advisers informed of their activities and whereabouts at all times.

4. Be prompt and prepared for all activities. Be financially prepared for all possibilities.

5. Out-of-town delegates will spend nights in the assigned hotel and in assigned rooms. Conference-area delegates not staying at the hotel shall be off the hotel property by 11 pm.

6. Dates shall be admitted to authorized activities only and permitted only between delegates.

7. No alcoholic beverages or narcotics in any form shall be possessed by delegates at any time, under any circumstances.

8. Resort rooms are bedrooms--***Under no circumstances or at any time will students of opposite sex be in the same room***.

9. No delegates shall leave the hotel unless permission has been received from the chapter adviser.

10. Only those FBLA members properly registered, may attend the conference. Delegates shall attend all general sessions and activities, including competitive events, committee meetings, etc., for which they are registered.

11. Identification badges will be worn at all times while in the hotel/convention center.

12. Delegates violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive events contestants being disqualified. Individual delegates may be sent home immediately at their own expense. Curfew will be enforced--curfew means delegates will be in their assigned rooms.

13. Grievance procedure: Any protest brought before the Board of Directors must be presented in writing and the person(s) bringing the charge must present the charge in person. Students involved must be accompanied by their advisers.

FLORIDA FBLA PROFESSIONAL DRESS POLICY

**FOR ADVISERS, MEMBERS, AND GUESTS**

(Adopted by Florida July 2003, Revised 2009)

FBLA-PBL members and advisers should develop an awareness of the image one’s appearance projects. The purpose of the dress policy is to uphold the professional image of the association and to prepare students for the business world. ***Acceptable attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, meetings, workshops, and other activities unless otherwise stated in the conference program.***

**MALES**

* Business suit with collared dress shirt and necktie; **or**
* Sport coat, dress slacks, collared dress shirt, and necktie; **or**
* Dress slacks, collared dress shirt, and necktie.
* Dress shoes and dress socks are required.
* A banded collar shirt may be worn **only** if a sport coat or business suit is worn.

FEMALES

* Business suit; **or**
* Business pantsuit (must include dress pants and dress jacket); **or**
* Business dress; **or**
* Skirt with blouse or sweater.
* Closed toe and closed heel business dress shoes are required.

**MALES AND FEMALES**

***No jewelry in visible body piercing, other than ears, on men or women!***

**UNACCEPTABLE ATTIRE INCLUDES:**

* Denim, chambray, or flannel fabric clothing of any kind
* Overalls, shorts, skorts, gauchos, capris, stretch or stirrup pants, exercise or bike shorts
* Low-cut, backless, see-through, tight-fitting, spaghetti straps, or strapless blouses/tops/dresses
* Extremely short, tight-fitting, or see-through dresses/skirts
* Sandals, athletic shoes, industrial work shoes, hiking boots, over-the-knee boots, or bare feet
* Athletic wear, including sneakers and letterman jackets
* Hats
* Bolo ties
* Visible foundation garments

***New fashion trends may be in style but not necessarily appropriate. The best way to operate is to avoid walking the line. If there is a doubt, select something else to wear. Be a professional!***

***I agree to abide by this dress code and realize that failure to do so may result in disqualification.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Adviser Signature

***This form will need to be uploaded when you are completing conference registration in Blue Panda.***

***Feed the Foundation Volleyball Game***

**Florida FBLA SLC**

***March 16, 2024***

**Please Print:**

*SCHOOL*

*ADVISER*

*PHONE E-MAIL*

|  |  |  |
| --- | --- | --- |
|  | ***MEMBER NAME (Last, First)*** | ***MALE/FEMALE*** |
| ***1*** |  |  |
| ***2*** |  |  |
| ***3*** |  |  |
| ***4*** |  |  |
| ***5*** |  |  |
| ***6*** |  |  |
| ***7*** |  |  |
| ***8*** |  |  |

*Registration Cost: $25 per team* (NOTE: Schools may have more than one team. Be sure to list teams on separate sheets and put the team number after the name of the school.)

# Upload Form to Blue Panda by February 15, 2024

**FLORIDA CHAPTER**

**FUTURE BUSINESS LEADERS OF AMERICA**

*ADVISER HALL OF FAME*

PURPOSE:

To recognize outstanding advisers who have dedicated their lives and careers to benefit the lives of their students through their involvement with the Future Business Leaders of America.

QUALIFICATIONS:

***Advisers must have a minimum of 100 points based on the scale below and not have been recognized at a previous SLC for this award.***

SCALE:

1) Years as an FBLA sponsor 5 points per year \_\_\_\_\_\_

2) Number of district officers 2 points per officer \_\_\_\_\_\_

3) Number of state officers 5 points per officer \_\_\_\_\_\_

4) Number of national officers 10 points per officer \_\_\_\_\_\_

5) Years served as district director 10 points per year \_\_\_\_\_\_

6) Years served on Board of Directors 10 points per year \_\_\_\_\_\_

7) Number of State Leadership Conferences attended 2 points per year \_\_\_\_\_\_

8) Number of State Fall Conferences attended 2 points per year \_\_\_\_\_\_

9) Number of National Fall Conferences attended 2 points per year \_\_\_\_\_\_

10) Number of National Leadership Conferences attended 2 points per year \_\_\_\_\_\_

11) Number of years participating in state and national projects 2 points per year \_\_\_\_\_\_

***(must be a minimum of 100 pts. to be considered)*** TOTAL \_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please complete this form and upload it to Blue Panda by February 15, 2024***

### STATE AND NATIONAL PROJECT PARTICIPATION

If your chapter has participated in the state and national projects listed below, please complete this form and upload it to Blue Panda by February 15, 2024.

DISTRICT \_\_\_\_\_\_\_\_\_\_ SCHOOL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADVISER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NUMBER OF MEMBERS \_\_\_\_\_\_\_

**Keep Florida Beautiful:**

Activity and date: Amount Raised (if applicable):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***TOTAL AMOUNT RAISED*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MARCH OF DIMES:**

Activity and date: Amount Raised (if applicable):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***TOTAL AMOUNT RAISED*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEED THE FOUNDATION:**

## TOTAL AMOUNT RAISED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Chapters that upload this form to Blue Panda by February 15, 2024, will be recognized with awards for these projects!***

**FBLA SCHOLARSHIP APPLICATIONS**

*The procedures and requirements must be followed completely! All incomplete application packets will be disqualified without review.*

**FBLA BUSINESS THROUGH EDUCATION SCHOLARSHIP:**

* High School Senior
* Member of Florida FBLA for a minimum of two years
* Top 20 percent of graduating class (be sure that your transcript shows class rank)
* Full time Florida Resident
* Must apply scholarship to a post-secondary institution in the state of Florida

A complete application includes:

1. A cover page stating name, social security number, birth date, address, phone, high school, adviser’s name, and name of scholarship.
2. Two letters of recommendation: one from a peer in Florida FBLA and one from a teacher, administrator, counselor, or employer.
3. An essay, of no more than 500 words, describing FBLA and its effect on your development and education.
4. An autobiographical essay, **creatively done**, of no more than 500 words.
5. An official transcript that must include ACT or SAT scores and class rank.
6. A resume including FBLA awards, offices, and achievements (limit of 2 pages).

**BEAU SCHENECKER LEADERSHIP SCHOLARSHIP**:

The Calyx and Beau Schenecker Memorial Fund/Community Foundation of Tampa Bay awards two $2500 leadership scholarships in honor of Beau Schenecker, former member of FBLA. As a member of FBLA he was an example of teamwork and sportsmanship. He and his sister, Calyx, were murdered on January 28, 2011.

* High school graduating seniors that plan to attend a post-secondary institution.
* Current FBLA chapter ***officer***
* A former member of FBLA Middle Level.
* A record of school and community involvement, leadership, and good character.
* 3.0 GPA

A complete application includes:

1. Original application (pages 22 and 23 of this packet)
2. An official transcript.
3. Essay of no more than 1000 words.

Use this as a checklist to ensure that you have included all of the required documentation for this scholarship. A complete application must include the following items in sequential order and be stapled together.

 **1. ORIGINAL APPLICATION FORM--**Typed, Arial, 10 points

 **2. TRANSCRIPT/GPA--**GPA of 3.00 or above, must be a graduating high school senior

 **3. ESSAY--**Your essay should consist of no more than 1000 words, typed, double spaced, Arial, 12 points, and answer the following questions:

1. Why it is important for you to receive this scholarship?

2. What is something about you that makes you stand out from your peers?

3. How FBLA has impacted your life?

4. How do you define Leadership?

5. Looking at a personal hero, how have you worked in your life to be an example of a leader?

 **4. PERSONAL REFERENCES/RECOMMENDATION LETTERS**

Two (2) letters are required:

* + - One recommendation letter must be from an FBLA Adviser
    - One recommendation letter must be from a community member (non-relative) such as employer, neighbor, etc.

These scholarships are for one year. The scholarships will be paid as reimbursement of tuition. Applicants' packets must be RECEIVED by February 15, 2024. Upload to Blue Panda as one PDF file.

**BEAU SCHENECKER LEADERSHIP SCHOLARSHIP**

**2023-2024 APPLICATION FORM**

**ALL AREAS MUST BE COMPLETE TO BE CONSIDERED FOR SCHOLARSHIP--PLEASE TYPE**

Student Name:

Mailing Address:

Home Phone Number: Birth date:

E-Mail Address:

School Currently Attending: Grade Level:

Which post-secondary institution do you plan to attend? Attach letter of acceptance.

Intended major:

Are you currently employed? Yes No If so, where?

Grade Point Average (GPA): State Unweighted District Weighted

ACT Composite Score SAT Score

**LIST ALL FBLA OFFICER POSITIONS BELOW INCLUDING MIDDLE LEVEL (add more rows if necessary):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Office** | **Dates** | **School** | **Adviser** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**LIST ALL COMMUNITY SERVICE BELOW:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name** | **Contact Person** | **Phone Number** | **Hours Volunteered** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**LIST All CLUBS (other than FBLA), PROGRAMS, SPORTS, AND HOBBIES BELOW:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Clubs** | **Programs** | **Sports** | **Hobbies** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**LIST ALL AWARDS AND ACHIEVEMENTS BELOW:**

|  |  |
| --- | --- |
| **Awards & Achievements** | **Year Received** |
|  |  |
|  |  |
|  |  |
|  |  |

**Statement of Accuracy**

I hereby affirm that all of the above stated information provided by me is true and correct to the best of my knowledge. I have read and understand the criteria of the scholarship that I am applying for. I understand that this application only makes me eligible for consideration in the selection process. I further agree to give permission to have my transcripts and test scores attached to my application. Should I be selected as a scholarship recipient, I agree that a copy of my application may be given to the scholarship donor. My name and photograph may be publicized as a scholarship recipient. I hereby understand that if chosen as a scholarship winner I must be present at the FBLA Leadership Awards Conference in the spring to receive my scholarship award.

Applicant’s Signature Date Parent’s/Guardian’s Signature Date

(If under 18 years of age)

ALL APPLICATIONS MUST BE UPLOADED IN BLUE PANDA BY FEBRUARY 15, 2024

**FLORIDA FUTURE BUSINESS LEADERS OF AMERICA**

STATE CONFERENCE CHECKLIST

***Please be sure that you have completed all of the following:***

\_\_\_\_\_ The hotel registration form and spreadsheet have been completed and copies have been made for your records.

\_\_\_\_\_ A check for at least the first night’s rent has been written to the Hilton.

\_\_\_\_\_ A copy of the hotel registration form and spreadsheet have been uploaded to Blue Panda.

\_\_\_\_\_ The hotel registration form, spreadsheet, and the payment have been sent to the Hilton Orlando, 6001 Destination Parkway, Orlando, Florida 32819, received by February 15, 2024. *The spreadsheet MUST be sent electronically to:*  Group Housing at: [Tiffany.Hutson@Hilton.com](about:blank). First night’s deposit must be received by February 15, 2024 and full payment must be received by March 1, 2024.

\_\_\_\_\_ Conference registration has been completed online via Blue Panda. This includes uploading any reports, letters, resumes, assets, etc. You will receive an email from Blue Panda (or Pixel Point) as soon as the registration opens—be sure to check your spam folder.

\_\_\_\_\_ A check for conference registration has been written to Florida FBLA and mailed to P. O. Box 1106, Zephyrhills, FL 33539 or credit card payment has been processed. If paying by credit card, you may process that directly through Blue Panda.

\_\_\_\_\_ If your chapter has participated in the state and/or national projects, complete the state and national project form and upload it into Blue Panda. This form must be received by February 15, 2024.

\_\_\_\_\_ If you are running a student for state office, a copy of the state officer candidate form has been completed and uploaded to Blue Panda. This form must be received by February 15, 2024.

\_\_\_\_\_ If you have an entry in any of the following events: Digital Animation, Digital Video, Electronic Career Portfolio, Graphic Design, Middle School Marketing Mix Challenge, Middle School Multimedia & Website, Visual Design, or Web Site Design, the Event Guideline Acknowledgement form must be uploaded to Blue Panda. This form must be received by February 15, 2024.

\_\_\_\_\_ Complete the Volleyball Registration Form and/or the Adviser Hall of Fame form and upload them to Blue Panda if applicable.

\_\_\_\_\_ If you have a student who wishes to apply for the FBLA Scholarships and/or Who’s Who, the materials must be UPLOADED into Blue Panda by February 15, 2024. Upload any and all of these forms to Blue Panda. These forms must be received by February 15, 2024.

***SERVE AS A CYBIS COMMUNICATIONS INTERN***

Cybis Communications is a media production company based in Orlando, Florida. This spring, they are offering the Cybis Production Internship as an opportunity for one Florida FBLA member to participate in the many aspects of live event production. Cybis will produce the general sessions at the 2024 SLC. Together, Florida FBLA and Cybis will create everything from the audio and video elements to the stage and lighting design. The student selected for the Cybis Production Internship will have the opportunity to use his or her skills to help produce a powerful live event and benefit from hands-on experience.

Please visit [www.thinkcybis.com/intern](about:blank) for more details and online application. ***Deadline: February 15, 2024!***

***Interested in singing the national anthem at our conference??????***

Florida FBLA is looking for one member to sing the national anthem at the 2024 State Leadership Conference. If you sing or know someone who would like to perform the national anthem, make a demo CD or MP3 and send to [jeff@thinkcybis.com](about:blank) or:

Jeff Douglass

Cybis Communications Corporation

421 East Miller Street

Orlando, Florida 32806

*All auditions must be received by February 15, 2024.* Please include your name, school, email address, phone number, adviser’s name, and adviser’s email address.  Team Cybis will review and notify all applicants via email.  Audition CDs will not be returned.