NEW YORK STATE ASSOCIATION
FUTURE BUSINESS LEADERS OF AMERICA

TO: New York State FBLA Advisers
FROM: New York State FBLA Board of Trustees
DATE: February 4, 2024
SUBJECT: 2024 State Leadership Conference (SLC)

The NYS FBLA Board of Trustees and State Officer Team look forward to welcoming you to the 2024 NYS FBLA State Leadership Conference on Wednesday-Friday, April 10-12, at the Joseph A. Floreano Rochester Riverside Convention Center in Rochester, where our members will be "Flying to the Future".

PLEASE MAKE SURE YOU CAREFULLY REVIEW THE 2023-2024 NYS FBLA COMPETITIVE EVENT GUIDELINES. There are new events and event modifications this year. Please go to the NYS FBLA website to download a copy for your chapter: http://www.nysfbla.org/conferences-competitions/slc

The Competitive Event Registration and Conference Registration are to be submitted via online forms. The links for those forms are located on the state homepage. This is the only way we will accept this information. The deadline for online form submission is 11:59 pm on Friday, March 1. The links will not work after that.

This mailing contains templates for all SLC-related forms that you can download/print for your use in developing your registration prior to entering it online. You will not be able to save the online form to work on it piecemeal, so you need to be accurate when entering your data on the online forms. You can also use these forms to submit to your school for payment. All payments will still need to be made via mail.

Online Submission by March 1 at 11:59 pm	Postmark March 1 - 50% Hotel Payment:	Upload by March 28 at 11:59 pm as one PDF file
Competitive Event Registration Conference Registration	Elizabeth Garofalo NYS FBLA 8194 Lewis Point Rd Canastota, NY 13032	Student Permission, Emergency Form, and Code of Conduct Form

Checks are to be made payable to NYS FBLA. Please mail via US Mail First Class or Priority Mail (so you can track). DO NOT SHIP VIA CERTIFIED, EXPRESS OR OTHER FORMAT WHERE A SIGNATURE IS REQUIRED!

If you have any questions regarding the SLC, please email Jennifer Judge: jjudge@nysfbla.org

ADVISERS' MEETING - MANDATORY
All advisers **must** attend this important meeting on Wednesday, April 10 at 4:00 pm. Essential information regarding the conference (including schedule changes, etc.) will be disseminated.

ADVISERS' PERMISSION & HEALTH FORM (Form A) – Upload as a signed PDF document by March 28 at 11:59 pm
This is a special Permission & Health Form for advisers to complete if they wish. The form gives NYS FBLA representatives the right to obtain emergency medical care for an adviser who becomes ill or has an accident while at the conference. It is not mandatory for an adviser to complete this form, but we do encourage it.

CALENDAR OF DEADLINES (Form B)
A one-page calendar of SLC-related deadline dates is included with this mailing. Please print this calendar and keep it posted where you can see it on a daily basis to make certain you don't miss a filing deadline.

CHAPTER BUSINESS DISPLAY THEME
The theme for the Chapter Business Display event for the 2024 SLC is: **"Flying to the Future"**.

COMPETITIVE EVENT REGISTRATION FORM (Form C - working template included here for the online submission form)

1. Before completing this form, please review the 2023-2024 NYS FBLA Competitive Events Guidelines to familiarize yourself with the eligibility requirements for each competitive event. No individual student may enter more than three events. The competitive event guidelines can be viewed on the NYS FBLA website at http://www.nysfbla.org/conferences-competitions/slc.

   The competitive event registration form must be submitted as follows:
   - Online submission deadline date for all items listed is March 1 at 11:59 pm (links will not be available after March 1)
   - You must submit Alternative Testing Forms, transcripts via PDF upload by March 1.
     - The Alternative Testing Form per student if needed (for students with IEPs).
     - SLC Competitive Event Eligibility Information (unofficial transcript and/or current report card). Note: An unofficial transcript and/or current report card is required of all students competing in the following events and must be uploaded with the competitive event registration form. Transcripts and/or current report cards must indicate grade level (9, 10, 11, or 12) or accounting courses taken or presently taking. Students will be disqualified if a transcript and/or current report card is not submitted by March 1.
       - Accounting I
       - Introduction to Business Communication
       - Introduction to Business Concepts
       - Introduction to Business Presentation
       - Introduction to Business Procedures
       - Introduction to Decision Making*
       - Introduction to Emerging Business Issues
       - Introduction to Event Planning
       - Introduction to FBLA
       - Introduction to FBLA Creed Speaking
       - Introduction to Financial Math
       - Introduction to Information Technology
       - Introduction to Marketing Concepts
       - Introduction to Parliamentary Procedure
       - Introduction to Programming
       - Introduction to Public Speaking*
       - Introduction to Social Media Strategy
       - Introduction to Word Processing
       - Outstanding New Member (9th & 10th grade)

       *Transcript was to be submitted at Spring District Meeting.

2. Based on the Competitive Event Registration form, students will be assigned specific times for each competitive event in which they are entered. You will receive a list of these assignments when you register at the conference on April 10. Conflicts will be handled at the conference during competitive event registration at conference headquarters. **A MAXIMUM OF _TWO_ (2) CONFLICT CHANGES PER CHAPTER MAY BE MADE AT THAT TIME. DOCUMENTATION (TRANSCRIPTS OR REPORT CARDS) MUST BE PROVIDED.**

3. **Objective test events** will be administered online. Members will be required to be bring a Wi-Fi enabled device (not a cell phone) to their assigned event time. Log-in information and passwords will be given to members when they check in for their event.

4. **Production Events** (Computer Applications, Introduction to Word Processing, Spreadsheet Applications, Word Processing), have a home-site testing component part of the event. Upon receipt of your online competitive event registration, the chapter adviser will receive, via email, downloadable copies of the production section of the production events for which your chapter has registered. The completed home-site tests need to be uploaded to the state website by **April 1 at 11:59 pm**. There can be no substitutions of students taking these tests once your chapter has submitted its competitive event registration. The students registered must also attend the SLC and take the second part of the production event test, a 100-question objective test which will be online and the student must bring a Wi-Fi enabled device (not a cell phone) to their assigned event time. The results of the objective test and the home-site performance section will be combined to determine the winners in each of the production events.

CURFEW SIGN-IN

At curfew every night, all advisers will check all chapter members' rooms and have each member sign the curfew sign-in form for their chapter. The adviser will then turn the completed form in to the security guard assigned to the floor by 12:30 am. This procedure is taken as a legal precaution. The curfew sign-in forms will be included in the registration packet you receive when you check-in to your assigned hotel. The forms will be collected each night by the Security Coordinator. Should any students be found out of their assigned rooms after curfew, the curfew sign-in sheet for the chapter will be obtained and checked to verify that the students signed in and agreed to remain in their assigned rooms until 6:00 am. The matter will then be turned over to the Conference Discipline Committee for review and action.

DINING ASSIGNMENTS FOR DINNER

Meals will be served buffet-style and chapters will have assigned seating in the Lilac Ballroom. Meals include dinner on Wednesday, breakfast and dinner on Thursday, and breakfast on Friday. Lunch items can be purchased à la carte from the hotel restaurants or from local area restaurants. A restaurant flyer will be provided in every chapter's registration packet.

DRESS CODE

Through their participation in FBLA, students should develop a keen awareness of what appropriate business attire consists of, as well as an awareness of the image one's attire projects in the business world. Appropriate **business attire** is required of all students and advisers at all general sessions, district meetings, competitive events, workshops, and meals of all FBLA-sponsored conferences or meetings. Conference name tags and SLC wristbands are part of the dress code and must be worn at all times. Please see the Parents' Guide to the SLC included in this mailing for the full dress code. The dress code is also located on the state's website.

EVENT TOPICS (Form D)

The following events have pre-assigned topics issued by National FBLA that are to be used at both the SLC and NLC. Please see Form D for the topics. These topics have been posted on the NYS FBLA and National FBLA websites all school year.

- Broadcast Journalism
- Business Ethics
- Coding and Programming
- Computer Game & Simulation Programming
- Data Analysis
- Digital Animation
- Digital Video Production
- Graphic Design
- Introduction Business Presentation
- Introduction to Emerging Business Issues
- Introduction to Programming
- Introduction to Public Speaking
- Introduction to Social Media Strategy
- Mobile Application Development
- Public Service Announcement
- Public Speaking
- Social Media Strategies
- Visual Design
- Website Coding & Development
- Website Design

HOTEL ADDRESS/TELEPHONE NUMBER

The hotel address and telephone number is as follows:

Hyatt Regency Rochester
125 East Main Street
Rochester, NY 14604
Phone: 585-546-1234

Holiday Inn Rochester Downtown
70 State Street
Rochester, NY 14614
Phone: 585-355-4811

All housing assignments are made at the discretion of Ms. Siciliano. **NO ROOM OR HOTEL CHANGES ARE TO BE MADE WITHOUT THE PERMISSION OF MS. SICILIANO.**

HOTEL CHECK-OUT PROCEDURES

All students must remove all luggage from their assigned hotel rooms between 7:00 am and 8:30 am on Friday morning. Luggage is to be moved to the adviser's room, where it will be kept until the chapter's departure.

CONFERENCE REGISTRATION FORM (Form E - working template included here for the online submission form)

The template for the NYS FBLA SLC Conference Registration form is in this mailing and the online submission form is available on the state website. Please follow the instructions carefully! Inattention to detail and failure to follow instructions thoroughly will delay the processing of your registration forms. Do not mail the registration form as it will <u>NOT</u> be accepted.

Online submission deadline for hotel registration is March 1 at 11:59 pm. Online submission forms will not be available after this date. A 50% housing deposit must be mailed by March 1. Make all checks or money orders payable to NYS FBLA. Mail to:

Elizabeth Garofalo   **Please mail via US Mail First Class or Priority Mail**
NYS FBLA   **Do not send via certified or express mail as it cannot be signed for**
8194 Lewis Point Rd
Canastota, NY 13032

All balances due must be mailed no later than March 28.

1. Please fill out all sections of the online Conference Registration Form completely. The template is included in this mailing. You can complete it for requesting payment from your school and also to assist you in completing the online submission form when you are ready to do so.

   IMPORTANT NOTES: Quad and triple accommodations may be a mix of bed types (including double/double and queen/queen beds that are to be shared (cots can only be placed in a king-bedded room to make a triple room). **THERE IS NO QUINT HOUSING AVAILABLE AT THIS CONFERENCE.**

ALL CHAPTER MEMBERS, ADVISERS, AND CHAPERONES MUST REGISTER FOR THE CONFERENCE AND HOUSING THROUGH NYS FBLA. THE HOTEL WILL NOT ACCEPT RESERVATIONS FROM INDIVIDUALS ATTENDING THE CONFERENCE. ALL MEMBERS, ADVISERS, AND CHAPERONES MUST STAY AT SANCTIONED NYS FBLA HOTELS.

The conference rates are listed on the SLC Rates & Dates Form located on the state website and in this mailing. These rates include four meals, room for two nights (or three nights if selecting the three-night rate), NYS FBLA registration fee, and a souvenir.

2. A school check, certified check, or money order must be mailed to NYS FBLA c/o Elizabeth Garofalo. **NO PERSONAL CHECKS WILL BE ACCEPTED; THEY WILL BE RETURNED AND REGISTRATIONS WILL NOT BE ACCEPTED**. **All checks are to be made payable to NYS FBLA.**

Please complete your conference registration forms so that those students who wish to room together are listed together in the room block. If you have a room that you would like to be a quad or a triple, but you do not have enough students to complete the room, we will **attempt** to complete the triple or quad by placing students from another chapter in the same situation with your students. Please indicate that you wish a roommate to be found by writing the words "find roommate" in the spaces you cannot fill. **If NYS FBLA cannot fill the space, we will bill your chapter for the difference between the room type you requested and the final room type.** If you do not wish us to fill a room by finding a roommate, please write "do not find roommate" in the empty spaces and be sure that payment for the room type you are requesting is included with the registration form.

3. Please be certain to complete the Conference Registration Form for each individual. **PLEASE MAKE SURE THAT YOU HAVE ALL NAMES SPELLED CORRECTLY, BECAUSE NAME BADGES WILL BE CREATED BASED ON THIS FORM.** Names of advisers and chaperones attending the conference must also be listed.

4. Room availability: All hotel rooms will be available on Tuesday, April 9 after 5:00 pm and Wednesday, April 10 after 3:00 pm (some rooms may be available earlier dependent upon previous night departures). Competitive Events on Wednesday will start promptly at 1:00 pm. Students may need to use the hotel's public bathrooms in order to change into their business attire if they have competitions starting prior to their hotel rooms being available. WE WILL NOT CHANGE COMPETITION TIMES TO ACCOMMODATE THIS – STUDENTS SHOULD BE PREPARED FOR ANY SITUATION.

5. **CANCELLATION POLICY**
   a. Once conference registration materials are received (deadline March 1), cancellations will be accepted up to March 28, without penalty. After March 28, any cancellations will result in loss of chapter's deposit. After March 28, there will be **NO** refunds given for any aspect of the conference. However, boy for boy, girl for girl, or adviser for adviser substitutions can be made.
   b. The one-day registrant/chapter cancellation policy follows the same refund and cancellation dates as noted above.
   c. Cancellations/changes/substitutions must be made in writing to Jennifer Judge at jjudge@nysfbla.org by March 28. **NO CANCELLATIONS/CHANGES/SUBSTITUTIONS WILL BE ACCEPTED BY THE HOTEL.**

6. All housing assignments are made at the discretion of Ms. Siciliano. **NO ROOM OR HOTEL CHANGES ARE TO BE MADE WITHOUT THE PERMISSION OF MS. SICILIANO.**

SLC INTERN PROGRAM (Form F)
Members have the opportunity to apply for our SLC Intern Program. Interns help state staff with conference logistics, state officers, workshops, and headquarters office management. Interested members must be available from 8:00 am – 5:00 pm during the conference. Applications are to be uploaded in PDF format by March 1.

LEADERSHIP MATERIALS ORDER FORM (Form G)
Use this form to order previous SLC tests to use as study guides. You can also order the tests via the online submission form on the state website at http://www.nysfbla.org/conferences-competitions/slc/slc-order-form. Tests will not be emailed until payment is received.

MEDICAL SERVICES
The conference will have a Certified Emergency Medical Technician (EMT) on staff throughout the conference. The EMT will be available through the hotel switchboard, hotel front desk, or conference headquarters.

NATIONAL OFFICER APPLICANTS

Any student interested in running for a National Office must upload a letter of intent, national officer application, and resume to https://www.nysfbla.org/nys-competitive-events-uploads by March 1. An interview with members of the National Officer Candidate Committee will be scheduled during the SLC. National Officer information is available on-line at the national website. Please note the national form is an online-submission form, which you will have to print it in order to complete for the SLC. DO NOT complete the form online and submit. You must be the selected and approved state candidate in order to submit the national online form.

PARENTS' GUIDE TO THE SLC (Form H)

This guide provides excellent information for parents about the SLC, the facilities, rates, and competitions. The Student Permission, Emergency Form, and Code of Conduct Form, New York State FBLA Dress Code, and the Special Needs (dietary etc.) forms are included in the Parents' Guide. The Student Permission, Emergency Form, and Code of Conduct Form must be completed by each member attending the SLC and signed by the member, the member's parent/guardian, the chapter adviser, and a school administrator. The Special Needs Form should be completed for any student or adult who has special dietary restrictions or a medical requirement (such as an accessible bathroom, the use of a wheelchair on site, etc). All Student Permission, Emergency Form, and Code of Conduct Forms and Special Needs Forms must be uploaded in PDF format by March 28.

ROOM ARRIVAL AND DEPARTURE INSPECTION FORMS

When advisers pick up their keys upon check-in at their assigned hotel, a Room Arrival Inspection Form and a Room Departure Inspection Form will be provided for each hotel room their chapter occupies. The advisers are to complete the arrival forms and turn them in at registration so that NYS FBLA is aware of any problems. These forms will serve as a record of the condition of the rooms upon arrival of the students. Upon checking out, advisers are asked to conduct a departure inspection of the rooms and complete the departure forms. These forms must be turned in to the front desk of the chapter's assigned hotel along with all hotel keys. If NYS FBLA is charged for damage or extra cleaning of a room, the chapter(s) assigned to that room will be billed.

PRODUCTION EVENTS UPDATE MEMO (Form I)

Please review this memo which provides updates on the competitive events that have a home-site testing component to them and how these events will be handled for the SLC.

SPECIAL MEALS

If a student has a special dietary requirement (ie. vegetarian, kosher, low salt, gluten-free, etc.), please complete the Special Needs Form that is part of the Parents' Guide and upload it as in PDF format by March 28.

STATE OFFICER CANDIDATES

All state officer candidates are to report to Empire North at 4:00 pm on Wednesday, April 19 for a State Officer Candidate Meeting. Campaign guidelines will be reviewed and campaign materials will be screened at this time. Advisers of newly-elected state officers must attend a mandatory meeting on Friday, April 12 at 7:30 am.

STUDENT PERMISSION, EMERGENCY FORM, AND CODE OF CONDUCT FORM (SEE PARENTS' GUIDE TO THE SLC)

The last two pages of the Parents' Guide to the SLC is the student FBLA Student Permission, Emergency Form, and Code of Conduct Form. The Code of Conduct must be read and signed by the adviser, student, parent/guardian, and school administrator. The Emergency Form gives NYS FBLA representatives permission to obtain emergency medical care for the student should the need arise during the conference. All Student Permission, Emergency Form, And Code of Conduct Forms must be uploaded in PDF format by March 28. ANY STUDENT WHO DOES NOT HAVE A FULLY SIGNED STUDENT PERMISSION, EMERGENCY FORM, AND CODE OF CONDUCT FORM ON FILE WITH NYS FBLA BY MARCH 28, 2024, WILL NOT BE ALLOWED TO PARTICIPATE IN THE SLC.

TENTATIVE 2024 SLC SCHEDULE OF EVENTS (Form J)

Advisers, please review the tentative SLC schedule of events for dates and times of specific events. Please note this schedule is subject to change as NYS FBLA assigns meeting space to the competitive events based on event registration.

2024 SLC TESTS PRE-ORDER FORM (Form K)

The 2024 SLC tests are available for sale via pre-order by completing the online form by April 1. If pre-ordered and payment has been received by April 1, a link to download the tests will be sent to the adviser's email *following* the SLC. Tests will not be for sale at the SLC.

2024 SLC THEME BASKET AUCTION (Form L)

NYS FBLA will be conducting our annual Theme Basket Auction to benefit the NYS FBLA Foundation. All chapters are encouraged to participate by submitting a theme basket. Theme ideas could include movie night, kids crafts, coffee/tea lover basket, pamper yourself basket, an Italian dinner basket, candy crazy, sports, etc.

2024 SLC TALENT SHOW AND DANCE (Forms M and N)

We will be holding a talent show on Wednesday evening (casual within dress code rules). Thursday night we will be having a Disco Dance themed dance (disco attire within dress code rules).

VOTING DELEGATE INFORMATION

Each local chapter, in good standing, is entitled to send voting delegates from its active membership to the State Leadership Conference in accordance with the following:

<div align="center">

1-49 members = 2 voting delegates
50-100 members = 3 voting delegates
101 members or over = 4 voting delegates

</div>

All voting delegates must be certified 15 days prior to the State Leadership Conference. To be "certified," delegates must be named by the chapter adviser on the conference registration form. The form must be submitted online by March 1. Voting delegates should be carefully selected as to their a) interest in and knowledge of FBLA, b) good judgment, c) ability to express themselves intelligently, and d) readiness to accept responsibility. Below is an explanation of the responsibilities of a voting delegate. Please have your voting delegates read this thoroughly.

There will be a mandatory meeting of voting delegates on Wednesday, April 10 at 5:00 pm.

RESPONSIBILITIES OF A VOTING DELEGATE

1. **Mandatory Voting Delegate Meeting:** All registered local chapter voting delegates must attend a mandatory meeting to be held at 5:00 pm on Wednesday, April 10. A review of voting delegate responsibilities and voting procedures will be covered. Voting delegate ribbons will be distributed at this time. **Any voting delegate who does not attend this meeting will forfeit his/her right to vote and there will be no substitutions.**

2. **District Meeting**: All voting delegates must attend, with their entire chapter delegation, their respective district meeting on Wednesday, April 10 to hear the campaign speeches of the candidates for the office of State Vice President during this meeting.

3. **General Leadership Session #1**: All voting delegates must attend, with their entire chapter delegation, this general session on Wednesday, April 10. The candidates for the offices of President, Executive Vice President, Secretary, Treasurer, Reporter, and Historian will give their speeches at this session.

4. **Campaign Rally/Candidates Rap**: Voting delegates should visit the campaign booths on Thursday, April 11 between 10:00 am and 2:00 pm to meet the candidates and ask them questions.

5. **General Leadership Session #2**: All voting delegates must attend this general session on Thursday, April 11 at 3:00 pm. Voting delegates will have the opportunity to question candidates for the offices of President, Executive Vice President, Secretary, Treasurer, Reporter, and Historian before the entire New York State delegation.

6. **Voting Delegate Session**: All voting delegates must attend this voting session on Thursday, April 11 at 4:15 pm to vote for all mainline officer positions and their respective State Vice President positions.

THROUGHOUT THE CONFERENCE, ALL VOTING DELEGATES MUST WEAR THEIR VOTING DELEGATE RIBBONS. IF A VOTING DELEGATE IS NOT WEARING THE RIBBON AT THE TIME OF VOTING, THE DELEGATE WILL NOT BE ALLOWED TO VOTE.

<u>REMINDER</u>

All competitive event and conference registration forms must be submitted as online submissions by

March 1 at 11:59 pm

Mailed copies will not be accepted

SLC Questions can be directed to Jennifer Judge
jjudge@nysfbla.org

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A	Adviser Permission & Health	1	Not Mandatory – March 28 by PDF Upload
B	Calendar of Deadlines for SLC Materials	1	
C	Competitive Event Registration	14	Online submission by March 1 at 11:59 pm
D	Event Topics	3	
E	Conference Registration	7	Online submission by March 1 at 11:59 pm
F	2024 SLC Intern Application	3	March 1 by PDF Upload
G	Leadership Materials Order Form	1	See website; must be paid in full prior to tests being sent to adviser
H	Parents' Survival Guide to the SLC	8	March 28 by PDF Upload (Student Permission, Emergency Form, and Code of Conduct Form only; form must be fully signed, including by school administrator)
I	Production Events Update	1	
J	Tentative 2024 SLC Schedule of Events	6	This is still highly tentative. We will send out a revised schedule once all registrations have been processed.
K	2024 SLC Tests Preorder	1	April 1 via PDF Upload; must be paid in full by April 1 for download link to be sent to adviser following the SLC
L	Theme Basket Auction	1	Bring Theme Basket to SLC
M	Talent Show Information	2	
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FORM A

NEW YORK STATE FBLA
ADVISER PERMISSION/HEALTH FORM

Please read and consider the following statements carefully before signing. In the event of a medical emergency, the procedure will be to call the next of kin, time permitting, before taking the adult to a doctor or hospital. However, when the next of kin cannot be reached, the following will permit proper treatment.

I hereby give permission for the FBLA Conference designee to transport me to and from a doctor or hospital for emergency treatment.

I hereby give permission for the FBLA Conference designee to sign any consent which may be necessary to allow hospital personnel and/or a licensed physician to examine me and perform any emergency procedures, treatments or surgery which may be necessary and to consent to the administration of any drugs or medication necessary to such emergency care.

I am allergic to the following drugs and or medications (if none, so state):

_____

_____

I am in good physical health and have no ailments or maladies except (if none, so state):

_____

_____

List any medications that must be taken:

_____

_____

I hereby agree to hold NYS FBLA free and harmless from and indemnify NYS FBLA for any expenses incurred in the rendering of such care and treatment and from any liability which may arise as a result of such care and treatment.

Adviser Name	**Next of Kin Name**
School Name	**Home Telephone Number**
School Telephone Number	**Business Telephone Number**
Family Doctor	**Doctor's Phone Number**
Health Insurance Policy Name	**Health Insurance Policy Number**

The following signatures indicate that all parties have read and agree to all permission and health guidelines and that all information stated on this form is correct to the best of everyone's knowledge.

Adviser Signature	**Date**	**Next of Kin Signature**	**Date**

Upload as a PDF document via link on NYS FBLA state website by March 28.

FORM B

CALENDAR OF DEADLINES FOR 2024 SLC REGISTRATION
All uploads/submissions are to be done at www.nysfbla.org

Online submission by February 15	Intent to Attend SLC Form
Online submission by March 1 at 11:59 pm	• Competitive Event Registration (template included in this mailing) Mailed copies will not be accepted • All necessary transcripts, IEP form, and Course Analysis Form are to be uploaded as a PDF: • Hotel and Conference Registration Forms (template included in this mailing) Mailed copies will not be accepted • 50% conference registration payment via check must be postmarked to Elizabeth Garofalo
Upload March 1 by 11:59 pm	Reports, technology-based productions, interview materials for the following events: • American Enterprise Project • Business Ethics • Business Plan • Businessperson of the Year Application • Coding and Programming • Community Service Project • Computer Game & Simulation Programming • Digital Animation • Digital Video Production • Future Business Educator • Future Business Leader • Introduction to Programming • Job Interview • Local Chapter Annual Business Report • Mobile Application Development • National Officer Candidate • Outstanding Local Adviser Award Application • Outstanding New Member-(9th & 10th grade) • Partnership with Business Project • Website Coding and Development • Website Design • Who's Who In FBLA
Postmark March 28 by 11:59 pm	Any balances due for Conference Registration to Garofalo
Upload by March 28 by 11:59 pm	Student Permission, Emergency Form, and Code of Conduct Form only, Adviser Health & Permission Form to be uploaded as a PDF.
Upload by April 1 by 11:59 pm	Completed Production Events Home-Site Test Component for the following events: • Computer Applications • Introduction to Word Processing • Spreadsheet Applications • Word Processing
Upload by April 6 by 11:59 pm	Digital Scrapbook for: • Chapter of the Year • Outstanding New Chapter

Cancellation Policy:
Once conference registration materials are received (by March 1), cancellations will be accepted up to March 28, without penalty. After March 28, there will be **NO** refunds given. Boy for boy, girl for girl, or adviser for adviser substitutions can be made, however. The one-day registrant and one-day chapter cancellation policy follows the same cancellation schedule as above.
Cancellations/substitutions/changes must be made in writing to Jennifer Judge at jjudge@nysfbla.org. **NO CANCELLATIONS/SUBSTITUTIONS/CHANGES WILL BE ACCEPTED BY THE HOTEL.**

**NEW YORK STATE
FUTURE BUSINESS LEADERS OF AMERICA**

"Flying to the Future"

**2024 STATE LEADERSHIP CONFERENCE
COMPETITIVE EVENT REGISTRATION**

Online Registration Deadline:

March 1, 2024 at 11:59 pm

with all required transcripts and IEP Forms uploaded as a PDF

Mailed copies will not be accepted.

SLC COMPETITVE EVENT REGISTRATION TEMPLATE

This template to assist you in completing the online submission. The online submission form for competitive event registration and all necessary transcripts must be submitted by March 1 at 11:59 pm.

Chapter Name: _____   District: _____

Adviser Name: _____   Email Address: _____

Cell Phone: _____   Best Time to Call: _____

Time of Arrival at Conference: Please be as specific as possible, as this assists us in scheduling the students for their events.

_____ **Tuesday, April 9 by** _____ **am/pm**

_____ **Wednesday, April 10 by** _____ **am/pm**

_____ **Thursday, April 11 by** _____ **am/pm**

ADVISER EVENT PROCTOR REGISTRATION

All advisers and chaperones attending the conference must be listed below. Each person will be assigned to assist with competitive events or monitor social events or enforce dress code. Assignments are for Wednesday afternoon, Thursday morning, and/or Thursday afternoon. Some of these assignments will require advisers to attend special meetings prior to the event start to communicate any last minute information. Assignments will be made at the discretion of the SLC Chairperson. **THESE ARE MANDATORY ACTIVITIES FOR ALL ADVISERS AND CHAPERONES.**

1. _____   3. _____

2. _____   4. _____

DISTRICT ELIMINATION FINALISTS

This section will be completed by the Event Verification Manager based on the finalist lists submitted by the Board of Trustees from the Spring District Meetings and the top state-wide students in the Parliamentary Procedure team, Parliamentary Procedure Individual, and the Future Business Leader competitions. Chapters will be emailed the final competitors in these events during the last week of February.

DIRECT ENTRY SLC CHAPTER EVENTS

Please check the events that your chapter will be entering for the SLC.

American Enterprise Project   ____ Report uploaded to the state website by March 1

Businessperson of the Year   ____ Application uploaded to the state website by March 1

Chapter Business Display   ____ Chapter will bring display to SLC

Chapter of the Year (existing chapters)   ____ Digital Scrapbook uploaded to the state website by April 1

Community Service Project   ____ Report uploaded to the state website by March 1

Local Chapter Annual Business Report   ____ Report uploaded to the state website by March 1

Outstanding New Chapter (1st & 2nd year)   ____ Digital Scrapbook uploaded to the state website by April 1

Outstanding Local Adviser Award   ____ Application uploaded to the state website by March 1

Partnership with Business Project   ____ Report uploaded to the state website by March 1

No individual student may enter more than three competitive events (excluding the Outstanding New FBLA Member and Who's Who in FBLA events).

PERFORMANCE EVENTS WITH OBJECTIVE TESTS TO BE TAKEN AT SLC

The following events are individual or team events (1 member or a team of 2-3 members). The objective test will be taken individually. The scores of all team members will be averaged to determine the average team score. The top 5 individuals/teams will move on to the performance round of competition. **A student may compete in only one (1) of these events.** If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.

Roster #

Banking and Financial Systems

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Business Ethics   ____ Case Summary as a PDF uploaded to the state website by March 1

1._____   (_____)

SEE EVENT TOPICS SHEET FOR 2024 TOPIC

2. _____   (_____)

3. _____   (_____)

Business Management

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Entrepreneurship

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Hospitality & Event Management

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

International Business

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Introduction to Event Planning

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Marketing

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Network Design

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Sports & Entertainment Management

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

DIRECT ENTRY INDIVIDUAL/TEAM PERFORMANCE EVENTS

Chapters can enter either one individual or one team of 2-3 members for the following events that are direct-entry performance events. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.

Roster #

Broadcast Journalism

1._____   (_____)

SEE EVENT TOPICS SHEET FOR 2024 TOPIC

2. _____   (_____)

3. _____   (_____)

Business Plan

____ Report as a PDF must be uploaded to the state website by March 1

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Coding & Programming

____ URL must be uploaded to the state website by March 1

1._____   (_____)

SEE EVENT TOPICS SHEET FOR 2024 TOPIC

2. _____   (_____)

3. _____   (_____)

Computer Game & Simulation Programming

_____ URL must be uploaded to the state website by March 1

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Data Analysis

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Digital Animation

_____ URL must be uploaded to the state website by March 1

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Digital Video Production

_____ URL must be uploaded to the state website by March 1

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Graphic Design

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Introduction to Business Presentation
Transcript required showing grade level of 9 or 10

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Introduction to Emerging Business Issues
Transcript required showing grade level of 9 or 10

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Introduction to Programming
Transcript required showing grade level of 9 or 10

_____ URL must be uploaded to the state website by March 1

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Introduction to Social Media Strategy

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Mobile Application Development

_____ URL must be uploaded to the state website by March 1

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Public Service Announcement

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Sales Presentation

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Social Media Strategies

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Visual Design

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Website Coding & Development

_____ URL must be uploaded to the state website by March 1

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

Website Design

_____ URL must be uploaded to the state website by March 1

1._____   (_____)

2. _____   (_____)

3. _____   (_____)

DIRECT ENTRY INDIVIDUAL PERFORMANCE EVENTS

Chapters can enter one individual for the following events that are direct-entry performance events. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.

Roster #

Electronic Career Portfolio   1. _____   (_____)

Future Business Educator   ____ Lesson plan must be uploaded to the state website by March 1

    1. _____   (_____)

Help Desk
Event consists of an objective test and a role play
performance round.   1. _____   (_____)

Introduction to FBLA Creed Speaking
This is a state-only event. Transcript required to show
grade level of 9 or 10.   1. _____   (_____)

Outstanding New Member (9th & 10th grade)   ____ Report must be uploaded to the state website by March 1

This is a state-only event. Transcript required to show
grade level of 9 or 10.   1._____   (_____)

DIRECT ENTRY INDIVIDUAL OBJECTIVE TEST EVENTS

These events are direct-entry objective tests. Each chapter may enter two members in each event. There will be multiple test sessions offered on Wednesday and Thursday; students will be assigned to specific test session. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.

Roster #

Accounting I   1._____   (_____)
Transcript required showing Accounting courses.
    2. _____   (_____)

Accounting II   1._____   (_____)

    2. _____   (_____)

Advertising   1._____   (_____)

    2. _____   (_____)

Agribusiness   1._____   (_____)

    2. _____   (_____)

Business Calculations   1._____   (_____)

    2. _____   (_____)

Business Communication   1._____   (_____)

    2. _____   (_____)

Business Law   1._____   (_____)

    2. _____   (_____)

Computer Problem Solving

1._____ (_____)

2._____ (_____)

Cyber Security

1._____ (_____)

2._____ (_____)

Economics

1._____ (_____)

2._____ (_____)

Health Care Administration

1._____ (_____)

2._____ (_____)

Human Resource Management

1._____ (_____)

2._____ (_____)

Insurance & Risk Management

1._____ (_____)

2._____ (_____)

Introduction to Business Communication
Transcript required to show grade level of 9 or 10

1._____ (_____)

2._____ (_____)

Introduction to Business Concepts
Transcript required to show grade level of 9 or 10

1._____ (_____)

2._____ (_____)

Introduction to Business Procedures
Transcript required to show grade level of 9 or 10

1._____ (_____)

2._____ (_____)

Introduction to FBLA
Transcript required to show grade level of 9 or 10

1._____ (_____)

2._____ (_____)

Introduction to Financial Math
Transcript required to show grade level of 9 or 10

1._____ (_____)

2._____ (_____)

Introduction to Information Technology
Transcript required to show grade level of 9 or 10

1._____ (_____)

2._____ (_____)

Introduction to Marketing Concepts
Transcript required to show grade level of 9 or 10

1._____ (_____)

2._____ (_____)

Introduction to Parliamentary Procedure
Transcript required to show grade level of 9 or 10

1._____ (_____)

2._____ (_____)

Journalism
1._____ (_____)

2._____ (_____)

Networking Infrastructures
1._____ (_____)

2._____ (_____)

Organizational Leadership
1._____ (_____)

2. _____ (_____)

Personal Finance
1._____ (_____)

2._____ (_____)

Public Policy and Advocacy
1._____ (_____)

2._____ (_____)

Securities & Investments
1._____ (_____)

2._____ (_____)

Supply Chain Management
1._____ (_____)

2._____ (_____)

UX Design
1._____ (_____)

2._____ (_____)

PRODUCTION EVENTS WITH HOME-SITE PRODUCTION TEST AND SLC OBJECTIVE TEST

The following events have a home-site production test component that will be emailed to the adviser upon receipt of the Competitive Event Registration. Completed production test must be uploaded by April 1. All entrants will also take an objective test at the SLC. These events allow only one entry per chapter. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.

Roster #

Computer Applications
1._____ (_____)

Introduction to Word Processing
1._____ (_____)
This is a state-only event. Transcript required showing
grade level 9 or 10.

Spreadsheet Applications
1._____ (_____)

Word Processing
1._____ (_____)

DIRECT-ENTRY PREJUDGED EVENT ONLY

The following event is a prejudged event only. Each chapter may register one member.

Roster #

Who's Who In FBLA   ____ Application uploaded to the state website by March 1
1._____ (_____)

NEW YORK STATE FBLA
STATE LEADERSHIP CONFERENCE
ALTERNATIVE TESTING REGISTRATION FORM
(Complete online and one form per student.)

STUDENT NAME: _____

CHAPTER NAME: _____

ADVISER: _____

ADVISER HOME PHONE: _____

Please check the testing modifications needed for your student at the State Leadership Conference:

- Extended Time

- Test Read

- Enlarged Print

- Scribe

- Other: _____

List the competitive events for THIS student:

Event One: _____

Event Two: _____

Event Three: _____

FORM D

2024 SLC/NLC TOPICS

Broadcast Journalism

You are part of your school's broadcast program. Deliver a LIVE broadcast event that includes the following:
- Highlight of a community service project
- College preparation tips
- Career/military exploration information
- Cafeteria offerings
- A story of an inspiring person in your school or community

Business Ethics

What implications will the invention of applications such as ChatGPT and DALL-E have on the world of business? *See the competitive event guidelines for the entire topic.*

Coding & Programming

Create a program that allows your school's Career and Technical Education Department to collect and store information about business and community partners. This program should include information on at least 25 different partners (real or fictional), with details such as, but not limited to, the type of organization, resources available, and direct contact information for an individual. The program should enable users to search and filter the information as needed.

Computer Game & Simulation Programming

Create an adventure game with a storyline incorporating FBLA goals, concepts, and/or history. The game must:
- Be playable on the student device using Windows 10, Mac OS, or a modern web browser.
- Be compatible with a maximum ESRB rating of E10+.
- Be secure and bug-free.
- Include:
  - A hero
  - At least one villain
  - Use of arrow keys for movement and can incorporate other keys for other actions
  - Scoring (examples include points system, leaderboards, etc.)
  - Win/lose screens
  - At least two levels of play

Data Analysis

Sun Motor Company is a fictious auto manufacturer selling internal combustion (gas-powered) vehicles primarily in the United States. Sun Motor Company executives have expressed interest in the potential that electric vehicles could bring to the business. Your team is a consultant making data-driven recommendations for the executives. Using the datasets given analyze the data and provide analyses and recommendations about the opportunities and challenges facing the business. Not all datasets need to be included in the analysis and you are encouraged to include outside research. *(The datasets will be included in the guidelines when released.)*

Digital Animation

Create an animated video for incoming freshmen that teaches a business concept related to any FBLA competitive event.

Digital Video Production

Create a video that instructs others how to use a technology tool (hardware or software) found in a business setting. All video content must be original.

Graphic Design

Your marketing firm has been asked to create a branding package for a new business in your community. The branding package needs to showcase your unique style and highlight your skills in today's design industry. Branding package to include:
- Brand and logo design
- Infographic or brochure of the business
- Advertisements for the promotion of the business
  - Magazine advertisement
  - Billboard (14 feet high and 48 feet wide)
  - Two different social media posts

Introduction to Business Presentation (9th-10th graders)

Develop a presentation exploring the reasons behind business failures and explain strategies that a business can use to avoid failures.

Introduction to Emerging Business Issues

The global economic outlook is expected to continue with inflation and subdue economic growth. Many industries are still plagued by supply chain issues that emerged during the global shutdowns caused by Covid 19 and were only worsened by the political unrest in other countries. How can industries deal with supply chain shortages and rising logistical costs?

Introduction to Programming (9th-10th graders)

Create a program that allows students at your school to calculate their grade point average. Use your school's grading scale to calculate both weighted and unweighted grade point averages.

Introduction to Public Speaking (9th-10th graders)

Develop and deliver a speech based on the following topic: What skills are essential to secure your first job?

Introduction to Social Media Strategy (9th-10th graders)

Your marketing firm has been asked to present a social media strategy for the online summer fundraising event for your state FBLA chapter. This event is used to secure new donors and increase existing donor support. You are being asked to present your social media strategy to the state FBLA Board of Directors at their annual meeting. Address the following in your social media strategy, focusing on ONE social media platform:
- A schedule of social media posts
- An example of a social media post
- A plan to develop awareness of the fundraising event and organization.

Do not create live accounts.

Mobile Application Development

Create a mobile application that enables students to create a portfolio of their high school experiences. This app should allow students to showcase any of the following: their academic achievements, athletic participation, performing arts experience, clubs and organization memberships, community service hours, honors classes, and other related items.

Public Service Announcement

There's more to FBLA than competitions! Create a public service announcement to share the benefits and opportunities around FBLA that are not a part of the Competitive Events Program.

Public Speaking

Develop and deliver a speech based on the following topic: Based on the legal and ethical implications of cybercrime, what can be done to help combat cybercrime?

Social Media Strategies

Your marketing firm has been asked to create a social media campaign for your local animal shelter to promote adoptions. Address the following in your social media strategy:
- A schedule of social media posts
- Three examples of social media posts on multiple platforms
- Promotional plan of the campaign
- A plan to develop awareness of the animal shelter.

Do not create live accounts without permission from the animal shelter.

Visual Design

Design a storefront display for a local business' holiday promotion. Include pictures or sketches of a window, door, and sidewalk display highlighting the promotion for the business.

Website Coding & Development

A business has approached your team and asked you to develop a website that advertises their open positions. The website must showcase your coding and creative design skills. Your website must include the following:
- A page including information about benefits and/or reasons to work at the company.
- A page including at least three different job openings at the company.
- An online job application form that allows applicants to apply for jobs at the company.

Note: Website does not have to be live. If partnering with an actual business, permission must be received from the business to make the website public.

Website Design

A local non-profit organization will hold a gala in the next 90 days to help raise funds to support their mission. You have been asked to design a website that promotes the benefits of partnering with them and the upcoming gala. The website should include the following elements:
- Navigation menu
- A header that promotes the non-profit organization and its activities
- A sub-section highlighting the gala and relevant information.
- An online form page to donate to the non-profit organization.
- An online form page to register for the gala.

Note: Website does not have to be live. If partnering with an actual non-profit organization, permission must be received from the non-profit organization to make the website public.

New York

FBLA

NEW YORK STATE
FUTURE BUSINESS LEADERS OF AMERICA

"*Flying to the Future*"

2024 STATE LEADERSHIP CONFERENCE
CONFERENCE REGISTRATION

Online Registration Deadline:
March 1, 2024 at 11:59 pm

With 50% payment of conference registration fees postmarked
by March 1, 2024 to:

Mrs. Elizabeth Garofalo
NYS FBLA
8194 Lewis Point Rd
Canastota, NY 13032

Upload by March 28 all Student Code of Conduct/Permission & Health Forms

Postmark by March 28 balance of conference registration fees

2024 State Leadership Conference

at the

Joseph R. Floreano Rochester Riverside Convention Center

2-Night Rates (Wednesday-Friday)

April 10-12, 2024

Includes conference registration fee, use of all designated hotel/conference space, room for two nights, dinner on Wednesday and Thursday, and breakfast on Thursday and Friday.

QUAD	$507/person
TRIPLE	$528/person
DOUBLE	$570/person
SINGLE	$693/person

3-Night Rates (Tuesday-Friday)

April 9-12, 2024

Includes conference registration fee, use of all designated hotel/conference space, room for three nights, dinner on Wednesday and Thursday, and breakfast on Thursday and Friday.

QUAD	$538/person
TRIPLE	$570/person
DOUBLE	$631/person
SINGLE	$817/person

IMPORTANT DEADLINES

February 15	Intent to Attend SLC Form Upload
March 1	Competitive Event Registration Upload to website
March 1	Competitive Events Materials that Require Upload to website
March 1	Conference Registration Upload to website and 50% Deposit to Liz Garofalo
March 28	Balance of Conference Costs to Liz Garofalo
March 28	Permission & Health Forms Upload to website
March 28	All Cancellations Due in writing to Maria Siciliano
March 28	Skilled Events Upload to website

One Day Registrants—Chapters who register as one-day chapters MUST be within a one-hour drive of the conference facility. One-day registrants pay a $125 registration fee for EACH day they are at the conference. If a student is competing on Wednesday and Thursday, they will pay $250 in registration fees. (This applies to all students and advisors.) The one-day rate DOES NOT include any meals. One-day registrants must go back to their personal homes at the end of the day, and cannot stay at an offsite hotel (this is for liability and code of conduct reasons).

THE FULL SLC PACKET WILL BE AVAILABLE AT www.nysfbla.org IN JANUARY. BE SURE TO DOWNLOAD IT AND COMPLETE ALL OF THE NECESSARY FORMS. CONTACT JENNIFER JUDGE WITH ANY QUESTIONS — jjudge@nysfbla.org

CONFERENCE REGISTRATION TEMPLATE

This template to assist you in completing the online submission. The online submission form for competitive event registration and all necessary transcripts must be submitted by March 1 at 11:59 pm.

Chapter Name: _____   District: _____

Adviser Name: _____

 IS YOUR CHAPTER PARTICIPATING AS:
 _____ Full Conference Attendees (Wednesday to Friday)
 _____ ONE DAY Attendees (chapter must be within one-hour drive of the Convention Center)
 _____ Extra Night Attendees ARRIVAL AFTER 6:00 P.M. on Tuesday and staying through Friday

E-mail Address: _____

Cell Phone Number: _____   Best Time to Call: _____

Chapter President's Name:_____   E-mail Address:_____

 Arrival at Conference: __Tuesday, April 9 after 6 pm   ___Wednesday, April 10 after 11 am

 One Day Registration: ___Wed. and Thur., April 10 and 11   ___Wednesday, April 10 Only
                                  ___Thursday, April 11 Only

Arrival Time:_____   Departure Time: _____

TRAVEL INFORMATION

Will You Require Overnight Parking For:
___ School Bus   ___ School Van   ___ Charter Bus   _____ No

Will You Require Shuttle Pick-Up: ___ Yes (Complete Below)   ____ No

---

DATE OF ARRIVAL: _____   NUMBER OF PEOPLE ARRIVING: _____
Please check one and complete the appropriate information:

___ Rochester Bus Station	___ Rochester Airport	___ Rochester Train Station
Bus Number/Carrier:_____	Flight Number/Carrier:_____	Bus Number/Carrier:_____
Arrival Time:_____	Arrival Time:_____	Arrival Time:_____
From What City: _____	From Which Airport:_____	From What City: _____

DATE OF DEPARTURE: _____   NUMBER OF PEOPLE DEPARTING: ___
Please check one and complete the appropriate information:

___ Rochester Bus Station	___ Rochester Airport	___ Rochester Train Station
Bus Number/Carrier:_____	Flight Number/Carrier: _____	Bus Number/Carrier:_____
Depart Time:_____	Depart Time:_____	Depart Time:_____
TO Which City:_____	TO Which City_____	TO What City: _____

VOTING DELEGATE REGISTRATION

Please see the voting delegate section of the adviser information memo at the beginning of this mailing for the responsibilities of a voting delegate. Please list below the voting delegate information for your chapter:

NUMBER OF DUES-PAID MEMBERS REPORTED TO NYS FBLA FOR THE 2023-2024 YEAR: _____

Each local chapter in good standing is entitled to send voting delegates from its active membership to the State Leadership Conference in accordance with the following:

___ 1-49 members = 2 voting delegates   ___ 50-100 members = 3 voting delegates   ___ 101 members or over = 4 voting delegates

Names of Voting Delegates

1. _____ (1-49 Members)   3. _____ (50-100 Members)
2. _____ (1-49 Members)   4. _____ (101 or over Members)

NON-CONFERENCE GUEST OR BUS DRIVER REGISTRATION

Does your chapter require hotel room space for a non-conference guest or bus driver?:   __ Yes (Complete Below)   __ No

Name of Person: _____   Arrival Date: _____ Departure Date: _____   Room Type Wanted: ___ Single ___ Double   Suggestion for Roommate if Double: _____

Name of Person: _____   Arrival Date: _____ Departure Date: _____   ___ Yes ___ No   Room Type Wanted: ___ Single ___ Double   Suggestion for Roommate if Double: _____

Please make sure that full payment for above is included with your chapter's conference registration. Contact Elizabeth Garofalo for special pricing. These individuals do not receive meals or registration packets.

Conference Registration Information:

_____   _____   _____
Chapter Name   District   Adviser Name

#	DELEGATE NAME (Please list adviser and chaperone names first)	MALE/ FEMALE	STUDENT/ ADULT	ROOM TYPE REQUESTED	CHAPTER OFFICER	SLC COMPETITOR	ADVISOR	CHAPERONE	VOTING DELEGATE	CODE & PERM FORM
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
16.										
17.										
18.										
19.										
20.										
21.										
22.										
23.										
24.										
25.										
26.										
27.										
28.										
29.										
30.										
31.										
32.										
33.										
34.										

	Chapter Name		District		Adviser Name

	DELEGATE NAME (Please list adviser and chaperone names first)	MALE/ FEMALE	STUDENT/ ADULT	ROOM TYPE REQUESTED	CHAPTER OFFICER	SLC COMPETITOR	ADVISOR	CHAPERONE	VOTING DELEGATE	CODE & PERM FORM
35.										
36.										
37.										
38.										
39.										
40.										
41.										
42.										
43.										
44.										
45.										
46.										
47.										
48.										
49.										
50.										

PAYMENT INFORMATION

Total Number Registered:

_____ Students _____ Advisers _____ Others

Amount of Check Enclosed: $_____ Check Number: _____

Do You Require A Receipt For Adviser Room & Registration Fees: __ Yes __ No

REMEMBER: THESE FORMS ARE JUST A TEMPLATE FOR YOUR USE. ACTUAL CONFERENCE REGISTRATION MUST BE DONE VIA THE ONLINE FORMS – THE LINKS TO THESE FORMS ARE ON THE STATE WEBSITE.

HOTEL ROOM ARRANGEMENT

Arrival Date/Time: _____ **Depart Date:** _____ **School:** _____

ROOM TYPE	OCCUPANT	MALE OR FEMALE	STUDENT OR ADVISER
❑ Single ❑ Double ❑ Triple ❑ Quad			
❑ Single ❑ Double ❑ Triple ❑ Quad			
❑ Single ❑ Double ❑ Triple ❑ Quad			
❑ Single ❑ Double ❑ Triple ❑ Quad			
❑ Single ❑ Double ❑ Triple ❑ Quad			
❑ Single ❑ Double ❑ Triple ❑ Quad			
❑ Single ❑ Double ❑ Triple ❑ Quad			

REMEMBER: THESE FORMS ARE JUST A TEMPLATE FOR YOUR USE. ACTUAL CONFERENCE REGISTRATION MUST BE DONE VIA THE ONLINE FORMS – THE LINKS TO THESE FORMS ARE ON THE STATE WEBSITE.

FORM F

NEW YORK STATE FBLA SLC INTERN PROGRAM

The New York State FBLA Foundation will continue its SLC Intern Program at the 2024 State Leadership Conference.

The SLC Intern Program is a great way for members to learn more about the fields of Hospitality Management, Event Planning, and Project Management as well as the behind the scenes work that makes a State Leadership Conference successful. Students will assist SLC State Staff with event planning (including some activity preps and set-ups), hospitality management (assisting staff in making sure judges are taken care of and that competitive event activities stay on schedule) and small project management (including the set-up and management of the SLC Theme Basket and Souvenir Sales Tables).

If you are interested in serving as an SLC Intern, please complete this form and upload it along with the requested letters of recommendation in PDF format by March 1 at 11:59pm.

The SLC Intern Coordinator will select 12 interns from the applications submitted. You and your adviser will be notified via email of the final list of interns by March 15.

Please Note:

1. Any current member may apply.

2. Interns may participate in only **ONE** SLC competitive event.

3. Throughout the SLC, interns will be evaluated by the SLC Staff with whom they work. Evaluations will be collected by the SLC Intern Coordinator and compiled to determine the 2024 SLC Outstanding Intern. All SLC interns will be awarded a certificate on stage at the closing session and a plaque will be awarded to the one selected as the Outstanding Intern.

4. The SLC Intern Coordinator will write each intern a letter of participation for their use in developing a future electronic career portfolio.

5. Interns are required to dress in business attire, as per the NYS FBLA Dress Code, throughout the conference.

NEW YORK STATE FBLA
SLC INTERN PROGRAM APPLICATION

Eligibility: 2023-2024 NYS FBLA dues-paid members who will attend the 2024 SLC.
Student may enter only **one** SLC Competitive Event.

Student Name	
Student Email Address	
Student Cell Phone — to be used at SLC only	
Chapter Name	
Chapter Address	
Adviser Name	
Adviser Email Address	
Adviser Cell Phone — to be used at SLC only	
Student Grade Level	
Competitive Event You Will Compete In at SLC	

Applicant's Signature _____

Adviser's Signature _____

Parent Signature_____

Please write a 200-word essay describing your interest in serving as an SLC Intern and what skills you possess that would be useful as an intern. Essay must not exceed 200 words.

Please upload this completed form and the essay as a PDF document by March 1 at 11:59 pm using the upload link located on the state website (www.nysfbla.org).

2024 SLC Intern Evaluation

Evaluation Items	Not Recommended	Does Not Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Quality of essay (neatness, grammar, spelling, descriptive)	0	1-7	8-14	15-20	
Professional appearance (as per NYS FBLA Dress Code)	0	1-5	6-10	11-15	
Completes assigned responsibilities effectively and in a timely manner	0	1-5	6-10	11-15	
Demonstrates poise and good attitude	0	1-3	4-7	8-10	
Demonstrates self-confidence and initiative	0	1-3	4-7	8-10	
Actively interacts with SLC staff, judges, and attendees	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions and knows where to go to get answers if needed	0	1-3	4-7	8-10	
Demonstrates organization, neatness, and knowledge of business procedures	0	1-3	4-7	8-10	

Total Points	/100

Intern Name:

School:

Description of Activity Worked:

Evaluator's Signature

Comments:

FORM G

LEADERSHIP MATERIALS ORDER FORM
This form is available online at www.nysfbla.org/conferences/slc-order-form/

ADVISER NAME: _____

CHAPTER NAME: _____

MAILING ADDRESS: _____

_____

CONTACT PHONE NUMBER: _____

ADVISER E-MAIL ADDRESS: _____

Leadership Development Items for Sale:

Item	Price	Number Ordered	Total Cost
2023 SLC Tests	$30 per set	_____	_____
2022 SLC Tests	$30 per set	_____	_____
2021 SLC Tests	$30 per set	_____	_____
Total			_____

Please send school check or money order for total cost of order (payable to NYS FBLA):

NYS FBLA
c/o Diane Masters
106 E. Washington Street
Bath, NY 14810

A link to download the tests will be sent upon receipt of payment.

FORM H

NEW YORK STATE
FUTURE BUSINESS LEADERS OF AMERICA

"Flying to the Future"

2024 STATE LEADERSHIP CONFERENCE
PARENTS' SURVIVAL GUIDE

PDF Upload Deadline for:
Student Permission, Emergency Form, and Code of Conduct Form is

March 28, 2024

See upload link on the state website at www.nysfbla.org

Forms should be submitted as one document. If you have more than 25 students attending, you may need to split the files into two or three PDF files.

Name the files with the school or chapter name.

What is the "SLC?"
The State Leadership Conference, or "SLC" as it is commonly known, is an annual state-wide conference held to fulfill these objectives.
- Provide members the opportunity to test their business skills in competitions with those of fellow members across NYS.
- Elect the 2024-2025 New York State FBLA Officer team.
- Provide members with motivational and social learning experiences.

Why should your son or daughter attend the SLC?
The State Leadership Conference is an excellent way for FBLA members to gain valuable leadership experience that will be of benefit to them throughout their lives. Competition, socializing, and networking are all part of FBLA, and a great motivating experience for all members. FBLA members will be "Flying to the Future" at the 2024 State Leadership Conference.

Facilities
The 2024 New York State Leadership Conference will be at the Joseph A Floreano Rochester Riverside Convention Center. Overnight accommodations will be at the Hyatt Regency Rochester and the Holiday Inn Rochester Downtown. Chapters will be assigned their hotel by the FBLA SLC Coordinator. Chapters will not be split between hotels. Competitions and other activities will take place in the Convention Center.

Although telephones are available in every sleeping room, there are surcharges for using them for outgoing calls.

In the case of a fire, the elevators will be closed and evacuation will take place via the stairs.

There are restaurants in both hotels and numerous small eateries within the walking area between the two hotels.

Security
The hotels have their own security guards stationed throughout the facility. There is a curfew check-in procedure followed by all advisers and a security guard stationed on every FBLA-occupied floor of the hotels from 10:00 pm to 6:00 am throughout the duration of the conference. An Emergency Medical Technician (EMT) is on duty throughout the conference in case of a medical emergency.

Conference Rate: What Does It Include?
As a part of the $507 per person quad room rate (other room rates apply for triple or double) a conference delegate will receive four meals, (dinner on Wednesday, breakfast and dinner on Thursday, and breakfast on Friday), quad occupancy room for two nights, and a conference registration fee. Chapters may opt to arrive a day early (Tuesday) in which case the quad occupancy rate will be $538 per person. Quad occupancy is designated as four (4) people to two (2) double sized beds.

Transportation to the SLC
Student transportation to the SLC will vary based upon the school. Many chapters travel by school bus; however, public transportation is also available. Students are not allowed to drive themselves. All student delegates attending the conference must be chaperoned by an FBLA adviser, parent, or authorized designee of the school district.

Dress Code
There is a dress code for the conference. Appropriate business attire is required by all delegates for competitions, general sessions, meals, workshops, and meetings. A copy of the Dress Code is included in this guide for you to review with your child. The local chapter adviser will also review the dress code with the students attending the conference and will discuss what is considered to be appropriate business attire.

Casual attire is permissible only for free time and during the recreation night/dance. Good taste should be exercised when selecting casual attire for the conference.

Competitions

New York State FBLA offers 83 different production, performance, team, and chapter events for FBLA members to participate in at the State Leadership Conference, including:

- Accounting I
- Accounting II
- Advertising
- Agribusiness
- American Enterprise Project
- Banking & Financial Systems
- Broadcast Journalism
- Business Calculations
- Business Communication
- Business Ethics
- Business Law
- Business Management
- Business Plan
- Chapter Business Display
- Chapter of the Year
- Client Service
- Coding & Programming
- Community Service Project
- Computer Applications
- Computer Game & Simulation Programming
- Computer Problem Solving
- Cyber Security
- Data Analysis
- Digital Animation
- Digital Video Production
- Economics
- Electronic Career Portfolio
- Entrepreneurship
- Future Business Educator
- Future Business Leader
- Graphic Design
- Health Care Administration
- Help Desk
- Hospitality & Event Management
- Impromptu Speaking
- Insurance & Risk Management
- International Business
- Introduction to Business Communication
- Introduction to Business Concepts
- Introduction to Business Presentation
- Introduction to Business Procedures
- Introduction to Decision Making
- Introduction to Emerging Business Issues
- Introduction to Event Planning
- Introduction to FBLA
- Introduction to FBLA Creed Speaking
- Introduction to Financial Math
- Introduction to Information Technology
- Introduction to Marketing Concepts
- Introduction to Parliamentary Procedure
- Introduction to Programming
- Introduction to Public Speaking
- Introduction to Social Media Strategy
- Introduction to Word Processing
- Job Interview
- Journalism
- Local Chapter Annual Business Report
- Marketing
- Mobile Application Development
- Network Design
- Networking Infrastructures
- Organizational Leadership
- Outstanding New Chapter
- Outstanding New Member, (9th & 10th grade)
- Parliamentary Procedure – Individual
- Parliamentary Procedure -- Team
- Partnership with Business Project
- Personal Finance
- Public Policy & Advocacy
- Public Service Announcement
- Public Speaking
- Sales Presentation
- Securities & Investments

By placing in the Top 4 in most Competitive Events, FBLA members advance to the National Leadership Conference in Orlando, Florida on June 29-July 2.

- Social Media Strategies
- Sports & Entertainment Management
- Spreadsheet Applications
- Supply Chain Management
- UX Design
- Visual Design
- Website Coding & Development
- Website Design
- Who's Who in FBLA
- Word Processing

If a delegate places first through fourth in a competition, that is also considered a National FBLA event, the delegate would be the NYS FBLA representative in that event at the National Leadership Conference, which begins on June 29 in Orlando.

Student Permission, Emergency Form, and Code of Conduct Form

The last page of this packet is the New York State FBLA Student Permission, Emergency Form, and Code of Conduct Form which is required to be read and signed by every conference delegate, their parent/guardian, adviser, and school administrator. The Code of Conduct details what is expected of every student, what constitutes a violation of the Code of Conduct, and the consequences of the violation for the individual student and the local chapter.

The Permission & Emergency Form requests the information and permission necessary to seek medical assistance for a student delegate should the need arise. This form must be returned to the chapter adviser and then forwarded to the designated state FBLA representative prior to the conference.

At curfew, each chapter adviser will have their students sign a curfew check-in sheet. Students must remain in their rooms from 12 am until 6 am. Should a student break curfew, it will be considered a violation of the Code of Conduct and will be handled as outlined in the Code of Conduct.

Special Needs Form
If your child has a special need such as dietary restrictions, a handicapped-accessible room, etc., please complete the attached form and have the adviser submit it to us with the signed permission and health forms. Please be as specific as possible about the special needs, especially as it pertains to food.

Miscellaneous
The State Leadership Conference is a **NON-SMOKING CONFERENCE.** The address and telephone number of the Hyatt Regency Rochester and Holiday Inn Rochester Downtown are:

Hyatt Regency Rochester	Holiday Inn Rochester Downtown
125 East Main Street	70 State Street
Rochester, NY 14604	Rochester, NY 14614
Phone: 585-546-1234	Phone: 585-355-4811

In case of an emergency, please call the hotel and request that a message be taken immediately to conference headquarters in the hotel. Conference staff members will locate FBLA members and/or advisers.

If you have any questions regarding the conference, please contact your child's adviser.

New York State Future Business Leaders of America Dress Code

FBLA and Middle Level Members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for ALL attendees, at all conference functions, including meals, unless otherwise stated. Conference name badges and SLC bracelets are part of this dress code and must be worn at all conference functions. For safety reasons, do not wear name badges when touring outside the conference facility.

ACCEPTABLE PROFESSIONAL ATTIRE FOR OFFICIAL FBLA ACTIVITIES:

- Business suit with:
  o Blouse
  o Collared dress shirt and necktie or bowtie
- Dress pants or skirt with:
  o Blouse
  o Collared dress shirt and necktie or bowtie
- Business dress
- Blazer/sport jacket with dress pants and:
  o Blouse
  o Collared dress shirt and necktie or bowtie
- Dress shoes/dress boots
- Belt or suspenders are to be worn unless there are no belt loops on the pants
- Banded collar shirt may be worn ONLY if sport coat or business suit is worn
- Dress shoes and socks
- Capris or gauchos with coordinating jacket/suit, worn BELOW the knee

INAPPROPRIATE ATTIRE INCLUDES:

- Jewelry in visible body piercing, other than ears
- Denim or chambray fabric of any kinds, overalls, shorts, skirts, stretch or stirrup pants, exercise or bike shorts
- Backless, see-through, tight fitting, spaghetti straps, strapless, or low cut blouses/tops/dresses/skirts or any other garment with a low neckline.
- Skirts & Dresses that are more than approximately 2 inches ABOVE the knee
- T-Shirts, Lycra, spandex, midriff tops, tank tops, and bathing suits
- Sandals, athletic Shoes, industrial work shoes, hiking boots, bare feet or over the knee boots.
- Athletic wear, including sneakers
- Hats or flannel fabric clothing
- Bolo ties
- Visible foundation garments

Clarification: Many women's two piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling back shoes, open toe shoes and sleeveless dresses are accepted.

Casual Attire is acceptable for some dances. Casual attire includes jeans, shorts (no more than 4 inches above the knee), nice t-shirts or denim/chambray shirts, sneakers or sandals. (Not Allowed are Lycra, spandex, midriff tops, pajamas, bathing suits). If there is doubt, select something else to wear. Be a professional.

A delegate must wear footwear in all public areas during non-conference FBLA activities (no socks or barefeet).

Updated July 2018

NEW YORK STATE FUTURE BUSINESS LEADERS OF AMERICA
STUDENT CODE OF CONDUCT

Individual chapters or delegates violating any of the following rules while attending a district, state, or national conference will be dealt with in accordance with the procedures adopted by the Board of Trustees, and the penalties outlined below. The term "delegate" shall mean any FBLA member including State Officers. ALL VIOLATIONS WILL BE REPORTED TO PARENT/GUARDIANS, SCHOOL DISTRICT, LOCAL CHAPTER ADVISER(S), AND THE BOARD OF TRUSTEES. Any delegate while attending any FBLA functions/events/conferences (anything that represents FBLA) will be subject to disciplinary action.

VIOLATIONS OF ITEMS 1 THROUGH 6 WILL CAUSE DISQUALIFICATION OF THE STUDENT DELEGATE FROM INDIVIDUAL AND TEAM EVENTS AT THE CONFERENCE. STATE OFFICERS WILL ALSO RECEIVE A 30-DAY PROBATION PERIOD AND A PARTIAL LOSS OF STATE OFFICER DEPOSIT ($100).

1. A delegate will conduct themselves in a courteous, safe, and respectful manner, refraining from language and actions that might bring discredit to the association.
2. **All delegates must remain inside their assigned room during the curfew hours, 12:00am – 6:00am**. Any area outside the room is a violation including adviser's room.
3. A one-day conference delegate must be off the grounds of the conference facilities by curfew.
4. A delegate must attend all general sessions and required activities at assigned times.
5. A delegate will wear appropriate business attire at workshops, leadership sessions, district meetings, competitive events, and meals. Refer to Dress Code.
6. A delegate must keep his/her adviser informed of his/her activities and whereabouts at all times.
7. No delegate will leave the conference facilities unless he/she has received permission from his/her chapter/state officer adviser. His/her parents or legal guardian(s) must transport a delegate returning home in an emergency.

VIOLATIONS OF ITEMS 7 THROUGH 15 WILL CAUSE DISQUALIFICATION OF THE DELEGATE FROM INDIVIDUAL AND TEAM EVENTS, LOSS OF CHAPTER POINTS WHERE APPLICABLE. ADDITIONALLY, THE STUDENT WILL BE DETAINED FOR THE DURATION OF THE CONFERENCE, AND WILL NOT BE PERMITTED TO PARTICIPATE IN ANY ACTIVITIES. ADDITIONALLY, STATE OFFICERS WILL FACE REMOVAL FROM OFFICE AS WELL AS FULL FORFEITURE OF ANY TRAVEL GRANTS AND STATE OFFICER DEPOSIT.

8. Smoking/vaping, use of any tobacco-related products is not permitted.
9. A delegate will not use his/her personal transportation to, from, or during the conference unless accompanied by his/her parent(s), legal guardian(s), or authorized designee.
10. A delegate will not deface, change or remove public or private property. The student, chapter, and/or their parent/guardians will be responsible and must pay damages of any property or furnishings.
11. Association among delegates will be limited to authorized conference activities. **Delegates of the opposite sex will not be allowed in the sleeping quarters unless a designated chapter adviser/chaperone is present in the room**.
12. No delegate will be permitted to participate in any sexual activities while at a hotel or conference site.
13. Any delegate who knowingly remains in a room where any prohibited activities occur will also be in violation of the Code of Conduct.
14. No delegate will use, possess, or sell illegal or controlled substances, or alcoholic beverages. No delegate will be permitted at a bar or in nightclubs.
15. No delegate will engage in any activity that involves wagering or gambling.
16. No delegate will engage in any activity that will result in a risk to health, safety, and/or welfare of self or others. No delegate will violate any local, state, or federal law. No delegate will engage in any form of bullying. Violators will be turned over to the appropriate law enforcement agency.

The discipline committee will act upon any misconduct not aforementioned and an appropriate penalty will be determined and enforced. A chapter's unwillingness to abide by the decision of the Discipline Committee will result in the chapter's suspension from FBLA sponsored functions for one calendar year. Delegates shall respect and abide by the authority vested to the Board of Trustees and it designees, or authorized representative of the conference/hotel staff. Compliance with curfew and conduct of state officers will be under the purview of the state officer adviser(s), except in case of an emergency.

Updated July 2022

NEW YORK STATE FUTURE BUSINESS LEADERS OF AMERICA
STUDENT PERMISSION, EMERGENCY FORM, AND CODE OF CONDUCT SIGNATURE FORM

It is the responsibility of the local chapter adviser to submit this form for **each student** attending the following event:
    EVENT   **LOCATION**

This form must be emailed as a PDF file to_____. The submission of the form is a safety issue; copies of forms are kept electronically at the conference. The information on the forms is kept confidential, and the forms are deleted after the FBLA event. Local Chapter Advisers/Chaperone must carry an original copy to the conference.

PLEASE PRINT CLEARLY

Participant's Full Name: _____

School Name: _____ Adviser Name: _____

Participant's Address: _____

Participant's Cell Phone: _____ Participant's Home Phone: _____ Participant's Date of Birth: _____

Parent/Guardian's Full Name(s): _____

EMERGENCY INFORMATION

Name of Emergency Contact Person: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Family Physician Name: _____ Physician Phone: _____

Insurance Company Name: _____

Plan Number/Group Number: _____

My/our child is allergic to the following drugs and/or medications (if none, so state): _____

List any medication that must be taken (if none, so state): _____

We/I hereby give permission for the FBLA Adviser or other responsible designee to transport my/our child to or from a doctor or hospital for emergency treatment. **We/I hereby give permission for the FBLA Adviser or designee to sign any consents which may be necessary to allow hospital personnel and/or a licensed physician to examine my/our child and perform any emergency procedures, treatment, or surgery which may be necessary and to consent to the administration of any drugs or medication necessary to such emergency care.**

We/I hereby agree to hold NYS FBLA free and harmless from and indemnify NYS FBLA for any expenses incurred in the rendering of such care and treatment and from any liability which may arise as a result of such care and treatment.

We have read and agree to abide by the NYS FBLA Code of Conduct as stated on the reverse side, also found in the NYS FBLA Handbook, or on the NYS FBLA website at www.nysfbla.org. We have read and clearly understand the NYS FBLA Dress Code for this event. We understand that damages to any property or furnishings in the hotel or convention center, any items taken from the guest room in the hotel, or any disrespect shown to other hotel guests will result in the student and their parents/guardians being held financially responsible for any associated costs. We also agree that the school officials, the FBLA Chapter adviser, the NYS FBLA conference staff, and the FBLA Board of Trustees have the right to disqualify and/or detain the above named student (participant) for the duration of the conference if the student (participant) is found to be in violation of the code of conduct.

The following signatures indicate that all parties have read, understand, and agree to all permission, health, dress code, student code of conduct guidelines, and that all information on this form is correct to the best of everyone's knowledge.

Student Signature:_____ Date: _____

Parent/Guardian Signature:_____ Date: _____

Adviser/Chaperone Signature:_____ Date: _____

Administrator Name:_____ Telephone #: _____

Administrator Signature:_____ Date: _____

**NYS FBLA 2024 STATE LEADERSHIP CONFERENCE
STUDENT AND ADVISER/CHAPERONE SPECIAL NEEDS FORM**

Please complete this form and have the chapter adviser submit to NYS FBLA if your child has a special need such as a dietary restriction or physical/medical condition that requires a certain accommodations (ie. handicap-accessibility, low floor, etc.).   Please provide as much information as possible regarding the requirements, especially as it relates to food restrictions.   This form must be received by NYS FBLA by March 28.

Student Name: _____

Chapter Name:_____

Adviser Name:_____

Parent/Guardian Name and Emergency Contact #:_____
                                                                            _____

_____ Dietary Restriction – special meals can be provided by the Convention Center for Kosher, Gluten Free, Vegan, Dairy Free, etc. Please state the type of restriction your child has; be specific as to the types of food they CAN and CANNOT eat.

Our regular dinner menu will include salad choices, rolls and butter, vegetables, a selection of starches (either rice, pasta, or potato), entrees consisting of chicken and beef, and a dessert with water and soda available.

_____

_____

_____

_____

_____ Physical/Medical Restriction – please state any special needs to accommodate a physical or medical restriction (ie. handicap-accessible room, use of a wheelchair on site, etc.)

_____

_____

_____

_____

FORM I

New York
FBLA

PRODUCTION EVENTS UPDATE REMINDER

NYS FBLA has approved home-site testing for the computer-generated portion of the production events (Computer Applications, Introduction to Word Processing, Spreadsheet Applications, and Word Processing).

Each event will be composed of two (2) parts.

Advisers will be sent the computer-generated part of the exams via e-mail as soon as NYS FBLA receives and verifies your chapter's competitive event registration, which must be submitted online March 1. You will be sent only the exams in which you have registered students.

Another teacher or administrator (other than the chapter adviser) must administer the exams. The exams must be **UPLOADED by April 1** or it will result in disqualification. The completed exams must be uploaded. Email submissions will be disqualified.

The second part of the exam is a 60-minute objective test administered at the 2024 SLC to the same students who produced the computer-generated part of the exam. Members will be required to be bring a Wi-Fi enabled device (not a cell phone) to their assigned event time. Log-in information and passwords will be given to members when they check in for their event.

There can be no substitutions of students between the two portions of the exam.

PLEASE TAKE THE TIME NOW TO CAREFULLY REVIEW THE EVENT GUIDELINES FOR THESE FOUR EVENTS TO BE SURE THAT YOU ARE REGISTERING THE APPROPRIATE STUDENT(S) FOR THE EVENTS.

UPON RECEIPT OF THE COMPUTER-GENERATED SECTIONS OF THE EXAMS, PLEASE CAREFULLY FOLLOW THE INSTRUCTIONS FOR ADMINISTERING AND SUBMITTING THE EXAMS TO AVOID DISQUALIFICATION.

FORM J

**NEW YORK STATE
FUTURE BUSINESS LEADERS OF AMERICA**

"Flying to the Future"

**2024 STATE LEADERSHIP CONFERENCE
TENTATIVE SCHEDULE OF EVENTS**

**AS OF FEBRUARY 4, 2024
(SUBJECT TO CHANGE)**

2024 NEW YORK STATE FBLA LEADERSHIP CONFERENCE SCHEDULE OF EVENTS

Time	Wednesday, April 10 Events	Location
11:00 am - 3:00 pm	Conference & Competitive Events Registration	Highland B
Noon	Mandatory SLC Interns Meeting	Galleria
Noon - 5:00 pm	Theme Basket Table/Intern Booth	Galleria
12:30 pm	Objective Test Events Administrator Meeting	Lilac Ballroom
1:00 pm	Individual, Production, and Team Objective Test Events (Session I)	Lilac Ballroom

- Accounting I
- Accounting II
- Advertising
- Agribusiness
- Banking & Financial Systems
- Business Calculations
- Business Communication
- Business Ethics
- Business Law
- Business Management
- Computer Applications
- Computer Problem Solving
- Cyber Security
- Economics
- Entrepreneurship
- Health Care Administration
- Help Desk
- Hospitality & Event Management
- Human Resource Management
- Insurance & Risk Management
- International Business
- Introduction to Business Communication
- Introduction to Business Concepts
- Introduction to Business Procedures
- Introduction to Event Planning
- Introduction to FBLA
- Introduction to Financial Math
- Introduction to Marketing Concepts
- Introduction to Parliamentary Procedure
- Introduction to Word Processing
- Journalism
- Marketing
- ML Business Etiquette
- ML Career Exploration
- ML Digital Citizenship
- ML Exploring Computer Science
- ML Exploring Economics
- ML Exploring Technology
- ML FBLA Concepts
- ML Financial Literacy
- ML Leadership
- ML Learning Strategies
- ML Running an Effective Meeting
- Network Design
- Networking Infrastructures
- Organizational Leadership
- Personal Finance
- Public Policy & Advocacy
- Securities & Investments
- Sports & Entertainment Management
- Spreadsheet Applications
- Supply Chain Management
- UX Design
- Word Processing
- Introduction to Information Technology

Time	Wednesday, April 10 Events	Location
1:00 pm	Alternative Testing	Cascade A
1:00 pm	Workshop:	Highland D
1:15 pm	Performance Event Administrators Meeting (for Wednesday events)	Empire South
1:30 pm	Judges Meeting with Event Administrators (for Wednesday events)	Empire South
2:00 pm	Workshop:	Highland D
2:00 pm	Broadcast Journalism (Semi-Finals)	Empire Lobby
2:00 pm	Business Plan (Finals)	Empire Lobby
2:00 pm	Coding & Programming (Finals)	Empire Lobby
2:00 pm	Community Service Project (Finals)	Empire Lobby

2:00 pm	Digital Video Production (Finals)	Empire Lobby
2:00 pm	Future Business Leader (Semi-Finals)	Empire Lobby
2:00 pm	Graphic Design (Semi-Finals)	Empire Lobby
2:00 pm	Introduction to Emerging Business Issues (Semi-Finals)	Empire Lobby
2:00 pm	Introduction to FBLA Creed Speaking (Semi-Finals)	Empire Lobby
2:00 pm	Job Interview (Semi-Finals)	Empire Lobby
2:00 pm	Local Chapter Annual Business Report (Finals)	Empire Lobby
2:00 pm	ML Elevator Speech	Empire Lobby
2:00 pm	Mobile Application Development (Finals)	Empire Lobby
2:00 pm	Outstanding New Member (9th & 10th grades) (Finals)	Empire Lobby
2:00 pm	Parliamentary Procedure Team (Finals) • Preparation Room • Performance Room	Aqueduct C Aqueduct A
2:00 pm	Partnership with Business (Finals)	Empire Lobby
2:00 pm	Visual Design (Semi-Finals)	Empire Lobby
2:00 pm	Alternative Testing	Cascade A
2:15 pm	Individual, Production, and Team Objective Test Events (Session II)	Lilac Ballroom
3:00 pm	Workshop:	Highland D
3:30 pm	Individual, Production, and Team Objective Test Events (Session III)	Lilac Ballroom
3:30 pm	State Officer Candidates Meeting/Screening of Campaign Materials	Empire North
4:00 pm	Alternative Testing	Cascade A
4:00 pm	Workshop:	Highland D
4:00 pm	Mandatory Advisers' Meeting	Highland A
4:30 pm	Mandatory Voting Delegates' Meeting	Riverside Court
5:30 pm	**District Meetings (Mandatory)** *District VP Candidate Speeches and Question & Answer Session* • District 1N • District 1S • District 2 • District 3N • District 3S • District 4 • District 5 • District 7 • District 8 • District 9 • District 10 • District 11 • District 12	

- District 13

Time	Event	Location
6:30 pm	Dinner (Assigned Seating)	Lilac Ballroom
7:15 pm	National Officer Candidate Interviews	Aqueduct C
7:30 pm	State Parliamentarian Candidate Interviews	Aqueduct A
8:00 pm	**GENERAL LEADERSHIP SESSION #1 (Mandatory)** *Campaign Rally (Assigned Seating)*	Empire North
9:30 pm-11:30 pm	**MANDATORY STUDENT SOCIAL ACTIVITIES** • Talent Show • Student Lounge	 Empire North Empire Lounge
10:00 pm	Board of Trustees Meeting	Cascade A
Midnight	CURFEW	

Time	Thursday, April 11 Events	Location
6:30 - 7:00 am	Set-up of Campaign Booths Set-up of Chapter Business Display	Riverside Court Galleria
7:00 am	Breakfast (Assigned Seating)	Lilac Ballroom
8:00 am - 5:00 pm	Conference & Competitive Events Registration	Highland B
8:00 am - 5:00 pm	Theme Basket Table/Intern Booth	Galleria
8:00 am - 8:00 pm	Coat Check Room for One-Day Registrants	Coat Room
8:00 am	Judges' Breakfast	Empire Lounge
8:15 am	Performance Event Administrators Meeting (for Thursday events)	Empire South
8:30 am	Alternative Testing	Cascade A
8:30 am	Judges' Meeting with Event Administrators	Empire South
8:30 am	Individual, Production, and Team Objective Test Events (Session IV)	Lilac Ballroom
9:00 am	Workshop:	Highland D
9:00 am	Broadcast Journalism (Finals)	Empire Lobby
9:00 am	Business Ethics (Finals)	Empire Lobby
9:00 am	Chapter Business Display Judging	Galleria
9:00 am	Client Service (Semi-Finals)	Empire Lobby
9:00 am	Computer Game & Simulation Programming (Finals)	Empire Lobby
9:00 am	Future Business Educator (Finals)	Empire Lobby
9:00 am	Graphic Design (Finals)	Empire Lobby
9:00 am	Impromptu Speaking (Semi-Finals)	Empire Lobby
9:00 am	Introduction to Business Presentation (Finals)	Empire Lobby
9:00 am	Introduction to Decision Making (Semi-Finals)	Empire Lobby

9:00 am	Introduction to Public Speaking (Semi-Finals)	Empire Lobby
9:00 am	Introduction to Programming (Semi-Finals)	Empire Lobby
9:00 am	Introduction to Social Media Strategy (Semi-Finals)	Empire Lobby
9:00 am	ML Business Ethics	Empire Lobby
9:00 am	ML Career Research	Empire Lobby
9:00 am	ML Exploring Business Issues	Empire Lobby
9:00 am	ML FBLA Mission & Pledge	Empire Lobby
9:00 am	ML Marketing Mix Challenge	Empire Lobby
9:00 am	ML Video Game Challenge	Empire Lobby
9:00 am	Outstanding New ML Member (Finals)	Empire Lobby
9:00 am	Public Speaking (Semi-Finals)	Empire Lobby
9:00 am	Sales Presentation (Semi-Finals)	Empire Lobby
9:00 am	Social Media Strategies (Semi-Finals)	Empire Lobby
9:00 am	Visual Design (Finals)	Empire Lobby
9:00 am	Website Coding & Development (Finals)	Empire Lobby
9:00 am	Website Design (Finals)	Empire Lobby
9:30 am	Alternative Testing	Cascade A
9:45 am	Individual and Production Objective Test Events (Session V)	Lilac Ballroom
10:00 am	Workshop:	Highland D
10:00 am - 2:00 pm	Campaign Booths Open *The final hour (1pm -2pm) is open to Voting Delegates only*	Riverside Court
11:00 am	Workshop:	Highland D
11:00 am	Individual and Production Objective Test Events (Session VI)	Lilac Ballroom
Noon	Workshop:	Highland D
Noon	Judges' Luncheon	Empire Lounge
1:00 pm	Workshop:	Highland D
1:00 pm	Individual and Production Objective Test Events (Session VII)	Lilac Ballroom
1:00 pm	Banking & Financial Systems (Finals)	Empire Lobby
1:00 pm	Business Management (Finals)	Empire Lobby
1:00 pm	Chapter of the Year Interviews	Empire Lobby
1:00 pm	Client Service (Finals)	Empire Lobby

1:00 pm	Data Analysis (Finals)	Empire Lobby
1:00 pm	Digital Animation (Finals)	Empire Lobby
1:00 pm	Electronic Career Portfolio (Finals)	Empire Lobby
1:00 pm	Entrepreneurship (Finals)	Empire Lobby
1:00 pm	Future Business Leader (Finals)	Empire Lobby
1:00 pm	Help Desk (Finals)	Empire Lobby
1:00 pm	Hospitality Management (Finals)	Empire Lobby
1:00 pm	Impromptu Speaking (Finals)	Empire Lobby
1:00 pm	International Business (Finals)	Empire Lobby
1:00 pm	Introduction to Decision Making (Finals)	Empire Lobby
1:00 pm	Introduction to Emerging Business Issues (Finals)	Empire Lobby
1:00 pm	Introduction to Event Planning (Finals)	Empire Lobby
1:00 pm	Introduction to FBLA Creed Speaking (Finals)	Empire Lobby
1:00 pm	Introduction to Public Speaking (Finals)	Empire Lobby
1:00 pm	Introduction to Programming (Finals)	Empire Lobby
1:00 pm	Introduction to Social Media Strategy (Finals)	Empire Lobby
1:00 pm	Job Interview (Finals)	Empire Lobby
1:00 pm	Marketing (Finals)	Empire Lobby
1:00 pm	Network Design (Finals)	Empire Lobby
1:00 pm	Public Service Announcement (Finals)	Empire Lobby
1:00 pm	Public Speaking (Finals)	Empire Lobby
1:00 pm	Sales Presentation (Finals)	Empire Lobby
1:00 pm	Social Media Strategies (Finals)	Empire Lobby
1:00 pm	Sports & Entertainment Management (Finals)	Empire Lobby
2:00 pm	Alternative Testing	Cascade A
2:00 pm	Workshop:	Highland D
2:00 pm	Breakdown of Campaign Booths Breakdown of Chapter Business Display	Riverside Court Galleria
3:00 pm	Workshop:	Highland D
3:00 pm	**GENERAL LEADERSHIP SESSION #2 (Mandatory for Voting Delegates)** *Mainline Officer Candidate Question & Answer Session (Assigned Seating)*	Empire North
4:15 pm	Voting Delegate Session	Empire North

Time		Location
4:30 pm	NYS FBLA Foundation Meeting	Highland A
6:00 pm	Dinner (Assigned Seating)	Lilac Ballroom
8:00 pm	**GENERAL LEADERSHIP SESSION # 3 (Mandatory)** *Business Session, Election Results, Installation of Officers (Assigned Seating)*	Empire North
9:30 pm-11:30 pm	**MANDATORY STUDENT ACTIVITIES** • Disco Dance • Student Lounge	 Galleria Empire Lounge
9:30 pm-11:00 pm	Advisers' Appreciation Reception	Riverside Court
9:45 pm	New and Outgoing Officers' Reception (Mandatory)	Cascade A
10:30 pm	Board of Trustees Meeting (if needed)	Highland A
Midnight	CURFEW	
Time	**Friday, April 12 Events**	**Location**
7:00 am	Breakfast Buffet (Assigned Seating)	Lilac Ballroom
7:30 am	Incoming State Officers Advisers Meeting (Mandatory)	Highland A
8:30 am	**GENERAL LEADERSHIP SESSION # 4 (Mandatory)** *Awards of Excellence (Assigned Seating)*	Empire North
11:30 am	Feedback Packet Distribution	Highland B

Form K

NEW YORK STATE FBLA
2024 TESTS PRE-ORDER FORM

If you would like to purchase a set of the 2024 SLC Tests, please complete the form online and submit with full payment to the address listed below no later than April 1.

The 2024 SLC Tests link will emailed to the adviser following the SLC.

There will not the opportunity to purchase tests on-site.

ADVISER NAME: _____

CHAPTER NAME: _____

MAILING ADDRESS: _____

_____

CONTACT PHONE NUMBER: _____

ADVISER E-MAIL ADDRESS: _____

Please send check for $30 (payable to NYS FBLA) and order form by April 1 to:
Diane Masters
106 E. Washington Street
Bath, NY 14810

NYS FBLA FOUNDATION

Theme Basket Auction

**Make and bring a theme basket to be auctioned off at the SLC.
Anyone can win! All proceeds go to the NYS Foundation for NLC travel grants.
Earn points for Chapter of the Year Scrapbook (minimum $50 value)
What will your theme be???**

- **All things (city you live in)**
- **Cash**
- **Chocolates Galore**
- **Coffee/Tea/Hot Cocoa**
- **Gift Cards**
- **Movie Night**
- **Pamper Yourself**
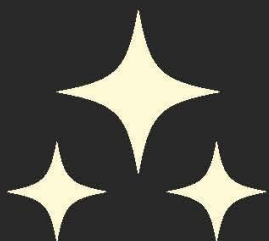- **Picnic**
- **Surf & Sun**

This year's goal is to raise $1,200 for the NYS FBLA FOUNDATION.

Talent Show
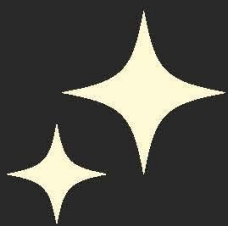
FBLA SLC 2024

ROOM: EMPIRE NORTH

WEDNESDAY

April

10 AFTER GENERAL SESSION

FBLA

NYS FBLA 2024 State Leadership Conference
Talent Show Registration Form

NYS FBLA is excited to hold another talent show at this year's SLC! Each chapter is allowed to have one team or individual perform a skit, choreographed performance, musical performance, and/or dance at the event. In order to participate, chapter advisers must fill out this form and submit it at conference registration when your chapter arrives at SLC in Rochester.

SCHOOL NAME_____

DISTRICT_____

TEAM/INDIVIDUAL PERFORMING (LIST NAME(S):

_____

_____

_____

_____

_____

PERFORMANCE DESCRIPTION:

_____

_____

_____

_____

_____

_____

_____

FBLA DISCO

04.11.2024 AFTER GENERAL SESSION

Wear your best 70's disco attire

Dress Code
- flare pants
- bellbottom jeans
- sunglasses
- jumpsuit
- metallics/sequins
- patterned dresses
- polyester suits

Appropriate attire is required