

KENTUCKY FUTURE BUSINESS LEADERS OF AMERICA REGIONAL LEADERSHIP CONFERENCE

TO: Region 4 Chapters

FROM: Andrew Price, Region President

DATE: December 1, 2022

SUBJECT: Regional Leadership Conference Information

CONFERENCE DATE: Wednesday, March 8, 2023

CONFERENCE LOCATION: Northern Kentucky University

REGISTRATION LOCATION: **NKU Student Union Ballroom**

REGISTRATION TIME: 8:30am – 9:00am (outside Ballroom)

FIRST GENERAL SESSION: 9:15am – Student Union Ballroom

REGISTRATION FEE: \$25 for each member or guest (excluding Regional/State Officers)
No charge for advisers
\$25 per chapter fee for door prizes.
Payable to: KY FBLA Region 4.

PRE-REGISTRATION: Registration must be entered online by **February 1, 2023**—NO EXCEPTIONS!!! Mailed items must be postmarked by **February 1, 2023**. All members must be pre-registered to participate in any event.

ATTACHMENTS: Please review carefully the following forms that are attached:

- Skills Events Entry Form for *Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing*
- Adviser Statement of Verification Form
- Businessperson of Year Form
- Regional Event Checklist
- Regional Conference Regulations
- Code of Conduct/Courtesy at Conferences (must be signed)
- Dress Code Form (must be signed)
- Regional Officer Qualifications
- Regional Officer Application
- Required Attendances for Regional Officers & Advisers
- Social Media Agreement for Officer Candidates
- Smith and Plock Scholarship Applications
- Medical Release/Parent Permission Form
- Talent Show Form
- Adviser Spotlight Form
- Outstanding Local Chapter Officer Form

***Important Items are highlighted in yellow!**

General Regulations

1. Refund Policy – There will be no refunds for the conference.
2. Substitution Policy- There will be no substitutions.
3. Participants will only be permitted to receive awards on stage if dressed according to the dress code. Points will be deducted by judges for not following dress code.
4. Each chapter may have competitors, delegates, officer candidates, and actively participating members at the conference.
5. **Competitors who are late to any event may be disqualified!**
6. No spectators can observe any performance events.
7. **Non-working/accessible URL's may be disqualified.**
8. All guidelines must be followed exactly; **zero is not a score and will not advance to State competition.**
9. Check the Competitive Events Guide carefully because there have been name changes for events and grade level restrictions.
10. Two outstanding advisers will be recognized at regional and state; one Regional/State Executive Council member and one local chapter adviser not part of REC/ SEC.
11. Two outstanding local chapter officers will be recognized at regional and state; one Regional/State Executive Council member and one local chapter officer not part of REC/ SEC.
12. All Who's Who Candidates must have completed at least one level of Business Achievement Awards.

Events Registration—WILL BE SENT IN A SEPARATE E-MAIL

All chapter and individual competitive event entries will be completed using the online registration process. A link to the registration AND INSTRUCTIONS for this form will be sent in a separate e-mail. **You must read the instructions carefully and complete the form correctly.** Competitors will be selected from a drop-down menu. Student names will appear exactly as entered by adviser for membership registration. Select each event the student is participating in. Do not type in your own codes or fee types. A contestant must be pre-registered in order to participate

ALL STUDENTS COMPLETING SKILLS EVENTS MUST BE INCLUDED ON THE REGISTRATION FORM!

****Please read the Competitive Events Guidelines to see how many events a member can enter and any exceptions.****

Students entered in more than one competitive event must be entered for **each** event.

Example for 3 Events - Check the box by each event entered.

Spreadsheet Applications (individual; Prejudged)
Business Communication (individual; online test)
Scrapbook (chapter, maximum of five (5) members per chapter)

Example for 2 Events - Check the box by each event entered.

Economics (individual; online test)
Spreadsheet Applications (individual; Prejudged)

Please pay close attention to the columns listed on the right side of the REGISTRATION form to check mark for Who's Who or Scholarship events.

**If you have any questions,
please contact:
Brenda Klaas
Larry A Ryle HS
brenda.klaas@boone.kyschools.us
859-384-5300 ext 71118**

Job Interview & Future Business Leader

Job Interview and Future Business Leader Credentials both have a prejudged component. However, competitors MUST bring a copy of credentials with them to the interview.

Nametags & Bulletin Boards

All nametag submissions (2 copies) should be submitted ready to be worn. Name tags submitted for competition should be the name tag worn by all chapter members attending the regional conference. Bulletin boards must be displayed and will be judged in an upright/standing position...not lying flat on the table.

Prejudged Information

Skills Events Request Form for Computer Applications, Database Design & Applications, Spreadsheet applications, and Word Processing (one form per chapter) must be e-mailed to Connie Witt, State Adviser by **January 13, 2023** to connie.witt@education.ky.gov. This is a request for tests only. Competitor names are not submitted at this time.

The test packets for these events will be emailed to the Test Administrators the week of **JANUARY 16, 2023**. The completed tests must be submitted electronically by FEBRUARY 1. Local chapter advisers are responsible for submitting the test administrator's name and email to connie.witt@education.ky.gov by **JANUARY 13, 2023**. **Do not wait until the last few days to administer the test. Weather related issues that many times cause schools to be closed during this time make it very difficult to get the tests completed. Extensions ARE NOT possible due to the time constraint in getting everything scored.**

Any student who enters a Prejudged event must pay the registration fee whether or not they attend the conference in person. Also, any student who enters a Prejudged event can only enter a chapter event or one of the exceptions listed on the Kentucky Competitive Events Guide on Page 5.

Smith/Plock Scholarships

Please submit your state scholarship contributions to the address listed on the submission form by **February 1, 2023**. Members may compete in a state scholarship event only if the local chapter contributed a minimum \$50 donation to the **STATE** scholarship fund. All chapters contributing to the State Scholarship Fund will be recognized at the State Leadership Conference

Ann Visnic Region 4 Scholarship

One senior student from each chapter who is planning to major in business or education at Northern Kentucky University may apply for the Ann Visnic Scholarship. **(See separate attachment for application)**. Contribution of \$50 will be added to each chapter entering a student for this scholarship.

Talent Show

Please make sure that you complete the Talent Show form at the end of this memo and submit by February 1, 2023, to Brenda Klaas – brenda.klaas@boone.kyschools.us and Matt Crickmer – mattcrickmer@gmail.com.

Regional Officer Candidates

Each chapter should consider running **qualified** candidates for Regional Offices. This is an important leadership aspect of the organization. The Regional Officer and adviser ***must*** attend the Summer Leadership Training Camp as well as other obligations. Those advisers who have a Regional President will be required to attend additional meetings and activities. **Review carefully the Guidelines for Regional Officers and the Required Attendances for Regional Officers and Advisers included in this memo.** Regional President candidates and their advisers need to review the Required Attendances for State Officers and advisers, available at kyfbla.org. **No campaigning** of any kind may be done until after the candidate is approved at the Regional Conference. This applies to social media as well. Doing so will result in disqualification. Mail applications to Andrew Price, Region 4 President **by** February 1, 2023. Individuals interested in becoming Regional Parliamentarian must also complete application requirements.

Campaign speeches must be submitted electronically to connie.witt@education.ky.gov one week prior to the regional conference. Any inappropriate deviation from this speech will result in disqualification of the candidate.

Candidates running for office should report to the **registration table (outside ballroom) at 8:45am** accompanied by an adviser. Candidates must bring samples of all their campaign materials to this meeting. During this screening process, the candidates will be informed of their duties as well as receive other important information. **Review carefully the Guidelines for Regional Officers included in this memo.** No campaigning is allowed outside the campaign booth area. **At the Opening General Session each candidate will have two (2) minutes for the campaign speech. There will be no nomination speech or skit.** One table will be provided per candidate for campaign area (2nd floor of Student Union).

Voting Delegates

Each chapter is entitled to voting delegates based on membership. Delegate ribbons will be in each chapter's packet. Contact headquarters if yours are missing or short. These delegates will be seated prior to the election session to vote for Regional Officers. Delegates are as follows:

1-50 members=2 Voting Delegates 51-100 members=3 Voting Delegates 101+=4 Voting Delegates

Businessperson of the Year

This event recognizes outstanding business leaders from the private business sector throughout the state who have contributed to the success of Kentucky Future Business Leaders of America on the local level. Each chapter may enter one (1) person in the Local Chapter Businessperson of the Year event at the Regional Leadership Conference. Nominees must be members of the business community. Persons who are full-time employees of educational institutions or departments of education shall not be nominated for the award. Nominees must not have been named to this event at a previous FBLA Regional Leadership Conference. The entry form must be completed by the local chapter and received with each nominee's biographical sketch form by **February 1**. Criteria for selection of nominees at the local level should include participation in FBLA activities, promotion of FBLA through presentations and seminars, contribution to chapter projects and activities, and financial assistance to local and/or state chapter(s).

Code of Conduct

This form must be duplicated with a copy completed and signed by each person who attends the Regional FBLA Conference and by his/her parent or guardian. These may be kept on file in your school until needed and used for the State Leadership Conference, but please be sure everyone completes the forms and you have them with you the day of the regional conference. Regional Conference Regulations and the Code of Conduct should be read and understood by all who attend the Conference.

Dress Code for the Conference

This form must be duplicated with a copy completed and signed by each person who attends the Regional FBLA Conference and by his/her parent or guardian. Please **BRING** a signed copy of this form for each student. **Participants will only be permitted to compete or to receive awards if dressed appropriately according to the Kentucky Dress Code.**

THE PROPER ATTIRE GUIDELINES ARE INCLUDED IN THIS MEMO AND ON THE KENTUCKY FBLA WEBSITE. PLEASE MAKE SURE MEMBERS, ADVISERS, AND GUESTS WEAR THE PROPER ATTIRE. POINTS WILL BE DEDUCTED FROM COMPETITORS' SCORES FOR NON-COMPLIANCE!

Medical Release/Parent Permission Form

Please **BRING** a signed copy of this form for each student, adviser, and guest who attends the Conference. This form must be available in the event of a medical emergency.

Lunch

Lunch will be on your own in the Student Union Food Court, 2nd floor.

Door Prizes

Door prizes will be presented at the general sessions. Each chapter is asked to include \$25 chapter fee with conference registration to help cover door prizes and donations.

Conference Procedures

An adviser from each chapter should report to the Registration Desk upon arrival to collect the chapter's packet and to turn in scholarship credentials. Participants whose credentials are not turned in at the proper time may be disqualified.

- Food and drinks are not permitted in the computer labs. It is important we leave the facilities clean.
- Please remember that students are not permitted to drive to the conference.
- All event coordinators need to pick up their packets at registration and then pick up any additional competitive event information at headquarters IMMEDIATELY AFTER the FIRST GENERAL SESSION.
- Advisers' hospitality room is sponsored by the Kentucky Business Education Association.
- Scrapbooks and Bulletin Boards should be taken to the assigned room listed in the program. These need to be picked up at 1pm. Scrapbooks will be **not** be available for viewing at the regional conferences.
- Every chapter must provide individual nametags for each person that attends the conference, even if your chapter doesn't enter the nametag event. (Nametags are not provided at the Regional level.)
- Interview events will be scheduled in advance, and interview times will be included in your conference registration packet.
- **NO CELL PHONES ARE ALLOWED IN PREPARATION ROOMS, PERFORMANCE ROOMS, AND ONLINE TESTING ROOMS. THIS POLICY WILL BE ENFORCED...PLEASE INFORM YOUR STUDENTS.**

Dues Deadline

Dues must be ***posted as paid*** on the national website by **February 1**. Members' names will not appear for registration prior to this time.

If you have any questions, contact me or my adviser, Brenda Klaas, at brenda.klaas@boone.kyschools.us.

Cell phones will not be permitted in preparation rooms, performance rooms, or online testing rooms.