

## MEMORANDUM

TO: KY FBLA Chapters  
 FROM: Connie Witt, FBLA State Adviser  
 DATE: February 11, 2023  
 SUBJECT: 2023 FBLA State Leadership Conference (SLC)  
 2023 FBLA National Leadership Conference (NLC)

The 2023 State Leadership Conference (SLC) for the Kentucky Chapter of the Future Business Leaders of America will be held **April 17-19** at the Galt House Hotel, 140 North 4<sup>th</sup> Street, Louisville, KY 40202.

**PLEASE READ ALL OF THE FOLLOWING INFORMATION CAREFULLY AND NOTE THE DATES BY WHICH ALL REGISTRATION MATERIALS ARE TO BE RETURNED.**

### HOTEL INFORMATION

Room rates at the Galt House listed below are per room, per night and **DO NOT INCLUDE** the 16.07% (9.5% if sales tax exempt) tax rate. Read the attached Housing Form carefully.

TYPE OF ACCOMMODATION	HOTEL ROOM RATES RATES PER ROOM PER NIGHT (plus tax)	
	<u>RIVUE TOWER</u>	<u>SUITE TOWER</u>
Single	\$154 + 16.07% tax (9.5% if tax exempt)	\$175+ tax
Two in a Room	\$154	\$175
Three in a Room	\$154	\$175
Four in a Room	\$154	\$175
Rivue Tower is a standard 1 bedroom with 2 beds. Suite Tower has 2 beds and a living area.		

Many schools have a state Purchase Exemption Certificate which could enable the chapter to save the 6 percent state sales tax. The Purchase Exemption Certificate may be used if you pay with your school's check or your school's credit card. If this sales tax exemption is available for your use, write the exemption number in the space provided on the Hotel Reservation Form and **provide the hotel with a copy of the Sales Tax Exemption Certificate.**

### Hotel Procedure

1. Hotel Reservation Form must be **received** by the Galt House by **April 1.**
2. Include a copy of the Sales Tax Exemption Certificate, if available.
3. A credit card authorization form must be completed for schools paying with a credit card.
4. For schools paying by check, the check must be **received before arrival.**
5. **Hotel room assignments and keys may be picked up by the Chapter Adviser in the Galt House Hotel lobby registration area beginning at 3:00 p.m.**
6. All rooms may not be available immediately at 3:00 P.M. but will be available as soon as possible.

We have a certain number of rooms reserved. After the Housing Deadline, the unused portion of the room block will be released back to the hotel for general sale. All reservations received after this cut-off date will be accepted based on availability, and rates will be quoted at the rate of the day.

### COMMUTING CHAPTER GUIDELINES:

In the event that local school districts prohibit overnight trips but permit daily participation in the SLC, it is strongly encouraged that chapters reserve two hotel rooms for members, one male and female. These rooms could be used for study areas, practice areas, equipment storage, etc. Chaperones must be provided for these rooms. Chaperones do not have to be registered for the conference as long as they remain at the

rooms. This is also a good place for bus drivers to rest while waiting to transport the chapter back to the local school.

**THE FOLLOWING ITEMS AND FORMS ARE ATTACHED IN THIS CONFERENCE PACKET EMAIL AND WILL SOON BE AVAILABLE AT ([www.kyfbia.org](http://www.kyfbia.org)):**

- Hotel Reservation Instructions/Procedures
- Medical Release/Parent Permission Form
- Code of Conduct Form
- Dress Code Policy
- Sports You Instructions – our replacement for Remind 101 for communicating conference info
- State Officer Candidate Guidelines and State Officer Candidate Application Form
- Social Media Agreement
- Required State Officer and Adviser Attendance
- Chapter Recognition Forms and Submission Instructions

**THE FOLLOWING FORMS MUST BE COMPLETED IN OR UPLOADED TO WUFOO (see pages 11-12):**

- Online Skills Events and Administrator Information (Information Completed Online)
- Online TEST Window Selection & Proctor Information (Information Completed Online)
- Chapter Recognition Forms (uploaded)
- State/National Officer Application Materials (uploaded)

**THE FOLLOWING ITEMS AND FORMS WILL BE SENT IN ANOTHER EMAIL:**

- The Tentative Conference Schedule of Activities
- Summary of Competitive Events
- Event Coordinator Signups
- Governor's Scholars Policy

**ONLINE CONFERENCE REGISTRATION:**

Registration for the state conference will be completed online using the same system and same process used by each chapter for their region conference registration. Each chapter will use the same initial password and login. All registrations must be completed through the online system. If you have forgotten your initial login, please contact me at [connie.witt@education.ky.gov](mailto:connie.witt@education.ky.gov). Each registered/paid attendee will receive a complimentary SLC t-shirt. Sizes will be collected when registering attendees for the conference.

Online Registration will open **March 6**. The registration website address is:

<http://app.gobluepanda.com/>

The last day to register is **March 17**. **PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO REGISTER OR ASSIGN THIS TASK TO A STUDENT. WE MUST HAVE COMPLETE AND ACCURATE REGISTRATION INFORMATION. PRINT YOUR REGISTRATION INFORMATION AND DOUBLE CHECK IT BEFORE THE DEADLINE DATE SO YOU CAN MAKE ANY NECESSARY CHANGES. DEADLINES WILL NOT BE EXTENDED.**

**SUBMISSION OF EVENTS MATERIALS:**

The following materials must be uploaded as assets in Blue Panda (as they were for regional competition) by March 17, 2023:

- All prejudged projects and reports
- Credentials for FBL and Job Interview
- URLs for events requiring these.

**Registration Fee:** \$70.00 for each member,  
 \$75.00 for students in two or more events;  
 \$60.00 for each adviser/certified personnel; and  
 \$60.00 for each **adult** guest (**students may not be registered as a guest**).  
 \$10.00 Chapter Fee.

**All FBLA members attending must be registered as a Member, not a guest, and pay the registration fee based on number of events each member is entered in.**

Make check payable to **KENTUCKY FBLA**, postmarked by **April 1** unless other arrangements have been made. Chapters are responsible for payment for all members & adults registered when registration locks, even in the event of No Shows. **NO REFUNDS** will be given after registration closes.

Mail Checks To: **KY FBLA ATTN: Connie Witt**  
**300 Sower Blvd, 5<sup>th</sup> Floor**  
**Frankfort, KY 40601**

## IMPORTANT CONFERENCE NOTES

**NAME TAGS MUST BE WORN TO ALL EVENTS, INCLUDING THE TALENT SHOW.**

**MEMBERS ARE NOT PERMITTED TO DRIVE THEMSELVES TO THE CONFERENCE.**

**STUDENTS ARE NOT TO CONGREGATE IN HALLWAYS.**

**BOOM BOXES, OR OTHER SUCH DEVICES, ARE NOT WELCOME AT THE CONFERENCE.**

**CORRECT ATTIRE IS REQUIRED TO BE IN ANY CONFERENCE AREA.**

**NAME TAGS WILL BE TAKEN TO CONFERENCE HEADQUARTERS FOR THOSE OUT OF DRESS CODE OR BEHAVING INAPPROPRIATELY.**

**ALL ADVISERS' HELP IS NEEDED TO COORDINATE EVENTS, SUPERVISE STUDENTS, ETC.**

## CONFERENCE INFORMATION SUMMARY:

**Date:** Monday, April 17--Wednesday, April 19, 2023

**Times:** **Hotel Registration**--begins at 3:00 p.m. in the Galt House Hotel lobby registration area (All rooms may not be ready.)

**Conference Registration** -- Noon - 7:00 p.m.

**Competitive Events Begin** at 3:00 p.m.

**Talent Show**—**Monday, April 17, time TBD.**

**Opening General Session/Campaign Speeches**--8:00 p.m.

**After Hours**—Concert featuring Rockland Road, beginning approximately 30 minutes following the Opening Session.

**Voting Delegates Q&A with the Candidates**, Tuesday, 3:00 p.m. **Mandatory for delegates.**

**Awards Assembly**--Tuesday, 8:00 p.m.

**Social Activity** – Tuesday, approximately 30 minutes following the Awards Assembly. Prizes will be given.

**Senior Activity** – **More information will be coming.** This will require sign ups and limited to seniors.

**Note:** Following Wednesday morning's general session, a **mandatory** meeting will be held for the newly elected State Officers, the 2023-2024 Regional Presidents, and their advisers.

## **Who May Attend?**

Members, Advisers, Adult Guests acting as chaperones. All attendees must register. **All attendees must follow dress code.**

## **Activities available for non-competitors and student down-time include:**

- Workshops
- Interactive Booths
- College Booths
- Campaign Booths
- Open Online Events

**Continued for 2023, advisers will act as security in supervising hallways. Assignments will be made based on room locations. Advisers must supervise students at all times. Please do not retire to your rooms until after curfew!**

## **General Regulations and Procedures**

Complete General Regulations and Procedures are attached.

Curfew should be strictly enforced. Those out past curfew for conference sponsored after-hours activities will have a specific method of identification. All others should be in their own rooms by curfew.

The KY FBLA Dress Code will be strictly enforced. Be sure all attending have a complete understanding of this and have appropriate attire prior to arriving at the SLC. Family Resource Centers and Goodwill are great options for assistance with clothing and shoes.

There will be a special conference area entrance monitored by security. Dress Code and nametags are always required to enter this area, eliminating the need for door checkers at General Sessions. Those dressed inappropriately will be asked to leave the area.

**There will be a Holding Area in the ballroom where students will check in before entering the stage to receive awards. If a student manages to bypass the entrance, but is not in proper dress code, the student will be asked to return to his/her seat and can get their trophy in conference headquarters at the conclusion of the assembly.**

## **Mandatory Adviser Sessions At SLC**

Three short adviser sessions will be held on Monday, April 17. Times will be emailed to you prior to the conference. Each adviser **is required** to attend one of these sessions (not all three). These short sessions will provide you with valuable information you will need for the conference and update you on the changes.

## **Sports You**

Sports You will be used to announce finalists and relay other conference information, including prize announcements. Students and advisers wishing to receive notifications before and during SLC, download the Sports You app on your smartphone. Join the KY FBLA SLC group using access code 8UM9-NAY8.

Finalist information will be sent through the Sports You system.

## **Cell Phones**

Cell phones are **not** permitted in the Preparation or Performance Rooms. Cell phones may be collected and placed in a Ziploc bag with an index card that contains the information for that student by the Event Coordinator as students enter the Prep Room. Cell phones can be claimed at the conclusion of the student's event from the Event Coordinator. All phones not claimed by the end of the event will be turned in to conference headquarters where they can be claimed. Please share this information with your students so there are no surprises concerning this issue.

## **General Sessions**

**Please monitor your students' behavior during the General Sessions. They need to remain quiet and seated throughout the session. If there are disturbances around you and your chapter that you are not comfortable addressing, contact Conference Headquarters.** Cell phones should **not** be used during general sessions. This can be distracting for other attendees.

### **Code of Conduct, Dress Code, Medical Release/Parent Permission Forms**

Code of Conduct, Dress Code, and Medical Release/Parent Permission forms must be completed for all participants. Forms are attached to this email. You may also reuse the forms from your Regional FBLA Conference. These should be ALPHABETIZED and contained in a file folder with the school name on the outside. **The forms must be brought by the adviser to Conference Registration in order to receive your registration packet.**

It is the responsibility of all local chapter advisers to see that their members adhere to the regulations contained in the Code of Conduct.

Be sure that all members understand the Dress Code. Many of our attendees are new to KY FBLA and our dress code expectations. Be sure they are prepared. Some consequences of being out of dress code include

- penalty points deducted from event scores
- not being admitted to conference areas
- not being permitted on stage to receive an award

Judges will make the decision as to whether points are deducted for dress code, and those decisions will be final. No changes will be made in conference headquarters, even if the adviser feels the judges made an error in deducting points due to dress code violation. Therefore, make sure there is no doubt that your students are following dress code at all times.

Review with your members the information included in the Conference packet regarding proper courtesy in sessions, the hotel (especially elevator etiquette), and restaurants, **including chapters leaving general sessions before they are dismissed.**

### **March of Dimes**

We will be raising money for March of Dimes by allowing students and advisers to dress casually at the Wednesday morning General Session. For \$1.00, students and advisers will receive a **ribbon** allowing the following attire for the closing session: jeans (no holes), any FBLA t-shirt, and casual shoes (tennis shoes, Sperry's, etc.; however, no flip flops are allowed). The ribbon must be attached to the nametag. Ribbons will be available at the KY FBLA Marketplace. Advisers or students may pick these up. One ribbon will be exchanged for each \$1 donation. No replacements will be issued. **Current state officers, those running for state office AND the newly elected 2023-24 Regional Presidents will need to wear either their official FBLA attire or be in dress code.**

### **Achievement of State Goals, Commonwealth Award of Merit, Local Recruitment of Chapters, State Participating Fundraiser Report, State Project Participation, Unite to Serve, and LLC.**

Chapters that participated in any of the above listed programs/projects must complete and upload the forms (coming in a separate email) by 6:00 p.m. EDT, March 17. Ribbons for participants will be in chapter packets. See pages 11-12 for upload details.

### **State Officer Candidates**

1. Read carefully the Qualifications and Procedures for Officer Candidates.
2. An official State Officer Application Form must be submitted for each officer candidate, including parliamentarians. This application is to be **received** by **6:00 p.m. EDT, March 17.**
3. Students who are elected to serve as state officers for the 2023-24 year (including Regional Presidents) will be **unable** to participate in Governor's Scholar due to a conflict in dates of the National Leadership Conference, which is a **required** activity for all state officers.
4. There will be no nomination speech given. Only the candidate will give a speech. Detailed information will be sent to each qualified candidate.
5. Each state officer candidate will be required to sign (and have signed by all parties) the attached Social

Media Agreement. This will be turned in with the officer application. All state officers are expected to follow that Agreement.

6. There will be a **mandatory** State Officer Training June 4-5 prior to FBLA Camp in Hardinsburg, KY. The adviser is not required to attend this training.
7. State officers, including Regional Presidents, must attend Leadership Development Camp, June 7-9. Advisers are required to attend the three-day camp, June 7-9. Failure of the officer and/or adviser to attend the **entire** camp may result in removal from office.
8. State Officers and their advisers must attend the first Executive Council meeting immediately after the close of state conference on Wednesday, April 19. This will be a brief (30 minutes or less) meeting.
9. State Officer Screening – The State Officer Candidates and their advisers must be screened on Monday, April 17, Galt House East. Specific details will be in the State Officer Candidate materials sent to each candidate at a later date.
10. The campaign manager will take all campaign materials to be screened. Information will be included in candidate materials.

### **National Officer Candidates**

Any FBLA member interested in running for a National Office must be interviewed, along with the member's adviser, at the State Leadership Conference by the KY FBLA Board of Directors. This interview will take place during the SLC. More details will be sent to National Officer Candidates. **The candidate must complete a National Officer Application.** This application must be **received** by the State Adviser no later than 6:00 p.m. EDT, **March 17**. **Also, any potential candidate must complete all the information required by the national office (application is on national website) and bring the completed materials to the screening. Go to [www.fbla-pbl.org](http://www.fbla-pbl.org) for the guidelines for national office. All campaign materials must be available at the time of screening.**

***\*\*Board approval must be granted before a candidate can run for a national office. Only one candidate will be approved to run for a national office from Kentucky. This does not apply to national parliamentary candidates who will take a test at the national conference.***

### **Prejudged Events**

The top four in the following events will be submitted for judging directly to the State Leadership Conference and will not be returned at your Regional Conference:

Local Chapter Name Tag and Local Chapter Newsletter

### **Submission of Top Three Regional Credentials, Reports, & Projects**

All reports (American Enterprise Project, Community Service Project, and Local Chapter Annual Business Report) that are competing on the state level must be uploaded in Blue Panda **as a .pdf file** as well as credentials, projects, and URLs by 6:00 p.m. EDT, March 17, 2023. See pages 11-12 for details.

### **State/National Only Events Coding and Programming, Partnership with Business, Business Plan, and Business Financial Plan Events:**

The events listed above must be **uploaded by 6:00 p.m. EDT, March 17**. See KY Competitive Events Guidelines for specific information. See pages 11-12 for details.

**ALL PREJUDGED EVENTS, WITH THE EXCEPTION OF WRITTEN REPORTS AND CODING AND PROGRAMMING, WILL HAVE A PERFORMANCE COMPONENT AT THE SLC. After prejudged scores are verified, the top eight (8) finalists will compete in a performance round onsite at the SLC. Verification of these prejudged scores will take place on Sunday, April 16. Advisers of the top eight (8) will be notified after verification. Those not qualifying for the final performance round may still attend the SLC and participate in Open Events, workshops, and social activities.**

### **Skills Events - Computer Applications, Database Design & Applications, Spreadsheet**

### **Applications, Word Processing:**

**Be sure to include the participant on the Registration Form and pay the registration fee.** All Skills Tests will be distributed electronically **to the test administrator** when the testing window for these events opens, March 20-22. Please plan accordingly. **The entire state will follow this window.** The TEST Administrator information along with skills events participating in must be completed electronically at <https://kyfbla.wufoo.com/forms/m17ghys80q20bmi/> by 6:00 p.m. EDT, **March 17.** Specific submission instructions will be distributed to the test administrator along with other information. Skills events have an online objective test along with the production component for State competition. These will follow other online objective test instructions and guidelines.

### **PERFORMANCE EVENTS**

Many preliminary and some final rounds will begin Monday, April 17, at 3:00 pm. All other rounds will be held Tuesday, April 18. Complete details will be in the conference program. All events are **CLOSED** to spectators.

Event guidelines were modified in 2018 by the national office to no longer use projectors in the preliminary round of presentation events—competitors will present directly from their laptops/devices. This eliminates the disadvantage some students experience if projectors don't work and creates a level playing field for all competitors. **Participants may supply their own projectors for final rounds if they choose to use them.**

All competitors must check in at the designated time for each event but may leave the area until 20 minutes prior to scheduled performance time. These times will be pre-scheduled and posted outside of conference headquarters. Students who do not show up on time for their event **may** be disqualified.

### **Banking and Financial Systems, Business Management, Entrepreneurship, Hospitality & Event Management, International Business, Management Information Systems, Marketing, Network Design, and Sports and Entertainment Management — Online**

1. NOTE – Teams will test **individually. Scores will be averaged for a team score.**
2. Advisers of finalists will be notified prior to the State Conference.
3. The eight (8) individual/teams in each event with the highest score on the online testing portion will be in the performance segment Monday, April 17 beginning at 3:00 p.m. or Tuesday, April 18.
4. These events are now Individual or Team. Teams may consist of two or three team members; **there may only be one team member substitution** between regional and state conferences. This substitution must take place prior to online testing. See Event Guidelines for details.
5. **Those who test must perform in the final round.** There are no substitutions after online testing has taken place.
6. The top four (4) individual/teams will advance to national competition.

### **Parliamentary Procedure—Online**

1. Each team member will test separately.
2. The eight (8) teams with the highest average score on the online testing portion will be in the performance segment on Tuesday.
3. Teams must consist of four or five team members; **there may be one team member substitution** between regional and state conferences. **Anyone who placed in the top 10 in a previous National Leadership Conference is ineligible for the event.** See Event Guidelines for details.

### **Help Desk—Online**

The eight (8) individuals with the highest score on the online testing portion will be in the performance segment on Tuesday.

### **Objective TEST Events –All Online**

In order to accommodate schools' spring breaks, two testing windows will be available for the online objective events. Each participating chapter **must choose one** of the two following testing windows:

- Testing Window 1 – March 27 – March 31
- Testing Window 2 – April 3 – April 7

TEST window selection with proctor information must be completed electronically at

<https://kyfbla.wufoo.com/forms/m19so2q309hut62/> by 6:00 p.m. EDT, March 17. See pages 11-12 for details.

By **March 24**, all testing instructions for Testing Window 1 will be sent to the proctors. The site will close for Window 1 Testing at 6:00 p.m. EDT on **March 31**. Testing Window 2 proctor instructions will be sent by **March 31**. Testing Window 2 will close at 6:00 p.m. EDT on **April 7**.

### **Future Business Leader—Online**

1. The eight (8) individuals in this event who score the highest on the written exam, prejudged credentials **and** the preliminary interview (scores will be combined) will be randomly scheduled for final interviews. A schedule will be posted before curfew on Monday.
2. Credentials must be uploaded by 6:00 p.m. EDT, **March 17**.

### **Job Interview**

Credentials for Job Interview must be uploaded by 6:00 p.m. EDT, **March 17**.

### **Open Events**

Open Events for registered members at the State Conference for those **not** participating in an interview, performance, or presentation event will be available on Tuesday, April 18. There is no preregistration for these events. It will be on a first-come, first-served basis. A computer lab will be set up at the hotel for testing. Details will be in your conference program. The top five winners will be recognized with a medal at the Awards Ceremony. These winners do not advance to the National Leadership Conference. These are Kentucky-only events. Students are to take one test per student. Specific tests will be announced later.

### **Middle Level Competition**

Middle Level FBLA members may attend and compete at the State FBLA Conference. All national events will be available for the registered ML conference attendees. Members may compete in two events and **must be preregistered** for the event. Chapters may have multiple students in one event. The top three in each event will be recognized at the Awards Program and the 1<sup>st</sup> place winner will be eligible for national competition. ML members may participate in all conference activities—sessions, workshops, exhibits, general sessions, and social activities. Online objective tests will take place on Tuesday, April 18. There will be no performance events onsite. All events with a performance component will be prejudged. More specific directions will be coming.

### **Election of State Officers**

Each candidate for state office will give a two-minute campaign speech at the Opening General Session on Monday, April 17, at 8:00 p.m.

A Q & A session will be held on Tuesday, April 18, 3:00 p.m. **Only those delegates present for this Q & A will be eligible to vote for State Officers.** Delegate ribbons will be distributed at the Delegate Q & A Sign-In table. Only members with the ribbons will be permitted inside the Q & A and the voting session. Delegates will sign in prior to entering both events.

Electronic voting will be used for the election. Delegates will need to provide their own device.

### **Smith-Plock Scholarships**

The resume and application for Smith-Plock will be transferred from Region to State. Corrections are permitted on credentials between regional conference and state conference. These must be **received** by the state adviser by **March 17** to [connie.witt@education.ky.gov](mailto:connie.witt@education.ky.gov).

### **Workshops**

A variety of workshops are being offered for students and advisers to attend. Check your conference program for details. Proof of attendance will be provided.



## **Exhibits and Interactive Booths**

Students and advisers will have the opportunity to participate in exhibits and interactive booths again at this year's SLC. Each region will also have a booth with activities for everyone to enjoy. A KY FBLA Marketplace will be setup at our conference. A variety of items will be offered for sale. Information will be sent to chapters prior to the conference. Other vendors may also have items for sale.

## **FBLA State Talent Show**

The FBLA State Talent Show will be held Monday afternoon in the Ballroom. Khakis and an FBLA shirt/polo may be worn for this. However, other casual attire will not be permitted in the conference area for the remainder of the conference. The Talent Show is a competitive event. Each act may last a maximum of five minutes and **may consist of a maximum of five individuals**. A piano and two microphones will be provided if requested. Additional equipment and props must be provided by the participants. Further information will be sent to each participant after the regional conferences are completed. Only the top two from each region will compete at State.

## **Social Activities**

FBLA After Hours will be held approximately 30 minutes following the Monday night Opening Session. Special guests, Rockland Road, will be providing the entertainment. Bring your pizza, cards, etc. for a place to hang out with your chapter and other members from across the state. In an attempt to keep hallways clear and quiet for other guests, this space is being provided. Check out the [Rockland Road Facebook Page](#). Prizes will be given throughout the activity.

Trivia Palooza will follow the Awards Session. There is something special planned for the advisers as well. Casual attire (jeans without holes and an FBLA shirt) may be worn. Advisers, plan to have some fun with your students! More details will be coming in a separate email. All activities will end before curfew. Members must be in their rooms for the night by curfew.

Goose Chase will once again be available. More information will be coming.

## **KY FBLA Marketplace**

KY FBLA items will be available for purchase at a KY FBLA Marketplace at the conference. Items for sale will include KY FBLA t-shirts, KY FBLA Crew necks, extra SLC conference t-shirts in limited quantity, KY FBLA embroidered jackets, KY FBLA Lanyards, **graduation cords**, and other items. More information will be coming in a separate email. Cash, Check, Venmo, and card payments will be accepted.

## **State Leadership Conference T-Shirts**

All registered conference attendees will receive a complimentary SLC t-shirt. Sizes must be entered in Blue Panda with registration.

## **Adviser Reception and Breakfast**

The Advisers' Reception will be held during the Social Activity on Tuesday night following the Awards Ceremony.

The Advisers' Breakfast will be held Wednesday morning before the closing session. Please indicate on your conference registration how many advisers will be attending.

**MAIL ALL EVENT MATERIALS REQUIRING MAILING "FIRST CLASS."** Unless marked "First Class," large envelopes are sent third class and are delayed several days in arriving. Mail materials to the following address:

CONNIE WITT  
FBLA STATE ADVISER  
300 Sower Blvd. SW 5<sup>th</sup> Floor  
FRANKFORT KY 40601

**\*\*PLEASE SEND FIRST CLASS\*\***

## **ADVISER ASSIGNMENTS**

All advisers attending the State Leadership Conference are needed to serve as an event coordinator to ensure a smooth, well-run conference. Advisers will have the opportunity to sign up for his/her event of choice to coordinate. Other adults and members can help with outside doorkeepers, runners, etc. There will be a google doc for signups. More information will be coming after conference registration locks.

## **SECURITY**

While the hotel has security, **advisers will be assigned areas to monitor. Please do not retire to your room until after curfew and after your duty is completed.**

## **NATIONAL LEADERSHIP CONFERENCE**

The FBLA National Leadership Conference (NLC) will be held in Atlanta, GA. The Conference dates are June 27 -June 30. Students will need to have a good idea as to whether or not they will attend NLC to represent Kentucky. As students exit the stage, they will go directly to a table to give their yes, no or maybe and receive any necessary paperwork. All five (5) places will give an answer. Please follow up with your students and complete the Intent to Attend Form in case their answers change after leaving the SLC.

**\*Members placing in the top ten will receive a monetary award following the NLC. The amount is TBD based on funding available.**

An Intent to Attend Form for all chapters planning to attend the National Leadership Conference must be completed and uploaded 11:59 p.m. April 28, 2023. This is necessary to fill any vacant competitive events spots. As spots become available, advisers will be contacted for members who have become eligible to compete.

Form C, to be emailed following the State Leadership Conference, is due via email by May 5, 2023. All attendees, including guests, should be listed on the form.

**CHANGE FOR 2023 – Blue Panda will be used for NLC registration for 2023. Advisers will receive a different login for NLC registration. ADVISERS WILL ENTER THEIR OWN ATTENDEES, COMPETITORS IN EVENTS, AND UPLOAD ALL ASSETS AS WELL AS ENTER VOTING DELEGATES. THIS HARD DEADLINE IS MAY 9 EXCEPT FOR PRODUCTION WORK UPLOADS. THIS DEADLINE IS MAY 16.**

Information concerning costs, hotels, etc., can be found at [www.fbla-pbl.org](http://www.fbla-pbl.org). Local chapters are responsible for their own travel arrangements. Kentucky will not be assigned a specific hotel.

The Governor's Scholar Policy will be sent separately. Please note the dates and times competitors may be excused to compete at NLC. Performance events may be difficult due to the span of multiple conference days, so check the schedule carefully before committing to represent Kentucky at the FBLA NLC. The competitors must also attend the first session of GSP. This policy does not apply to newly elected state officers. State Officers are **required** to attend the **entire** NLC, and therefore, will not be able to participate in GSP.

## **CAMP DATE & LOCATION**

FBLA Camp will be held **June 6-8, 2023**. Camp will be held at the Leadership Training Camp, Hardinsburg, KY. More information will be coming soon. Talk with past attendees. Camp is a great opportunity for your students and Tons of Fun!

## IMPORTANT DATES

<b>March 17</b>	<input type="checkbox"/> Complete AND Submit Registration in Blue Panda by 6:00 p.m. EDT
<b>March 17</b>	<input type="checkbox"/> Complete Skills Events Administrator Information and upload to <a href="https://kyfbla.wufoo.com/forms/m17qhys80q20bmi/">https://kyfbla.wufoo.com/forms/m17qhys80q20bmi/</a>
<b>March 17</b>	<input type="checkbox"/> Deadline for uploading Credentials for Job Interview and FBLA in Blue Panda
<b>March 17</b>	<input type="checkbox"/> Deadline for Uploading Reports – AEP, CSP, LCABR, Business Plan, Business Financial Plan, Partnership with Business in Blue Panda
<b>March 17</b>	<input type="checkbox"/> State Officer Application <input type="checkbox"/> Transcript <input type="checkbox"/> Signed Social Media Form <input type="checkbox"/> Signed Code of Conduct <input type="checkbox"/> Signed Certification Form <input type="checkbox"/> National Officer Application Uploaded to <a href="https://kyfbla.wufoo.com/forms/mjplrmr10d5u8h/">https://kyfbla.wufoo.com/forms/mjplrmr10d5u8h/</a>
<b>March 17</b>	<input type="checkbox"/> Achievement of State Goals <input type="checkbox"/> Commonwealth Award of Merit <input type="checkbox"/> Local Recruitment of Chapters <input type="checkbox"/> Retiring Adviser Form <input type="checkbox"/> State Participating Fundraiser Form <input type="checkbox"/> State Project Form <input type="checkbox"/> Unite to Serve Upload these to: <a href="https://kyfbla.wufoo.com/forms/zaw5y591qny2vc/">https://kyfbla.wufoo.com/forms/zaw5y591qny2vc/</a>
<b>March 17</b>	<input type="checkbox"/> LLC Updated Forms Only Upload to: <a href="https://kyfbla.wufoo.com/forms/m1r0kdnd10sl95d/">https://kyfbla.wufoo.com/forms/m1r0kdnd10sl95d/</a>
<b>March 17</b>	<input type="checkbox"/> Online TEST Window Selection Info Due to (complete online) <a href="https://kyfbla.wufoo.com/forms/m19so2q309hut62/">https://kyfbla.wufoo.com/forms/m19so2q309hut62/</a>
<b>March 20-22</b>	<input type="checkbox"/> Skills Events Production Test Window. A link to all work must be uploaded in Blue Panda by 6:00 pm on the 22 <sup>nd</sup> .
<b>March 27 – 31</b>	<input type="checkbox"/> Online Testing Window 1 Open
<b>April 1</b>	<input type="checkbox"/> Hotel Reservation Form due to the Galt House. Payment is due prior to the conference.
<b>April 2-7</b>	<input type="checkbox"/> Online Testing Window 2 Open.
<b>April 20</b>	<input type="checkbox"/> Gold Seal Award of Merit Applications Uploaded to <a href="https://kyfbla.wufoo.com/forms/m1ed886q1851ok8/">https://kyfbla.wufoo.com/forms/m1ed886q1851ok8/</a>
<b>April 28</b>	<input type="checkbox"/> Electronic NLC Intention Form Due to <a href="https://kyfbla.wufoo.com/forms/mfkm57i0zwukta/">https://kyfbla.wufoo.com/forms/mfkm57i0zwukta/</a>

<b>May 5</b>	<input type="checkbox"/> Form C Due to <a href="https://kyfbla.wufoo.com/forms/m1wwpdp20oqgspu/">https://kyfbla.wufoo.com/forms/m1wwpdp20oqgspu/</a>
<b>May 9</b>	<input type="checkbox"/> All NLC Conference competitors entered in Blue Panda by local adviser.
<b>May 9</b>	<input type="checkbox"/> All projects, reports, credentials for NLC competition uploaded by local adviser in Blue Panda.
<b>May 9</b>	<input type="checkbox"/> Local voting delegates entered by local adviser in Blue Panda.
<b>May 16</b>	<input type="checkbox"/> Link to all production tests (Computer Apps, Database Design, Spreadsheet Apps, and Word Processing) entered as assets in Blue Panda by local adviser.
<b>May 16</b>	<input type="checkbox"/> NLC Housing Registration Deadline. All arrangements are made by the local chapter. Kentucky is not assigned as specific hotel.
<b>May 16</b>	<input type="checkbox"/> Non-Competitor Registration Deadline.
<b>June 16</b>	<input type="checkbox"/> NLC Conference Payment Deadline