

# Gold Coast Section Conference Checklist

Important Items	Details								
1. ___ <b>California Awards Program</b>	All competitive events at the Gold Coast Section Leadership Conference will be administered and judged according to the <i>newest 2009 edition of the California Awards Program (CAP)</i> ! Check the latest rules under “Competitive Events” on the website: <a href="http://www.cafbla.org">www.cafbla.org</a> .								
2. ___ <b>Dues Payment</b>	All students entering competitive events <u>must</u> be officially paid FBLA members. Their names must be registered online through dues payment by Tuesday, February 3--\$11 per member.  Section dues of \$25/chapter will be assessed on the first reporting of dues.  <b>Register members online at <a href="http://www.fbla-pbl.org">www.fbla-pbl.org</a>.</b>								
3. ___ <b>No. of Members a Chapter can Enter in written competitions</b>	The number of competitors that a chapter can enter will be based on your chapter membership. This policy only applies to <b>written competitive events (not team and performance events)</b> . The possible number of entries for each <u>written</u> event are as follows: <table style="margin-left: 40px; border: none;"> <tr> <td><b>1-49 members:</b></td> <td><b>1-3 members</b></td> </tr> <tr> <td><b>50-74 members:</b></td> <td><b>Up to 4 competitors</b></td> </tr> <tr> <td><b>75-100 members:</b></td> <td><b>Up to 5 competitors</b></td> </tr> <tr> <td><b>101+ members:</b></td> <td><b>Up to 6 competitors</b></td> </tr> </table>	<b>1-49 members:</b>	<b>1-3 members</b>	<b>50-74 members:</b>	<b>Up to 4 competitors</b>	<b>75-100 members:</b>	<b>Up to 5 competitors</b>	<b>101+ members:</b>	<b>Up to 6 competitors</b>
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4. ___ <b>No. of Events Members can Enter</b>	Members can enter in two individual or team events only.								
5. ___ <b>Transcripts/Proof of Grade Level</b>	All students entering the following events must submit transcripts or proof of grade level. Please submit by <b>February 10</b> .  <b>Transcripts:</b>  <b>Accounting I:</b> Must not have had more than two semesters for (or one semester in a block schedule program) of accounting instruction—highlighted or circle in red  <b>Word Processing I:</b> <b>9<sup>th</sup>/10<sup>th</sup> Grade Level</b> —Participants who are or have been enrolled in office procedures, and/or skill-related classes that included keyboarding instructions and/or keyboarding production work beyond that taught in the basic one-year keyboarding course must <b>not</b> be entered in this event.  <b>Proof of Grade Level:</b> In events that require only a grade level to be verified, a “proof of grade level” such as a class schedule will suffice. This will apply to the following events (9 <sup>th</sup> and 10 <sup>th</sup> Grade Level—highlight or circle in red—transcripts can also be acceptable).  <table style="margin-left: 40px; border: none;"> <tr> <td>Business Math</td> <td>Creed Contest</td> </tr> <tr> <td>FBLA Principles and Procedures</td> <td>Introduction to Business</td> </tr> <tr> <td>Intro. to Business Communication</td> <td>Introduction to Technology Concepts</td> </tr> <tr> <td>Public Speaking I</td> <td></td> </tr> </table>	Business Math	Creed Contest	FBLA Principles and Procedures	Introduction to Business	Intro. to Business Communication	Introduction to Technology Concepts	Public Speaking I	
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<p>6. <b>Job Interview</b></p> <p><b>Please Note:</b> You may enter <b>two</b> competitors, but only the top 10 will be interviewed. I will email you a list of the top 10 finalists as soon as the preliminary judging takes place.</p>	<p>All applicants will be paper screened by outside judges and <b>up to 10 finalists</b> will be interviewed by a panel of business people.</p> <p>Submit <b>five paper clipped sets of designated materials in one single Standard file folder for each competitor.</b> Send to:</p> <p style="text-align: center;">Matt Gray 4326 Country Meadow Street Moorpark, CA 93021</p> <p><b>Received-by date is February 10,</b> for preliminary judging. You need to access the application form online at <a href="http://www.cafbla.org">www.cafbla.org</a> under “Competitive Events”.</p>
<p>7. <b>Online Conference Registration System</b></p> <p><b>(See Gold Coast Section Conference 2009 Online Registration Information)</b></p>	<p>Remember that the online registration system is being used. Therefore, please make sure that the dues of members who are competing are paid to nationals (actual money paid, not just registered as members) as the members will be on a drop down menu.</p>
<p>8. <b>Send All Registration Materials</b></p> <p><i>Conference Competitive Events Registration Form and other materials (Received Date) February 10, 2009.</i></p> <p>\$15 per attendee (\$20 if received after deadline)</p> <p>Magic Mountain \$24 per ticket. No Refunds!</p>	<p>Mail the following necessary registration materials to Matt Gray (see contact info)</p> <p>Please make copies of everything you send.</p> <ol style="list-style-type: none"> <li>1. A copy of the Registration Confirmation form to Matt Gray.</li> <li>2. Transcripts/Proof of Grade Level</li> <li>3. Who’s Who in FBLA</li> <li>4. Outstanding Local Chapter Adviser materials</li> <li>5. Job Application materials (See 7 above.)</li> <li>6. Check Payable to <i>Gold Coast FBLA</i></li> </ol>
<p>9. <b>Public Speaking I and II, Job Interview</b></p>	<p>A list of Public Speaking and Job Interview times will be sent to you before the conference. This will make it easier for everyone, and all scheduling conflicts will be alleviated.</p>
<p>10. <b>Who’s Who in FBLA</b></p>	<p>The Who’s Who in FBLA event starts at the section level. Each chapter may nominate one member in addition to any section/state officers.</p> <p>All chapter nominees will be recognized at the State Leadership Conference. Please access needed information/forms from <a href="http://www.cafbla.org">www.cafbla.org</a> under “Competitive Events”.</p>
<p>11. <b>Charles Dee Cox Outstanding Local Adviser Award</b></p>	<p>The Outstanding Local Chapter Adviser recognition starts at the section level. Each section <b>may</b> select one recipient for this award and the state winner will be selected from the six section winners. Please access the guidelines from <a href="http://www.cafbla.org">www.cafbla.org</a> under “Competitive Events”.</p>

12. <b>Conference Dress Code</b>	<p>It is important that all FBLA members be dressed professionally. Please inform all your participants to follow the <b>Conference Dress Code</b>. Check their outfits beforehand if necessary. Ladies <u>must</u> wear <u>nylons</u> if wearing a skirt or a dress. Gentlemen <u>must</u> wear <u>ties</u>. The <b>Conference Dress Code</b> can also be accessed on <a href="http://www.cafbla.org">www.cafbla.org</a> under “Competitive Events Please stress this so that your competitors will <b>NOT</b> be disqualified</p> <p>Attire for the Awards of Excellence ceremony at the Magic Moments theater inside Magic Mountain is either professional attire or business casual attire (i.e. polo shirts). Members wearing <i>jeans</i> and/or <i>non-FBLA t-shirts</i> will not be allowed into the theater.</p>
13. <b>Key Addresses</b>	<p>West Ranch: 26255 W. Valencia Blvd. Stevenson Ranch, CA 91381          Magic Mtn: 26101 Magic Mountain Pkwy. Valencia, CA 91355</p>
14. <b>Code of Conduct/Medical Release Form</b>	<p>These forms are included for your convenience. It is highly recommended that you bring them with you in case of any emergency. You do not need to turn them in at this conference. You can also access the forms under “Document Library—Misc. Documents and Forms” at <a href="http://www.cafbla.org">www.cafbla.org</a>.</p>
15. <b>Voting Delegates</b>	<p>Please assign two voting delegates for selecting next year’s Gold Coast Section Officer Team. There is a special session for voting. Designate them on the <b>Gold Coast Section Competitive Events Registration</b> form.</p>
16. <b>March of Dimes</b>	<p>A great way for chapters to contribute to the March of Dimes is to create a basket for Gold Coast’s Basket Raffle. Please drop off all baskets at the raffle table near the conference headquarters. Be sure to provide a list of all the items in the basket as well as the total cost of the items. Visit the raffle table throughout the day to buy tickets for your favorite baskets! Winners will be drawn and announced during the Awards of Excellence ceremony.</p> <p>Helpful Basket Hints:</p> <ul style="list-style-type: none"> <li>• Have a catchy theme for your basket. Be creative!</li> <li>• Encourage member participation in putting together your basket.</li> <li>• Baskets should have an accumulated value of \$20-30.</li> </ul>
17. <b>Applications for Gold Coast Section Office</b>	<p>Please encourage your members to run for office. Applications are due January 23. You will be notified of the date and time of the interviews upon receipt of application materials. Members running for Gold Coast Section President need to complete the State Officer Candidate Application and read the State Officers Candidate Guide. All the guidelines and forms can be accessed on <a href="http://www.cafbla.org">www.cafbla.org</a>.</p>
18. <b>Testing Conflicts</b>	<p>When taking written tests, <b><i>all students from the same school must take the test at the same time.</i></b> All chapters need to plan which of the two sessions their members will test and work out any conflicts. Chapters with members taking the same test in two different sessions will have all their members in that competition disqualified.</p>
19. <b>Use of Calculators</b>	<p>Written events of Accounting I, Accounting II, Business Calculations, Business Math, Entrepreneurship, Future Business Leader, and Personal Finance allow a calculator to be used. A basic calculator will be provided at the testing session. Students are <b>NOT</b> to use their own calculators.</p>

20. ___ <b>Photo identification required For all competitors</b>	Photo identification will be required for all students entered in a competitive event at both the section and state levels. All members must show their Photo ID, or they will not be able to compete. Please check for their Photo ID's <b>before</b> boarding cars, vans, or buses before leaving. <b>No one will be allowed to identify the competitor including advisers!</b>
21. ___ <b>FBLA ALL-STARS</b>	Check out the Gold Coast Website ( <a href="http://www.goldcoastfbla.org">www.goldcoastfbla.org</a> ) for more information about this conference favorite! (formerly Mr. FBLA).
22. ___ <b>Magic Mountain</b>	\$24 per ticket. Park admission is required to attend the awards ceremony for both members and advisers. Bus parking is \$20 per vehicle.
23. ___ <b>Parade of Presidents</b>	Chapter Presidents are invited to represent their chapter on stage at the Awards of Excellence ceremony in the Parade of Presidents. Presidents are to report to the main entrance of the Magic Moments theater at 5:00 pm. Arrive on time! Late arrivals will be at a disadvantage in the "priority seating" lottery. Presidents who arrive on time will have the first chance to save the best seats in the theater.
24. ___ <b>Submit at On-Site Registration Table on day of Conference</b>	Please submit Future Business Leaders and Public Speaking I and II Folders. Also, please bring your March of Dimes baskets.
25. ___ <b>Any Questions?</b>	<b>Matt Gray, Gold Coast Section Director/Conference Chair</b> 4326 Country Meadow Street Moorpark, CA 93021 Phone: Evenings (323) 369-5634 <a href="mailto:mattjgray@gmail.com">mattjgray@gmail.com</a>

## Preliminary Conference Schedule

### Saturday February 28, 2009

#### **West Ranch High School**

- 7:00 am Conference Registration, Refreshments, Campaign Booths, and Exhibits
- 7:45 am Future Business Leader (FBL) Testing Session
- 8:00 am Opening Session, Campaign Rally, and Mr. Gold Coast FBLA Competition
- 8:15 am Event Coordinators, Proctors, Judges, and Workshop Presenters Briefings
- 9:00 am Leadership Achievement Session I (Competitions & Workshops)
- 10:30 am Leadership Achievement Session II (Competitions & Workshops)
- 12:00 pm House of Delegates Meeting / Section Officer Elections (two delegates per chapter)
- 12:00 pm FBLA Advisers' Meeting (Magic Mountain ticket distribution)

#### **Six Flags Magic Mountain** (Admission required and \$20 parking for busses will be charged upon arrival to lot)

- 12:00 pm Gold Coast FBLA Day at Magic Mountain
- 5:00 pm Chapter Presidents' Meeting & Parade of Presidents Rehearsal (Magic Moments Theater)
- 5:30 pm Awards of Excellence Ceremony (ends approximately at 8:00 pm)