

2019 INLAND SECTION LEADERSHIP CONFERENCE



February 9, 2019
Los Osos High School



2019 FBLA INLAND SECTION CONFERENCE

DATE

Saturday, February 9, 2019

WHERE?

The Conference and Awards Ceremony will be held at Los Osos High School
6001 Milliken Avenue, Rancho Cucamonga, CA 91737 Phone (909) 477-6900

There will be an afternoon entertainment activity TBA. Another option is for chapters to unwind at Victoria Gardens Town Center or Ontario Mills Mall. More details will be announced soon.

REGISTRATION

Online competitive event registration on the California website will allow you to register your **PAID** members for their competitive events. Be **sure** to check the "register" box for each student you wish to register in Step Three. **Contact the National Center with any membership/ payment issues early**, as only your chapter's paid members will appear on the registration page.

Students must enter their **FBLA membership number** when logging on computers; if members are not registered with the national office, they will not appear in system for testing. ID numbers will be on pre-printed name tags issued by CA FBLA

With the growing number of events, the staffing needs for our conference are also growing. Advisers and chaperones will be assigned a role as proctor or administrator for a competitive event. We would also love to have FBLA Alumni to assist with the administration of the competitive events program. Please let us know if you know of former members who can assist.

In-N-Out Lunch will be included with registration. Dinner is on your own but we may have food trucks or other options on campus.

Certificates will be available as PDFs to be printed from the state website after the conference. This will remain on the website as an archive and allow printing of multiple copies if desired and future replacement of lost or damaged certificates.

WHO CAN COMPETE?

FBLA members whose dues payments are *received* by the National Office by **January 18, 2019**. Pay your member's dues early so you don't have to worry processing time at the National Center. You may also pay national dues by credit card by 9:00 pm PST. Chapters must also be current with any past fees due to FBLA for meetings, conferences, OAT DAY, LDI, etc... Schools will be contacted if they have any outstanding balances.

REGISTRATION

The **Early Registration Fee** will be \$33 per member and \$20 for Adviser/Guests. registration includes lunch. Conference registration must be **submitted by 9:00 pm PST on January 13, 2019**. Registration can be made online and found on a link by visiting www.cafbla.org. Email inlanddirector@cafbla.org with voting delegates name. The **Late Registration Fee** is \$38 for members. The late registration window is **from January 13th after 9:00 pm PST to January 18th at 9:00 pm PST**. There will not be any changes or cancellations after January 18, 2019.

IMPROMPTU SPEAKING REMINDER

Impromptu Speaking is a sequestered event. This could create a conflict with a second event depending on the Impromptu Draw time. **No accommodations will be made for Impromptu Speaking participants if they choose to enter a second event.**

SKILL EVENTS

The *FBLA Format Guide* is to be used as a guide for all skill events which involve word processing documents. This guide is available online at CAFBLA.org. IF NOT FOLLOWED, ALL FORMATTING ERRORS WILL RECEIVE POINT DEDUCTIONS. The guide should be used *while* taking the test.

TRANSCRIPTS

Accounting I requires a transcript. The following events require proof of grade level only: Introduction to Financial Math, Introduction to Information Technology, Creed, Introduction to FBLA, Introduction to Business Procedures, Introduction to Business Communication, and Introduction to Public Speaking. Email the transcript for Accounting I and required proof(s) of grade level to Lee Lara via a single PDF document comprising of all competitor's documents. **Please label the single PDF file with the chapter name.**

NAMETAGS

The Inland Section will provide the official conference nametags with names and member I.D. numbers. Online testing requires accurate FBLA membership names and member I.D. numbers when logging in. Student Names will be downloaded from the information chapters submitted to the national office.

PICTURE ID!

Picture identification is **REQUIRED** to compete. If a student does not have his/her photo student identification at the time the event starts, he/she will not be allowed to compete. The photo identification must be officially issued, such as a driver's license, school identification card, passport, etc... **Pictures of an I.D. will not be accepted.**

ELECTRONIC DEVICES

Electronic devices of any type, including phones, may NOT be used during testing. Leave them with a friend outside the testing room. If an event requires a calculator, an FBLA calculator will be provided.

Specific event information---Please Read THOROUGHLY

Entrepreneurship, Global Business, Hospitality Management, Management Decision Making, Marketing, and Sports Entertainment & Management may have one, two or three members compete. **Parliamentary Procedure** needs four or five members to compete. All groups events have a maximum of one entry per chapter.

Job Interview - All materials must be submitted online by **January 18, 2019**. Submission link can be found on the CA FBLA website/competitions. Please refer to the Job Interview event guidelines in the CAP for additional information. Please note: Participants may bring copies of their materials to the interview.

Public Speaking - Public Speaking is open to students in grades 7 – 12.
Intro to Public Speaking is open to students in 7 – 10 grade.

Future Business Leader (FBL) - **On the day of the event**, submit three (3) sets of the materials in three (3) labeled standard file folders. Each set must be paper clipped together. Please refer to the Future Business Leader event guidelines in the CAP for additional information. Based on the number of entries, top 10 interviewers may be determined by online FBL test results. **FBL contestants must test in the early morning conflict session!**

•**ALL REGISTRANTS ATTENDING MUST COMPLY WITH THE CONFERENCE DRESS CODE.** Members competing must adhere to the dress code established by the FBLA or they will be disqualified from the competition. If a student is found to be out of compliance after starting an event, he/she will be allowed to finish the event but will still be disqualified. The dress code can be found on the last page of this guide. The dress code will also be enforced at the Awards Ceremony; students not in dress code will not be allowed onstage to accept their award(s). Female members should pay attention to dress shoe's heel height and skirt/dress length. Dress length needs to be at least three inches above the knee.

•Electronic devices, reference manuals, textbooks, and other resource materials may not be taken to or used during competitive events. Individual participants and participating teams must adhere to these event regulations or be disqualified.

•A basic calculator will be provided for any event where one is needed per CAP guidelines. Members are not permitted to use personal calculators and should not bring them.

•**PRESENTATION/PERFORMANCE EVENT TIMES** – All performance events time slots will be posted before the conference begins. Advisers will be contacted in order to try to accommodate members who may be competing in two events. The only exception is Impromptu Speaking which is sequestered and participants will not be accommodated for if they choose to compete in a 2nd event.

•Rating sheets for all performance events will be returned to the chapter adviser **after** the awards program. Advisers, don't forget to pick them up. Scores on objective events will be emailed to the adviser after the conference.

•When taking written/objective tests, all students in an event from the same school **must take the same test at the same time**.

•**INDIVIDUAL COMPUTERIZED TESTING** – Individual tests will have specific event testing sessions and will be spread throughout the conference day. An effort is being made to open a conflict testing session for **objective tests** on Saturday, February 2, 2019 and Tuesday, February 5, 2019 at sites to be determined. This is for members who have any conflicts with the February 9th date. All members from the same school in the same test would have to test these dates.

• **GROUP TESTING** – There will be three testing sessions to accommodate for group members. Chapters should plan when their group members will test and work out conflicts ahead of time. Chapter members in the group must test at the same time.

There will be a limited seating pre-registration morning conflict testing session; plan to arrive early if you register members. Mr. Lara will email advisers more information. You must email Mr. Lara by **Tuesday, January 29th** to request a spot(s) during this special session. **FBL contestants are automatically placed in the early morning conflict** session and **MUST** test in this hour. All conflict registrants will receive a pre-registration confirmation. Come to the conference with a prepared schedule of who will test when, and stick to it; don't disqualify other members of your chapter by deviating from the plan! Print / attach individual schedules to the back of nametags for easy reference.

•The number of students from each chapter entering events with **only a written/objective** component are based on local chapter membership as of the official date for paid dues—January 18th.

5-49 paid members = 3 competitors
75-100 paid members = 5 competitors

50 -74 paid members = 4 competitors
More than 101 paid members = 6 competitors

IMPORTANT DATES

December 11	Last date to submit school site testing requests. Links/Forms can be found at www.cafbla.org , go to the competition link.
December 16	Inland Section – FBLA Stays Fit Project due (SUBMITTED)
January 13	Early Registration (\$33) ends at 9:00 pm PST
January 13	Late Registration (\$38) begins at 9:01 pm PST
January 18	Last date for nationals to receive names and money for members competing at Inland Section Conference Job Interview and Future Business Leader materials uploaded Sales Presentation and Broadcast Journalism links submitted School site–testing entries uploaded Last day to make changes to registration
JANUARY 18	Last day to register for Inland Section Conference - Fee \$38 Send your conference registration funds
January 29	Last day for advisers to email conflict request form
FEBRUARY 9	Section Conference

February 3 –9	FBLA Week
February 6	Adviser Appreciation Day
February 28	Multiple SLC Preliminary events due. Refer to SLC Guide
March 1	Received deadline for membership dues for students competing at the state or national conferences. Business Achievement Award Entries due to nationals.
March 8	State Officer Applications emailed
March 15	State Scholarship Applications postmarked Multiple SLC preliminary events and chapter events due. Refer to SLC Guide

ADVISERS = WHERE AND WHEN DO YOU SEND FILES?

E-mail voting delegates or requests form for the early conflict testing session (7:30 am) or other conflict sessions to: inlanddirector@cafbla.org . Request by January 29th.

Register students for events online at: www.cafbla.org

PAYMENT FOR REGISTRATION MUST BE POSTMARKED BY JANUARY 18th.

MAKE CHECKS PAYABLE TO *CALIFORNIA FBLA INLAND SECTION*. SCHOOL OR ADVISER PERSONAL CHECKS WILL BE ACCEPTED—NO STUDENT or FAMILY CHECKS WILL BE ACCEPTED.

AND

EMAIL JOB INTERVIEW MATERIALS - BY JANUARY 18th

AND

E-MAIL or MAIL TRANSCRIPTS/PROOFS OF GRADE LEVEL PDF BY JANUARY 18th TO:

Lee Lara Inlanddirector@cafbla.org

31500 Grape Street, Ste. 3 PMB #216, Lake Elsinore, CA 92532
951.739.5670 951.739.5693 (fax)

How to get to Los Osos High School

Take the 210 freeway and exit at Milliken Avenue. Head north towards the mountains. The school will be on the right side of Milliken Avenue

Los Osos High School, 6001 Milliken Avenue, Rancho Cucamonga, CA 91737
Telephone: (909) 477-6900 Chapter Adviser: Patrick Frost

2019 INLAND SECTION **TENTATIVE** CONFERENCE SCHEDULE

7:15 – 8:30 a.m.	Chapter Registration	Quad
7:20 – 8:45 a.m.	Conflict Testing for objective tests, plus FBL Pre-registration is required before Jan. 29 th .	
8:20 – 9:50 a.m.	Campaigns for Section Office, Refreshments	Quad
8:30 am–12:50 p.m.	Performance Events	
9:00 – 10:15 a.m.	Online Testing Session ONE – Events TBA	
10:20 – 11:35 a.m.	Opening Session	Theater
11:45 – 1:00 p.m.	Online Testing Session TWO – Events TBA	
11:45 – 1:00 p.m.	Collaborative Group Testing Option - Session 2, 3 or 4	
12:15 – 2:15 p.m.	Lunch	
1:20 p.m.	Voting Delegates Caucus and Election (2 per chapter) Delegates must stay throughout the activity – may last up to one hour	
1:30 p.m.	Workshops	
1:35 – 2:50 p.m.	Online Testing Session THREE – Events TBA	
1:35 – 2:50 p.m.	Collaborative Group Testing Option - Session 3 or 4	
2:20 pm	Workshops	
3:05 – 4:15 p.m.	Online Testing Session FOUR – Events TBA	
3:05 – 4:15 p.m.	Collaborative Group FINAL Testing Option - Session 4	
3:05 p.m.	Workshops	
4:30 pm	Entertainment	
6:30 p.m.	Awards Ceremony	

There will be a social media activity throughout the conference – Info TBA

FUTURE BUSINESS LEADERS OF AMERICA CONFERENCE DRESS CODE



FBLA members and advisers should develop an awareness of the image one's appearance projects. The purpose of the FBLA Conference 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—advisers, members, and guests—at all general sessions, competitive events, section meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this FBLA Conference Dress Code and must be worn for all conference functions. For safety reasons, do not wear name badges outside the hotel.

Professional attire acceptable for official FBLA activities include:

Males

- Business suit with collared dress shirt, and necktie or
- Sport coat, dress slacks, collared shirt, and necktie or
- Dress slacks, collared shirt, and necktie.
- Banded collared shirt may be worn only if sport coat or business suit is worn.
- Dress shoes and socks.

Females

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress
- Please note: dress or skirt hem length may be no higher than three inches above the knee
- Capris or gauchos with coordinating jacket/suit, worn below the knee.
- Dress shoes

Inappropriate attire for both men and women includes:

- Jewelry in visible body piercing, other than ears
- Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- Backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts
- T-shirts, Lycra, spandex, midriff tops, tank tops, 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. New fashion trends may be in style but not necessarily appropriate. The best way to operate is to avoid walking the line. If there is a doubt, select something else to wear. Be a professional and don't be disqualified!



National Dress Code

FBLA-PBL 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 professional attire is required in all conference areas for all attendees—advisers, members, and guests—at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise stated in the conference program.

Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Dress for Success



ACCEPTABLE

- Business suit with:
 - Blouse
 - Collared dress shirt and neck or bow tie
- Dress pants or skirt with:
 - Blouse
 - Collared dress shirt and neck or bow tie
- Business dress
- Blazer with dress pants and:
 - Blouse
 - Collared dress shirt and neck or bow tie
- Dress shoes/dress boots

UNACCEPTABLE

- Jewelry in visible body piercing, other than ears
- Denim or flannel clothing of any kind
- Shorts
- Athletic clothing
- Leggings or graphic designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses
- Swimwear
- Flip flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots
- Boat shoes
- Any canvas or fabric shoes
- Hats
- Clothing with printing that is suggestive, obscene, or promotes illegal substances

No dress code can cover all contingencies, so FBLA-PBL members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local or state adviser.