

2019 GOLD COAST SECTION CONFERENCE



February 9th, 2019
South Pasadena High School

2019 FBLA GOLD COAST SECTION CONFERENCE

DATE

Saturday, February 9, 2019

LOCATION

The Conference and Awards Ceremony will be held at South Pasadena High School, 1401 Fremont Ave., South Pasadena, CA 91030

During the break between competitions and the Awards Ceremony, chapters will participate in as assortment of game rooms that will be hosted by the Section Officers.

REGISTRATION

Online competitive event registration on the CAFBLA 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, as only your chapter's paid members will appear on the registration page.

Students must enter their **FBLA membership number** when logging on to computers at the start of their events. ID numbers will be printed on the name tags issued at registration.

With the growing number of events, the staffing needs for our conference are growing. Advisers and chaperones will be assigned a role as proctor or administrator for a competitive event. We would also encourage 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.

Lunch will be included in the cost of registration. A Vegetarian option will be available with prior registration. A lunch request form can be found on the last page of the guide.

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.

The **Early Registration Fee** will be \$33 per member and \$20 for Adviser/Guests. Conference registration must be **submitted by 9:00 pm PST on Sunday, January 13, 2019**. Registration can be made online and found on a link by visiting www.cafbla.org. Email goalcoastdirector@cafbla.org with two voting delegate names. The **Late Registration Fee** is \$38 for members and \$25 for Advisers/Guests. The late registration window closes on Friday, **January 18th at 9:00 pm PST**. There will not be any changes or cancellations after January 18, 2019.

WHO CAN COMPETE?

FBLA members whose dues payments are **received** by the National Office by **January 18, 2019**, are eligible to compete. 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.

IMPROMPTU SPEAKING

Impromptu Speaking is a sequestered event. This **could** create a conflict with a second event depending on the Impromptu report 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, Introduction to Business Procedures, Introduction to Business Communication, and Introduction to Public Speaking. E-mail the transcript for Accounting 1 and required proof(s) of grade level to Gold Coast Section Director via a single PDF document, comprising of all competitor's documents. Please label the single PDF file with the chapter name.

NAMETAGS

Each competitor will be provided an official conference nametag with name and member I.D. number. 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. Nametags must be worn for the entire conference.

PHOTO ID

A photo identification is **REQUIRED** to compete. If a student does not have his/her photo 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 or school identification card. Photo copies or digital images will not be accepted. Names on badges must match the official identification.

ELECTRONIC DEVICES

Electronic devices of any type, including phones, may NOT be used during testing and should not be brought into the testing room. If an event requires a calculator, a calculator will be provided.

SPECIFIC EVENT INFORMATION---Please Read THOROUGHLY

Updates from the CAP:

Number finalists advancing to SLC: The CAP states that all objective tests, plus those events that use an objective test to determine finalists, i.e. role play, FBL, will have the top 6 places from section advance to SLC.

Due dates for Section submission: **January 18, 2019** for the following - Job Interview materials; FBL (**Future Business Leader**) materials; Sales Presentation video; and Broadcast Journalism video. A form submission link will be on the CAFBLA registration system.

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.

Introduction to Public Speaking (Name Change) – Introduction to Public Speaking is open to students in grades 7 – 12. Public Speaking Outlines and Folders are no longer required per CAP guidelines

Future Business Leader (FBL) – **Materials submitted online by January 18, 2019. 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.

Who's, Who in FBLA - 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. One winner per section will be considered for the state award along with the state officers. Mail the application (see the California FBLA Event Guidelines) to Section Director by the conference registration deadline of January 18^{th, 2019}. This is an excellent way to recognize an outstanding member of your chapter.

Charles Dee Cox Outstanding Local Chapter Adviser - The Outstanding Local Chapter Adviser recognition starts at the section level. Each chapter may nominate an adviser by the conference registration deadline of January 18th. One adviser will be selected from the Gold Coast Section for this award. See the CAFBLA website for official application information.

•ALL REGISTRANTS ATTENDING MUST COMPLY WITH THE CONFERENCE DRESS CODE. Members competing must adhere to the dress code established by the FBLA Board of Directors 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 should not exceed three inches above the knee. Shoes should have a 2 inch heel or less. **Male members** should pay attention to socks (same color as suit-no ankle length socks) and shoe style (no athletic type shoes of any kind).

•ALL REGISTRANTS ATTENDING must turn in a completed and signed **Code of Conduct and Medical Release form**. Advisers should turn in forms in alphabetical order during conference check-in. Forms can be found on the CAFBLA website.

•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 event call times will be posted before the conference begins at conference HQ. Advisers will be contacted in order to try and 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. Scores on objective events will be emailed to the adviser after the conference.

•INDIVIDUAL COMPUTERIZED TESTING – Individual tests will have specific event testing sessions and will be spread throughout the conference day. Conflict testing will be available.

• **GROUP TESTING** – There will be multiple 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.

• **NUMBER OF COMPETITORS** – The number of members from each chapter entering events that start at the section level with **only a written/objective** component is based on local chapter membership as of the official date for paid dues-January 18, 2019.

5–49 paid members = 3 competitors

50 –74 paid members = 4 competitors

75–100 paid members = 5 competitors

101 + paid members = 6 competitors

IMPORTANT DATES

December 16	Section Officer Application Deadline Email to goldcoastdirector@cafbla.org
December 11	Last date to submit school site testing requests. Links/Forms can be found at www.cafbla.org , go to the competition link.
January 13	Early bird registration (\$33) ends at 9:00 pm PST
January 18	Last date for nationals to receive names and money for members.
January 18	Last day to register-Late Fee \$38 Completed Online Skill Test SUBMITTED Job Interview Material submitted FBL (Future Business Leader) Materials submitted Sales Presentation and Broadcast Journalism submitted Transcripts/Proof of Grade Level sent
January 24	Deadline to submit lunch request
February 9	Section Conference-South Pasadena High School

ADVISERS = WHERE TO SEND REQUESTED INFORMATION?

Email Job Interview Materials to goldcoastdirector@cafbla.org
Deadline= January 18th

E-Mail Transcripts/Proofs of Grade Level PDF to goldcoastdirector@cafbla.org
Deadline= January 18th

E-Mail Voting Delegates (2) to goldcoastdirector@cafbla.org _Deadline= January 24th

E-Mail Lunch Request form to goldcoastdirector@cafbla.org
Deadline= January 24th

REGISTRATION INFORMATION:

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

Payment For Registration Must Be Postmarked By January 18th.
Make Checks Payable To **CA FBLA GOLD COAST SECTION.**

ONE SCHOOL ISSUED OR ADVISER PERSONAL CHECK WILL BE ACCEPTED—NO INDIVIDUAL STUDENT CHECKS OR PURCHASE REQUISITIONS.

MAIL CHECK TO:
Mrs. Cathy Mason
South Pasadena High School
1401 Fremont Ave.
South Pasadena, CA 91030

FUTURE BUSINESS LEADERS OF AMERICA CONFERENCE DRESS CODE



ADVISERS: Please spend time PRIOR to the conference reviewing the dress code and assisting your members in dressing professionally. Members dressed inappropriately will be disqualified from competing. This can be avoided with some guidance and understanding.

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. Be a professional and don't be disqualified!

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 dress socks. SOCKS MUST BE THE SAME COLOR AS SUIT

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

Conference Dress Code – Females (Cont'd)

- Capris or gauchos with coordinating jacket/suit, worn below the knee.
- Dress shoes with 2 inch heel or less

Inappropriate attire for both men and women includes:

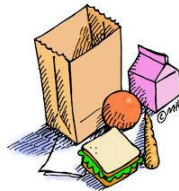
- Jewelry in visible body piercing, other than ears
- Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- Backless, see-through, tight-fitting, spaghetti straps, strapless, **extremely short**, or low-cut blouses/tops/dresses/skirts
- 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** and **low cut ankle socks**
- Hats or flannel fabric clothing
- Bolo ties
- Visible foundation garments

2019 GOLD COAST SECTION TENTATIVE CONFERENCE SCHEDULE

TIME	EVENT	LOCATION
7:00 am-8:00 am	Check in	Student Cafeteria
8:00 am-8:30 am	Adviser and Judge Orientation	Faculty Cafeteria
7:00 am -8:30 am	Officer Candidate Campaigning	Tiger Patio
8:30 am -8:45 am	Opening Announcements	Tiger Patio
9:00 am -11:00 am	Speaking Events	Classrooms
9:00 am -10:00 am	Testing Session 1/Workshop 1	Classrooms/Library
10:15 am -11:15 am	Testing Session 2/Workshop 2	Classrooms/Library
11:15 am -12:15 pm	Testing Session 3/Workshop 3	Classrooms/Library
12:00 pm-1:30 pm	Lunch	Student Cafeteria/ Pick up at Student Store Location
12:30 pm-1:30 pm	Conflict Testing Session Delegate Session	Classroom
1:30 pm-3:00 pm	Chapters on their own-(Tentative Social Activity on campus)	
3:15 pm	Doors Open for Awards of Excellence	Auditorium
3:30-5:00 pm	Awards of Excellence	Auditorium

GOLD COAST SECTION CONFERENCE

LUNCH REQUEST FORM



Chapter Name: _____

Number of paid, registered members attending* = _____

Number of paid, registered Advisers/Chaperones/Guests attending* _____

*Must match registration

Boxed Lunches will include choice of sandwiches:

TURKEY / ROAST BEEF / VEGETARIAN

Total Number of Turkey Sandwich option = _____

Total Number of Roast Beef Sandwich option = _____

Total Number of Vegetarian Sandwich option = _____

(Total must match number registered)

E-MAIL LUNCH REQUEST form to: goldcoastdirector@cafbla.org

Deadline = January 24th