

2019 NORTHERN SECTION LEADERSHIP CONFERENCE

REGISTRATION GUIDE



Hosted By:

**Cosumnes Oaks High School
8350 Lotz Pkwy
Elk Grove, CA 95757**

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If you have any questions regarding the conference
or competitive events, please contact:

Mr. Jonathan Mireles, Northern Section Director
jmireles@cafbla.org

WELCOME

Dear Northern Section FBLA,

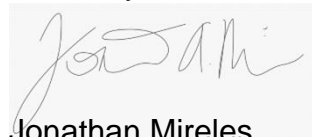
We are working hard to make this an experience you won't forget! Our slogan for CA FBLA is "Your Future is Our Business" and we want YOU to come join us in this experience. The 2018-19 edition of the California Awards Program (CAP) will be in effect for all section competitive events. Please check out the latest competitive events guidelines on our state website, www.cafbla.org.

The final Conference Schedule will be posted the week of the event. Please review the schedule to see if any changes affect your members. As was the case in years past, the testing sessions will be spread out throughout the day to ensure all competitors get a chance to complete their events.

Please encourage your members to realize their leadership potential by running for a Northern Section Office. This truly is a great opportunity for them to gain valuable leadership skills and to network with members and officers from throughout the section and state. The Northern Section Officer Candidate Guide has been posted at www.cafbla.org under the "Northern Section" tab on the top of the page. Also, be sure to select two members as voting delegates for the section officer's election the day of the section conference.

We encourage you to come and experience the thrill of competition. Please try to encourage all of your members to compete or to participate in the numerous activities we have prepared for you. We are looking forward to seeing you in February!

Sincerely,



Jonathan Mireles
Northern Section Director CA FBLA



CONFERENCE INFORMATION

Online Membership Dues

All members must be paid FBLA members by **JANUARY 18, 2019** to compete.

Register members online at www.fbla-pbl.org. Section Dues of \$25/chapter will be assessed on first reporting of dues. Be sure to type names and grade levels correctly.

Conference Registration

REGISTRATION FEES
\$33 per member/guest
\$20 per adviser

Registration for this conference is to take place online at www.cafbla.org.

Registration includes refreshments, lunch, awards, and testing supplies. There will be NO REFUNDS for any reason.

DEADLINES

DECEMBER 2

Online Conference Registration System Opens

JANUARY 18

Member Registration due to be eligible to compete
Conference Registration Deadline
Transcripts/Proof of Grade Level Deadline (emailed)

Production Test Request & Submission

Production Test Request Form is due by **DECEMBER 11, 2018**. The form can be found [here](#).

COMPLETED Production Tests must be submitted online by **JANUARY 18, 2019**.

Production Test Form is required for:

Computer Applications

Spreadsheet Applications

Database Design & Applications

Word Processing

NOTE: Members will need to complete both the School-Site test and the written test.

Event Restrictions

The number of competitors a chapter can enter in Written Competitive Events will be based on chapter membership.

1-49 members	Up to 3 competitors
50-74 members	Up to 4 competitors
75-100 members	Up to 5 competitors
101+ members	Up to 6 competitors

Competitors cannot enter more than **TWO** Individual or Team events. If a student is entered in the Creed Contest they may compete in three events total. Email Jonathan Mireles if this pertains to a member in your chapter.

Voting Delegates

Please assign two voting delegates to represent your chapter in the election of the 2019-2020 Northern Section Officer Team. Notify the Registration Desk of the names of your Voting Delegates upon arrival at the conference. Voting will take place at lunch during the conference.

Conference Dress Code

The Dress Code for this conference is **Business Professional**. It is imperative that students, guests and advisers uphold the standards of the Conference Dress Code. Please review this with your members **BEFORE** the conference. Dress Code resources can be found [here](#).

Members not adhering to the Dress Code will be automatically **disqualified** from all of their events.

Photo Identification

All competitors are required to have a Photo ID in order to compete. **Transcripts/print outs will not be considered sufficient identification.** Students without proper identification will not be permitted to compete.

REGISTRATION MATERIALS

Materials Check List

Use the check list below to confirm you have provided all of the necessary materials. More information on each item can be found on the subsequent pages of this guide.

EMAIL:

- Who's Who Materials (submitted by adviser)
- Outstanding Local Chapter Adviser Application (submitted by members)
- Transcripts/Proof of Grade Level
- Creed Competitor's Name only if competing in three events

MAIL:

- Registration Check (made payable to CAFBLA-Northern Section)

SUBMIT ONLINE:

- Pre-Judged Events Materials
- Online School-Site Testing Event Request & Submission
- Adviser/Chaperone Volunteer Form

BRING TO NSLC:

- FBLA Code of Conduct
- Medical Release Form
- Future Business Leader/Job Interview Packets

Who's Who Materials

This award honors FBLA members who have made outstanding contributions to the organization at the local, section, state, and national level. Each chapter may nominate one member in addition to any section officer(s) or state officer(s) from their chapter. Having a section or state officer does not prohibit a chapter from selecting an additional member for this award.

Advisers should submit the nomination form which be accessed [here](#). Visit the www.cafbla.org website for more information.

Outstanding Local Chapter Adviser Application Materials

This award honors FBLA advisers who have made outstanding contributions to the association at the local, section, and state levels. Each chapter may nominate one adviser.

The nomination form can be found [here](#). Visit the www.cafbla.org for more information.

Transcripts/Proof of Grade Level

All members entered in the following events must submit a Transcript or Proof of Grade Level by **JANUARY 18, 2019** to Jonathan Mireles.

Transcripts

Accounting I

Proof of Grade Level

Creed

Introduction to Business

Introduction to Business Communication

Introduction to Business Procedures

Introduction to FBLA

Introduction to Financial Math

Introduction to Information Technology

Introduction to Public Speaking

Registration Check

Please remit payment for registration fees to:

CAFBLA – Northern Section

1661 Forest Avenue #119

Chico, CA 95928

Checks should be made payable to CAFBLA-Northern Section. You may also choose to bring the check to the conference.

Pre-Judged Events Materials

Event materials for the events below must be submitted by **JANUARY 18, 2019** for preliminary judging.

Pre-Judged Events include:

- Sales Presentation [Link to Form](#)
- Broadcast Journalism [Link to Form](#)
- Job Interview [Link to Form](#)
- Future Business Leader (FBL) [Link to Form](#)

Adviser/Chaperone Volunteer Form

All advisers and guests are expected to help to make this event a success. Please use this [link](#) to volunteer for a shift during the Northern Section Leadership Conference. A confirmation email will be sent out the week of the conference with volunteer assignments.

Code of Conduct/Medical Release Form

Please provide a completed Code of Conduct and Medical Release Form for each member in attendance. Forms are available [here](#). Completed forms must be submitted during check-in at the Registration Desk.

Future Business Leader/Job Interview Materials

In accordance with the California Awards Program (CAP), members competing in Future Business Leader and Job Interview should provide hard copies of their event materials in addition to those submitted for pre-judging. Materials should be provided during check-in at the Registration Desk. Refer to www.cafbla.org for more information.

PERFORMANCE EVENT INFORMATION

Introduction to Public Speaking/Public Speaking

Outlines are no longer required for these events. Speech times for these events will be provided during check-in at the conference.

Job Interview

The top ten in this event will be selected based on preliminary scores of application materials. Competitors in Job Interview must submit **three** copies of Event Materials to the conference in one folder to the Registration Desk during check-in. See www.cafbla.org for more information. Interview times will be provided during check-in at the conference.

Impromptu Speaking

Competitors for this event are encouraged to participate in this event **only**. Times will be provided during check-in at the conference.

Future Business Leader

Finalist interview times for this event will be drawn the day of the conference after the objective test score is completed by all competitors. Competitors in Job Interview must submit **three** copies of Event Materials to the conference in one folder to the Registration Desk during check-in. See www.cafbla.org for more information.

Interview times will be provided via Social Media and a text message to advisers after Opening Session.

TESTING INFORMATION

General Information

All Objective Test Competitive Events will utilize the Online Testing system. Members will log-in to their assigned computer under the direction of Event Proctors and Administrators and complete the exam in the one hour time slot provided.

Testing Sessions

Members will be assigned to classrooms by their last name. Members from the same chapter **must** take the specific competitive event during the same session. The Online Testing schedule will be prepared ahead of the conference to help members and advisers the day of the event.

Conflicts

Members who are in Speech Events as well as Objective Test Events must be aware that accommodations will try to be made to allow members to compete in both events. However, Speech Event competitors are highly encouraged to only compete in that event.

2019-2020 Section Officer Team Info

Decision to Run for Section Office

Service as a Northern Section Officer is an opportunity to gain valuable leadership experience and contribute to the development and advancement of California FBLA. The Officer Candidate Guide provides information about Northern Section Officer Candidate eligibility, the application, and campaign process as well as an overview of the expectations, responsibilities, and activities of Northern Section Officers.

Applications must be submitted via email to jmireles@cafbla.org on or before December 16, 2019.

To be successful in the candidate process, be sure to carefully review and consider the following:

- Review the Officer Candidate Guide and be familiar with Section Officer responsibilities and candidate requirements.
- Meet with your local chapter adviser, family, school administrators, employers, and other significant parties to discuss running for section office to gain their support.
- Familiarize yourself with California FBLA's mission, history, bylaws, publications, programs, and activities. The Chapter Management Handbook and the state and national websites are excellent resources.

Positions

Available Officer Positions include:

President*
Vice President

Secretary/Treasurer
Public Relations Officer

Parliamentarian

* The Section President will simultaneously hold the office of State Vice President representing the Northern Section and must be able to complete the duties of both.

The position of Executive Secretary is an appointed position chosen by the Section President.

Tentative Schedule of Events

7:00	Registration (Advisers Only) <i>Submit Event Materials</i>	MP Room
7:00-7:45	Morning Refreshments	MP Room
7:50	Opening Session	PAC
8:10-9:30	Competitive Events	Various
9:30-2:00	Online Testing Session	Computer Labs
	Accounting I	Accounting II
	Business Calculations	Business Communication
	Computer Applications	Comp. Problem Solving
	Database Des. & App.	Economics
	Future Business Leader	Global Business
	Hospitality Manage.	Insurance & Risk Mgmt
	Intro. to Business	Intro. to Bus. Comm.
	Intro. to Financial Math	Intro. to Info Tech
	Marketing	Parliamentary Procedure
	Securities & Investments	Sports & Ent. Management
	Word Processing	
		Agribusiness
		Business Law
		Cyber Security
		Entrepreneurship
		Health Care Admin.
		Intro. to FBLA
		Intro. to Bus. Procedures
		Mgmt Dec. Making
		Personal Finance
		Spreadsheet Apps.
9:30	Speaking Events	
	<i>Job Interview</i>	TBD
	<i>Intro to Public Speaking</i>	TBD
	<i>Public Speaking II</i>	TBD
	<i>Impromptu Speaking</i>	TBD
	<i>Creed</i>	TBD
11:00	Future Business Leader Finalists	
11:30-1:30	Lunch Served Continuously	MP Room
12:00	Voting – Delegates Only	TBD
12:30	Advisers Meeting	HG2
1:30-3:30	Afternoon Activities/Entertainment	PAC
3:30-5:00	Awards/Closing Session	PAC

**schedule is tentative and subject to change*

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. 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
 - 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

SLC QUALIFIERS FROM NSLC

First Place Winner at Northern Section:

Creed

First - Second Place Winners at Northern Section:

Broadcast Journalism
Impromptu Speaking
Job Interview

Intro to Public Speaking
Public Speaking
Sales Presentation

First - Third Place Winners at Northern Section:

Parliamentary Procedure

First - Fifth Place Winners at Northern Section:

Computer Applications
Database Design & Applications

Spreadsheet Applications
Word Processing

First - Sixth Place Winners at Northern Section:

Accounting I
Accounting II
Agribusiness
Business Calculations
Business Communication
Business Law
Computer Problem Solving
Cyber Security
Economics
Entrepreneurship
Future Business Leader
Global Business
Health Care Administration
Hospitality Management

Insurance & Risk Management
Introduction to Business
Introduction to Business
Communication
Introduction to Business Procedures
Introduction to FBLA
Introduction to Financial Math
Introduction to Information
Technology
Management Decision Making
Marketing
Personal Finance
Securities & Investments
Sports & Entertainment Management