

## ADVISER RESPONSIBILITIES FOR CALIFORNIA FBLA COMPETITIVE EVENTS

Competitive Events are a large component of being a member of FBLA. By participating in competitive events student members gain “real world” experience that go along with the Career Technical Education they learn in class. Planning ahead for the three conferences (Section Conference, State Conference, and National Conference) which highlight competitive events is extremely important. The attached file is an example of a Competitive Events Contract between stakeholders; the Local FBLA Chapter, Student Members who wish to compete, and Parents who have a financial stake.

For both Section Conference and State Conference we limit each student to two (2) competitions, except for Chapter Project Events (SLC). There is also a chapter limit for each competitive event based on chapter membership. Refer to the Competitive Events Overview page on [www.cafbla.org](http://www.cafbla.org). The limit per student for the National Conference is one (1).

School districts require notification and approval for students to travel to conferences. Check with your school district for information. It is advised that you do this in plenty of time to get your request on the school board’s agenda for approval. Some districts take up to two months or more.

We ask you to implement the following suggestions:

### FALL SEMESTER

1. Hold competitive event sign ups at chapter meetings.
  - a. The earlier an event is chosen, the longer time the student has to prepare.
  - b. Attend Officer Adviser Training (OAT) Day for your section (September)
  - c. Attend LDI (North or South) in October to enable students to gain competitive event practice. Also participate in the Adviser’s Competitive Events Workshop at LDI.
  - d. There are practice materials on the State and National websites, including videos.
2. Distribute the **Competitive Event Contract** (sample attached) to **parents** and **set a date** for the signed form to be returned. We recommend before Winter Break. *You will need to adjust costs for SLC and NLC based upon your location in CA. (An electronic copy is available on the competitive events page of our website)*
  - a. The parent contract will eliminate last minute decision-making by students and their parents and make it easier for you do make plans for Section, State, and National conferences.
3. Conference registration for both Section and State is open on December 1<sup>st</sup>.
  - a. Students who signed up for the Production Events (school site testing) in either Computer Applications, Database Design, Spreadsheet Applications, or Word Processing must be a paid member and registered for their Section Conference by the second Friday in December.
    - i. You must also recruit a test proctor who must be someone from your school (staff, teacher, or administrator) and then register that person using the link to the Wufoo Form on the CAFBLA website by the second Friday in December. Advisers are not allowed to proctor these tests.
4. Finally, start the process of getting the Code of Conduct and Medical Release Form completed for each conference attendee. Available on the CA website under Conferences.

## SPRING SEMESTER

Make sure you have a returned and signed parent contract for each student who will be in FBLA Competitive Events.

## SECTION LEADERSHIP CONFERENCE

1. Get approval from your school district to attend section conference.
2. Finalize Registration for your Section Conference by the deadline. Students who have returned the CE Parent Contract should be considered first. Refer to the **Section Conference Guide** which is posted on each Section's page on our website.
  - a. There might be late additions, and this is OK. However, every competitor should have a parent contract signed.
  - b. It's best to keep name, event, contract (yes or no), etc. on a spreadsheet for keeping track of competitors.

## STATE LEADERSHIP CONFERENCE (See CAFBLA Calendar and SLC Conference Guide for information)

1. Get approval from your District for student travel to SLC. Allow plenty of time.
2. After attending Section Conference, list all your qualifiers for State (use spreadsheet) and finalize your State Conference registration by the deadline, again based on your Competitive Event Contracts. Refer to the State Conference Guide posted on our website.
  - a. There are several events that start at the state level that will be need competitor SLC registration at the time of project submission for prejudging. Due dates in late February or early March.
3. Get approval from your District for Student Travel to the National Conference, if required. You should do this before the State Conference so everything is in place and will make it easier to register for NLC.

## NATIONAL LEADERSHIP CONFERENCE: Each student may enter one (1) event.

1. Get approval from your District for student travel to SLC. Allow plenty of time.
2. You will receive by the Monday morning following SLC, a spreadsheet with your finalists.
  - a. By using the CE Parent Contract, you should know who will be attending NLC.
3. Students placing 1-4 automatically qualify for National Conference. There will be bump ups so alert lower placers the possibility of qualifying. You should already have parent approval of their student's participation in the National Conference. (Contract) This will make it easier for you to answer the yes/no column.
  - a. You might have students qualify for NLC in the two events he/she competed in at State. Each of these students must choose only one to compete in at NLC.
  - b. For each student listed select Yes or No.
    - i. Please answer **yes** or **no** for students who qualified for NLC (places 1-4). Also please answer **yes** or **no** for your other top ten finishers listed. This will make it easier for Competitive Event Staff to notify you of bump ups and fill our NLC roster. For instance, if we already know that your 7<sup>th</sup> place in an event can go to NLC, it will be easier to notify you to let your 7<sup>th</sup> place know he/she is going to NLC. This will eliminate the back and forth emails and waiting for parent response.
  - c. After finishing the NLC Spreadsheet, return it to Competitive Events to [nsansot@cafbla.org](mailto:nsansot@cafbla.org) by the first Friday in May.

**Note:** Students attending conferences, including NLC, should be accompanied by an approved chaperone. This should be the adviser and/or another certified employee of your school/district, or another school adviser from your district who agrees to chaperone your students.

Thank you for your cooperation with this program.

## Sample High School FBLA Competitive Event Contract 2019-2020

I, Parent's first and last name, printed, acknowledge that my son or daughter, Student's first and last name printed, has earned an opportunity to compete in the following FBLA competitive events:

Name of Competitive Event <i>Examples:</i>	That starts at the Leadership Conference Listed Below	This Is an Individual/Team/Chapter event
Economics	Bay	Individual
Network Design	State	Team
American Enterprise Project	State	Chapter

I understand that my child is responsible for being able to attend the following conferences that pertain to their competitive event(s). Please initial each line item below to affirm that your child is available to attend the conferences on the dates listed. All calendar/scheduling conflicts must be reported to the advisers as soon as possible.

Parent's Initials	Conference <i>Insert your section</i>	Date(s) <i>Insert your section conference date.</i>	Location <i>Insert location for section conference</i>	Estimated Expense <i>Research for your chapter</i>
	? Section Leadership Conference	February ?, 2020	Westmoor High School, Daly City, CA	Registration: \$30 Transportation: \$20 Total: \$50
	State Leadership Conference	April 23-26, 2020	Ontario Convention Center Ontario, CA	Registration \$105 Transportation \$80 Lodging: \$180 Misc.: \$100 Total: \$465
	National Leadership Conference	June 29 to July 2, 2020	Salt Lake City, UT	Registration \$125 Transportation: \$718 Lodging: \$300 Misc.: \$180 Total: \$1313

I have read, understand, and agree to the information listed above.

Parent Signature: \_\_\_\_\_

Competitor Signature: \_\_\_\_\_

**Due by 1: 15 PM on Friday, December 6<sup>th</sup>, 2019 (choose your own date)**