

Memo

To: District V FBLA Advisers and Members
From: Vicki Canter, District V FBLA Coordinator
Date: December 2, 2009
Re: District V FBLA Spring Conference, UCA, Thursday,
January 21, 2010

The District V FBLA Spring Conference will be held on the UCA campus in Conway on Thursday, January 21, 2010. It is very important that all advisers print and read all forms pertaining to the Spring Conference.

- ❖ **Online Registration (Preregistration ONLY) of all COMPETITORS including those students competing in state only events, ADVISERS, STATE AND DISTRICT OFFICERS, NON-COMPETING ATTENDING MEMBERS, OFFICER CANDIDATES and GUESTS attending will be conducted. Instructions to complete Online Registration are on the website, as well as all other forms for the conference. Any forms that you would like to return through email may be sent to vcanter@raider.k12.ar.us.**
- ❖ **Preregistration is \$8.00 per member attending the conference. A copy of the online registration form must be received by Ms. Lesia Edwards (Tori Lambert's adviser) District V FBLA, Vilonia High School, P. O. Box 160, Vilonia, AR 72173 , to be received by January 15, 2010. If you have a particular problem getting your registration check from your central office---please send a copy of your online registration check from your central office---please send a copy of your online registration form to Lesia Edwards, to be received by January 15, 2010, and put at the top when you will mail the check (which must be prior to the conference.)**
- ❖ **ONLINE REGISTRATION OPENS AT 8:00 A.M. ON TUESDAY, JANUARY 5, 2010 AND CLOSES AT 4:00 P.M. ON TUESDAY, JANUARY 12, 2010. After completing this form, please make a copy for yourself and one that will be sent to Lesia**

Edwards, who will be collecting the online forms and checks for registration cost.

Please read and follow the Online Registration Instructions.

- ❖ **Job Interview-**The application form is available ON-Line on the State FBLA webpage. Each candidate may access this form, key in the information and print 6 copies to be submitted with the 6 Job Interview folders.
- ❖ **No sequestering of any events will be held this year; however, as in the past, contestants in Impromptu Speaking, Public Speaking I and II, Job Interview, and Business Presentations will meet 30 minutes prior to the event start time to receive their time to perform. Anyone that does not show up for this general meeting to receive performance times, will be taken off the contestant list. IN ADDITION, a top 10 list will be published on the district webpage, prior to the conference for ALL EVENTS IN WHICH THE FINALISTS WERE DETERMINED BY SCHOOL BASED TESTING. ONLY THE TOP 5 teams will perform in each of these events; however, it is stressed that all participants listed in the top 10 for their event SHOULD show up at the general meeting 30 minutes prior to the schedule event start time to see if any contestants/teams, who did make the top 5, do not show up to the meeting 30 minutes prior to the event starting---so that they (as a top 10 finalist---in the order of rank) can be moved up into a position that was left vacant.**
- ❖ **FBL, Job Interview, and Who's Who in FBLA-materials must be submitted in 6 separate, properly labeled manila folders---with one complete copy in each folder. These items are due to the District Coordinator, to be received by January 13, 2010. Mail these to: Vicki Canter, Riverview High School, 810 Raider Drive, Searcy, AR 72143.**
- ❖ **Please refer to WONDERFUL event guidelines grid that is available on the State FBLA webpage for specific details about each competitive event!**
- ❖ **Top SIX from each district, in all written events, will advance to state.**
- ❖ **No Lecturns or Podiums will be provided in any event.**
- ❖ **No spectators will be allowed in any event.**
- ❖ **Top FIVE from each district, in all performance, speech and interview events will advance to state.**

- ❖ The top **THREE** from each district in the following events will advance to state: **Business Presentation, Digital Video Production; E-business; Electronic Career Portfolio; and Web Site Development.** Entry forms, for each of these events (**EXCEPT Business Presentation**) as well as the DVD for **Digital Video Production** are to be received by **January 13, 2010**, by the coordinator. The **Web Site Development, Electronic Career Portfolio, and E-business** websites must be ready for judging by **4:00 p.m. on January 13, 2010.** No changes to these three websites will be allowed after **4:00 p.m. on January 13, 2010.**
- ❖ The top **TWO** from each district in the **Talent Show** will advance to state. This event is not an official FBLA event; therefore, no one who wins the **Talent Show** at state advances to nationals.

Sequenced Events for FBL

Once a member has competed in an advanced level of an event, he/she may not subsequently compete in the first level of the event:

1. Accounting I and Accounting II
2. Business Math and Business Calculations
3. Introduction to Business Communications and Business Communications
4. Introduction to Parliamentary Procedure and Parliamentary Procedure
5. Introduction to Technology Concepts and Technology Concepts
6. Public Speaking I and Public Speaking II
7. Word Processing I and Word Processing II

One adviser, from each chapter, must come to Registration area on the Second Floor of the Student Center from 7:45 a.m.-8:30 a.m. to pick up their chapter's packet. Permission Slips (for every member attending) and a chapter Agreement Form must be turned in at Packet Pick-up. The conduct & permission slips and the agreement form must be put in a manila envelope with your chapter name labeled on the outside and turned in when the adviser picks up registration material on the day of the conference. Advisers: Please make sure

that you distribute the DRESS CODE to each member attending the conference, when you distribute the Conduct & Permission Slips----every student must be aware of the National Dress Code (found in your national handbook) so they will not be disqualified in their event.

Event Confirmation will not be held; therefore, any chapter that has a contestant/team to drop out after online registration closes, the adviser needs to email me to let me know of this change at vcanter@raider.k12.ar.us.

Please mail a copy of your chapter's Official National Membership List with contestants, voting delegates, and any District Officer Candidate highlighted. Voting Delegates need to be further identified by putting "vd" by each persons' name and any officer candidate name highlighted with "oc." IN ADDITION, the AAA Eligibility Form must be stapled to the back to be received by the District Coordinator by January 13, 2010.

The Accounting I Certification Form and Grade Level Certification Forms (which must be duplicated for each contestant in those events listed on the form) must be mailed to Vicki Canter, Riverview High School, 810 Raider Dr., Searcy, AR 72143 or email to vcanter@raider.k12.ar.us to be received by January 13, 2010.

District V Newsletter articles need to be emailed to: Angela McCallie (Allison James adviser) at angela.mccallie@lonoke.k12.ar.us . Please send the article through email preferably as a Word document. Please let the chapters in District V what your members are doing for FBLA Service Projects and Community Service. These articles must be received by January 13, 2010. The district newsletter will be placed on the district website on January 27, 2010.

Folders for **Future Business Leader, Job Interview (application and resume), and Who Who in FBLA** (every chapter may enter one person PLUS any district or state officer) must be received by **January 13, 2010.** Mail these materials to your district coordinator. ****Remember that each of these events now requires 6 folders, properly labeled, with one copy per folder. Please read your National Handbook for guidelines on submitting these materials. All folders can be picked up, after the second general session, backstage of Ida Waldran. The top SIX contestants in Job Interview (from the preliminary interviews) will advance to the final interviews.**

The Top FIVE contestants/teams based on the written exams that were administered on-site during Dec. 2-8, will advance to the performance/interview on the day of the conference in:

Future Business Leader
Global Business
Entrepreneurship
Banking & Financial Systems
Parliamentary Procedure

Adviser Assignments and Conference Schedule

Adviser Assignments ---will be sent to each adviser upon the closing of online registration. It is very important that every adviser fulfill their assignment they are responsible for. A conference of the size of District V will require that all advisers serve in some function during the competitive events. The District V Executive Council members and advisers appreciate your willingness to help insure that the conference runs smoothly and is successful. A Conference Schedule will be sent at least a week before the conference. Registration starts at 7:45 a.m. and we are going to try to finish around 3:00-3:30 p.m.

Officer Candidate Information is included. Officer Candidate Applications are to be received by the District Coordinator by January 13, 2010. It is imperative that the adviser(s) and officer candidate are aware and committed to the dates listed on the District Officer Application.

***State Vice President for District V FBLA for 2010-2011 will be required to attend the State Officer Training which will be held early in June, 2010; however, the exact date has not yet been determined but will be announced by Peggy Wakefield, FBLA State Adviser. Officers will learn how to develop their leadership and teamwork skills.

All officer candidates must attend the Officer Briefing at 10:00 a.m. in Ida Waldran. It is essential that if you have a student wanting to pursue a district office, that they thoroughly understand their responsibilities and obligations to the office and to District V FBLA and to AR State FBLA if they choose to run for the office of State Vice President. Make sure that the Application Form has been read, understood, and signed by the candidate, yourself, parents/guardians and administrator(s). Any student wanting to pursue the office of

Parliamentarian, must submit an Officer Application Form and take the Parliamentary Procedure Test. Please note on the Officer Application if a candidate for Parliamentarian is in another event, so that special arrangements can be made if the two events conflict.

Voting for Officers will be held from 11:00-11:30 p.m. (Please refer to the program for the location. Every voting delegate must have their Voting Delegate Ribbon on in order to vote. Voting Delegate Ribbons will be taken up upon completion of voting, to prevent “sharing” of ribbons. If necessary, all voting delegates must be seated in the two front and center rows of Ida Waldran, at 1:15 p.m., in the event of a run-off election.

Current Officers and Newly Elected Officers: A part of your responsibility is to help clean up Ida Waldran Auditorium at the conclusion of the conference. Current Officers are to clean up the stage area and the newly elected officers are to take care of the seating area.

Talent Show Information. Every chapter may enter ONE CONTESTANT OR GROUP. The Talent Show entry form must be received by Ms. MaryLou McCrotty by January 13, 2010. ADVISERS: IT IS VERY IMPORTANT THAT THE PERFORMANCE BE OF ACCEPTABLE TASTE; THEREFORE, BE SURE TO WATCH AND APPROVE EACH PERFORMANCE. The performance schedule for the Talent Show will be distributed in your registration packet on the day of the conference. First and Second Place winners will receive a plaque and will be entitled to go onto the State FBLA Talent Show in March

SPECIAL NOTICES CONCERNING DISTRICT COMPETITIVE EVENTS:

- **Each local chapter may enter ONE contestant in each individual event**
- **A member may enter only ONE competitive event only, with the exception of Who’s Who in FBLA. Any chapter may enter ONE student in Who’s Who in FBLA PLUS ANY DISTRICT AND/OR STATE OFFICER.**
- **The last 10 questions will be used to determine place if there is a tied score.**
- **Any contestant that fails to report on time for a written event, may take the test, but will have to finish when the others do.**

- **All contestants will be EXPECTED to provide their own #2 PENCILS and a VERY SIMPLE-NON-GRAPHING (CHEAP----with no MEMORY)----calculator for those events that allow use of calculators. These calculators can have the regular (+; -; divide, multiply and only Memory +) ONLY.**

- **The following events are 9th and 10th Grade Events---Business Math; Introduction to Technology Concepts; FBLA Principles and Procedures; Intro. to Business; Intro. to Business Communications; Introduction to Parliamentary Procedure; Public Speaking I and Word Processing I. Please submit a Grade Level Certification form for each contestant in one of those events designated only for 9th or 10th graders.**

The District V FBLA Officers and Advisers want this conference to be a success---please read your National Handbook for guidelines for events to insure that your students are “Simply the Best”