

Adviser Update—2012 District Leadership Conference Reminders

(Forms can be found on the SC FBLA website, www.scfbla.org, Conferences Page.)

All FBLA chapters should have received District Leadership Conference information from their District Director. Please email me if you have not heard from your District Director.

_____ All FBL and Middle Level competitive events are offered at the District Leadership Conferences except Chapter and Recognition Events. (Virtual Business Challenge is submitted directly to National FBLA.)
_____ Registration will be online. Go to the State website (www.scfbla.org) for the link to access registration. You will be unable to register a student for competition if dues have not been paid.

_____ Checks should be sent to your District Director before the conference. Your registration will print as an invoice should you need one to request a purchase order or check. Keep a copy of your registration for reference.

_____ Skill event testing will take place December 5-9. Dates, times, and locations for skill testing have been announced by each District Director. A complete list of testing sites and dates is posted on the web.

_____ **Deadline for skill event registration is November 28 (online).** **In addition**, you must email the Skill Event School Site Registration form to your District Director and to me by Monday, November 28. You must complete this form even with online registration. If you are testing out of your district, send an additional copy of the Skill Event Site Registration form to the District Director where you will be testing.

_____ Skill event participants using word processing will be permitted to use the FBLA Format Guide during testing. Format Guides will be provided at the testing site.

_____ Regular DLC registration including changes (online) will be accepted until December 19 with no penalty. Deadline for DLC registration changes—January 9. Penalty applied.

_____ **Event certification materials** (transcript and schedules for both semesters) are required for Accounting I, Business Math, FBLA Principles & Procedures, Intro to Business, Intro to Business Communication, Intro to Parliamentary Procedure, Public Speaking I, Introduction to Technology Concepts, Word Processing I. Please indicate the name of the event on the transcript and schedule. Transcripts and schedules for both semesters should be received by your District Director no later than January 9.

_____ **All** folders for Future Business Leader and Job Interview (**place each set of folders in a separate envelope labeled with participant name, school name, and event name**) should be sent to Pat Itter, PO Box 90329, Columbia, SC 29290, received by January 9. Reminder—job interview application must be downloaded from the web. Completed application form must be included in each folder. No handwritten folder labels please.

_____ **All** prejudged projects and reports should be sent to Pat Itter, PO Box 90329, Columbia, SC 29290, received by January 9. (FBLA—Business Financial Plan, Business Plan, Computer Game & Simulation Programming, Desktop Application Programming, Digital Design & Promotion, Digital Video Production, E-Business, Web Site Design. FBLA ML—Computer Slide Show Presentation, Web Page Creation)

_____ The Statement of Assurance must accompany the media being submitted for the following events. (FBLA—Computer Game & Simulation Programming, Desktop Application Programming, Digital Design & Promotion, and Digital Video Production. Submit form only for Electronic Career Portfolio, E-business, and Web Site Design. **Submit entry form and media if applicable in a 6X9 envelope labeled with participant name, school name, and event name.**

_____ Check event guidelines carefully. Be sure you are using Guidelines with "Chapter Management Handbook © 2011" in the footer. Be sure to look over "Changes to this Edition," Competitive Event Section page 8. Rating sheets have been updated.

_____ Pay close attention to grade level and course work requirements. Check second semester class schedules.

_____ **New Procedure:** All events with performance and test components will **only** complete the performance component at the DLC. Parliamentary Procedure will test only as usual. Future Business Leader will continue to test and interview.

_____ Presentations will be required for project/report and oral presentation events: Business Financial Plan, Business Plan, Computer Game & Simulation Programming, Desktop Application Programming, Digital Design & Promotion Digital Video Production, E-Business, Web Site Design—FBLA only. Note: Electronic Career Portfolio is no longer a prejudged event. Entries are presented on the day of the conference.

_____ Calculators will be provided for competition. **Be sure to bring pencils.**

_____ Projectors will be provided for all events with a media presentation. Students must provide their own laptops. Internet access will be provided for E-business, Electronic Career Portfolio, and Web Site Design.

_____ Reminder: Topics change each year for the following events—Business Financial Plan, Business Presentation, Computer Game & Simulation Programming, Desktop Application Programming, Digital Design and Promotion, Digital Video Production, E-business, Emerging Business Issues, and Web Site Design.

_____ **Middle Level students** may only enter one individual or team event.

_____ **Each chapter must provide their own nametags. Please include name, school, and event on the nametag.**