

2016 FBLA State Leadership Conference
60th ANNIVERSARY
 Hunt Valley, Maryland
 April 14-16, 2016

SLC Advisor Information
Advisor Update #7

General SLC Information—Part 2

March 2, 2016

Summary of information included in this document:

1. State Leadership Conference website
2. REMINDER—key deadlines for conference quickly approaching
3. REMINDER—registration closes on March 16 at 5 p.m. (**see important information in yellow below**)
4. March of Dimes basket raffle
5. Production tests for SLC
6. REMINDER—Photos for slideshow during General Sessions
7. Request songs for dance at SLC
8. Local Chapter Significant Accomplishments, Awards, and/or Recognition
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1. State Leadership Conference website

All information and forms related to the State Leadership Conference have been posted to the following website: <http://www.mdfla.org/2016-state-leadership-conference.html>. You have received multiple e-mails regarding the SLC with various attachments. To help keep track of the information and documents, they have all been posted on this one website.

2. REMINDER—Key Deadlines for 2016 Maryland FBLA State Leadership Conference

March 4, 2016	<ul style="list-style-type: none"> ▪ Written reports and other pre-judged materials due ▪ Last day to notify Diana Hegmann (MSDE) of eligible students who will be unable to compete at the SLC
March 16, 2016	<ul style="list-style-type: none"> ▪ Last day to register for conference ▪ Special needs form and special dietary needs form due (submitted online)
March 18, 2016	<ul style="list-style-type: none"> ▪ State Officer Candidate applications due ▪ Scholarship applications due (submitted online)
April 6, 2016	<ul style="list-style-type: none"> ▪ All money due for SLC ▪ Photos for use in conference slideshow due (upload to http://upload.mdfla.org/) ▪ Song requests due for the DJ's playlist for the dance (submitted online) ▪ Local Chapter Significant Accomplishments, Awards, and/or Recognition submission deadline (submitted online)
April 14, 2016	<ul style="list-style-type: none"> ▪ State Leadership Conference check-in begins at 10 a.m. ▪ Select competitive events begin at Noon ▪ State Officer Candidate mandatory meeting - 11 a.m. at The Hunt Valley Inn Baltimore (must be attended by the candidate running for office, the candidate's local chapter advisor, and the candidate's campaign manager)

3. REMINDER—registration closes on March 16 at 5 p.m.

Remember that online registration for the SLC will close on March 16 at 5 p.m. All participants must register for the conference through the online registration system (<http://nextgen.pixelpointllc.com/>). All money for the conference is due by April 6. Complete information on registration can be found in Advisor Update #5.

IMPORTANT: When registering attendees for the conference in the registration system, you will need the t-shirt sizes for all attendees. The size choices are Small, Medium, Large, X-Large, and 2X.

*****NEW*** You will also be asked to select a polo shirt size for one advisor for your chapter and provide the name as you would like it to appear on the polo shirt.**

In addition, you will be asked to designate the two students who will be voting delegates for your chapter at the SLC.

Also, each chapter may enter up to three students for the Battle of the Regions event.

Please have the t-shirt size, advisor polo size, voting delegate designations, and Battle of the Regions registrants prior to entering the data in the registration system.

4. March of Dimes basket raffle

At this year's State Leadership Conference, we will once again host a basket raffle for the March of Dimes. **We are asking each chapter bring a themed basket to be donated for the raffle.** The raffle drawing will be held during Friday evening's general session. Conference attendees will be able to purchase raffle tickets for a chance to win one or more of the baskets, and will drop their tickets into the containers located in front of each basket. All money raised will be donated to the March of Dimes. As an incentive to being creative and securing great basket items, the chapter who donates the basket that receives the most raffle tickets sold will receive a \$25 gift card for the "Best Basket"! **Complete details on the basket raffle and guidelines/instructions are included in the attached document entitled "March of Dimes Basket Raffle Packet."**

This project has been a huge success for several years with some very creative basket themes and really great gifts. **Please let your students know that tickets will be sold (2 for \$1, 15 for \$5, or 100 for \$20) during the conference so they know to bring money if they would like to participate in this fundraiser for the March of Dimes.**

A special thanks goes to Jessica McGowan, North East High School FBLA Advisor and Maryland FBLA-PBL Board of Directors member, for coordinating and organizing this important project to benefit the March of Dimes. **Any questions related to the basket raffle should be directed to Jessica at jaschneider@ccps.org.**

5. Production tests for SLC

After registration closes on March 16, 2016 the Maryland State Department of Education will mail out the production skills test piece for those participants in an event that requires you to be on a computer. This includes the following events:

Computer Applications	Spreadsheet Applications
Database Design & Applications	Word Processing

The production skills portion of the event will be taken in the home school prior to the conference and the chapter advisor will bring that portion of the event with them to the State Leadership Conference. If you have a student in any of these events, please get computer time and a proctor scheduled now so that you don't run into a problem as this is a quick turnaround.

6. REMINDER—photos for slideshow during General Sessions

We are compiling photos from all chapters for use in a slideshow that will be shown during the countdown for each general session of the conference (Thursday's opening session, Friday's general session, and Saturday's awards program). This is a great opportunity for your members to have the chance to see themselves on the big

screen! The photos can be of your members participating in chapter activities such as chapter meetings, social events, community service projects, regional conferences, etc.

Once your chapter has gathered your photos, please upload them to the following website: <http://upload.mdfbla.org/>.

All photos must be submitted by April 6.

This initiative won't be successful without photos from every chapter, so please start getting your chapter and member photos together now.

7. Request songs for the dance at SLC

The DJ for the dance would like to play music that our members want to hear. Using the link below, please fill out the song(s) your members would like to hear at the dance. Each chapter may submit up to three (3) song requests using the form below. All requests must be submitted by April 6, 2016 at 5 p.m.

<https://mdfbla.wufoo.com/forms/md-fbla-song-request-form-slc-2016/>

8. Local Chapter Significant Accomplishments, Awards, and/or Recognition

If your chapter has a significant accomplishment that you would like to hear mentioned during the Opening Session of the SLC, please submit the information using the link below. Examples of significant accomplishments:

- significant increase in membership
- recognition of a chapter's/member's accomplishments with a community service project
- awards received in your local community
- students placed at 2015 NLC in Chicago
- work with local businesses/business leaders
- new business partnership, etc.

Please include anything that is significant and noteworthy (focus on once in a while, major accomplishments). While we would like to recognize all chapters for their accomplishments, there is simply not enough time during the Opening Session. We will try to recognize the most significant accomplishments. Each chapter may submit up to two (2) significant accomplishments using the form below. Please submit your information by Wednesday, April 6, 2016 at 5 p.m.

<https://mdfbla.wufoo.com/forms/local-chapter-significant-accomplishments-2016/>

9. Dress code

A copy of the dress code is attached to this e-mail. Please share this with your students, other advisors, chaperones, and guests. The dress code applies to all attendees and all portions of the conference with the exception of the mentalist keynote presentation and dance, which the students may wear casual attire (jeans, t-shirts, etc.). Please make sure all of your students and chaperones are aware of the dress code so they aren't denied the opportunity to compete or participate in a portion of the conference because they are not in compliance with the dress code. You and your students should arrive dressed in professional attire in accordance with the dress code as there will not be an opportunity to change clothes.

10. Code of Conduct

Please share the Code of Conduct (attached to this e-mail) with your students. Please let them know that they are expected to follow the rules listed in this document. We will once again have police officers on duty from 9 p.m. to 6 a.m. on Thursday and Friday. They will enforce any violations of the code of conduct and the students will be sent home at their expense and/or formal police action will be taken. Please explain the seriousness of this to your students so we can avoid any unfortunate situations.

11. Statement of Assurance

Attached to this e-mail is a Statement of Assurance that is to be completed for the following events:

Computer Game & Simulation Programming	E-business
Desktop Application Programming	Mobile Application Development
Digital Video Production	Website Design

This Statement of Assurance is to be used for Maryland only (there is a different process for the national conference). Please save completed forms in PDF format for online submission (Digital Video Production, E-business, and Website Design). For Computer Game & Simulation Programming, Desktop Application Programming, and Mobile Application Development, please print the completed form and mail it with the materials you are submitting for these events.

If you already submitted an entry for any of the event above and used the Statement of Assurance from last year, you do NOT need to resubmit the entry. We will accept the entry with last year's Statement of Assurance. If you have not yet submitted, however, please use the attached form.

12. SPDC Service Project: Help Create Care Packages for Troops

This year, Maryland FBLA is connecting with communities abroad. At the SLC, Maryland FBLA's Special Project Development Committee (SPDC) is collecting items and cards for care packages that will be delivered to deployed troops. The SPDC consists of dedicated members who organize service and fundraising projects for Maryland FBLA.

In order to make this service project a success, the SPDC needs your help. Our goal is to send **200 cards** to the troops. Please encourage your members to attend the SPDC service project during the conference to write thank-you notes to the troops. This is a great opportunity for your chapter's members to connect with state officers, support a worthy cause, and learn more about how to become involved at the state level. More details will be provided in the SLC program and at the Opening Session.

If your chapter would like to help with the care packages, we ask that you donate items from the following list to the SLC for the care packages (suggested donation is 10 or more items per chapter). Our goal is to send **600 items** on behalf of Maryland FBLA. These items will be turned in during the thank you note service project on Friday evening. Additional details on the location and time will be announced during the Opening Session. Items that are needed for the care packages are:

- Coffee (either instants or ground for basket type filter), Teas, Hot chocolate
- 5-hour energy drinks
- Q-tips
- Nuts
- KIND bar
- Beef jerky
- Protein bars
- Dried fruit
- Individual powders
- Liquid water enhancers, iced tea, MIO, Dasani
- Baby wipes (soft packaging)

Any questions related to the care packages for troops should be directed to Divya Kappor, State Vice President and SPDC Chair, at Vice.President@mdfbla.org.