Maryland FBLA
Advisor Update #7
January 31, 2021

Advisor Update #7 - MD FBLA Virtual State Leadership Conference and Competitive Event Information

Dear Maryland FBLA Advisors:

The Maryland FBLA Board of Directors is looking forward to your chapter's participation in the 2021 MD FBLA Virtual State Leadership Conference. As the conference will be conducted virtually, the traditional elements of the in-person conference and competitive event procedures have been modified.  This document and other attachments contain important information for you and your students regarding conference format, registration instructions, and how competitive events will be conducted.

Please pay extra attention to the competitive events information to ensure you don't miss submitting materials for your students by the deadlines listed as **many events with a performance component now require materials to be submitted by the advisor through the Blue Panda system** (we are only using Wufoo for a few specific events and they are clearly indicated in the important deadlines/key dates document attached).  Some event procedures/requirements are different from how they were conducted at regionals, so I cannot stress enough how important a thorough review of the competitive events section is.

Summary of information included in this update:

- MD FBLA Virtual State Leadership Conference
- Competitive Events Update
- State Officer Candidate Information and Application

# MD FBLA Virtual State Leadership Conference

## 1. Key Deadlines for 2021 Maryland FBLA Virtual State Leadership Conference

Please refer to the **attached PDF document entitled "Important Deadlines and Key Dates for 2021 MD FBLA Virtual SLC"** to view important conference deadlines and key dates.  This document is HIGHLY important!! Please review!!

## 2. Registration and Conference Information

### Schedule and format
- The Opening Session and Awards of Excellence Session will debut at 11 a.m. on the dates below and will be available on demand after the debut.
- Abbreviated workshops/leadership presentations will be offered on demand beginning on April 10.
- State Officer Candidate speeches will be available on-demand, as well as candidate biography/campaign statements, beginning approximately April 2.
- The State Officer Election Session will occur on April 10.  Any election run-off sessions that may be needed will occur in the days following April 10.  Voting delegates will be contacted directly and provided with detailed instructions on the process as well as how to access the online voting system.

Saturday, April 10 at 11 a.m. - Opening Session debut
*Messages from state officers, a keynote speaker, and other fun and exciting surprises!*

Saturday, April 17 at 11 a.m. - Awards of Excellence Session debut
*Competitive event award winners, scholarship recipients, and state officer election results announced!*

Each registrant will receive a unique log-in to the virtual conference system to watch the Opening Session and

Awards of Excellence Session. The unique log-in will also be used to view the on-demand content and state officer candidate speeches/materials. **Because each individual receives a unique log-in, the log-ins are not able to be shared and each individual must be separately registered for the conference.**

*Registration fee*
The cost for students and guests to attend is $40. The fee includes, but is not limited to the opening session keynote speaker, multimedia/online event production and administration costs, competitive event administration including testing fees, online election administration, and awards for competitive events.

The Board is pleased to offer complimentary registration for advisors.

All money for the conference is due by March 31, 2021. Please make arrangements with your school's financial secretary now to ensure you will not have a problem getting your chapter's check issued prior to March 31 so it will be **received by** Maryland FBLA by **March 31**.

<u>Payment by credit card</u> – If your chapter would like to pay your invoice by a single credit card payment, please complete the Credit Card Payment Request form and a link to a secure payment site will be e-mailed to the cardholder who can then submit the credit card payment for your chapter's full invoice. The Credit Card Payment Request form can be found at: https://mdfbla.wufoo.com/forms/md-fbla-2021-slc-credit-card-payment-request/.

Our refund policy for cancellations allows for cancellations and/or refunds for registration fees already paid up until the registration system closes, which for the 2021 Virtual State Leadership Conference is 5 p.m. on February 24, 2021.

Changes (cancellation and/or additions) to your registration are permitted through 5 p.m. on February 24, 2021. Your chapter is financially responsible for all students you have registered in the system by 5 p.m. on February 24, 2021 regardless of whether they attend the conference or not. Cancellations and/or additions can be made by the advisor by modifying their registration through the use of our online registration system at https://www.gobluepanda.com/.

*How to register?*
Advisors must register all participants for the conference through the online registration system (https://www.gobluepanda.com/).

Online registration will begin on February 1, 2021. You will receive an e-mail from regsvr@pixelpointllc.com **when the registration system is open and it will contain your log in instructions.** If you have any trouble logging into Blue Panda, please e-mail the system directly at support@gobluepanda.com for log-in assistance. There is also a self-service "forgot user name/password" feature on the Blue Panda registration website as well.

Students must be dues paid members to register for the conference.

You will need e-mail addresses for each of your students. Please ensure that the student e-mail addresses are able to receive external e-mails and not internal school addresses. Some schools have school e-mail addresses for students that are only able to receive mail from within the school system; those e-mail addresses will not work for this conference as we will be e-mailing conference log-in instructions directly to all registrants.

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

Registration will close on February 24, 2021 at 5:00 p.m.

*3. Maryland FBLA Scholarships*
To honor our outstanding future business leaders, Maryland FBLA will offer up to three college scholarships at the 2021 Maryland FBLA Virtual State Leadership Conference. Each chapter is eligible to nominate up to two (2) current senior members to apply for these scholarships. Scholarships will be awarded based upon involvement in FBLA, scholastic achievement, community service, demonstrated leadership ability, and advisor recommendation.

Applications and complete information must be **uploaded to the address listed below by February 24, 2021 at 5 p.m**. Detailed instructions are included in the attached scholarship packet.

Scholarship applications and other required documents will be uploaded online at the following address:
https://mdfbla.wufoo.com/forms/maryland-fbla-scholarship-application-slc-2021/

### *4. Participants Needing Special Accommodations (IEP or 504 Plan - Time Accommodation on an Objective Test)*
If a participant has a documented IEP or 504 Plan and needs a time accommodation on an objective test, please complete the Participants Needing Special Accommodations form found online at
https://mdfbla.wufoo.com/forms/participants-needing-special-accommodations-2021/ by February 24, 2021.
**Please complete and submit a separate form for each participant needing special accommodation.**

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# Competitive Event Updates

### *1. Modifications for the Virtual Conference*
Please refer to the "2021 MD FBLA SLC Competitive Events Program Modifications for Virtual Conference" and "MD FBLA Competitive events made easy - Modified for Virtual Conference (SLC 2021)" PDF documents  These documents should be viewed in conjunction with the 2020-2021 Maryland FBLA Competitive Events Handbook for complete guidelines for events for the virtual SLC.  Nearly every event has modifications for the virtual state leadership conference, so it is very important that you and your students pay close attention to these documents.

Also, the "Important Deadlines and Key Dates for 2021 MD FBLA Virtual SLC" contains summary information of important deadlines so you can easily see all event deadlines summarized at a glance.

==IMPORTANT CHANGE FOR 2021== – **For all events that have materials to upload (PDFs, URLs, etc.), the advisor will now upload those materials through the Blue Panda registration system.**  Previously these items were uploaded separately outside of the system using Wufoo.  Please note that only advisors can upload this information as Blue Panda access is limited to advisors.  The only events/items that will continue to use Wufoo to upload materials are:  Businessperson of the Year, Gold Seal Award of Merit, Who's Who in FBLA, and Scholarships.

Also, Open Events and Battle of the Regions (usually offered on-site at the in-person conference) will not be offered as part of the virtual conference.  We look forward to offering these events again when the conference is in-person.

### *2.  Who is Eligible to compete at the State Leadership Conference?*
Some events are offered at the state level only and others required students to have qualified at the regional conference. To determine if an event is a state level only event or required qualification at the regional conference, please review the "MD FBLA Competitive events made easy - Modified for Virtual Conference (SLC 2021)" summary document of all competitive events offered at the SLC.

If you have a student that is eligible to compete at the SLC but is not able to attend, you may NOT substitute a replacement for this student.

For objective test-only events or objective test events with a performance component that allow five students from each region to compete at the SLC, students placing 6th or below in these events are NOT eligible to compete at the SLC if a student in 1st to 5th place cannot attend.

For production test events that allow five students from each region to compete at the SLC, students placing 6th or below in these events are NOT eligible to compete at the SLC if a student in 1st to 5th place cannot attend.

**For performance-only events that allow three students from each region to compete at the SLC, the opportunity to compete may be extended to the student who placed 4th and 5th at regionals if either the 1st, 2nd, or 3rd place student are not able to attend the SLC.** Students placing 6th or below in these events are NOT eligible to compete at the SLC. These are performance only events.  See a complete listing below.

<u>If you have a student/team in one of the following events</u> that placed 1st, 2nd, or 3rd at regionals and is NOT participating in the virtual SLC, please notify Maryland FBLA by completing this form (https://mdfbla.wufoo.com/forms/2021-slc-notification-of-students-not-competing/) no later than **February 17, 2021**.  The opportunity to compete will be given to the next student/team on the list of winners from the regional conference.

| | |
|---|---|
| Broadcast Journalism | Introduction to Public Speaking |
| Business Ethics | Introduction to Social Media Strategy |
| Client Service | Job Interview |
| Coding and Programming | Mobile Application Development |
| Computer Game & Simulation Programming | Public Service Announcement |
| E-business | Public Speaking |
| Electronic Career Portfolio | Publication Design |
| Graphic Design | Sales Presentation |
| Impromptu Speaking | Social Media Strategies |
| Introduction to Business Presentation | Website Design |

Please complete the notification form as soon as you know the student/team will not be participating in the competitive event at the SLC but no later than February 17, 2021. The more notice we have, the better chance that another student will be able to participate. We would like to offer the opportunity to compete to as many students as possible and by giving adequate notice of a student who is unable to compete, you will help us do that.

**Members not having their dues paid and received by National FBLA by February 24, 2021 will not be allowed to compete or attend the SLC.  Please do not allow this to happen to your members.**  Your chapter will not be allowed to register for the State Leadership Conference until National FBLA has received payment for dues for all chapter members.

### 3.  Written report, other pre-judged materials, and video uploads for performance only events deadline and submission instructions
All written reports and other pre-judged materials, including video uploads for performance only events, **must be RECEIVED** by the Competitive Events Committee **by February 24, 2021 at 5 p.m.**   All materials are submitted by the advisor through the Blue Panda system with the exception of Businessperson of the Year, Gold Seal Award of Merit, Who's Who in FBLA, and Scholarships which will be submitted using the Wufoo links below.

- <u>Written reports and other pre-judged materials due by February 24, 2021 by 5 p.m. (submit in Blue Panda)</u>

| | |
|---|---|
| 3D Animation | Future Business Leader** |
| American Enterprise Project | Job Interview** |
| Business Financial Plan | Local Chapter Annual Business Report |
| Business Plan | Outstanding Chapter/Chapter of the Year |
| Community Service Project | Partnership with Business Project |
| Digital Video Production | Scrapbook |
| FBLA-PBL Week | |

  **Cover letter and resume for Future Business Leader and Job Interview due

- <u>Video upload for performance only events due by February 24, 2021 by 5 p.m.. (submit in Blue Panda)</u>

| | |
|---|---|
| Broadcast Journalism | Introduction to Public Speaking |
| Business Ethics | Introduction to Social Media Strategy |
| Coding and Programming | Mobile Application Development |
| Computer Game & Simulation Programming | Public Service Announcement |
| E-business | Public Speaking |
| Electronic Career Portfolio | Publication Design |
| Graphic Design | Social Media Strategies |
| Introduction to Business Presentation | Website Design |

- <u>Pre-judged materials for recognition events due by February 24, 2021 by 5 p.m. (</u>==submit in Wufoo==)

  Businessperson of the Year
  https://mdfbla.wufoo.com/forms/businessperson-of-the-year-slc-2021/

  Gold Seal Chapter Award of Merit
  https://mdfbla.wufoo.com/forms/gold-seal-chapter-award-of-merit-slc-2021/

  Who's Who in FBLA
  https://mdfbla.wufoo.com/forms/whos-who-in-fbla-slc-2021/

- <u>Scholarship applications due by February 24, 2021 by 5 p.m. (</u>==submit in Wufoo==)
  https://mdfbla.wufoo.com/forms/maryland-fbla-scholarship-application-slc-2021/

### 4. _Online testing for objective tests for SLC_
Objective test for all events that have an objective test component are administered online at the home school, or at the student's home if school is not open, in advance of the SLC. The same testing system used for regional conference online testing will be used for SLC online testing. The online testing window for the SLC is:

- **SLC Online Testing Open:** <u>March 1, 2021</u>
- **SLC Online Testing Closes:** <u>March 12, 2021</u>

For events with an objective test and a performance component, all individuals or teams will take the objective test online at their home school or at the student's home if school is not open. The top 15 individuals or teams (depending on the event) with the highest objective test score will advance to the performance round. The top 15 individuals or teams will be notified on March 15 and provided with the case study/event prompt for the performance component of the event. The individuals/teams' pre-recorded video will then be submitted in Blue Panda by March 19 by 5 p.m.

### 5. _Production Test events update---OBJECTIVE TEST ONLY_
There will not be a production component administered for these events at the virtual state leadership conference. Students in these events will complete an objective test only (same as at regionals).

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|---|---|
| Computer Applications | Spreadsheet Applications |
| Database Design & Applications | Word Processing |

### 6. _Competitive events offered at SLC that do NOT require pre-qualification at the regional conference_
For those students who did not compete at regionals or competed at regionals but did not qualify for the State Leadership Conference in their event, there are a number events that are offered at the state conference that do not require pre-qualification in order to compete at the SLC. In other words, students may register for the following events without having competed at regionals. Even if the student competed in a different event at regionals and didn't qualify for the SLC, they may compete in one of the following events at the SLC. Note that these events have a pre-judged component and that the pre-judged project must be submitted in Blue Panda by 5 pm on February 24, 2021.

| | |
|---|---|
| 3D Animation | Community Service Project |
| American Enterprise Project | Digital Video Production |
| Business Financial Plan | Local Chapter Annual Business Report |
| Business Plan | Partnership with Business Project |

## 7. Live performance events via Zoom
Each individual/team in one of the following events will be assigned a date and time for their Zoom live interactive competitive event.  The live event judging via Zoom will take place between March 1 and March 26, 2021.  The specific date/time for each event will be posted to the Maryland FBLA website and notification will be provided to advisors when the schedule is posted.  Instructions and Zoom information will be provided to competitors prior to the live Zoom event.

| | |
|---|---|
| Client Service | Impromptu Speaking |
| Future Business Leader | Job Interview |
| Help Desk | Sales Presentation |

## 8. Middle Level Competitive Events
Modifications for middle level competitive events and instructions will be e-mailed directly to middle level advisors.

## 9. Outstanding Chapter/Chapter of the Year fillable form
A fillable PDF for the Outstanding Chapter/Chapter of the Year event is posted to the Maryland FBLA website on the Advisor Resources page under "2021 State Leadership Conference Documents" (http://www.mdfbla.org/advisor-resources.html).  Please complete and save this form electronically and submit it in Blue Panda by February 24, 2021 by 5 p.m.

## 10.  Chapter Scrapbook – Virtual Conference REVISED GUIDELINES
Revised guidelines for Chapter Scrapbook for the virtual conference are posted to the Maryland FBLA website on the Advisor Resources page under "2021 State Leadership Conference Documents" (http://www.mdfbla.org/advisor-resources.html).  All scrapbooks for the 2021 Virtual State Leadership Conference must be in PDF format and submitted in Blue Panda by February 24, 2021 by 5 p.m.

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## State Officer Candidate Information and Application

Information for state officer candidates, including the state officer application, will be released this week.  It will be in Advisor Update #8 and will also be posted to the Maryland FBLA website.