

## Registration Checklist

**COMPLETE THIS CHECKLIST AND BRING IT WITH YOU TO THE REGISTRATION DESK FOR CHECK IN**

Please provide the following information for all advisors from your chapter who are attending this conference:

Chapter Name: \_\_\_\_\_

Advisor #1 Name: \_\_\_\_\_

Advisor #2 Name: \_\_\_\_\_

Advisor #3 Name: \_\_\_\_\_

Advisor #1

Cell Phone: \_\_\_\_\_

Advisor #2

Cell Phone: \_\_\_\_\_

Advisor #3

Cell Phone: \_\_\_\_\_

### Items to turn in to the Registration Desk at the time of check-in on Thursday, April 23 (before 2 p.m.):

	<p><b>Parental Authorization/Medical Forms</b> Please ensure that you have completed parental authorization/medical forms for each student attending the conference. Please have the forms alphabetized by the students' last name and put them in a manila envelope with your chapter's name written on the envelope. Make a copy of the forms to keep with you during the conference and you will turn in the originals at the registration desk.</p>						
	<p><b>Butterflies for Babies</b> If your chapter raised money for the March of Dimes through the Butterflies for Babies campaign, complete the Butterflies for Babies submission form and turn the form in along with all butterflies and money raised at the time of registration. <b>All money collected must be made by one school check or one money order! The check should be made payable to Maryland FBLA.</b></p>						
	<p><b>Production Tests</b> If you have a student participating in any of the following events, turn in the SEALED envelope with the student's completed work and any other required documents:</p> <table style="margin-left: 100px; border: none;"> <tr> <td style="padding-right: 50px;">Accounting II</td> <td>Spreadsheet Applications</td> </tr> <tr> <td>Computer Applications</td> <td>Word Processing</td> </tr> <tr> <td>Database Design</td> <td></td> </tr> </table>	Accounting II	Spreadsheet Applications	Computer Applications	Word Processing	Database Design	
Accounting II	Spreadsheet Applications						
Computer Applications	Word Processing						
Database Design							
	<p><b>Business Ethics</b> If you have a student participating in this event, turn in three (3) copies of the following items to the registration desk:</p> <ol style="list-style-type: none"> <li>1. Written synopsis on the selected case (found in the National FBLA Chapter Management Handbook) (500-word limit). Include a reference section (not counted in the 500-word limit).</li> </ol> <p>All copies of the above materials must be submitted in three (3) standard file folders. The tab of the folder must be typed and must be labeled with the following information in the order listed below: Participant's Name, Event Title, Name of State, and Name of School. Place the three standard file folders in one large brown envelope and label the envelope with Participant's Name, Event Title, Name of State, and Name of School.</p>						
	<p><b>Job Interview</b> If you have a student participating in this event, turn in three (3) copies of the following items to the registration desk:</p> <ol style="list-style-type: none"> <li>1. A one-page letter of application (original or copy) from the participant.</li> <li>2. A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.</li> <li>3. A completed job application.</li> </ol> <p>All copies of the above materials must be submitted in three (3) standard file folders. The tab of the folder must be typed and must be labeled with the following information in the order listed below: Participant's Name, Event Title, Name of State, and Name of School. Place the three standard file folders in one large brown envelope and label the envelope with Participant's Name, Event Title, Name of State, and Name of School.</p>						
	<p><b>Future Business Leader</b> If you have a student participating in this event, turn in three (3) copies of the following items to the registration desk:</p> <ol style="list-style-type: none"> <li>1. A one-page letter of application (original or copy) from the participant.</li> <li>2. A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.</li> </ol> <p>All copies of the above materials must be submitted in three (3) standard file folders. The tab of the folder must be typed and must be labeled with the following information in the order listed below: Participant's Name, Event Title, Name of State, and Name of School. Place the three standard file folders in one large brown envelope and label the envelope with Participant's Name, Event Title, Name of State, and Name of School.</p>						
	<p><b>Scrapbook</b> All chapters who have registered to compete in the Chapter Scrapbook event must turn in their scrapbook to the registration desk at the time of check-in.</p>						
	<p><b>Basket Raffle for March of Dimes</b> If your chapter has prepared a themed basket to be donated for the raffle, turn in with the basket the computer generated card that indicates theme, list of items and chapter as well as the basket raffle registration form at the time of registration.</p>						
	<p><b>Hypnotist Performance Participation Permission Slip</b> Submit the permission slips for up to <u>two</u> students from your chapter as possible candidates for participation in the hypnotist performance on Thursday evening. The slips must be signed by the student's parent or legal guardian. If you submit two student names, please submit one male and one female student.</p>						
	<p><b>Payment for unpaid balances</b> Any chapters who have not paid their SLC invoice must turn in the full payment to the registration desk at the time of check-in. <b>Cash will NOT be accepted for unpaid balances.</b> All payment must be made by one school check <u>or</u> one money order.</p>						