

## 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, March 23 (before 2 p.m.):**

	<p><b><u>Parental Authorization/Medical Forms</u></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><u>Bears for Babies</u></b> If your chapter raised money for the March of Dimes through the Bears for Babies campaign, complete the Bears for Babies submission form and turn the form in along with all bears and money raised at the time of registration. <b>All money collected must be made by one school check <u>or</u> one money order!</b> The check should be made payable to Maryland FBLA.</p>				
	<p><b><u>Production Tests</u></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>Computer Applications</td> <td>Spreadsheet Applications</td> </tr> <tr> <td>Database Design &amp; Applications</td> <td>Word Processing</td> </tr> </table>	Computer Applications	Spreadsheet Applications	Database Design & Applications	Word Processing
Computer Applications	Spreadsheet Applications				
Database Design & Applications	Word Processing				
	<p><b><u>Online Testing Materials</u></b> If you have student(s) who participated in an online test event at the home school, return the following materials in a SEALED enveloped labeled with your chapter name and school:</p> <ul style="list-style-type: none"> <li>• Participant Certification Forms - signed by each participant</li> <li>• Proctor Certification Forms with Competitors/Events List - signed</li> <li>• All scratch paper used by participants</li> <li>• The student list with passwords</li> </ul>				
	<p><b><u>Scrapbook</u></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><u>Basket Raffle for March of Dimes</u></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><u>Payment for unpaid balances</u></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>				