

2019 Maryland FBLA State Leadership Conference

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 Cell Phone: _____
Advisor #1 Name: _____	Advisor #2 Cell Phone: _____
Advisor #2 Name: _____	Advisor #3 Cell Phone: _____
Advisor #3 Name: _____	Cell Phone: _____

Items to turn in to the Registration Desk at the time of check-in on Thursday, March 28 (before 2 p.m.):

	<p><u>Parental Authorization/Medical Forms</u> 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>If your county requires their own permission form, you will need to complete the Maryland FBLA form in addition to your county's form. We cannot accept your county's form in lieu of the Maryland FBLA form. The Maryland FBLA form is the only form that will be accepted at check-in. If you do not have the Maryland FBLA form completed for all students, you will not be permitted to check-in and will need to make arrangements to get the Maryland FBLA forms completed before you will receive your chapter's registration materials (including name badges and room keys).</p>
	<p><u>Online Objective Tests certification forms</u> Please bring the completed Participant Certification Forms (an individual form for each student who took an online test) and Proctor Certification Forms for all students who took an online objective test at your home school for the State Leadership Conference. Please place them flat (not folded) in a large brown envelope labeled with your school name and "Online Objective Tests certification forms."</p>
	<p><u>Bears for Babies</u> 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. All money collected must be made by one school check or one money order! The check should be made payable to Maryland FBLA.</p>
	<p><u>Scrapbook</u> 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><u>Basket Raffle for March of Dimes</u> 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><u>Payment for unpaid balances</u> 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. Cash will NOT be accepted for unpaid balances. All payment must be made by one school check or one money order.</p>