

2024 Maryland FBLA State Leadership Conference Guide



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Important Dates

A recommended list of important dates and actions needed for the State Leadership Conference.

Deadline	Item	Notes
January 26, 2024	Registration Opens	Blue Banda
February 13, 2024	Registration Deadline	Blue Panda
February 14-16, 2024	Registration/Modification Window	Email updates needed with Region, chapter, student name, and need to jconnor@mdfbla.org
March 1, 2024	Pre-judged Materials Due (Asset Collection)	Upload in Blue Panda 5:00 PM
March 8, 2024	Payment Due	Must be post marked by this date or the student will not be allowed to compete without payment
March 14-16, 2024	State Leadership Conference	Ocean City, MD

General Information

The Maryland Future Business Leaders of America’s State Leadership Conference is designed as an educational conference that includes competitive events, leadership development activities, career awareness programs, business meetings, and general sessions.

Registration

Attendee	Rate	Notes
High School Member	\$150.00	
Middle School Member	\$75.00	One Day Attendee
Middle School Member	\$150.00	Staying for entire conference
Adviser	\$150.00	There will be a \$50 discount if you agree to help work during the conference
Guest Awards Registration ONLY!! <u>**No guests or parents may attend the conference workshops on Day 1 or Day 2**</u>	\$25.00	Parents, friends, and guests are encouraged to attend the conference on Saturday morning at 9AM to celebrate student success during the Awards Session. Registration of \$25 takes place ahead of time in Blude Panda or on-site Saturday morning, no pre-registration required.

Official Hotel Properties

Each school may choose to stay at any hotel for the duration of this conference. MDFBLA has secured guaranteed rates at the following hotels. The direct link to book can be found on www.mdfbla.org

Property	Address	Phone Number
Dunes Suites	2709 Baltimore Ave.	410-289-0891
Hilton Suites Ocean City Oceanfront	3200 N. Baltimore Ave.	410-289-6444
Holiday Inn and Suites	1701 Atlantic Ave	410-289-7263
Holiday Inn Oceanfront	6600 Coastal Highway	410-524-1600
Quality Inn Boardwalk	1601 Atlantic Ave.	410-289-4401
Quality Inn Oceanfront	5400 Coastal Highway	410-524-7500

Special Accommodations

For members that require special accommodation, complete this portion in the registrations system for each member/attendee. Example reasons that students need special accommodations would include wheelchair access, services animal, interpreter services, food allergies or restrictions, or IEP/504 determined accommodations for competitive events. Please give as much detail as possible to allow MDFBLA to make the arrangements for the member/attendee in advance.

Payments

Checks

Payment **MUST** be received by March 8, 2024. Chapters that have not paid by March 8th will incur a late fee of \$100, that must be paid before students are allowed to compete at SLC.

Invoice is not required for the payment, just include name of school and the region with check.

Checks should be made out to Maryland FBLA and mailed to:

Maryland FBLA
PO BOX 178
Glen Burnie, MD 21060

Late Fee

A 10% late fee will be added to the invoice if payment is not **RECEIVED** by March 8, 2024!

Registration, Additions, Modification, and Refunds

Please note that after the conference registration deadline of February 13, 2024, you will need to contact Maryland FBLA to make any changes or edits. Any changes or edits completed between February 14, 2024, and February 16, 2024, will be charged \$25 per change or edit in addition to any conference fees. This includes, but is not limited to, adding an attendee, adding or modifying competitive event registration, substituting attendees, etc. Dropping an attendee from registration will NOT be charged the \$25 fee; however, no refunds will be granted after the February 14, 2024, registration deadline regardless of actual conference attendance. NO changes will be made after February 16, 2024.

Chaperone Ratios and Requirements

A ratio of one adult for every ten (10) members is recommended. In the event your district has a different chaperone policy, your district's policy should be followed. When attending Maryland FBLA conferences and events, advisers are expected to provide adequate supervision for their student members. All advisers, chaperones, and guests must follow the Maryland FBLA code of conduct. Advisers are expected to attend all conference events with their students.

Accommodations Requests

Maryland FBLA meets the criteria specified in the Americans with Disabilities Act for all participants who submit a request through Blue Panda. FBLA will provide reasonable accommodations for competitors to enable equitable access to the competitive events program. The accommodations Policy is in place to:

- Provide reasonable accommodations to competitors to enable safe and reasonable access to the program.
- Recognize and facilitate the learning accommodation of students, including those with IEPs and Section 504 accommodations.

FBLA recognizes the need to enable students whose first language is not English to have equitable access to the competitive events program. FBLA will provide reasonable accommodation, which may include translation services and interpreters, to those who submit a request through Blue Panda.

Event Preparation

Pre-Conference Forms

When preparing for the State Leadership Conference, several pre-conference forms should be completed to support the registration submitted in the conference management system, Blue Panda. Forms can be completed by the local chapter adviser or member.

Deadline	Pre-Conference Form	Link
February 23, 2004	Workshop Proposal Request Form	
March 1, 2024	Conference Nomination Form <ul style="list-style-type: none"> Adviser of the Year Businessperson of the Year Who's Who in FBLA (Blue Panda) Adviser Retirement (Blue Panda) Gold Seal Chapter (Blue Panda) 	https://forms.gle/VdQxVKheyxq5jcRY8
Rolling Deadline	Partnership and Exhibitor Registration	Email jconnor@mdfbla.org for more information
Rolling Deadline	FBLA Competitive Event Sponsorship	Email jconnor@mdfbla.org for more information
March 1, 2024	Prejudged Materials	See Prejudged Materials Section
March 1, 2024	Adviser Assurance Form	Submit on Blue Panda

Local Chapter Delegates

Each chapter registered for the State Leadership Conference is awarded two-chapter delegates. Voting delegates are indicated through the registration process and will receive electronic communication relating to their official duties.

State Officer Candidate and Campaigns

The deadline to complete the state officer application is February 23, 2004. The state officer application and handbook is online under the Experiences Tab on the website. All candidates will be required to complete all activities located in the State Officer Handbook. Campaigning will take place during the State Leadership Conference.

Elections and Voting

Voting Delegates will receive a ballot in their chapter's registration packet on site at the State Leadership Conference. Delegates will cast their vote by 5:00 PM on March 14th in the Headquarters. Delegates will be required to show their badge with delegate ribbon and photo ID. Advisers will be notified when their voting delegate has cast their ballot. Make sure your chapter has a well-informed discussion about the candidates before your delegates place their vote.

Competitive Events

For the 2024 State Leadership Conference, the Competitive Events Program will include National Events and State Events. Competitive Events include live presentation/performance events, objective test only events, and State only events. For a full list of guidelines and policies relating to competitive events, advisers and members should review the National FBLA Competitive Events website.

Quotas/Limits

The State Leadership Conference has quota or limitations on the number of competitive events a member or chapter may enter and compete in.

- Members: May compete in an individual/team competition and a chapter event

Photo Identification

All competitive event participants must show photo identification prior to entering the competition area. For performance competitors, the member will be required to show a photo ID to the event facilitator before entering the event competition. For objective testing, the member will present their photo ID to a facilitator when picking up their testing card at objective test registration.

Requesting competitors to show photo identification helps increase the fidelity and integrity of FBLA's competitive events program. We encourage governments issued identification or school identification to be presented. The competitor must present an original valid current photo ID that is issued by a city, state, or federal government agency or by the competitor's school. The photo must be current and recognizable.

Some examples:

- Drivers permit or license.
- Official school-produced student ID from the school the competitor currently attends.
- Passport, passport card, or U.S. Global Entry identification card
- Government issued military or national identification cards.

If the student does not have any of the above forms of identification, they can get the adviser to come to conference headquarters to complete the Competitor Identification Verification form.

Qualifying Events

The following events will take a test on day one of the conference. Qualifying members will role play on day 2.

- Banking & Financial Systems
- Business Ethics (Pre-judge and Test)
- Business Management
- Entrepreneurship
- Help Desk
- Hospitality & Event Management
- International Business
- Introduction to Event Planning
- Management Information Systems
- Marketing
- Network Design
- Parliamentary Procedure
- Sports and Entertainment Management

Prejudged Materials – Asset Collection

*****Due by March 1, 2024, 5PM**

All prejudged materials submitted to Maryland FBLA become the property of Maryland FBLA. Prejudged materials are submitted through the Asset Collection process in Blue Panda. To see what files are required to be uploaded, please log into Blue Panda and click on the ‘Action Items’ box. Files should be submitted using a Google Drive, Dropbox, One Drive, or similar URL that is publicly accessible. YouTube public or unlisted videos can also be used for submitting a Video URL.

Event Name	Submission	File Type
American Enterprise Project	Report	PDF URL
Business Ethics	Report	PDF URL
Business Plan	Report	PDF URL
Community Service Project	Report	PDF URL
Digital Animation	VIDEO	VIDEO URL
Digital Video Production	VIDEO	VIDEO URL
Future Business Educator	Lesson Plan	PDF URL
Future Business Leader	Interview Materials (Cover Letter, Resume)	PDF URL
Job Interview	Interview Materials (Cover Letter, Resume)	PDF URL
Local Chapter Annual Business Report	Report	PDF URL
Partnership with Business Project	Report	PDF URL
Computer Applications	Up to 15 PDF Files	Folder URL
Database Design & Applications	Up to 11 PDF Files	Folder URL
Spreadsheet Applications	Up to 8 PDF Files	Folder URL
Word Processing	Up to 9 PDF Files	Folder URL

State Only Events

NLC T-Shirt Design Challenge

An essential part of today's business world is design and promotion; therefore, the preparation of art is paramount to the production of quality copy used for promotion purposes. This event is designed to measure the team's ability to develop the concept design for the Maryland FBLA T-Shirt for the National Leadership Conference. Students are to use the current year's theme.

Conference Activities

Leadership Lounge

The Leadership Lounge stands as the heartbeat of the conference, serving as an innovative and interactive space where attendees can converge for many events. This dynamic hub hosts conference activities, from networking receptions to the bustling Business and Career Fair. Creating an environment for attendees to engage, connect, and advance their FBLA and high school careers. The Leadership Lounge becomes a focal point for fostering meaningful connections, exchanging insights, and exploring career opportunities. The Leadership Lounge embodies the spirit of collaboration, providing attendees with a unique platform to navigate their professional journeys and contribute to the collective growth and success of the FBLA community.

Workshops

Maryland FBLA has curated an educational workshop series through the conference for attendees to learn and experience new opportunities. Workshop topics include financial literacy, college preparation, teamwork skills, career advice, and other related issues for student attendees. Check the conference schedule for workshop titles and descriptions. Workshops are encouraged for all conference attendees when not in a competitive event.

Dress Code

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for conference attendees—students, advisers, and guests. Professional business attire is required at all general sessions, competitive events, exhibits, meetings, workshops, and other activities unless otherwise indicated in conference materials.

Conference name badges are considered part of the dress code and must be worn at all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The dress code is gender neutral. The National FBLA dress code can be found at www.fbla.org/dresscode

Business Professional Attire

Attendees should follow the National FBLA Dress Code for the following sessions and activities.

- General Sessions
- Workshops
- Competitive Events
- Common Areas of the Conference Center

Casual Attire

Clothing should be appropriate for a professional conference during the following conference sessions and activities.

- Community Service Activities
- Entertainment and Social Activities
- Common Areas of the Hotel

No dress code can cover all contingencies, so FBLA members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local adviser, state leader, or conference staff. FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the accommodation portion of the registration. Requests made after registration closes must be made in writing.

Unacceptable Items

The following items are prohibited in all conference areas, including competitive events.

- Denim or flannel clothing
- Shorts
- Athletic clothing
- Leggings or graphically designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and short skirts or dresses more than 1” above the knee
- Swimwear
- Flip flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots
- Hats
- Graphically printed clothing

Acceptable Items

ACCEPTABLE ITEMS



BUSINESS PROFESSIONAL

Business Suit

- Suit pants and jacket
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Blazer

- Dress pants, including khakis, (or) dress (or) skirt
- Blazer
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Dress

- A business dress
- Dress shoes (or) dress boots

Other Professional

- Dress pants, including khakis, (or) skirt
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

BUSINESS CASUAL

- Dress pants, skirt, (or) khakis/chino-style pants
- Blouse, collared dress shirt, (or) polo shirt
- Dress shoes (or) dress boots

NOTE: Business Casual is only permitted during sessions specifically noted in conference materials.

No dress code can cover all contingencies, so FBLA members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local adviser, state leader, or conference staff.

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the accommodation portion of the registration. Requests made after registration closes must be made in writing.

Recognition Events

Maryland FBLA recognizes individuals and chapters for their hard work and dedication to FBLA. Individual recognition is awarded to members, advisers, school, and business representatives. Chapter recognition is awarded to the local FBLA chapter. Adviser of the Year, Businessperson of the Year, and Who's Who in FBLA will also receive recognition at the National Leadership Conference.

Recognition Event Submission Process

The following Recognition Events require a nomination form to be completed by the deadline outlined in the deadline checklist and pre-conference submission form checklist. The below recognition events should be submitted by March 1, 2024, using the link in the Pre-Conference Submission forms.

- Adviser of the Year
- Adviser Retirement
- Businessperson of the Year
- Who's Who in FBLA

Individual Recognition Events

Individual recognition events highlight the dedication and service that the individual has contributed to Maryland FBLA. Recognition events may be calculated automatically by rating sheet or require materials to be submitted.

Adviser Length of Service

Advisers are recognized for years of service to the FBLA association. Recognition is given for the first year and then for five-year service intervals.

Adviser of the Year

Advisers are recognized for being outstanding leaders for their local chapter. All active advisers with three years of service or greater and who have not received the Adviser of the Year award in the past three years are eligible. A student-member may nominate their adviser by submitting a nomination by the pre-conference form deadline.

Adviser Retirement

Advisers who plan to retire in the current academic year are recognized for years of service to the FBLA association for any level of service.

Businessperson of the Year

This event recognizes outstanding Maryland business leaders who have contributed to the success of FBLA at the local level. Each active local chapter may enter one person in the Businessperson of the Year event. The nominees must be members of the business and industry sectors. Persons who are full-time employees of educational institutions or departments of education shall not be nominated for the award. A chapter may nominate a Businessperson by submitting a nomination by the pre-conference form deadline.

Who's Who in FBLA

This event honors FBLA members who have made outstanding contributions to the local, state, and national levels. Each chapter may nominate one member; state and national officers do not count toward the chapter entry limit. Nominees must complete the Contributor Level of the Business Achievement Awards to be eligible for Who's Who in FBLA. Applicants must submit a form by the pre-conference form deadline.

Health and Safety

While participating in State Leadership Conference functions, attendees understand the risk of exposure to communicable diseases. Attendees are always encouraged to practice health and safety measures, including monitoring themselves for symptoms, practicing good hygiene, and limiting person-to-person contact. By registering, all attendees agree to acknowledge that Maryland FBLA cannot guarantee that its attendees and other participants will not be exposed to communicable diseases.

Conference Results & National Qualifiers

Official Results

The Official Results of the State Leadership Conference will be certified and posted on www.mdfla.org after the State Leadership Conference within 48 hours. Results and scores cannot be appealed or challenged; all judge scores are final. Results will be provided electronically after the event, including rating sheets, individual and team scores, and performance standards. Electronic communications on how to access these reports will be sent to advisers.

National Qualifiers

Competitors who participated in National Qualifying Events and placed in the top four (4) of the state qualify to advance in that competitive event at the National Leadership Conference. Competitors are only eligible to compete in one national competitive event at the National Leadership Conference. If placing in the top four of more than one National Qualifying Event, the competitor must determine in which event they'll compete.

Maryland FBLA allows "bump ups" in all National Qualifying Events. If a top-four qualifier declines the invitation to compete, Maryland FBLA will reach out to the 5th place winner and extend an invitation to compete at the National Leadership Conference. Invitations will be extended to winners starting in 5th place and stopping at 10th place until up to four entries have been accepted to advance to the National Leadership Conference.

Policies and Release Forms

To create a safe and meaningful educational environment and experience for all attendees, Maryland FBLA has adopted the following forms, policies, and procedures.

Statement of Respect

Maryland FBLA is committed to creating and maintaining a healthy and respectful environment for each attendee. Our philosophy is to ensure each attendee, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form of discrimination, harassment, or bullying will not be tolerated. It is the responsibility of each attendee to uphold and contribute to this climate.

Conflict of Interest Policy

Maryland FBLA requires all board members, officers, volunteers, and key employees to act in the best interest of Maryland FBLA at all times.

Non-Discrimination Statement

Maryland FBLA will not discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices.

Online Integrity Policy

Maryland FBLA is committed to providing a safe, productive, and welcoming environment for all meeting participants and Maryland FBLA staff.

Comprehensive Consent Form

A form required to be signed by conference attendee and parent or legal guardian acknowledging and understanding the Personal Liability, Code of Conduct, FERPA Directory Information, and the Photography, Video, and Sound Release agreements.

Adviser Assurance Form

A form required to be signed by the local adviser and school administration and turned in when arriving at the event. The form assures the supervising local adviser will carry and maintain all attendee's Comprehensive Consent Forms during the event.

Appendix A: Adviser Assurance Form

Maryland FBLA

Adviser Assurance Form

(for the Comprehensive Consent Form)

I, _____, Chapter Adviser for _____, verify that:
(Name of Adviser) (FBLA Chapter)

All conference-registered school representatives (including but not limited to students, instructors, advisers, and observers) participating in Maryland FBLA sponsored conferences, have completed the Comprehensive Consent Form.

The Comprehensive Consent Forms of all conference-registered school representatives (including but not limited to instructors, advisers, and observers) will always remain in my possession during any Maryland FBLA sanctioned conference.

I understand that under no circumstances (other than those approved by the State Adviser and/or State Chair) I may not leave the conference premises for the entire duration of the conference. I agree to be the responsible party for my students and their actions.

I recognize and understand that Maryland FBLA will NOT collect the Comprehensive Consent Forms of my conference-registered school representatives (including but not limited to students, instructors, advisers, and observers). I also have communicated the complete contents of this signed Assurance page with all Conference-registered school representatives (including but not limited to students, instructors, advisers, and observers).

(Signature of School Adviser) (Date) (E-mail)

(Signature of Principal/Director/Dean) (Date) (E-mail)

Appendix B: Comprehensive Consent Form

This is to certify the named **Member/Participant** listed below has my permission to attend all Maryland FBLA sponsored State Leadership Conference activities. I also release Maryland FBLA, the school officials, the chapter advisers, conference staff, and Maryland FBLA staff and volunteers from any claims for personal injuries/damages which might be sustained while (s)he is traveling to and from an event or during a Maryland FBLA sponsored activity.

I authorize the named **Educator/Adviser** or Maryland FBLA staff to secure the services of a doctor or hospital for the named **Member/Participant**. I will pay the expenses for necessary services in the event of accident or illness.

Member/Participant Name	Name: Age: DOB: Gender:
Local Chapter (School) Name	Name:
Name of Educator/Adviser/Supervising Member	Name:
Parent(s)/Guardian Name(s) & Phone	Name: Phone Number: Name: Phone Number:
Emergency Contact Name/Phone Number	Name: Phone Number:
Member/Participant Home Address	Address: City, State Zip:
Swimming Permission	<input type="radio"/> Yes, my child can/may swim <input type="radio"/> No, my child cannot swim/isn't permitted to swim
Medical Information	Known Allergies: Current Medication: Chronic Conditions: Physical Restrictions:

I have read and completely understand the **Personal Liability**, the **Code of Conduct**, **FERPA Directory Information**, and the **Photography, Video**, and **Sound Release** agreements, and by signing, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release Maryland FBLA's national, state, regional, and local associations. **NOTE:** All participants must sign this form.

Member/Participant Signature

Parent/Guardian Signature



Maryland FBLA Personal Liability

I hereby agree to release FBLA Inc. and Maryland FBLA, its representatives, agents, servants and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending the Maryland FBLA event indicated on the other side of this page, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of representatives, agents, servants and employees.

Having read and understood completely the “Code of Conduct” of Maryland FBLA, I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing Maryland FBLA.

NOTE: All persons under legal age must have a parent or guardian sign this form (see other side). Otherwise, this form will be returned for a parent or guardian signature. All participants must sign this form.

Code of Conduct Agreement

The Maryland FBLA Leadership Conferences are designed to be an educational function and all plans are made with that objective. The Conferences represent Maryland FBLA’s most significant meetings of the year. Maryland FBLA wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing the nation’s greatest student organization. In order that everyone may receive the maximum benefits from their participation, the “Code of Conduct,” as established by the Maryland FBLA Maryland FBLA Board, must be followed at all times. Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. We are proud of our students and know that by signing this “Code of Conduct” you are simply reaffirming your dedication to be the best possible representative of your school and chapter.

1. I will, at all times, respect all public and private property, including the hotel or motel in which I am housed.
2. I will spend each night in the room of the hotel or motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not be in the sleeping room of the opposite sex.
5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
6. I will not leave the hotel or motel without the express permission of my local chapter adviser.
7. My conduct shall be exemplary at all times.
8. I will keep my adviser informed of my whereabouts at all times.
9. I will, when required, wear my official identification badge.
10. I will respect the official FBLA dress.
11. I will attend and be on time for all general sessions and activities that I am assigned to and registered for.
12. I will adhere to the dress code at all required times

Member/Participant Signature

Parent/Guardian Signature

Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the conference I am attending, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense.

1. Violations of Items 1 through 6 of the “Code of Conduct” will be grounds for disqualification, immediate removal from competition and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant’s local school district and parents/guardians. The participant’s entire voting delegation could be unseated and the candidates or competitors from the participant’s local chapter could be disqualified as well.
2. Violations of Items 7 through 12 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant’s local school district administration and parents or guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at his/her own expense.
3. It is within the spirit of being a proud and meaningful member of FBLA that I agree to these rules of conduct by signing my name on the other side of this page.

Photography, Video and Sound Release

I hereby grant the Maryland FBLA permission to make still or motion pictures and sound recordings, separately or in combination and also give a production company approved by the Maryland FBLA permission to use the finished silent or sound pictures and/or sound recordings as deemed necessary.

Further, I so hereby relinquish to the Maryland FBLA all rights, title, interest in and income from the finished sound or silent motion pictures, still pictures and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates and prints and further grant the Maryland FBLA the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network or governmental agency or to any of their assignees, without payment or other consideration to me.

My agreement to perform under camera, lighting and stated conditions is voluntary and I do hereby waive all personal claims, causes of action or damages against the Maryland FBLA and the employees thereof, arising from a performance or appearance.

I hereby authorize Maryland FBLA to display my picture, school information (school, address and telephone number) and e-mail address on the Maryland FBLA website.

Appendix C: FERPA Waiver

Family Educational Rights and Privacy Act (FERPA)

Maryland Future Business Leaders of America

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Maryland Future Business Leaders of America**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, **Maryland Future Business Leaders of America** may disclose appropriately designated “directory information” without written consent, unless you have advised the **Maryland Future Business Leaders of America** to the contrary in accordance with **Maryland Future Business Leaders of America** procedures. The primary purpose of directory information is to allow the **Maryland Future Business Leaders of America** to include information from your child’s education records to higher education institutions, the military and Maryland FBLA partners.

Who may receive directory information?	Purpose for which directory information may be used?
Higher Education Institutions	Scholarship opportunities, open house events, Phi Beta Lambda communications, admissions contact
Military Recruiters	Military opportunities, scholarship opportunities, ROTC programs
Additional Maryland FBLA Partners	Internship, apprenticeship and job opportunities

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that partner with **Maryland Future Business Leaders of America** for the promotion of college and career readiness. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. **[These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want **Maryland Future Business Leaders of America** to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the **Maryland Future Business Leaders of America** in writing 30 days before the event. **Maryland Future Business Leaders of America** has designated the following information as directory information.

- **Student's name**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Dates of participation**
- **Grade level**
- **The most recent educational agency or institution attended**
- **Student membership number used to communicate in electronic system**