

2005 State Business Leadership Conference REGISTRATION INFORMATION

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REGISTRATION INFORMATION

Registration fee for the 2005 SBLC is:

Students: \$67.00

Advisers: \$67.00

Chaperones/Guests: \$ 35.00

- To register please go to www.sblcregistration.org
- You can click the State Business Conference Registration link located on the home page www.oregonfbla.org

Follow the instructions.

- If you have any challenges using the on-line system please contact Samantha Kline.
- **Your ID and Password are the same ones you used for imputing chapter members. If you have forgotten what they are please email or call Samantha Kline. Samantha.kline@wesd.org or 503-385-4712**

REMEMBER! EVERYTHING IS DUE TO BE POSTMARKED including payments by March 7th. Please do not wait until the last minute.

- **On-line registration will be taken off line midnight March 8. If your chapter has missed registering on-line. Please contact Samantha Kline for instructions.**
- All cancellations must be requested by March 18, 2005 in order to be totally refunded. Any cancellations made up to March 25, 2005 will be refunded ½ the registration costs. Any cancellations after that date will not be eligible for registration refund.
- Any participant who fails to report on time for the event may be DISQUALIFIED.
- No early testing.
- Chapters will be charged for ALL participants that are pre-registered. If at the last minute students do not show up, and or, you have not canceled their registration by the March 25th, deadline your chapter will still responsible for payment.
- If you notice a spelling errors on the students name please contact Samantha Kline to fix it, as this database will be used to produce nametags for the conference.
- **All participants must be paid members on or before March 1, 2005.**

Hotel Information

Oregon FBLA 2005 SBLC

Locations:

Doubletree Jantzen Beach & Thunderbird Hotels (formerly Columbia River)

Reservation Due Date:

Hotel registration forms **must be received** by **March 11, 2005**

Reservations:

- You must register directly with the hotel NOT Oregon FBLA.
- Phone reservations will not be accepted, you must use Hotel form.
- **Registration preference requests will be first – come, first – serve basis.** (*Please Note: Large chapters wishing to room in the same area may be moved to the Thunderbird Hotel even if they submit their registration early due to the fact that there are more quad rooms available at that hotel.*)
- We have rooms blocked for the Doubletree Jantzen Beach and Thunderbird Hotels. They are within walking distance (about a football field length) the hotels will send confirmations of rooms directly to you.

Room Rates:

Double (One Bed) \$ 98.00

Quad (Two Beds) \$ 106.00

Presidential Suite (limited) \$300.00

Parlor Suite (limited availability) \$ 250.00

Executive Suite (limited availability) \$ 195.00

- Riverview upgrades \$ 15.00 additional
- Rollaway beds are available for \$15 per night on a space available basis.
- **Rates do not include a 12.5% room tax.**

Mailing or faxing forms:

Mail or fax your registration form and copy of purchase order to:

Reservations Manager
Doubletree Hotel – Jantzen Beach
909 N. Hayden Island Drive
Portland, OR 97217
Phone: 503-283-4466
FAX 503-283-4743

Hotel Policy:

- According to the contract with the Doubletree Hotel. *The unused portion of Oregon FBLA's room block will be released after March 11, 2005, to general sales.* Reservations received after the cut off date will be subject to availability, and conference rates for late registrations are not guaranteed.

Phone:

- There is a charge per phone call made from the room. This includes hooking up to the Internet.

Rooming:

- You may request to have students from other schools room with your Students, if you include this information on your housing request form. *There is no guarantee* that all requests will be met.
- You will be responsible to pay for each student's share of the room even when there are fewer than four to a room. If you request to room with a particular school, that school must also request to room with your school.
- Reservations will be processed on a first come first serve base. *Please be aware* that large chapters wishing to room in the same area may be moved to the Thunderbird Hotel even if they submit their registration early since there are more quad rooms available at that hotel.

Parking:

- There is parking available in the hotel parking lot. Arrangements for buses or large (tall) vehicles need to be made with HOTEL in advance. Student participants who drive to the conference should follow school policy and will not be allowed to use their car during the conference (especially to transport other students). Oregon FBLA discourages student drivers. Advisers allowing student to drive need to have approval from local school district.

Hotel Check In:

- Room keys will be given to each chapter adviser for distribution to their group upon arrival and registration. It is very important that each adviser keep a record of their student's rooms.
- Any change in room assignments should be called into the hotel before the conference. Any last minute room assignment changes should be made on your copy of the room assignment and handed to the front desk clerk. Your room assignment will already have been made and keys ready for you when you check in after 3:00 pm. This will expedite the process.
- Adults will receive priority to single bed rooms.
- Advisers need to check all rooms before giving students keys or designate the responsibility to someone. The room check should be for any damaged or missing property. The hotel will charge your chapter for any damages found at check out.

Hotel Check Out:

- Check out time is 12:00 noon. If a chapter wishes to rent a room for their own use for changing and luggage storage, arrangements should be made with the hotel. A master account will be set up for each chapter itemizing individual room charges. The chapter adviser may either pay their chapter's bill or sign for billing upon departure, if credit arrangements have been made in advance with the hotel.

Hotel Reservation Form

FBLA 2005 State Business Leadership Conference

Please notice the following instructions:

- Reservations must be made using this form.
- Reservations will not be made over the phone (The agent answering the toll free number does not have information regarding our group.)
- Any and all questions should be directed to the hotel.
- Conference Hotel Rates will NOT be guaranteed for any reservations received after the stated deadline or after the block of rooms held for FBLA has been filled.
- Reservations are processed in the order in which they are received.
- Larger Chapters needing ample quad rooms will be assigned to the Columbia River Hotel
- Priority will be given to chapters with special need students.
- Choice of roommates indicated will be honored if possible.
- No more than four to a room
- Every attempt will be made to place each delegation's rooms near each other, but the location of the rooms will NOT be guaranteed.
- The Chapter Adviser will be responsible for all financial obligations incurred by the Chapter, unless other arrangements are made with the hotel.
- Keep a duplicate copy of this registration form for your records and bring it to verify when checking in
- Please type. (*Illegible forms will be returned.*)

Arrival Date _____

Time: _____

Departure Date _____

Time: _____

SEND CONFIRMATION TO:

Name _____

School Address _____

City _____ Zip _____ Fax (must include) _____

Phone: _____

Request room reservations at: Reservation Fax number 503-283-4743 – Hotel Phone 503-283-4466

Doubletree Hotel-Jantzen Beach

*Special needs student

Thunderbird Hotel

***Please indicate on rooming list.**

A \$15.00 charge + tax per night will be added for each rollway.

Double Occupancy (one bed)	\$98.00 + 12.5 %tax
Quad Occupancy (two beds)	\$106.00 + 12.5% tax
Presidential Suite	\$ 300.00 + 12.5% tax
Parlor Suite	\$250.00 + 12.5% tax
Executive Suite	\$ 195.00 + 12.5% tax

FBLA 2004 SBLC Hotel Registration Form Duplicate form as needed.

Room	Guest Name	Gender	Occupancy Request Use code
1			
1			
1			
1			
2			
2			
2			
2			
3			
3			
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10			

Occupancy codes: Double: (one bed)= D ● Quad: (two beds) = Q ● Rollaway: = R ● Presidential Suite: = PRE
● Parlor Suite: = PS ● Executive Suite = ES

FBLA Billing Form

*This form **MUST** accompany the reservation request.
Phone reservations will be accepted
Any incomplete applications will be returned.*

Received or Faxed by: March 11, 2005

Mail to:

**Doubletree Hotel-Jantzen Beach
Reservations
909 N Hayden Island Drive
Portland, OR 97217**

**Hotel Phone: 503-283-4466
Reservation Fax 503-283-4743**

In order to check in to your rooms, **credit MUST be established in advance**. This may be done with a purchase order, check or credit card. Purchase orders and checks should be received by March 25, 2005 and should be for the full amount of your estimated room charges (**plus 12.5% tax**); while credit cards need to be charged at the time of check in. In order to pay for rooms with a credit card you must provide the number below. Delegations not meeting one of the above criteria will not be guaranteed rooms. If you have any questions regarding these billing procedures, please ask for the accounting department.

Please indicate payment method:

- Purchase Order
 Check
 Credit Card

Credit Card Information:

Type _____ # _____ Exp. Date _____

I acknowledge the above information and understand that if the deadline is not met for billing information, the rooms for my delegation will not be guaranteed.

Adviser Signature

Date

STATE REGISTRATION CHECKOFF LIST

The following must be postmarked by March 7, 2005.

Oregon FBLA

Student Leadership Development Center

2611 Pringle Rd SE

Salem, OR 97302

Phone: 503-385-4712

Fax: 503-385-4875

Samantha.kline@wesd.org

Registration fee for the 2005 SBLC:

Students and Advisers \$67.00

Chaperones and Guests \$25.00

Please include a copy of this checklist with your registration materials.
All forms are located in the Oregon Competitive Event Handbook located on the web at www.Oregonfbla.org under the Competitive Events link.

- Invoice from on-line registration
- Check for total registration
- Adviser Statement of Assurance
- Adviser Assignment Sheet

Chapter Reports: (double check report cover criteria before submitting)

- Two copies of Community Service Project
- Two copies of American Enterprise Project
- Two copies of Local Annual Business Report
- Two copies of Partnership with Business Project

Competitive Events Material:

- Two copies of Business Plan
- Future Business Leader (3 copies of letter of application and resume—in one labeled folder)
- Job Interview (3 copies of letter of application and resume— in one labeled folder)
- Who's Who Application (include FBLA resume and supporting materials)
- Multimedia Project (Submitted on DVD, zip disk, or CD)
- Website Development (web address)

State Officer Candidate:

(See Officer Candidate Handbook for application forms) www.oregonfbla

- Copy of Business Achievement Future Level
- Candidate Interview Rating Sheet
- Candidate Recommendation Form
- Candidate Application Cover
- Information Resume
- Candidate Contract
- Code of Conduct

Scholarships:

- Lucille Borigo OSU Scholarship application forms
- FBLA Scholarship application forms

“Oregon Only” Chapter Events:

- Chapter Newsletter (3 required, up to 5 allowed, two copies of each)
- Chapter Exhibition Project (scrapbook)
- Chapter Website (Entry Form and web address)
- March of Dimes Report (two copies)
- Oregon FBLA Foundation Report (two copies)

Recognition Events:

- March of Dimes financial reporting form—signed by MOD official
- Oregon FBLA Foundation Financial reporting form –signed by BOT official
- Adviser of the Year Nomination application form
- Business Person of the year nomination application form
- Chapter of the Year entry form and documentation
- Business Achievement Award recognition (submit a list of names and levels)
- Chapter Achievement Awards submit a copy that you sent on to nationals
(Submit to Nationals the original provide Oregon FBLA with copy)

ON-SITE STATE CHECKOFF LIST**Bring the following items with you to state:**

- Permission slips
- Signed Participant code of conduct forms
- Emergency Medical Release forms
- Silent Raffle Basket

Home-site tests:

- Computer Applications
- Desktop Publishing
- Word Processing I
- Word Processing II

DRESS CODE for 2005 SBLC

The following is the recommended Dress Code for attending the
2005 State Business Leadership Conference.

DAY OF CONFERENCE	EVENT	APPROPRIATE ATTIRE
Sunday	Opening Session	FBLA Business Attire
Sunday	District Meetings	FBLA Business Attire
Sunday	All Competitive Events	FBLA Business Attire
Sunday	Dance	FBLA Casual -Conference T-Shirt & jeans
Monday	All Competitive Events	FBLA Business Attire
Monday	Delegate Dinner	FBLA Business Attire
Monday	Annual Business Meeting	FBLA Business Attire
Monday	Recognition Reception/Session	Semi-Formal or FBLA Business Attire
Tuesday	Awards Session	FBLA Business Attire or Semi-formal or Formal (Those not in dress code will not be allowed to receive their award on stage.)

CODES DEFINED

Semi-Formal/Formal: Girls – Formal Dresses or Gowns
Boys - Suits or Tuxes

FBLA Business Attire: *Girls - Business Pantsuit (pants with a coordinated jacket), Business Suit, Skirt and Blouse, or Business Dress, Nylons, appropriate business style shoes. *No flip flops, or athletic shoes**

*Boys - Pinpoint or button down dress collared shirt (no plaids or large print) and necktie, Dress slacks, Dress shoes or dress boots, and dress socks. Men's Business Suit, or men's business sport coat or sweater. *No tennis shoes**

FBLA Casual: For all scheduled events that are "FBLA Casual" students are encouraged to wear the conference T-shirt and jeans. Not allowed: "cut-out" or "cut-off jeans, lycra, spandex, low cut tank tops, low cut tops of any kind, spaghetti strapped tops, mid-drift tops, and bathing suits. Shoes and shirt must be worn.

****For further details on appropriate Business Attire refer to the FBLA Chapter Management Handbook [page VIII-4](#)**

Oregon FBLA Participant Code of Conduct Agreement

Revised 11-03

FBLA, as an integral part of the Business Education programs in Oregon, offers training to students with career objectives in business and office occupations. Because individual conduct and appearance is a phase of this training, it becomes the responsibility of all delegates to conduct themselves in a proper, businesslike manner at all times from the time they leave home until they return home.

Attendance at any FBLA sponsored conference or activity is a special privilege. Knowing that any organization is judged largely by the behavior of its individual participants, the following Code of Conduct is to be subscribed to by members, guests, and advisers who attend any FBLA conference or sponsored activity:

- All chapter members attending the FBLA Leadership Conferences are required to attend all sessions of the conferences, unless previously arranged by chapter advisers according to district policy.
- All persons shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, their home, their friends, the conference, or upon the FBLA organization.
- Attendants are guests using the facilities, special care should be taken to not deface or destroy any property. Individuals, who inflict damage to the hotel rooms or the building, will be held liable for any costs incurred for repair.
- Dress regulations established for the conference shall be business attire. Appropriate conservative sportswear will be allowed in specifically designed situations. Delegates shall abide by the dress code established by the Oregon and National Board of Directors for all state functions. Delegates not adhering to the dress code shall not be admitted to the functions listed above. Read conference packets for specific instructions.
- Curfew regulations shall be interpreted to mean that each person shall be in his/her hotel room by the published curfew. Each delegate shall remain in his/her room until 6 am the next morning. No chapter activities will occur after curfew. It is the responsibility of advisers to enforce curfew with the assistance of security personnel; regardless of the number of delegates a chapter brings to a conference it is imperative that each adviser personally supervise hotel hallways for the first ½ hour after curfew.
- Student delegates shall: 1) keep their adult advisers informed of the specific activities and whereabouts at all times; 2) not use their own cars or ride in cars belonging to others during the conference, unless otherwise approved by the local district and adviser; 3) not engage in dating or other activities with non-conference students except if pre-approved by school; 4) not participate in inappropriate, lewd behavior or any sexual activities; 5) leave room door wide opened and or have Adviser/Chaperone present when meeting with members of the opposite sex in the same room.6) not partake in hazing activities.
- No alcoholic beverages, illegal drugs, or tobacco in any form shall be possessed or used at any time or under any circumstances on public or private properties. Use or possession of such substances may subject the student delegate to criminal prosecution.
- School district policy shall be in effect for adviser/adult ratio during all Oregon FBLA activities. If a district does not have a policy, a ratio of 10 students to 1 adviser/adult will be in effect.
- Identification badges are to be worn at all times throughout the conference for admittance into events. For security reasons, delegates should not wear name badges while away from the conference facilities and functions.

- Student delegates are not permitted to leave conference facilities without the approval of their adviser.
- Advisers are responsible for taking all reasonable precautions to ensure the safety of their student delegates at all FBLA functions and must be readily available in case of an emergency.
- Delegates shall respect and abide by the authority vested in the Oregon Board of Trustees.
- No adviser should accept responsibility for a student delegate from another school without a written agreement between the administrations of the two schools. That agreement should be attached to the registration forms. No student delegates will be accepted without an adviser listed or a written agreement attached.
- Adult student delegates shall abide by the rules and regulations for a minor student delegate.
- Serious misconduct shall be reported to the adviser, principal, parents, and if necessary, the proper authorities. Any further disciplinary action will be determined by board action and may result in up to one calendar year of ineligibility.
- Advisers are responsible for the supervision of conduct. Student delegates who disregard the code of conduct will be subject to disciplinary action, and may be sent home at their own expense and will be disqualified from competitive awards or withdrawn from office, if applicable. Parents and/or school district officials will be notified.
- Advisers are responsible for the supervision of delegate conduct. The delegate's adviser and Oregon FBLA Executive Director shall first discuss serious Oregon FBLA Code of Conduct violations. Delegate's parents, school principal, and, if necessary, the proper authorities will then be notified.
- Student delegates who are guilty of misconduct will be subject to disciplinary action; a delegate may be: 1) asked to vacate his/her hotel room immediately and sent home independently from other chapter delegation members resulting in additional travel expenses to the delegate and the delegate's parents; 2) disqualified from competitive awards; and 3) if applicable, removed from office. Anyone being in the willful companionship of another person violating the FBLA Code of Conduct will also be subject to disciplinary action.

Upon a violation occurring, parents/guardians will be notified that their child is being sent home. It is understood that parents will be available to pick up their child and/or willing to pay additional travel expenses incurred by their child from the hotel to the bus station and/or airport (example: taxi), extra bus fare and/or airfare required to travel home, and transportation charges from the bus station and/or airport terminal to their home. Parents, if necessary, will be liable for adviser expenditures resulting from accompanying their child to his/her departure location. Any further disciplinary action will be determined by the Oregon Board of Advisers and may result in up to one calendar year of ineligibility.

Student Signature: _____ **Date:** _____

Parent//Guardian Signature: _____ **Date:** _____

Parent/Guardian Home Phone: _____ **Date:** _____

Parent/Guardian Work Phone: _____ **Date:** _____

Emergency Medical Treatment Authorization Form

Name of Student: _____	Date: _____
Home Address: _____	Home Phone: _____
Parent/Guardian Daytime Phone Number: _____	Evening Number: _____
Name of High School: _____	School Phone: _____
Name of Activity: _____	
Advisor(s) in Charge: _____	

This is to certify that *the above named student* has my permission to attend the above named FBLA activity. I also do hereby, on the behalf of *the above named student* absolve and release the school officials, the FBLA chapter advisers and the FBLA staff from any claims for personal injuries which might be sustained while he/she is in route to and from or during the FBLA sponsored activity.

I authorize the above named adviser or FBLA staff to secure the services of a doctor or hospital. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

My student and I have read and agree to abide by the Oregon FBLA Participant Code of Conduct. I also agree that that the school officials, the FBLA chapter advisers, and the state FBLA staff or the Conference Conduct Committee, have the right to send my student home from the activity at my expense, provided that in their opinion the seriousness of the violation of the Participant Code of Conduct warrants it.

Medical Information	
Known allergies (drug or natural) _____	
Is student on special medication? (If so, please list) _____	
Does student have a history of: <input type="checkbox"/> heart condition, <input type="checkbox"/> asthma, and/or <input type="checkbox"/> epilepsy? _____	
Does your student have any physical restrictions or other conditions that should be known? (If so, please list) _____	
Student's Date of Birth: _____	
Family Physician: _____	Phone: _____
Insurance Company: _____	Policy Number: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Chapter Advisor Signature: _____ Date: _____

School Official Signature: _____ Date: _____

Statement of Assurance

Must receive Statement of Assurance with registration invoice

Deadline March 7, 2005

MAIL TO: Oregon FBLA
 Student Leadership Development Center
 2611 Pringle Rd SE
 Salem, OR 97302

I understand the importance of the Oregon FBLA Code of Conduct and Medical Release Forms and assure that my students attending this function have completed the above-mentioned forms for the following FBLA Activity:

ACTIVITY: State Business Leadership Conference
DATE: April 3-5, 2005
WHERE: Doubletree-Jantzen Beach & Thunderbird Hotels

By signing below, I am also indicating that I will have the Oregon FBLA Code of Conduct and Medical Release Forms in my possession for the duration of the above activity, including travel to and from this activity.

I also understand the following:

- The Oregon Association of FBLA will not collect the individual student forms for this activity.
- Oregon FBLA recommends an adviser to student ratio of 1:10 at all overnight events. Advisers should consult their school district policy regarding supervision of students on trips.
- Proper completion of the Participant Code of Conduct and Medical Release forms provides the best protection for my student's need, and my liability during an FBLA activity.
- Advisers will adhere to the dress code and the FBLA Code of Conduct, modeling at all time professionalism around students
- The responsibility for the safety of this school's delegates rests with people signing this STATEMENT OF ASSURANCE.

 Chapter Adviser Signature

 Date

 School Official Signature

 Date

Adviser Reminders

As leaders and teachers of young professionals, it is important that we prepare our students for the events to come. The following information will help you to plan for the State Business Leadership Conference and prepare your students with important information about the conference.

As with every year, we anticipate a significant number of state business partners or potential partners to be attending and volunteering at the conference. Our members, or in other words, our product, will be on "display" at all hours. Please keep this in mind when determining who represents your chapter.

Code of Conduct/Curfew

The Oregon FBLA Board of Trustees and Oregon Board of Advisers have updated and established a more specific Participant Code of Conduct. Please go over this with your students prior to the conference.

Please do not take your students out, if you cannot get back to the hotel on time. This also means no pizza deliveries by delivery persons after curfew, no running for the soda machine, or chapter meetings in an adviser's room so late that students will be in the hall after curfew. As an adviser, please do your part to help make the system work for the benefit of everyone and make other arrangements for your meetings and any late night food supplies for your students.

Chapter advisers are responsible for the conduct of their chapter members. Unfortunately, simply checking to make sure your students are in their rooms at curfew does little to ensure they will stay there. At least one chapter adviser should be visible in each hall for at least one hour past the published curfew.

Onsite Chaperoning

Having your students check in with you at least three times per day is vital. As their advisor, you can help to eliminate frustrations on the part of your students. It also makes things run more smoothly for your chapter. If needed, check with experienced advisers for help – no one is perfect and knows everything, and it is important that you ask your students how things are going and about any challenges or frustrations they are experiencing. Again, be positive and supportive. Most challenges can be solved with patience, and by working through the situation. Asking your officers to help with chapter management can be a great support.

Let your students know of your whereabouts. Use your room door as a message center. Have your students work together to help each other in case of conflicts and to remind each other of the times and locations for their activities. When you are assisting with an activity, have your students mark their programs as to where you will be located. It may be helpful for them to know what your conference Adviser assignment is where it is and when you will be though.

Ask them if they are having a good time. If possible, help them to have a better time. Remember, there is nothing like good positive reports by your group upon returning home.

Remind students to thank those who conduct their events. All event staff and judges are volunteers. If you plan to use parent chaperones, let your officers plan a special way to thank them at the conference.

Dance Behavior

It has been mentioned by a number of advisers that in the past few years some of our members have felt uncomfortable at the dance due to the type of dancing that has been allowed.

As advisers please go over with your students the appropriate behavior needed at all times as while attending FBLA events. Refer to the participant code of conduct. It is important to let our students know that they can and should approach any adviser chaperoning the dance if things become uncomfortable. For example, some dancing lends itself to close body contact. This type of dancing could easily get out of hand and some may feel that in-appropriate touching is happening, while other students do not feel that

way. While we cannot regulate how students dance, we can mention the need to be careful and be mindful of how others may feel while engaging in that type of dance.

Advisers, who are responsible for chaperoning the dance, need to know that they can, and should, say something to the students. Or request the DJ to change the beat of the music to help change the tone. This is to be done especially if they observe any inappropriate behavior.

If poor behavior continues, those chaperones will have the authority to close the dance down if needed. We want all our members to have a good time during this recreation period. However, any inappropriate behavior will not be tolerated. Advisers, please discuss this subject openly with your students.

As a result, of these discussions it is hoped that we will be able to continue the dance tradition at the State Business Leadership Conference.

Visibility

Drop in and check on your students. Performing a "head count" at curfew time is important, but be sure to physically see every student at curfew. Ask questions about events and have a conversation with them so you can see how they are doing. With all of this, you will know that your students have been accounted for which helps prevent challenges.

Meet challenges head on in a positive manner! Do not let things get out of hand – do your part, tactfully. Ask other advisers for ideas if you are not sure how to handle minor situations. With your continued help we can help our students make the 2004 State Business Leadership Conference a memorable one.

Publicity

Your chapter and Oregon FBLA, in general, need all of the publicity they can get. Use participation in the SBLC to generate some positive publicity. For ideas on how to get the media involved see the Chapter Management tab on the Oregon FBLA website www.oregonfbla.org. download the Chapter Publicity handbook to get those ideas. It is always nice for the public to know you have participated before you have to earn dollars for international competition.

Special Needs Students

Our office makes every attempt to accommodate special needs students at the conference. If you contact us prior to the conference, we can make the conference and competition as barrier free as possible. If you have students with physical challenges that make movement more difficult, please be sure to note handicapped needs (such as wheelchair accessible sleeping room) on the Hotel Reservation Form Please inform Oregon FBLA by **March 11, 2005** of any special testing needs that may be required.

Adviser Assignments

Please be prepared to assist with the events. Your support will ensure a smoothly run conference. If your event coordinator has not contacted you, one week prior to state please contact Samantha Kline for verification as to what you and any registered chaperone assignments might be.

State Business Leadership Conference

Qualifying Procedures

1. Each participant must have paid state and national dues to Oregon FBLA on or before March 1, 2005 in order to compete in the state and national competitive events.
2. Entries at the State Business Leadership Conference will be based on the top Regional Skill Conferences that were held prior to State conference. Regional participation will be based upon the following formula:

$$1.5\% + 1 = \text{Number of Entrants Per Event}$$
3. Any student, who has qualified for the State Business Leadership Conference in two (2) individual events at the regional conference, must choose which event to enter at State. With the following exceptions:
 Exceptions: Participants may participate in the following areas in addition to competing in one additional individual or team event:
 - Partnership with Business Project*
 - American Enterprise Project*
 - Community Service Project*
 - March of Dimes Report – Mission Lift
 - Oregon FBLA Foundation Report
 - Chapter Newsletter
 - Chapter Website
 - Chapter Exhibition
 - Who's Who
 - Business Achievement Awards
 - Oregon FBLA Scholarship
 - OSU Borigio Scholarship

A student may compete in any or all chapter events.
4. Each student who competes at the State Business Leadership Conference may choose to take one additional *individual* written test. If a student places first or second in both events at the State Business Leadership Conference, the student must decide which event to enter at the National Leadership Conference.
5. Programmable calculators are prohibited. Non-programmable calculators are permitted. Students should bring their own.
6. Each chapter may enter up to three (3) wildcards to compete in any *individual* event at State with the exception of Job Interview, whether they placed at the regional conference or not.

7. Team events may substitute one team member per chapter at state whether they have qualified at the regional skills conference or not. The substitute team member is not considered a wild card.
8. Participants must not have competed in the same event at a previous national conference or placed first at a previous state business leadership conference.
 - a. **Each chapter attending the SBLC is responsible for appointing** One (1) Voting Delegate to attend the Annual Business Meeting. Additional voting delegates will be apportioned to local chapters according to the following membership ratio: 1+? =?

10 - 29	-- 1 delegate
30 - 49	-- 2 delegates
50 - 69	-- 3 delegates
70 - 89	-- 4 delegates
90 - 109	-- 5 delegates
110 +	-- 6 delegates

All Voting Delegates will be invited to attend the delegates dinner provided at the SBLC on Monday Night. After the meal, Delegates will be sequestered for the Annual Business Meeting. Delegates should plan on being sequestered for the entire meeting.

2005 FBLA SBLC

Adviser Assignments Sign – up

Please sign up for at least two different assignments. If you are willing to do more please let me know. If you have chaperones who are willing to help please sign them up as well. Every effort will be made to honor your requested assignment, however some adjustments will need to be made. The final assignment sheet will be ready and emailed to you prior to the conference. Please mail or fax this form with registration materials by March 7, 2005

Fax: 503-385-4875

Samantha.kline@wesd.org

American Enterprise Project -		
Coordinator: Jon Abel , North Salem Adviser abel_jon_r@salkeiz.k12.or.us		
Adviser Assignment needed		Time needed
Prelim 1. 2.		Sunday, 6:20 p.m. – 9:30 p.m. White Stag Room – Jantzen Beach
Finals 1. 2.		Monday, 7:45 a.m. – 12:00 p.m. Deschutes Room – Thunderbird
Community Service Project –		
Coordinator: Teresa Dowdy , LaGrande Adviser tdowdy@lagrande.k12.or.us		
Adviser Assignment needed		Time needed
Prelim 1. 2.		Sunday, 6:20 p.m. – 9:30 p.m. Weyerhaeuser – Jantzen Beach
Finals 1. 2.		Monday, 7:45 a.m. – 12:00 p.m. Yakima – Thunderbird
Partnership with Business –		
Coordinator: Jennifer Teeter , Imbler Adviser jteeter@mail.imbler.k12.or.us		
Adviser Assignment needed		Time needed
Prelim 1. 2.		Sunday, 6:20 p.m. – 9:30 p.m. Zellerbach – Jantzen Beach
Finals 1. 2.		Monday, 7:45 a.m. – 12:00 p.m. Umatilla – Thunderbird
Business Plan –		
Coordinator: Peggy Anthony , Elgin Adviser panthony@mail.elgin.k12.or.us		
Adviser Assignment needed		Time needed
Finals – Only one round 1. 2.		Monday, 1:45 p.m. – 6:00 p.m. Deschutes – Thunderbird

FBLA Creed Speaking –		
Coordinator: Gayle Rickman, Union Adviser grickman@mail.union.k12.or.us		
Adviser Assignment needed		Room to report to
Prelim 1. 2. 3. 4.		Sunday, 6:15 p.m. – 10:00 p.m. Overton Room – Jantzen Beach Lovejoy Room – Jantzen Beach Pettygrove Room – Jantzen Beach
Adviser Assignment needed		Time needed
Finals 1. 2.		Monday, 1:45 p.m. – 5:00 p.m. Umatilla – Thunderbird
Network Design –		
Coordinator: Rick Stern, Reynolds Adviser rick_stern@reynolds.k12.or.us		
Adviser Assignment needed		Time needed
Team Testing 1. 2.		Sunday, 6:45 p.m. – 9:00 p.m. Rogue/McKenzie/Klamath Thunderbird
Performance Event 1. 2. 3.		Monday, 7:30 a.m. – 12:00 p.m. Multnomah, Pendleton, Weyehauser – Jantzen Beach
Site Test Grading and Testing –		
Coordinator: Charlene Ames, Hood River Valley Adviser comes@hoodriver.k12.or.us		
Adviser Assignment needed		Time needed
Desktop Publishing Team Test 1. 2.		Sunday, 6:45 p.m. – 9:00 p.m. Rogue/McKenzie/Klamath
Computer Application - Graders 1. 2. 3. Desktop Publishing - Graders 1. 2. 3. Word Processing I - Graders 1. 2. 3. Word Processing II – Graders 1. 2. 3.		Monday, 8:00 a.m. – 1:30 p.m. Tualatin – Thunderbird

Entrepreneurship –		
Coordinator: Greg Amann, South Umpqua Adviser greg@pioneer-net.com		
Adviser Assignment needed		Time needed
Team Testing 1. 2.		Sunday, 6:45 p.m. – 9:00 p.m. Rogue/McKenzie/Klamath Thunderbird
Performance Event 1. 2. 3. 4.		Monday, 7:30 a.m. – 12:00 p.m. Multnomah White Stag Clark/Washington Jantzen Beach
Parliamentary Procedures –		
Coordinator: Louise Hill, Scappoose Adviser lhill@scappoose.k12.or.us		
Adviser Assignment needed		Time needed
Team Testing 1. 2.		Sunday, 6:45 p.m.- 9:00 p.m. Willamette Room - Thunderbird
Performance Event 1. 2. 3. 4.		Monday, 1:00 p.m. – 6:00 p.m. Nehalem, Wilson, Santiam - Thunderbird
Future Business Leader –		
Coordinator: Leanne Bradford, St Helens Adviser leab@sthelens.k12.or.us		
Adviser Assignment needed		Time needed
Testing 1.		Sunday, 6:45 p.m. – 9:00 p.m. Umitilla – Thunderbird
Interview 1.		Monday, 2:15 p.m. – 4:00 p.m. Umpqua – Thunderbird
Job Interview –		
Coordinator: Ricardo Florez, Cottage Grove Adviser rflorez@lane.k12.or.us		
Adviser Assignment needed		Time needed
Application process 1. 2.		Sunday, 6:45 p.m. – 9:00 p.m. Yakima Thunderbird
Prelim 1. 2. 3. 4.		Monday, 8:00 a.m. – 12:30 p.m. Nestucca Wallowa Umpqua - Thunderbird
Finals 1. 2.		Monday, 2:00 p.m. – 6:00 p.m. Jantzen Beach

Open Written Testing Station – Coordinator, Sheri Bartels, Silverton Adviser bartels_sheri@silverfalls.k12.or.us		
Adviser Assignment needed		Time needed
1. 2. 3. 4. 5. 6. 7. 8. 9. 10.		Monday, 7:30 a.m. 10:30 a.m. Rogue/ McKenzie/ Klamath- - Thunderbird
1. 2. 3. 4. 5. 6. 7. 8.		Monday, 10:30 a.m. – 1:00 p.m. Rogue/ McKenzie/ Klamath- - Thunderbird
1. 2. 3. 4. 5. 6. 7. 8.		Monday, 2:00 p.m. – 5:00 p.m. Rogue/ McKenzie/ Klamath- - Thunderbird
Impromptu Speaking – Coordinator, Vonnie De Puente, Siuslaw Adviser vdepuent@lane.k12.or.us		
Adviser Assignment needed		Time needed
Prelim 1. 2. 3. 4.		Monday, 7:30 a.m. – 11:30 p.m. Multnomah White Stag Clark/Washington Jantzen Beach
Finals 1. 2.		Monday, 1:00 p.m. – 4:00 p.m. Pettygrove, Lovejoy, Overton Jantzen Beach

Public Speaking I –		
Coordinator: Judy Story, Mazama Adviser storyj@kfalls.k12.or.us		
Adviser Assignment needed		Time needed
Prelim 1. 2. 3. 4.		Monday, 7:45 a.m. – 12:00 p.m. Flanders/Glisan – Jantzen Beach
Finals 1. 2.		Monday, 2:00 p.m. – 4:30 p.m. Glisan – Jantzen Beach
Public Speaking II –		
Coordinator: MaryJo Sharp, Vale Adviser msharp@vale.k12.or.us		
Adviser Assignment needed		Time needed
Prelim 1. 2. 3. 4.		Monday, 7:45 a.m. – 12:00 p.m. Overton/Pettygrove Jantzen Beach
Finals 1. 2.		Monday, 2:00 p.m. – 4:30 p.m. White Stag –Jantzen Beach
Website Development –		
Coordinator: Adrian Spencer, Centennial Adviser adriann_spencer@centennial.k12.or.us		
Adviser Assignment needed		Time needed
1. 2.		Monday, 12:45 p.m. – 4:00 p.m. Tualatin – Thunderbird
Multi-Media –		
Coordinator: Lorin Kubishta, Helix Adviser lkubish@helix.k12.or.us		
Adviser Assignment needed		Time needed
1. 2.		Monday, 12:45 p.m. – 4:00 p.m. Yakima – Thunderbird

Emerging Business Issues –		
Coordinator: Sue Van Meter, Philomath Adviser sue_vanmeter@philomath.k12.or.us		
Adviser Assignment needed		Time needed
Prelim 1. 2. 3. 4.		Monday, 7:45 a.m. – 12:00 p.m. Board Room Willamette Thunderbird
Finals 1. 2.		Monday, 1:45 p.m. – 5:00 p.m. Board Room Willamette -Thunderbird
Scholarship Interviews –		
Coordinator: Chris Pendleton, Hidden Valley Adviser ccp007@hotmail.com		
Adviser Assignment needed		Time needed
1.		Monday, 12:45 p.m. – 4:00 p.m. Flanders-Jantzen Beach
Dance Chaperones –		
Coordinator: Dawn Crow, Wallowa Adviser dcrow@eou.edu		
1. 2. 3. 4. 5. 6. 7. 8.		Sunday, 8:45 p.m. – 11:00 p.m. Riverview Ballroom - Thunderbird

State Business Leadership Conference 2005 Schedule of Events

Sunday April 3, 2005

12:00 p.m. – 4:00 p.m. Conference Registration	Grand Ballroom Hallway
12:00 p.m. – 4:00 p.m. Chapter Project Prelim Practice Room	Multnomah
2:00 p.m. – 3:00 p.m. State Officer Candidate Meeting	Washington
3:30 p.m. – 4:00 p.m. Chapter Presidents' Parade of Presidents Rehearsal	Grand Ballroom
4:00 p.m. – 5:30 p.m. Opening Session <i>Keynote Speaker Rich King</i>	Grand Ballroom
5:45 p.m. – 6:15 p.m. Regional Meetings Blue Mountain Region Cascade Region Mt Hood Region Northwest Territory Region Rogue/Umpqua Region Willamette Valley Region	Multnomah/Clackamas Overton Glisan Petty Grove Clark/Washington Grand Ballroom
7:00 p.m. – 9:30 p.m. Chapter Project – Preliminary Round American Enterprise Project Community Service Project Partnership With Business	White Stag Weyehauser/Zellerbach Pendleton
6:30 p.m. – 9:00 p.m. Creed Speaking – Preliminary Round	Overton/Lovejoy/Pettygrove
7:00 p.m. – 9:00 p.m. Open Team Written Testing (Team members must take the test at the same time) Desktop Publishing Entrepreneurship Network Design Parliamentary Procedure	TB-Rogue/McKenzie/Klamath TB-Rogue/McKenzie/ Klamath TB-Rogue/McKenzie/Klamath TB-Willamette

7:00 p.m. – 9:00 p.m. Future Business Leader Testing	TB- Umatilla
7:00 p.m. – 9:00 p.m. Job Applications	TB- Yakima
8:45 p.m. – 9:00 p.m. Dance Chaperones' Meeting	TB- Riverview Ballroom
9:00 p.m. – 11:00 p.m. Dance	TB- Riverview Ballroom
10:00 p.m. – 11:00 p.m. Adviser Meeting/ Reception	TB- Santiam
11:30 p.m. – 6:00 a.m. Curfew	In your room

Monday, April 4, 2005

7:00 a.m. – 8:00 a.m. State Officer Candidate and Exhibitor set- up	TB- Riverview Ballroom
7:45 a.m. – 12:00 p.m. Entrepreneurship – Final Round Sequester Room Prep Room Performance Room	Multnomah Jantzen Zellerbach
7:45 a.m. – 12:00 p.m. Network Design – Final Round Sequester Room Prep Room Performance	Multnomah Pendleton Weyehauser
7:45 a.m. – 11:30 a.m. Impromptu Speaking - Prelim Sequester Room Prep Room Performance Room	Multnomah White Stag Clark/Washington

7:45 a.m. – 12:30 p.m. Emerging Business Issues Prep Room Performance Room	TB- Board Room TB- Willamette
8:00 a.m. – 2:30 a.m. Sate Officer Candidate Booths and Exhibitor Booths	TB- Riverview Ballroom
8:00 a.m. – 12:00 p.m. Written Testing Station Open (Report to TB-Santiam Room to check in and wait to enter testing rooms)	TB-Rogue/McKenzie/Klamath
8:00 a.m. – 1:30 p.m. Site Test Grading	TB-Tualatin
8:00 a.m. – 11:00 a.m. Job Interview- Preliminary Round	TB- Nestucca/ Wallowa/Umpqua
8:00 a.m. – 12:00 p.m. Public Speaking I – Preliminary Round	Flanders/ Glisan
8:00 a.m. – 12:00 p.m. Public Speaking II – Preliminary Round	Overton/ Pettygrove
8:00 a.m. – 12:00 p.m. Chapter Project Finals American Enterprise Project Community Service Project Partnership with Business	TB- Deschutes TB- Yakima TB- Umatilla
9:00 a.m. – 9:45 a.m. WORKSHOP WORKSHOP	Clackamas Lovejoy
10:00 a.m. – 10:45 a.m. WORKSHOP WORKSHOP	Clackamas Lovejoy
11:00 a.m. – 11:45 a.m. WORKSHOP WORKSHOP	Clackamas Lovejoy
11:30 – 2:00 Judges' and Event Coordinator Luncheon	Grand Ballroom

1:00 p.m. –4:00 p.m. Multimedia Presentation	TB- Yakima
1:00 p.m. –4:00 p.m. Website Development	Tualatin
1:00 p.m. – 4:00 p.m. Scholarship Interviews	Flanders
1:00 p.m. 1:45 p.m. WORKSHOP WORKSHOP	Clark Clackamas
1:15 p.m. – 4:00 p.m. Parliamentary Procedure Sequester Room Prep Room Performance	TB- Nehalem TB- Wilson TB- Santiam
1:15 p.m. – 4:00 p.m. Impromptu Speaking Sequester Room Prep Room Performance	Pettygrove Lovejoy Overton
2:00 p.m. – 6:00 p.m. Business Plan	TB- Dechutes
2:00 p.m. – 4:30 p.m. Written Testing Station Open	TB- Rogue/McKenzie/Klamath
2:00 p.m. – 4:30 p.m. Public Speaking I –Final Round	Glisan
2:00 p.m. – 4:30 p.m. Public Speaking II – Final Round	White Stag
2:00 p.m. – 5:00 p.m. Creed Speaking	TB- Umatilla
2:00 p.m. – 6:00 p.m. Job Interview – Finals	Jantzen

2:00 p.m. – 5:00 p.m. Emerging Business Issues – Final Round Prep Room Performance	TB- Board Room TB- Willamette
2:30 p.m. – 4:00 p.m. Future Business Leader Interview	TB- Umpqua
3:30 p.m. – 4:30 p.m. State Officer Candidate Rehearsal	Grand Ballroom
5:00 p.m. 6:00 p.m. Delegates Dinner	Zellerbach/Weyehauser/Pendelton
6:00 p.m. 8:30 p.m. Annual Business Meeting	Mt St Helens Ballroom
8:00 p.m. – 9:00 p.m. FBLA Formal Recognition Reception	Grand Ballroom
9:00 p.m. – 11:00 p.m. FBLA Formal Recognition and Entertainment Session	Grand Ballroom
11:30 p.m. – 6:00 a.m. Curfew	In your own room
Tuesday, April 5, 2005	
8:30 a.m. – 12:00 p.m. Awards of Excellence	Grand Ballroom
12:00 p.m. – 12:30 p.m. Pick up exit packets (conference results, reports, awards, etc.)	Grand Ballroom Hallway
12:30 p.m. – 1:30 p.m. New State Officer & Past State Officer Transition Meeting	Flanders

Oregon FBLA Board of Trustees

Adviser Nomination Form

According to the Oregon FBLA Foundation By-laws, advisers at the State Business Leadership Conference must vote on for the adviser that will set on the Board of Trustees.

This position is an important one, as it is designed to help the Board of Trustees get the guidance and input from the local level while making decisions on behalf of Oregon FBLA. Without this representation decisions may be made that could impact your chapter. Please consider being a representative or nominating an adviser who would be willing to be the representative for the next two years.

Commitment: 3-4 Meetings a year held on Saturday's either in Portland or Salem. Mileage reimbursement is available upon request.

Thank you in advance for your support and consideration of this important position.

Adviser Name: _____

Chapter Name: _____

Total years as an advisers: _____

Contact information

Email addresses:

Home: _____

School: _____

Phone _____

Home address
