

TO: District I FBLA Advisers
FROM: Kelley Todd, District I FBLA Coordinator
DATE: August 13, 2016
RE: NLC Competitors & District I Fall Leadership Conference



FUTURE BUSINESS LEADERS OF AMERICA  PHI BETA LAMBDA

DISTRICT I NLC COMPETITORS

District I FBLA was well represented this summer at the National Leadership Conference in Atlanta, Georgia. Once again, District I was proud to be represented by many outstanding competitors. As soon as a full list of competitors is received, a complete list of District I competitors will be recognized.

FALL LEADERSHIP CONFERENCE

I look forward to seeing each of you and your FBLA members at our District I Fall Leadership Conference on **Monday, October 3, 2016, at the Fort Smith Convention Center**. The registration area will be open from 7:45 a.m. to 8:30 a.m. for you to pick up your conference programs, name badges, etc. The conference will conclude at approximately 12:00 p.m.

At this conference, members will have an opportunity to:

- Learn more about FBLA by participating in general sessions and activities
- Hear a dynamic motivational speaker
- Participate in a district-wide local officer installation ceremony
- Donate to Make-A-Wish
- Participate in the Parade of Presidents
- And, much more!

EARLY BIRD REGISTRATION

PLEASE NOTE: Early Bird Registration will be via email submission of completed Word document. Conference registration instructions as well as necessary forms are located under the DFCL Packet section of the District I FBLA website (www.DistrictIFBLA.org). Remember, the I in District I is a Roman numeral. **Registration window opens immediately. The last day to register and receive the “early bird perk” will be 12:00 p.m. (NOON) on Friday, September 16, 2016.**

Early Bird Registration fees will be as follows:

- **\$20 per conference registrant (Members, Advisers, Guests)**. This registration fee includes the official District I conference t-shirt.

Mail either a school check, chapter check, or money order made payable to District I FBLA. The postmark deadline for mailing a copy of your Early Bird Registration and school check, chapter check, or money order will be Friday, September 16, 2016.

Mail to: Robert Johnson, District I FBLA Treasurer
Mena High School
P.O. Box 1810
Mena, AR 71953

If your school only cuts checks once a month, please contact me so special arrangements can be made for DFCL registration payment if necessary.

NO REFUNDS can be issued!! However, you may substitute members as long as you do not exceed the number that you have pre-registered. It is at the discretion of the local chapter adviser as to which member receives the conference t-shirt.

ON-SITE REGISTRATION

On-site registration will be allowed for members as well as additional guests and advisers who have not been previously registered during the Early Bird Registration time frame. **On-Site Registration is \$20 and does not include a conference t-shirt. These members (and any advisers or guests not wearing the “official” conference t-shirt) must be dressed in appropriate business attire as described in the Local Chapter Management Handbook.** School checks, chapter checks, money orders, and/or cash can be accepted for on-site registration. No personal checks from members or guests can be accepted.

CONFERENCE ATTIRE

- ✓ Official 2016-17 District I fall conference t-shirt with nice jeans or khaki pants and belt. **NO jeans with holes, flip flops, capris, or shorts**, please! T-shirts should be tucked in.

OR

- ✓ Business Attire as described in the Local Chapter Management Handbook.

The conference t-shirt will promote this year’s theme—“Legacy of Leadership.” Sizes available include S, M, L, XL, XXL, and XXXL.

PARADE OF PRESIDENTS AND MAKE-A-WISH CHAPTER DONATIONS

As part of the general session, local chapter presidents, or a representative from each chapter should be ready to report to the front area when the announcement is made to come forward. The president (or designee) should have the following information to announce from the podium:

- the number of members in attendance from your chapter
- the number of advisers in attendance from your chapter
- the number of guests (if any) in attendance from your chapter
- the amount your chapter is donating to Make-A-Wish at that time

This donation should be placed in a sealed envelope. Envelope will be provided in your chapter’s conference packet. On this envelope, please complete the provided label by filling in your school’s name and amount on the outside of the envelope. These checks should be made payable to Make-A-Wish. As the president from each chapter walks across stage/floor and announces the chapter, his/her name, number of members present, and number of advisers and guests present, a representative or designee from Make-A-Wish will be present to accept donations.

OTHER CONFERENCE HIGHLIGHTS

Each chapter will have an opportunity to participate in a **district-wide officer installation ceremony for local officers**. Officers being installed will receive a certificate of recognition. Additionally, keepsake officer medallions are available by pre-order only for \$5 each. Make sure to complete the officer installation participation/medallion order form (form is on the District I FBLA website) and return this form by e-mail to District I Treasurer Robert Johnson’s adviser, Mrs. Molly Lindsey, no later than noon,

Friday, September 2. Mrs. Lindsey's e-mail address is molly.lindsey@menaschools.org. If you already have a special officer installation ceremony at your school, this is in no way meant to replace that experience. Rather, this may be an additional opportunity for recognition of your local officer team. If participating in this opportunity, please watch your e-mail for additional details regarding when and where your officer team needs to report. **WATCH YOUR E-MAIL FOR UPDATES AND ADDITIONAL INFORMATION REGARDING THE OFFICER INSTALLATION PROCEDURE!**

The **motivational address** will be given by Matthew Huff. Mr. Huff has recorded four studio albums, won nine independent awards, and performed the National Anthem for MLB Spring Training, St. Louis Cardinals, Detroit Tigers, Pittsburgh Pirates, and Philadelphia Phillies, and the Southside Conference Championship. In the last six years, Mr. Huff has performed more than 550 shows. Prior to his entry into the field of music, Mr. Huff was a member of FBLA in Mammoth Spring, Arkansas, a graduate of the University of Central Arkansas, and an elementary teacher in Conway, Arkansas.

“HOW WELL DO YOU KNOW YOUR CHAPTER PRESIDENT”

“How Well Do You Know Your Chapter President,” a fun trivia Q & A, has been picked up with a slight twist for a repeat performance. **Each chapter may be represented by only one team made up of one chapter president (or designee) and one member.** Please note: District and State Officers are not eligible to participate.

Questions might include:

- How many years has your chapter president been in FBLA?
- How many conferences has your chapter president attended?
- Was your chapter president a FBLA mid-level member?
- What business classes has your chapter president completed?

A prize will be awarded to the winning team.

T-SHIRT DISTRIBUTION

T-shirt distribution will be from 4:00 to 5:00 p.m., Thursday, September 29, 2016, at Southside High School, Room 130 (located in the business wing). **Chapter t-shirts will be released to chapter advisers only!** If you cannot pick up your shirts, feel free to coordinate with an adviser from a nearby school. If you opt to not pick up shirts at the designated time or coordinate with an adviser from a nearby school, they will be available at the conference registration desk on conference morning.

CHECKLIST

Checklists for items to be e-mailed or postmarked prior to the conference as well as items to be submitted at the conference are on the following page.

ITEMS TO BE E-MAILED ON/BEFORE FRIDAY, SEPT. 2

- District-Wide Local Officer Installation Participation/Medallion Order Form (E-mail to molly.lindsey@menaschools.org)

ITEMS TO BE E-MAILED OR POSTMARKED ON/BEFORE FRIDAY, SEPT. 16

- Copy of Early Bird Registration (Email to ktodd@fortsmithschools.org & molly.lindsey@menaschools.org) **NOON DEADLINE ON THIS FORM!**
- Conference Registration Check (Postmark to District I FBLA Treasurer—address in Coordinator’s Memo)
- District-Wide Local Officer Installation Participation/Medallion Check (Postmark to District I FBLA Treasurer—address on Participation/Medallion Order Form)
- Special Needs Form (E-mail to ktodd@fortsmithschools.org)
- AAA Eligibility Form for Current District Officers (E-mail to ktodd@fortsmithschools.org)

ITEMS TO BE SUBMITTED AT THE CONFERENCE

- On-Site Registration Form (if applicable)
- Code of Conduct/Permission Slips
- Agreement Form
- Make-A-Wish Donation Envelope/Check