

TO: District I FBLA Advisers
FROM: Kelley Todd, District I FBLA Coordinator
DATE: November 6, 2016
RE: District I Spring Leadership Conference



SPRING LEADERSHIP CONFERENCE

I look forward to seeing each of you and your FBLA members at our District I Spring Leadership Conference on **Wednesday, January 18, 2017, at the Fort Smith Convention Center.** The registration area will be open from 7:15 a.m. to 7:45 a.m. for you to pick up your conference programs, name badges, etc. Many events and activities will begin at 8:00 a.m. The conference will conclude at approximately 12:30 p.m.

At this conference, members will have an opportunity to:

- Compete in competitive events
- Learn more about FBLA by participating in conference activities
- Hear outstanding speakers
- Donate to Arkansas Children's Hospital
- Participate in the Parade of Presidents
- And much more!

EARLY BIRD REGISTRATION

Early Bird Registration will be conducted online again this year! I believe you will continue to find the process to be user-friendly. Detailed instructions explaining how to register as well as all of the other conference forms can be found in the DSLC Packet on the District I FBLA website at www.DistrictIFBLA.org. **The online registration window will be open beginning at 8:00 a.m. on Tuesday, November 15, 2016, and close at 5:00 p.m. on Tuesday, December 13, 2016.**

Early Bird Registration fees will be as follows:

- **\$20 per member, adviser, guest/chaperone.**

After you have registered your chapter online, you will need to print a copy of your chapter's online registration and 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 Tuesday, December 20, 2016.**

Mail to: District I FBLA
c/o Dr. Kelley Todd, District Coordinator
Southside High School
4100 Gary
Fort Smith, AR 72903

Please remember, ***NO REFUNDS can be issued!!***

CONFERENCE ATTIRE

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

PARADE OF PRESIDENTS AND ARKANSAS CHILDREN'S HOSPITAL 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 during the opening general/business session. 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/chaperones (if any) in attendance from your chapter
- the amount your chapter is donating to Arkansas Children's Hospital 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 Arkansas Children's Hospital. As the president from each chapter walks across stage and announces the chapter, his/her name, number of members present, number of advisers and guests/chaperones present, and amount of donation a representative will be present to accept donations.

CHECKLIST

Make sure you remember to review the checklist on the District I FBLA website. The checklist with deadlines as well as forms can be found in the DSLC Packet link.