

DISTRICT I FBLA SPRING LEADERSHIP CONFERENCE CHECKLIST

November 29 beginning at 8:00 a.m. thru December 20 ending at 5:00 p.m.

- On-line Competitive Event Registration
[Registration Link](#)

December 20 Upload to Google Form and/or Postmark Deadline

- Copy of On-line Registration and Copy of Chapter Roster (printed from National Website) **with Conference Participants Highlighted in YELLOW**
- Early Bird Conference Registration Fees (**Postmark**) made **payable to DISTRICT I FBLA** in the form of Chapter/School Check or Money Order. Mail to: District I FBLA; c/o Mrs. Randa Mickle, District I Coordinator; Hackett High School, 102 N Oak, Hackett AR 72937. **Reminder: Fee must be paid for all members registered at the close of “On-line/Early Bird” Registration process. Early Bird Registration rates are \$15 per registrant. No refunds can be issued. NOTE: Members competing in events beginning at the state level are designated as non-competitors in your online conference registration.**
- Accounting I Course Certification Form
- Grade Level Certification Forms
 - Introduction to Business
 - Introduction to Business Communication
 - Introduction to Business Presentation
 - Introduction to Business Procedures
 - Introduction to FBLA
 - Introduction to Financial Math
 - Introduction to Information Technology
 - Introduction to Parliamentary Procedure
 - Introduction to Public Speaking
 - Introduction to Event Planning
- Statement of Assurance Forms (**Be sure competitor(s), understand that no changes may be made to the Digital Video Production video, E-Business website, and Website Design website after this date in regard to district competition.**)
 - Digital Video Production Entry Form
 - E-Business Entry Form
 - Website Design Entry Form
- Competitive Event Materials
 - Future Business Leader
 - Job Interview
 - Who’s Who in FBLA
- Entry Forms
 - Largest Chapter Membership/Largest Chapter Membership Marketshare Form
- District Officer Application Form
- AAA Form

January 1 Online Entry in National Membership Database/Dues Receipt Deadline

- Members must be entered into the National Membership Database on/before January 1 and payment received by the national office.
Please note: It is CRITICAL for membership dues to be credited for your District Competitors no later than January 1, so please allow ample time for processing.

January 6 E-mail Deadline ending at 3:00 p.m.

- Competitor substitutions **must be e-mailed**. Substitutions may NOT be made in Skill Test Events (Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing) or partially or entirely Pre-Judged Events (Digital Video Production, E-Business, Future Business Leader, Job Interview, Website Design, Who’s Who in FBLA) as these competitors have already completed portions. Additionally, a substitution may not be made in an event if the school-site online objective test has already been administered to the originally named entrants.

January 8 beginning at 8:00 a.m.—January 22 ending at 5:00 p.m. Skills Test & School-Site Online Objective Testing Window

- Proctored testing window. Skills Test & School-Site Online Objective Testing information will be communicated directly with each chapter’s appointed proctor. Make sure to provide proctor name, position, and e-mail address in the online registration. Proctor must be a school employee and may not be a business teacher or FBLA adviser.

February 8 Conference Day

Business Meeting/Installation of District Officers
Awards

Please use this checklist to ensure that all materials are submitted correctly! Unless otherwise indicated, submit materials as follows.

I will send a Google Form for submissions.

For e-mailed items, please send to:
randa.mickle@hackettschools.org