

TO: District I FBLA Advisers  
FROM: Randa Mickle, District I FBLA Coordinator  
DATE: November 28, 2023  
RE: District I Spring Leadership Conference

---

### **SPRING LEADERSHIP CONFERENCE**

It is time to start preparing for the District I Spring Leadership Conference on **Thursday, February 8, 2024, 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 12:30 p.m.

### **EARLY BIRD REGISTRATION**

Early Bird Registration will once again be conducted online. Detailed instructions explaining how to register as well as all of the other conference forms can be found on the FBLA National Website by logging in to your FBLA Connect account. **The online registration window will open beginning at 8:00 a.m. on WEDNESDAY, NOVEMBER 29, 2023 and close at 5:00 p.m. on WEDNESDAY, DECEMBER 20, 2023.**

Early Bird Registration fees will be as follows:

- **\$15 per member**

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 WEDNESDAY, DECEMBER 20, 2023.**

Mail to: Randa Mickle  
District I FBLA Coordinator  
Hackett High School  
102 N Oak Street  
Hackett, AR 72937

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. 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 ACH at that time

This donation should be placed in a sealed envelope. An 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 ACH. As the president from each chapter walks across the stage and announces the chapter, his/her name, number of members present, and the number of advisers and guests/chaperones present. 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 Spring Conference link.

### **DISTRICT OFFICER APPLICATIONS**

District Officer applications are also available on the website. Officer candidate applications must be received by the District Coordinator by **WEDNESDAY, DECEMBER 20, 2023**. It is imperative that the adviser(s) and officer candidates are aware and committed to the dates listed on the District Officer Application. I highly encourage members to run for a district or state office because students learn so much more when they are involved at this level.

It is essential that students planning to pursue a District office thoroughly understand their responsibilities and obligations to the office and to District I FBLA and to AR FBLA if they choose to run for the office of State Vice-President. State VP candidates should complete the Future Level of the Business Achievement Awards before applying for that office. Make sure that the Application Form has been read, understood, and signed by the candidate, the adviser, parents/guardians, and administrator(s). Any student wanting to pursue the office of Parliamentarian should take the parliamentarian test with the school-site testing AND must submit an Officer Application Form by the stated deadline.

### **FINAL THOUGHTS**

With the holidays approaching, I know how busy things are. I want to express a sincere thank you for making this commitment to your students! I truly appreciate each and every one of you! If you have any questions or if I can be of assistance in any way, please let me know!

*Randa Mickle*

**District I Coordinator**