



Chapter Success Guide

2021-2022



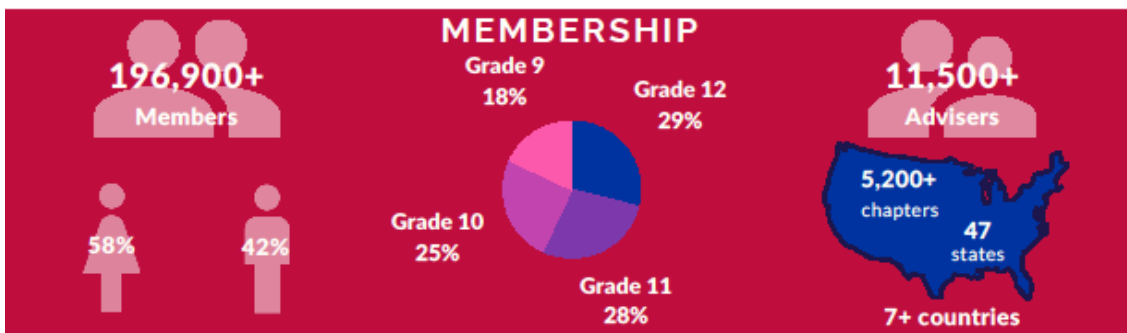
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FBLA Factsheet

FUTURE BUSINESS LEADERS OF AMERICA The High School Division of FBLA-PBL



PROGRAMS

COMPETITIVE EVENTS

70+ competitions spanning 10 career clusters

LEADERSHIP DEVELOPMENT & RECOGNITION

Business Achievement Awards (BAA) *Community Service Awards (CSA)*

CONFERENCES

<i>National Fall Leadership Conference (NFLC)</i> 5,000+ attendees, 3 locations	<i>National Leadership Conference (NLC)</i> 9,200+ attendees, includes Institute for Leaders (600 attendees)
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WHY SHOULD STUDENTS JOIN?

College Preparation	Academic Competitions	Career Exploration	Networking
Scholarships	Travel	Discounts	

ABOUT FBLA-PBL

Future Business Leaders of America-Phi Beta Lambda, Inc. is the largest career student business organization in the world.

Each year, FBLA-PBL helps over 230,000 members in 4 divisions prepare for careers in business.

FBLA-Middle Level FBLA PBL Professional Division

fbla-pbl.org



Meet the Oklahoma FBLA-PBL Team

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Oklahomafblapbl.org • facebook.com/Oklahomafbla • [@Oklahomafbla](https://twitter.com/Oklahomafbla)
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Oklahoma FBLA-PBL Management Team:

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National FBLA

NATIONAL FBLA HEADQUARTERS

FBLA-PBL National Center
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Reston, VA 20191-1591
Phone: 800.325.2946 | FAX: 866.500.5610
www.facebook.com/FutureBusinessLeaders/
@FutureBusinessLeaders
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NATIONAL FBLA STAFF

Alex Graham, President & CEO
Lisa Smothers, Director of Membership
Kelly Scholl, Director of Awards & Recognition
Carla Boulton, Director of Education Programs
Gabrielle Gallagher, Director of Communications & Marketing

MARKETPLACE

Supplies all chapter materials, member emblematic supplies, and official FBLA wear.
866.325.2725 | www.fblamarketplace.com



Virtual Chapter/Membership

Oklahoma FBLA is an organization that believes in bringing beneficial opportunities to the greatest number of people. To do that, we offer students from any division without access to an FBLA-PBL Chapter the option to join our Oklahoma Virtual Chapter.

Attend events such as virtual get togethers, in person field trips, or compete in competitive events at our State Leadership Conference. You will have all the benefits of being a member of this organization. Whether you are a middle school, high school, or college student you can join Oklahoma FBLA. Start as a virtual member and then as you bring friends into the organization you can start and build your own school chapter!

If you would like to be a member of our virtual chapter, visit <https://oklahomafblapbl.org/start-a-chapter/virtualmembership/> and join today!

Membership Dues

Oklahoma FBLA will once again take advantage of the online membership reporting system offered by the National Association. Chapters should use this program to report members and process payment for their membership dues. State dues are paid as a part of this process; the national office rebates your state dues to the state organization on your behalf once you have paid in full.

Membership Level	State Dues	National Dues	Total
Middle Level (FBLA-ML)	\$6	\$6	\$12
High School (FBLA)	\$6	\$6	\$12
College (PBL)	\$6	\$10	\$16

It is required that members join both the state and national organization.

Members must be registered and dues paid by March 1, 2022.

Questions related to online membership should be directed to Tiffany Perez at hello@oklahomafblpbl.org.



2021-22 Calendar of Events

Due to the current world situation with Covid-19, some dates have been excluded from this calendar and will be added throughout the year on our online calendar. Please visit the national website at <https://www.fbla-pbl.org/calendar2122/>.

2021

- | | |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August 1 | National Membership Reporting Opens
NATIONAL PROGRAM Summer Starter Begins <i>New</i> |
| September 15 | NATIONAL PROGRAM Summer Starter Ends <i>New</i> |
| September 16 | NATIONAL PROGRAM Shaping Success Begins <i>New</i> |
| October 31 | NATIONAL PROGRAM Shaping Success Ends <i>New</i>
National Registration and Payment Deadline
<i>To receive fall publications and be eligible for NFLC Membership Awards</i>
<i>Chapters Must Register at Least 10 Members to be Considered Active</i> |
| November 1 | NATIONAL PROGRAM Service Season Begins <i>New</i> |
| December 1, 1-2 | Heroic Leadership Fall Conference - Virtual |
| December 15 | NATIONAL PROGRAM Service Season Ends <i>New</i> |

2022

- | | |
|-----------------------|-----------------------------------------------------------|
| January 1 | NATIONAL PROGRAM CTE CELEBRATION BEGINS <i>NEW</i> |
| February 1-28 | National Career and Technical Education Month |
| February 13-19 | FBLA-PBL Week |
| February 14 | SLC Registration Opens |



- February 21** **Oklahoma FBLA-PBL SLC Production Test Materials Request**
- February 28** **Oklahoma FBLA-PBL SLC Production Test Materials Distributed
State & National Officer Applications**
- March 1** **NATIONAL AND STATE FINAL MEMBERSHIP DEADLINE**
- *All FBLA, ML, and PBL dues payments must be RECEIVED by 5:00pm GMT to be eligible for State Leadership Conference and National Leadership Conference.*
- March 1** **NATIONAL PROGRAM CTE CELEBRATION ENDS *NEW***
- March 14** **SLC STATE REGISTRATION DEADLINE**
- *State Leadership Conference and Competition*
 - *All Competition Reports*
 - *Completed School Site Test Packets*
 - *Competitive Event Pre-Judged Materials*
 - *Competitive Events Virtual Submissions*
 - *National Business Honor Roll Applications*
 - *Who's Who in FBLA Applications*
 - *Businessperson of the Year Nomination*
 - *Adviser of the Year Nomination*
- March 16** **Online Objective Testing Opens**
- March 23** **Online Objective Testing Closes**
- March 26** **Oklahoma FBLA-PBL State Leadership Conference (Mid-America
Christian University, Oklahoma City)**
- March 30** **Pro Sports Career Day with the Oklahoma City Thunder**
- April 1** **National Dues Payment Deadline for Competitors, National Candidates,
and Voting Delegates**
- April 11** **NLC Intent to Compete Forms Due by 5:00pm**



(All competitors who placed 1-10 must notify the state of their intention to attend NLC if they become eligible to compete)

April/May TBD **NLC School Site Tests Distributed to Eligible Competitors**

April/May TBD **Submission of Pre-Judged Competition Materials Due**

June 8 **NLC Registration and Payment Receipt Deadline**

June 24-June 27 **PBL National Leadership Conference – Chicago, IL**

June 29-July 2 **FBLA National Leadership Conference- Chicago, IL**



Conference Overview

Members looking to improve leadership skills, network with members across the state, and learn new ideas mark their calendars for Oklahoma FBLA-PBL conferences throughout the year. Conferences are the highlight of the membership experience and access to the conferences is exclusive to FBLA-PBL members. You can learn more about our conferences on our website at <http://www.Oklahomafblapbl.org>.

State Leadership Conference

This one-day conference is where the best and brightest students across Oklahoma compete in business and leadership events, network with students, and participate in workshops to prepare for their future career.

March 26, 2022

Mid-America Christian University, Oklahoma City, Oklahoma

National Leadership Conference

The National Leadership Conference (NLC) is the culmination of the year for our members. If members can succeed at the Regional Conference, then place in the top four at the State Business Leadership Conference, a member is then eligible to represent Nevada at the National Leadership Conference. This conference is where over 12,000 students gather from around the United States, Germany, Canada, and the Virgin Islands to compete and gain leadership skills. For details on this year's National Leadership Conference visit www.fbla-pbl.org.

NLC will only have an in-person option. If you have any questions, please contact statedirector@oklahomafblapbl.org.

PBL: June 24–27

FBLA: June 29–July 2

Chicago, Illinois



National Business Honor Roll

The National Business Honor Roll is designed to recognize those members of FBLA who truly excel in academic preparation for college and an eventual career in the business world. Oklahoma FBLA recognizes that in order to succeed as a true business leader, our members need to be well prepared in terms of their academics, career skills, and leadership development.



FBLA chapters in Oklahoma are encouraged to nominate members to be recognized in the National Business Honor Roll who meet the following criteria:

- High School: Overall cumulative GPA of at least 3.5 on a 4.0 scale
- Demonstrated leadership potential through service as a chapter officer, committee leader, or other participation in chapter activities
- Clearly defined career objectives

Members accepted in the National Business Honor Roll will be recognized during the State Business Leadership Conference. In order to nominate members, complete the online form for each nominee that will be available at <http://www.Oklahomafblapbl.org>.

Online form information will include:

- Name
- Chapter
- Home Address
- Home Phone Number
- Student Email
- Adviser Email
- School Mailing Address
- Current Year in School
- GPA
- Years in FBLA
- Upload Documents to include:
 - Enclose a copy of your most recent report card/transcript or other official report showing cumulative GPA.
 - Enclose a brief resume of FBLA involvement, offices held, etc., as well as other activities.
 - Enclose a one-page statement outlining your career objectives, your plans for achieving these goals, and how membership in FBLA contributes to these plans.



Oklahoma FBLA-PBL Recognition Awards

All Recognition Award applicants must be submitted at <http://oklahomafblapbl.org/slc> by March 14, 2022.

Adviser of the Year

This award recognizes advisers who have contributed outstanding advisement to their local and state FBLA–PBL chapters. Advisers should be nominated by a current local chapter member. An adviser may self–nominate or be nominated by a fellow adviser. *(FBLA and PBL)*

Businessperson of the Year

This award recognizes outstanding businesspersons throughout Oklahoma who have contributed to the success of FBLA–PBL on the local and state levels. Local chapters and state staff may nominate individuals for this award. Local chapters should submit NO MORE than one (1) nominee.

The nominees chosen will be honored at the State Leadership Conference and one will be selected, nominated, and recognized at the National Leadership Conference. All nominees are invited to attend the Awards of Excellence Ceremony at the State Leadership Conference. *(FBLA and PBL)*

*Note that local chapter advisers and current members are not eligible for this recognition.

Oklahoma FBLA-PBL Who's Who

Each chapter may enter one (1) participant who is a member of an active local chapter and is on record in the FBLA-PBL Online Registration System as having paid dues by the officially published deadline for the current school year. *(FBLA and PBL)*



FBLA Middle Level Lead Program

The LEAD Awards are a middle school leadership development program that are aimed to enhance leadership skills and familiarize themselves with the FBLA-PBL organization.

Participating students have the opportunity to enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school and communities.

Starting with the 2021-22 year, national FBLA-PBL has modified the LEAD Awards program to follow a more curriculum based structure in which students will complete modules in order to receive recognition. There are two levels of the LEAD, with each level increasingly challenging your students to expand their leadership skills:

LEAD Award	Award	Deadline
EXPLORE	Certificate	March 1
ASPIRE	Certificate	March 1



Business Achievement Awards

The Business Achievement Awards (BAA) is a high school leadership development program that is easy to integrate into your classroom. The cocurricular activities are aligned to the career clusters, NBEA standards, and FBLA goals.

Students enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school, community, and FBLA programs.

Starting with the 2021-22 year, national FBLA-PBL has modified the BAA program to follow a more curriculum based structure in which students will complete modules in order to receive recognition. There are four levels of the BAA, with each level increasingly challenging your high school students to expand their leadership skills and showcase their talents:

BAA Level	Award	Deadline
CONTRIBUTOR	Certificate	March 1
LEADER	Certificate	March 1
ADVOCATE	Certificate	March 1
CAPSTONE	Certificate	March 1 State Recognition May 3 National Deadline for Competitive Review

Your students receive recognition when they complete each level. Students must be members of the FBLA division. Each level of the BAA covers these core activities and concepts:

Service—Uncover the link between a community and the success of a business. Your members focus on activities that improve the member’s school, area businesses, community, and state.

Education—Understand business and the world of work. Your members focus on activities and curriculum that prepare them for corporate America, develop an appreciation of entrepreneurship, and understand the benefits of continuing education.

Progress—Explore the local, state, and national levels of FBLA-PBL and how they complement one another. Your members focus on activities that promote FBLA-PBL at the local, regional/district, state and national levels.

Check out the official information at
<https://www.fbla-pbl.org/divisions/fbla/fbla-education/>



FBLA Competitive Events

Competitive Event Information

Each individual Oklahoma FBLA-PBL member may participate in a total of four (4) competitive events: up to two (2) of those events may have a performance and/or interview component. Each chapter may have one team in each chapter event. This chapter event would be in addition to a student(s) individual event.

In addition to individual student limits, each chapter is allowed one entry in each performance/role play event.

***For Example:** one student may compete in up to four (4) objective/prejudged events with no performance component – OR – one (1) event with a performance/interview component and three (3) objective/prejudged events with no performance component – OR – two (2) events with a performance/interview component and two (2) objective/prejudged events with no performance component. In addition to these scenarios, a student may be on a chapter team and submit one chapter event.*

Changes/Modifications for 2021-2022

High School Events

- **New Event:** Data Analysis will be an individual/team presentation event with equipment. The topic will be posted on the FBLA website and competitors will research and develop the topic prior to presenting to the judges, followed by a Q&A. Competitors will use their data analysis skills and tools to analyze the data and prepare a presentation, including data visualizations.
- **New Event:** UX Design will be an individual, objective test event based on effective user experience design principles (balance, font, size, white space), readability, ease of navigation, accommodations for special needs (vision, language, other disabilities), appealing and consistent color scheme, accessibility laws in relation to design (ADA), mobile and desktop responsive web design.
- **New Event:** Human Resource Management will be an individual, objective test event.
- **Modification:** Business Ethics will expand the scope of the event to align with the ethics initiative developed by the Daniels Fund and MBA Research. Event will now include an



objective test, case study topic, submission of one-page executive summary, and presentation to judges.

- **Modification:** Coding & Programming will now be an individual or team event, with teams of two to three members.
- **Modification:** E-Business will be modified to become focused on the e-commerce piece and will include topic requirements related to conducting e-commerce.
- **Retired Events:** Vendor-sponsored events (LifeSmarts, VBC Finance, VBC Management) will be moved to a separate category of programs that recognizes winners, but not as a part of the National Awards Program. This will allow students to qualify and compete nationally in these events but still can compete in events that are part of the National Awards Program.
- **Name Change:** Introduction to Business will be renamed Introduction to Business Concepts to better align with standards and high school curriculum.
- **Name Change:** Management Decision Making will be renamed Business Management to better align with standards and high school curriculum.

Middle Level

- **New Event:** Annual Chapter Activities Presentation will be a chapter event, with a presentation team of one to three members from the chapter. The chapter will present an account of their activities from the close of the previous National Leadership Conference through the conclusion of the current State Leadership Conference.
- **New Event:** Business Ethics will be an individual/team objective test event and a case study to be presented to judges.
- **New Event:** Career Research will be an individual presentation event. Members will conduct research on a career of their choice and present information related to the career.
- **New Event:** Exploring Business Issues will be an individual or team presentation event, with teams of two to three members. Members will receive a topic to research and present their findings during the presentation.
- **New Event:** Exploring Economics will be an individual objective test event.
- **New Event:** Exploring Technology will be an individual objective test event.
- **New Event:** FBLA Concepts will be an individual objective test event.



- **New Event:** FBLA Mission & Pledge will be an individual presentation event. Members will recite and reflect on the FBLA mission and pledge.
- **New Event:** Interpersonal Communication will be an individual objective test event.
- **New Event:** Leadership will be an individual objective test event.
- **New Event:** Learning Strategies will be an individual objective test event
- **New Event:** Marketing Mix Challenge will be an individual or team presentation event, with teams of two to three members. Members will create a marketing plan for a product/service that includes integration of the five Ps of the marketing mix with promotional materials as part of the presentation.
- **New Event:** Running an Effective Meeting will be an individual objective test event.
- **New Event:** Video Game Challenge will be an individual or team demonstration event, with teams of two to three members. Members will create a video game based on a published topic and will demonstrate the video game and its usability and functionality.
- **Modification:** Business Math & Financial Literacy will now be named Financial Literacy and the business math concepts will be eliminated from the event. The competencies and tasks will be rewritten to reflect the new intent of the event. The event will remain an individual objective test.
- **Modification:** Introduction to Computer Science & Coding will now be named Exploring Computer Science and the coding concepts will be eliminated from the event. The competencies and tasks will be rewritten to reflect the new intent of the event. The event will remain an individual objective test.
- **Modification:** Multimedia & Website Development will now be an individual or team demonstration event, with teams of two to three members. Additionally, the event will be modified to become a demonstration event where the project will be demonstrated directly to the judges to show its usability and functionality. The project will no longer be prejudged, and the objective test will be eliminated.
- **Name Change:** Community Service Project will be renamed Community Service Presentation.
- **Procedural Change:** Each state will be allowed to submit two entries for each FBLA-Middle Level competitive event

2021-2022 High School Topics

The 2021-22 National Topics that will be used for Oklahoma Competitive Events. Please access current national topics here: <https://www.fbla-pbl.org/fbla-topics/>



2021-2022 Middle Level Topics

The 2021-22 National Topics that will be used for Oklahoma Competitive Events. Please access current national topics here: <https://www.fbla-pbl.org/ml-eventtopics/>



Adviser Code of Conduct

FBLA's programs offer training to those students who have career objectives in the fields of business, management, entrepreneurship, and technology. Individual conduct and appearance is a portion of this training. Attendance at any Oklahoma FBLA-PBL sponsored conference or activity is a privilege. Setting a good example is a goal of teaching and students participating in Oklahoma FBLA-PBL conferences and activities are impressionable; therefore, a code of conduct is set for advisers. By signing this agreement, the adviser also agrees to the tenants of the Participant Code of Conduct and the Dress Code. Violations of these practices and procedures, as established, will be referred to the Executive Director, the Oklahoma FBLA-PBL Board and the adviser's school administrator.

1. Advisers will be held accountable for communicating the responsible behavior, conduct, and attire of all students, chaperones, and guests from their chapter. The codes govern the behavior of advisers as well as students.
2. As stated in the Participant Code of Conduct, item seven, advisers will serve as role models and ensure that all of their participants attend and actively engage in all sessions at conferences in which they attend.
3. Advisers are held responsible for their students' actions. An adviser must take the appropriate disciplinary steps as defined in the Participant Code of Conduct and/or as directed by the Board of Trustees or the Conference Conduct Committee.
4. When advisers are assigned job duties during activities, it is the responsibility of that adviser to promptly carry out those duties.
5. Advisers are responsible for being available to their students and other advisers 24 hours per day. This responsibility begins from the time parents/guardians leave students with the adviser until the time they pick them up after the activity.
6. Advisers are responsible for knowing the whereabouts of all of their students at all times. Each adviser must have with them at all activities and conferences:
 - Each participant's signed Participant Code of Conduct;
 - Each participant's signed Emergency Medical Treatment Authorization Form; and
 - A list of each student's names, parent/guardians' names, and phone number.
7. Each adviser and supervising adult must attend designated adviser meetings at conferences.
8. Advisers must report any conduct violations to a current member of the Oklahoma FBLA-PBL State Staff.
9. All judges' decisions are final. Concerns about event management and/or judging may be communicated through writing to the State Staff no later than one month from the last date of the event.
10. Advisers **MUST** abide by the policy of the Executive Director and State Director before conducting out-of-state travel for the National Leadership Conference (NLC).

By signing the Oklahoma FBLA-PBL Adviser Code of Conduct, the adviser agrees to abide by the rules set forth in this document. Additionally, the adviser agrees to abide by the judgment set down by the Oklahoma FBLA-PBL State Staff in any disciplinary action. Advisers may appeal a ruling with a letter to the State Staff giving an explanation of circumstance that may have been outside of the advisers control, within one month after the ruling. In addition to the consequences stated in the Participant Code of Conduct, any violation of these codes will also result in the adviser to student ratio being reduced for a period of time to be designated. This signed form is required in order to attend all recognized Oklahoma FBLA-PBL activities.

(Typing/writing your name in the box below serves as your signature and confirmation of understanding):

Adviser Signature:	
Chapter Name:	
Date:	



Code of Conduct Form

THIS DOCUMENT CONTAINS FIVE (5) TOTAL PAGES
ALL OKLAHOMA FBLA-PBL SPONSORED ACTIVITIES 2021-2022

Student Code of Conduct

Attendance at any Oklahoma FBLA-PBL sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisers, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending a OKLAHOMA FBLA-PBL activity and submitted to the chapter adviser prior to the respective registration deadline. The chapter adviser must have a completed copy of the permission/medical release form for each student attending in their possession for the duration of the event, including travel to and from the event. Forms must be kept on file in the local school district after conference.

Delegates shall abide by the rules and practices of *OKLAHOMA FBLA-PBL and school district policies* at all times to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the OKLAHOMA FBLA-PBL organization. The standards outlined in this document constitute the Oklahoma FBLA-PBL Code of Conduct.

The following shall be regarded as severe violations of the OKLAHOMA FBLA-PBL Code of Conduct:

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

1. **Alcohol, Drugs and Tobacco:** a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the adviser. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. **Curfew:** Committing serious violations of curfew regulations as outlined in item 9 below.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. **Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing, or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. **Serious Violations** of the student conduct code of the school district or school that the student represents.
6. **Private Transportation:** Driving or riding in a private automobile during a conference, unless accompanied by an authorized adviser. (Delegates are to be housed at the conference site) Occasionally a chapter adviser, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation"



form to the chapter adviser prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.

- 7. Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

The following shall be other violations of the OKLAHOMA FBLA-PBL Code of Conduct:

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees or local Adviser.

- 8. Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of FBLA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
- 9. Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
- 10. Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
- 11. Personal Conduct:** Failing to report accidents, injuries or illnesses immediately to the local FBLA Adviser; failing to keep adult advisers informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open); having a delegate or adviser of the opposite sex in a room without a third person present and the door visibly open.
- 12. Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

Individual School District Policies may supersede the code of conduct.



Dress Code

Delegates Attending Oklahoma FBLA-PBL Sponsored Activities

The following guidelines have been developed to clarify the dress code used at all FBLA conferences (regardless of locations).

ACCEPTABLE CASUAL ATTIRE

(Travel to/from conferences, dances, and non-conference activities such as shopping, sightseeing, or going out for meals, denim in good taste is allowed at FBLA conferences)

Males: Slacks, cords, knee length walking shorts, sports shirts, and FBLA t-shirts and sweatshirts. NO gang related clothing or accessories allowed. All clothing must be in good repair and proper size. Undergarments may not show outside of over garments.

Females: Slacks, cords, skirts, blouses, sports shirts, knee-length walking shorts, and FBLA T-shirts and sweatshirts. No gang related clothing or accessories allowed. All clothing must be in good repair and proper size Undergarments may not show outside of over garments.

ACCEPTABLE BUSINESS ATTIRE

(Opening/ Closing Sessions, event competition, scholarship interviews, state/national officer interviews, workshops)

Males: Dress slacks, dress shirt, tie, dress shoes and socks, (no tennis shoes or flip-flop sandals), sweater and/or sport coats. A dress suit or FBLA blazer is always appropriate. Shirts are to be tucked in. Belted pants.

Females: Dress (professional business), dress slacks, skirt (not to exceed 3 inches above knees), blazer, dress blouse or collared shirt, coordinated shirt/ blouse, city shorts, dress shoes, (professional business) (no tennis shoes or flip-flop sandals). A dress suit or a FBLA blazer is always appropriate. Nylons are recommended with all professional dress.

Activities such as swimming, sunbathing, jogging, or tennis warrant appropriate recreational attire for that activity.

At any time during the conference while on-site (including hotels), you must be in casual or business attire.



OKLAHOMA FBLA-PBL DELEGATE PERMISSION/MEDICAL RELEASE
(Students and Alumni are collectively referred to as "Delegates" in this document)

Conduct Code Endorsement, Permissions to Attend OKLAHOMA FBLA-PBL Sponsored Activities, and Authorization to use pictures or student name in publications.

Release of Claim for Damages, Emergency Medical Treatment Authorization:

Name of Delegate: _____ Date: _____
Home Address: _____
Phone: _____ Date of Birth: _____
Name of High School: _____ Phone: _____
Adviser (s) in Charge: _____

This is to certify that *the above-named delegate* has my permission to attend all OKLAHOMA FBLA-PBL sponsored activities for the 2020-2021 School Year. I also do hereby, on the behalf of *the above-named delegate* absolve and release Oklahoma FBLA-PBL, the school officials, the FBLA chapter advisers, conference staff, and Oklahoma FBLA-PBL staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the FBLA sponsored activity.

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

I grant permission to Oklahoma FBLA-PBL and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Oklahoma FBLA-PBL to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter adviser determines the criteria at the local site, for individual students and alumni to attend and participate at all FBLA activities.

We have read and agree to abide by the supplied Oklahoma FBLA-PBL Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature _____ Date _____
Parent / Guardian Signature _____ Date _____
Chapter Adviser Signature _____ Date _____
School /ROP Official Signature _____ Date _____



MEDICAL INFORMATION

Name of Delegate: _____ Date: _____

Known allergies (drug or natural) _____

Special medication being taken _____

Date of last tetanus shot _____

History of heart condition, diabetes, asthma, epilepsy or rheumatic fever _____

Any physical restrictions _____

Other conditions _____

Family doctor _____ Phone _____

INSURANCE INFORMATION

Company Name _____ Policy Number _____