

**TO: FBLA Members and Advisers**

**FROM:** **Sarah Shamburger, FBLA State Adviser**

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**DATE: April 13, 2022**

**SUBJECT: 2022 NATIONAL FBLA LEADERSHIP CONFERENCE**

 **Chicago, Illinois**

This year’s National Leadership Conference (NLC) in Chicago, is only a few months away and will be

filled with opportunities for members to meet other FBLA members from across the country, learn new leadership skills, and take part in several activities while there. This is a wonderful opportunity for our students to further develop social skills as they meet and compete against members from across the country, and from around the world.

**Please read this packet carefully. Local advisers MUST upload the necessary materials by the stated deadline. We have set the state deadline for uploading as April 27th, 2022.** The national office will not extend any deadlines for any reason.

You will have to book travel for your group on your own. Arkansas FBLA is assigned to the **Embassy Suites Chicago Downtown, 600 North State Street**. A block of rooms has been reserved for the Arkansas delegation.

The state adviser must register all competitive event participants for national competition. **IF THE STATE DOES NOT RECEIVE THE ATTENDANCE AND COMPETITIVE EVENTS FORM, STUDENTS WILL NOT BE REGISTERED FOR COMPETITION.**

For FBLA chapters to attend out-of-state conferences, the local adviser or a licensed adult chaperone from the local school district must travel with students. The National Association of Secondary School Principals requires one adult chaperone for every 12 students. **State officer advisers must travel with their state officer. This responsibility cannot be assumed by another adult from the officer’s school district, nor can the parent be the adult traveling with them.**

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**Use the following links to plan your conference! Please let us know if you have any questions!**

# 2022 NATIONAL LEADERSHIP INFORMATION

[**https://fbla-nlc.org/**](https://fbla-nlc.org/)

# CONFERENCE SCHEDULE

[**https://fbla-nlc.org/2022schedule\_fbla/**](https://fbla-nlc.org/2022schedule_fbla/)

The location and time of the state meeting is yet to be determined. We will send information about the meeting as soon as we have all the details.

# CONFERENCE REGISTRATION

Please use the following link to register you, your chaperones, and your members for the conference:

[REGISTRATION](https://www.fbla-pbl.org/conferences-and-programs/student-conferences/national-leadership-conference/)

**LOCAL CHAPTER ADVISERS ARE RESPONSIBLE FOR COMPLETING ALL CONFERENCE REGISTRATION PAPERWORK**.

You must register online and print copies of your registration before uploading your forms to the Google Link.

* Registration is $195 per member.
* Registration for local advisers is $100.
* Faculty members (non-adviser) or parents/chaperones attending and NOT planning on assisting as a judge have a registration fee of $100. If the chaperone or non-adviser faculty member would like to assist by judging at NLC, they would not need to complete conference registration, but the [Judge Registration Form](https://fblapbl.wufoo.com/forms/fblapbl-judge-registration-form-2022-nlc). They will pick up their credentials at a dedicated area for judges.
* Fees include access to the exhibit hall, three days of workshops, three general sessions, access to the conference app, networking opportunities, and costs associated with competition.
* **Optional** Accident Insurance is $2 per registration. This is not travel insurance and operates as a partial reimbursement for medical expenses due to an accident.
* **Optional** Meal Cards
	+ Conference Meal Cards cost $31 each and provide $30 that can be used at many food outlets at McCormick Center and the food court in the Expo Hall. There is a service fee of $1 per card. There is no limit on the number of cards that may be pre-ordered, but cards will not be available for purchase onsite.
	+ The **McCormick Center is a cashless venue**. While using the conference meal cards is optional, debit or credit cards will be needed to make purchases.
	+ Food carts and outlets will be available during conference activities and a food court will be in the Exhibit Hall area. Sample meal deals and ala cart items may be found here. Prices are tax inclusive.
	+ There are limited quick service restaurants within walking distance of the conference venue

**You will be responsible for paying the invoice to the national office.**

**You will also be responsible for picking up your registration packet at the conference**.

**Registration forms can be found** [**here**](https://fbla-nlc.org/nlcregistration/)**.**

# HOTEL INFORMATION

We have requested rooms for June 28-July 3.

Embassy Suites Downtown

600 North State Street

Chicago, IL 60654

Phone: 312.943.3800

<https://www.hilton.com/en/hotels/chidwes-embassy-suites-chicago-downtown>

This hotel will have a shuttle to the convention center. Full breakfast and afternoon reception for all registered guests are included.

RATES (SINGLE/DOUBLE/TRIPLE/QUAD): $279

RATES WITH TAX (SINGLE/DOUBLE/TRIPLE/QUAD): $327.55

**IMPORTANT NOTE ABOUT HOUSING**: **The state office will NOT make your reservations or find roommates for you.**

Please use the links above to make reservations in Arkansas’s state block. We have requested 140 rooms for our state delegation. All rooms are double queens.

# ARKANSAS ITEMS

Information about pins and lights will come later. Items will be available for pick up on Tuesday, June 28th in the hotel lobby.

# FOUNDATION STIPENDS

Foundation Stipends will be paid onsite at the state meeting. Competitors must be present at the state meeting to receive the Foundation Stipend. Information will be sent as soon as our meeting date is confirmed.

# ADVISER WALL OF FAME NOMINATIONS

At the FBLA-PBL National Center, the Adviser Wall of Fame recognizes advisers and state chairs with 20 or more years of service to FBLA-PBL. Please nominate an adviser [here](https://forms.gle/rcfT2UixR9FxGEj68).

# BUSINESSPERSON OF THE YEAR

Each state is allowed to submit one nomination (one person please) for Businessperson of the Year. The nomination must be submitted through this [form](https://forms.gle/yDks8D2pdSjM8KqM6) with a one-page résumé by April 19, 2022.

# OUTSTANDING LOCAL CHAPTER ADVISER

Each state is allowed to submit one nomination for Outstanding Local Chapter Adviser. The nomination must be submitted through this [form](https://forms.gle/E8FTHNxQ12aesdRw6) by April 19, 2022.

# WHO’S WHO IN FBLA

Each state is allowed to submit one nomination for Who’s Who in FBLA. The nomination must be submitted through this [form](https://forms.gle/gZwQR18AW92zXd7A7) by April 19, 2022.

# DRESS CODE

For travel and sightseeing, casual clothes are appropriate, including shorts that are within 6 inches of the wearer’s knee.

Appropriate clothing does NOT include cut-offs, bare midriffs, spandex, athletic wear, spaghetti strap tops, or muscle shirts (tank tops). For conference attendance, business attire is required for every session and competition. Please study the national dress code in the National Leadership Conference (NLC) Guide available [here](https://www.fbla-pbl.org/media/2021/07/New-National-Dress-Code.pdf). Every person in our delegation is representing our state. Please maintain a positive and professional image for Arkansas!

# STATEMENT OF ASSURANCE

Some events require Statements of Assurance. Every event that requires a Statement of Assurance must have the form submitted [here](https://forms.gle/6b1Qbv2XpyYQ7CJ96) by April 26, 2022. Online Statements of Assurance must be RECEIVED by the deadline. Accurate entry of URLs is VERY important.

**The following events all require a Statement of Assurance:**

* 3-D Animation
* Digital Video Production

# HONOR CODE

Reading and agreeing to abide by the [Honor Code](https://fbla-nlc.org/wp-content/uploads/2022/03/2022-NLC-Honor-Code.pdf) for the 2022 National Leadership Conference. Each competitor must check the box on the 2022 NLC registration form that indicates they agree to comply with the Honor Code.

# ELIGIBILITY

* The following eligibility guidelines are in effect:
	+ All competitors must have paid FBLA national dues for the current school year.
	+ All competitors must be registered for the 2022 National Leadership Conference and have paid their registration fee to participate in competitive events.
	+ Each competitor can only compete in one (1) individual/team event and one (1) chapter event.
	+ All members of a team must consist of individuals from the same FBLA chapter.
	+ Competitors are **not** permitted to compete in an event more than once at the national level unless one of the exceptions related to team events are in effect.

# SKILLS TEST REQUESTS

[Use this link to request your NLC skills tests](https://forms.gle/LdEzswU737pYXF9o8). Please have your requests in by April 19. The testing window is April 24-May 3.

* **The proctor will receive detailed instructions for administering the exams, and students will receive detailed instructions for uploading their materials.**
* **Please make sure you verify that your proctor received all materials a few days prior to your testing date.**
* **Set your testing date well ahead of the deadline, so we have time to work through any issues that may arise.**

# PREJUDGED ITEMS

Make sure that the following prejudged items are uploaded as PDFs. [The form can be found here](https://forms.gle/6b1Qbv2XpyYQ7CJ96).

* Future Business Leader
* Job Interview

**NOTE:** Please upload all materials for each competitive event. When uploading resumes and cover letters for these events, please use the following naming convention:

State\_Schoolname\_Lastname\_Firstname\_Resume for the resume **AND** State\_Schoolname\_Lastname\_Firstname\_CoverLetter for the cover letter.

Make sure that all reports are uploaded as PDFs (by the deadline) to the [Google Form](https://forms.gle/6b1Qbv2XpyYQ7CJ96).

* American Enterprise Project
* Business Plan
* Business Financial Plan
* Community Service Project
* Local Chapter Annual Business Report
* Partnership with Business Project

**NOTE:** Please upload all materials for each competitive event. When uploading reports, please use the following naming convention for the PDF files: divisioncode\_eventcode\_state\_schoolname.pdf

* The division code is FBLA
* The event codes are:
	+ AEP-American Enterprise Project
	+ BFP-Business Financial Plan
	+ BP-Business Plan
	+ CSP-Community Service Project
	+ LCABR-Local Chapter Annual Business Report
	+ PwB-Partnership with Business Project.

# FORMS

[Upload Files Here](https://forms.gle/6wLNT2ehuVjgkGCj7)

All students and parents are required to read the conference regulations.

* Agreement Form – One form per chapter should be completed. **This form must be signed by each student attending, the local adviser, and the local principal or superintendent.**
* Attendance and Competitive Event Form – One form per chapter must be completed and should include all conference attendees and competitors. **The state adviser will handle competitive event confirmation; therefore, you must complete the Competitive Events and Attendance Registration form and send it to the state office**.
* Copy of Conference Registration Form – All conference registration must be done online. Print a copy of your online registration and upload a copy of the form.

**Save your files as your SCHOOL name and the FORM name.**

**Example:**  **Armorel\_AgreementForm**

**Armorel\_AttendanceandCompetitiveEventForm**

**Armorel\_CopyofConferenceRegistrationForm**

# REMINDERS AND CHECKLIST

|  |  |
| --- | --- |
| MUST BE RECEIVED BY APRIL 19 | SUBMIT TO: |
| Request for school-site tests by April 19.**Testing Window April 24-May 3.** | [THIS LINK](https://forms.gle/LdEzswU737pYXF9o8) |
| Request for Accommodations by April 19. | [THIS LINK](https://fblapbl.wufoo.com/forms/request-for-accommodation) |
| Adviser Wall of Fame Nomination by April 19. | [THIS LINK](https://forms.gle/rcfT2UixR9FxGEj68) |
| Businessperson of the Year by April 19. | [THIS LINK](https://forms.gle/yDks8D2pdSjM8KqM6) |
| Outstanding Local Chapter Adviser | [THIS LINK](https://forms.gle/E8FTHNxQ12aesdRw6) |
| Who’s Who in FBLA | [THIS LINK](https://forms.gle/gZwQR18AW92zXd7A7) |
| **MUST BE RECEIVED BY April 26** | **SUBMIT TO:** |
| Registration and Competitive Events Materials | [THIS LINK](https://docs.google.com/forms/d/e/1FAIpQLScaHNS0Ri0HFj77OFLXcKHEqxJQY8pm8P-F-2uf5KnhLVAm3g/viewform?usp=sf_link) |
| Payment of Arkansas Items**Direct any financial questions to Dr. Kelley Todd (ktodd1@atu.edu)** | **Arkansas FBLA Foundation****PO Box 609****Paris, AR 72855** |

# CONDUCT RULES AND REGULATIONS

**National Leadership Conference**

1. Chapter advisers should explain these regulations and reasons for them to all FBLA members attending the Conference before students sign their agreement form. Students must understand that infractions of the Rules of Conduct could result in the forfeiture of all individual rights and privileges.
2. Advisers who attend out-of-state conferences are responsible for the conduct of their students who attend.
3. Adviser should be available at all times for handling disturbances and accepting responsibility for checking student activities.
4. The FBLA Board of Directors or State Adviser in charge of the group will decide extreme situations.
5. The dress code of the National FBLA will be adhered to by students, advisers, and guests during this conference.
6. No FBLA member shall leave the hotel or convention center unless chaperoned by an adult and permission has been received by their adviser. Members must keep their advisers informed of their activities and whereabouts at all times. Students must stay in groups of four or more outside the hotel and convention center and have an adviser with them.
7. All delegates (members, advisers, and guests) must adhere to the conference curfew.
8. Members, advisers, and guests shall possess no alcoholic beverages or narcotics in any form at any time, under any circumstances.
9. Members of the opposite sex are not allowed in the same hotel room unless chaperoned by an adviser.
10. Members and advisers must attend **all** general sessions, workshops, committee meetings. Social events are optional.

**MUST BE RECEIVED BY APRIL 26, 2022**

# AGREEMENT FORM

“I have read the conditions of attendance or participation at the FBLA National Leadership Conference, understand them, and agree to refrain from any infraction of these rules and conditions. I understand an infraction of the conduct rules may result in the forfeiture of all individual rights and privileges. I further understand that serious infractions could result in my being sent home at my own expense. I further agree to attend all the meetings of the conference (workshops and general sessions).”

**Delegates Signatures:**

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**Approved by:**

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Signature of School Superintendent or Principal

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Signature of FBLA Chapter Adviser

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Name of Local Chapter

NOTE: Serious infractions of conduct rules could result in parents and/or school officials being notified and/or student being sent home at his/her own expense.

**MUST BE RECEIVED BY APRIL 26, 2022**

# ATTENDANCE AND COMPETITIVE EVENTS FORM

**FBLA**

**National Leadership Conference, Chicago, Illinois**

**School:**

**Adviser:**

**Address:**

**Adviser’s Cell Phone:**

|  |  |  |
| --- | --- | --- |
| Name | Attending as: | Event |
| Adviser | Student | Guest |  |
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