



Missouri

FBLA

**Missouri FBLA
State Leadership Conference Guide
High School 2023-24**

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General Information

In the spring of 1959, Missouri FBLA received its official state charter with National FBLA making spring 2024 the 65th anniversary. We will keep the momentum going from the last few years as we head into this State Leadership Conference (SLC) and celebrate the major accomplishments throughout our state chapter's history. Utilize this guide to have a successful SLC.

Conference Date/Location

The Missouri FBLA High School SLC will be hosted in Springfield April 14 – 16, 2024. The main facilities will be the University Plaza Hotel meeting space, the EXPO Center, the Convention Center, and the Great Southern Bank Arena at Missouri State University.

New for 2024

University Plaza Hotel Meeting Space

Workshops and activities will be held in the meeting space of the University Plaza Hotel. Review the detailed agenda to see when and where workshops, events, and spaces will be utilized.

Adviser Meeting – Sunday at 12 PM

To avoid confusion of arrival time to SLC and keep advisers up to date with the latest information for the conference, an in-person meeting will be held at **12 PM** on Sunday, April 14, for all advisers to attend. This meeting will share all details of any last-minute changes to the conference and the **only** time when advisers can receive their adviser gift. Advisers must plan to attend this meeting. There will be programming for students to participate in during this time. Chapters should be scheduled to arrival to SLC prior to the start of this meeting.

Dress Code – Sunday vs Monday

Sunday will be *slightly* more relaxed as a variety of activities and events will be taking place that will allow a more casual dress code – business casual, jeans, and FBLA t-shirts will be accepted. All attendees must be in **school appropriate** clothing and wearing their nametag to every activity/event. Pajamas or lounge wear of that type will **not** be accepted. If you must question it, then it's not acceptable. **Competitors must still follow the dress code during competitive events.** On Monday, all attendees must wear business professional attire.

Identification at Competitive Events

Mirroring NLC, picture identification (physical or digital driver's license, passport, state-issued identification, or school-issued identification) will be required when checking in for competitive events.

Agenda

New for 2024, Guidebook will serve as the official online agenda and app for SLC. Upon the close of registration, all attendees' emails will be entered into Guidebook. Attendees will receive notification when they are entered into the system. Note, emails must be able to receive messages from outside senders.

A quick at a glance view of what to expect each day is listed below.

Date	Activities
Sunday, April 14	Registration pick up, adviser meeting, competitive events, leadership engagements, Opening Session
Monday, April 15	Finalists competitive events, Leadership Expo including colleges/careers/campaigning, Leader Celebration session
Tuesday, April 16	Awards of Excellence Ceremony

Health and Safety

Missouri FBLA continues to monitor the safest way possible to meet in person for SLC. Best practices for safety continue to evolve over the course of time. Please stay tuned to the weekly emails for the most up to date guidance on safety as we near the conference date.

Registration

Registration for all divisions will be through the typical Blue Panda conference management system. Payment can be completed by check or credit card through Blue Panda. All divisions will follow this timeline of registration and payment. All credit card transactions have a \$10 convenience fee. The registration cost for HS SLC is \$75 per attendee. Instructions on how to register in Blue Panda can be [found here](#).

Important Forms

For the safety of all attendees, the following two forms are **required** to complete. Both forms can be found on the [SLC website](#). Only the Adviser Assurance form will be collected by Missouri FBLA which will be through Blue Panda. The local chapter adviser must collect and organize the Comprehensive Consent form.

- Comprehensive Consent Form – for all participants
- Adviser Assurance form – adviser and school administrator will sign off

Important Dates

Date	Topic	Location
February 12	Registration Opens	Blue Panda
February 16	State/National Officer applications due	Candidate Info
February 21 at 4 PM	SLC Survival Webinar #1	RSVP Here
February 21 at 5 PM	Chapter of the Year due	Submit Here
February 28 at 5 PM	Registration Closes	Blue Panda
March 1	State Awards due	Details here
March 1	Community Service Awards due	Submit Here
March 4	Testing window opens for Objective and Production Tests	Blue Panda/Wufoo
March 13 at 4:30 PM	SLC Survival Webinar #2	RSVP Here
March 15 at 5 PM	Buzz Squad applications close	Apply Here
March 15 at 5 PM	Leadership Workshop proposals due	Submit Here
March 15 at 5 PM	Trading Pin Designs due	Submit Here
March 15 at 5 PM	National Anthem auditions due	Submit here
March 19 at 9 AM	Registration Opens for Leadership Academies at SLC	RSVP at the link sent in the weekly emails
March 20 at 5 PM	Testing window closes for Objective and Production Tests	Blue Panda/Wufoo
March 20 at 5 PM	Materials due for prejudged events	Blue Panda
March 29 at 5 PM	Payment receipt due	Pay online via Blue Panda or by check
April 14 – 16	State Leadership Conference	Springfield
April 30 at 5 PM	Confirmation to compete at NLC	Details at SLC

SLC Survival Webinars

Join Missouri FBLA State Staff at an SLC Survival Webinar. There will be two virtual calls for you to attend and ask any specific questions about SLC. Calls will be recorded for future viewing. You are welcome to join one or both calls. You must RSVP below to receive the Zoom link.

Date	Time	Topic	RSVP
February 21	4:00 PM	SLC Survival Webinar #1	RSVP Here
March 13	4:30 PM	SLC Survival Webinar #2	RSVP Here

Dress Code

New for 2024, Sunday will allow a more casual dress code for attendees – business casual, jeans, and FBLA t-shirts will be accepted. Pajamas or lounge wear of that type will **not** be accepted. If you must question it, then it's not acceptable. **Competitors must still follow the dress code during competitive events.** On Monday, all attendees must wear business professional attire. Details about the National Dress Code can be found [here](#).

For the safety of everyone, all attendees must wear their nametag to every workshop, leadership workshops, general sessions, competition – anywhere that a conference activity is being conducted.

State Officer Candidates

The application for 2024-25 state and national officers is live for all divisions. Please [visit the website](#) to discover more information on how to apply for the specific division. All state/national officer applications for high school are due **February 16 at 5 PM.**

State Awards/Projects

The following awards/projects must be submitted by March 1 at 5 PM in order to be considered for recognition. View the [Chapter Planning & Success Guide](#) for details. Upload items [here](#).

State Awards

- ❖ Scholarships (4 available)
- ❖ Outstanding Service to Local Chapter
- ❖ Outstanding Local Chapter Adviser
- ❖ Retiring Adviser
- ❖ Administrator of the Year
- ❖ Businessperson of the Year
- ❖ Who's Who in FBLA

Service	Education	Progress
<ul style="list-style-type: none">❖ March of Dimes❖ Show Me Hunger: Unite the Fight❖ Scholarship Donation	<ul style="list-style-type: none">❖ Main Street Missouri❖ Business Achievement Awards (complete by April 1 to be recognized at SLC)	<ul style="list-style-type: none">❖ Governmental Awareness❖ Connecting Chapters

Chapter of the Year

The Chapter of the Year program rewards our local chapters who are involved in their communities, with Missouri and National FBLA, and work to improve their business skills. The deadline for submissions is **February 21 at 5 PM**. [Click here](#) to find out more details about the levels and prizes for Chapter of the Year.

Community Service Awards – *New!*

New for 2024, the Community Service Awards recognize the FBLA members who go above and beyond in their efforts in community service at the state level. This award is only recognized at the state level. The deadline for submissions is **March 1 at 5 PM**. [Click here](#) to find out more details about the levels and prizes for the Community Service Awards.

Recognition at SLC

Listed below are the tentative plans for recognition on screen or on stage at the Opening Session or the Awards of Excellence Ceremony. If anything changes, it will be shared with all attendees through the Guidebook app onsite.

Session	Activity	Recognition
Opening Session	BAA – Contributor and Leader	On Screen
Opening Session	BAA – Advocate and Capstone	On Stage
Opening Session	CSA – Community	On Screen
Opening Session	CSA – Service and Achievement	On Stage
Opening Session	Chapter of the Year – Bronze and Silver	On Screen
Opening Session	Chapter of the Year – Gold	On Stage
Opening Session	Gold Seal Award of Merit	On Screen
Opening Session	Show Me Hunger: Unite the Fight	On Screen
Opening Session	Scholarship Donation	On Screen
Opening Session	Main Street Missouri – Top Earner	On Stage
Opening Session	Main Street Missouri – All Participants	On Screen
Opening Session	Governmental Awareness	On Screen
Opening Session	Connecting Chapters	On Screen
Opening Session	Retiring Advisers	On Stage
Opening Session	Administrator of the Year	On Stage
Opening Session	Businessperson of the Year	On Stage
Awards of Excellence	Adviser of the Year	On Stage
Awards of Excellence	LifeSmarts – Top Winners	On Stage
Awards of Excellence	Virtual Business Challenge – Top Winners	On Stage
Awards of Excellence	Scholarship Recipients	On Stage
Awards of Excellence	Outstanding Service to Local Chapter	On Screen
Awards of Excellence	March of Dimes – Top Contributors	On Stage
Awards of Excellence	Who’s Who – Top 10	On Stage
Awards of Excellence	Competitive Event Winners – Top 10	On Stage

Engagement

Leadership Academies

Members will explore their leadership as they embark on a journey with our expert trainers. Members must first pre-register for the session that they want to attend. **Registration will open March 19 at 9 AM.** Stay tuned to the weekly emails for the most up to date information on the leadership academies including times that they will occur and descriptions of the educational content as we get closer to the SLC date.

Leadership Activities and Workshops

Again, this year there will be an abundance of leadership activities and workshops for members to attend. These will be led by leadership trainers, Junior Achievement, sponsors, exhibitors, and even fellow members! Workshops will typically be 45 – 50 minutes and do not require pre-registration in order to attend like the Leadership Academies listed above. Members, advisers, and District Officers interested in presenting must [submit their proposal](#) by **March 15 at 5 PM.**

Leadership Expo

Held on Monday, the Leadership Expo is one of the most exciting areas. Attendees will be able to engage with candidates campaigning for state or national office, connect with various colleges/universities/military branches to plan their future, and network with fellow members from across the state by playing a variety of games or karaoke!

Buzz Squad

Members have the opportunity to lead Missouri FBLA social media by joining the Buzz Squad. This team will create and manage content for Missouri FBLA's social media platforms. Applications can be [submitted here](#) and are due **March 15 at 5 PM.** If selected to serve, team members must be available to work onsite during SLC and be available to meet virtually prior to arriving onsite. Applicants will work during SLC and be away from their chapter and will collaborate with Missouri FBLA State Staff in virtual meetings prior to arriving onsite.

Adviser Hospitality

Throughout the conference, advisers are invited to enjoy the hospitality rooms that are only open to advisers. In this area, advisers will find a space to relax during the conference. Provided by our proud sponsors, you won't want to miss this time to recharge!

National Anthem

Members are invited to audition to perform the National Anthem at the Opening Session. Members must submit a video of them performing the [National Anthem here](#) by **March 15 at 5 PM**. After reviewing all submissions, one individual/group will be invited to perform live at Great Southern Bank Arena.

Tours of MSU – Glass Hall

Tours of the College of Business at Missouri State University are returning this year! On Monday, shuttles will pick attendees up at the Expo Hall and deliver them to Glass Hall. Attendees must be pre-registered to tour. The sign-up link will be shared in the weekly updates.

Trading Pin Design Contest

Continuing from last year, members and advisers have the opportunity to design the NLC trading pin! Designs must be [submitted here](#) by **March 15 at 5 PM**. The top 5 designs will be shared with attendees at all SLCs to vote on their favorite design. The design with the most votes will be what Missouri trades at NLC in Orlando.

Spirit Gavel

This is one of the most coveted and sparkly Missouri FBLA traditions! State staff will be observing chapters showcasing their Missouri FBLA spirit at SLC. Spirit includes attending various workshops, engaging with exhibitors, connecting with fellow members across the state, and providing a positive attitude in all events. Members can also share their spirit online by tagging the official Missouri FBLA accounts and using the official hashtag **#MOSLC24**

Housing Information

All chapters outside 60 miles from Springfield **must** book at an approved hotel listed below.

Hotel	Room Rate - does not include taxes	Breakfast
Angler's Lodge	\$129	Yes
Baymont on E. Battlefield	\$115	Yes
Courtyard by Marriott – W. Kearney	\$142	Yes
Doubletree	\$125	\$8 breakfast
Element by Westin	\$159	Yes
Fairfield Inn	\$125	Yes
Greenstay Htl & Suites – E. Battlefield	\$112	Yes
Greenstay – N. Ingram Mill Rd	\$112	Yes
Hilton Garden Inn	\$139	Yes
Holiday Inn & Suites – N. Glenstone	\$138	Yes
Holiday Inn Express & Suites – N. Kentwood	\$121	Yes
Holiday Inn Express – Medical District	\$140	Yes
Oasis Hotel	\$134	Yes
Residence Inn	\$139	Yes
Sleep Inn – Medical District	\$125	Yes
Springhill Suites	\$139	Yes
TownePlace Suites	\$169	Yes
Tru Hotel by Hilton	\$142	Yes
University Plaza Hotel	\$128	Yes

Room rates and breakfast offerings at the hotels are subject to change. Additional hotels are subject to being added. The most up to date and accurate information will be listed in the housing system at the time of booking.

Booking Housing

Chapters are **required** to use the online housing portal to book rooms. It is prohibited to book the room through any other method. The online housing portal link will become available to advisers on a tiered system. Housing priority is based off the status earned through the Chapter of the Year. All entries for Chapter of the Year are due February 21. See below the tiers and dates that housing will open. All reservations must be made by **March 13 at 5 PM**.

Level	Date	Time	Method of Communication
Gold Level COTY	March 4	9:00 AM	Emailed link
Silver Level COTY	March 5	9:00 AM	Emailed link
Bronze Level COTY	March 6	9:00 AM	Emailed link
Honor Roll COTY	March 7	9:00 AM	Emailed link
General Public Access	March 8	9:00 AM	Emailed link

Competitive Events

The [Missouri FBLA Competitive Events Guidelines](#) will outline all details regarding events. Please note, Missouri may have slightly different guidelines than the National Center. Review Missouri's Guidelines link above *first*.

Proctor Rules

Proctors are required for all testing events. For SLC, the local chapter adviser may *not* proctor the tests. A guidance counselor, librarian, or another teacher should proctor the tests.

Participant Code of Conduct

All members are to abide by the Participant Code of Conduct.

- I agree to follow the Participant Code of Conduct stating that I will not seek nor accept help beyond that allowed in the instructions (i.e. equipment problems).
- I will not use a textbook, reference materials, or other aids not specifically allowed in the Event Guidelines. The answers I provide will be my own and not another participant's.
- No test materials will be saved to any hard drive or network drive, or to any data disk remaining in my possession or that of any other person. I certify that I will take this test in an honest fashion.

Objective Testing

Just like at DLC, all objective tests will be taken via Blue Panda. All tests are taken individually by the student and must be completed within the **March 4 – 20 at 5 PM** time window. Upon the close of registration, both student information and the adviser's email that was presented at registration will be loaded into Blue Panda. Login information will then be generated to the adviser's email.

All events must be proctored by an outside supervisor. Instructions for objective tests can be [found here](#). The objective test proctor script can be [found here](#).

Testing for Team Events

All team tests are to be taken individually and NOT together. An average of their scores will be the final result. Team members do not have to take the test at the same time. They cannot converse on the test until all team members have submitted the test. It is strictly prohibited for team members to test together and may result in disqualification. Only the team members that test will move onto the performance round. Those who do not take the test at all will be disqualified.

Production Testing

For SLC, production tests have **both** the production and the objective components. **Both** components must be completed within the **March 4 – March 20 at 5 PM** time window. Instructions for production tests can be [found here](#).

How to Save Production Tests

Production tests will continue to be saved as print to PDF, which is different than saving to PDF. The most common print driver is Adobe. [Click here](#) for instructions to print to PDF.

In some instances, members may need to screenshot information, such as in Access, in order to submit the required file. A member may screenshot using their print screen button, screenshot button or a snipping tool, place the image into a Word document, and print to PDF. [Click here](#) for an overview of screenshots.

How to Upload Production Tests

Uploading a production test has a two-step process. First, members must save the production test following the instructions given during the test. Next, members must upload the PDF files to the Wufoo links found both below and on the FBLA SLC website. Confirmation of submission can be found at the link next to the upload.

Note, if trying to access the links prior to March 4, the user will see that the form is private. This will be made public once the testing window is open.

Upload test by Event	Confirm Submission by Event
Computer Applications	Computer Applications
Database Design & Applications	Database Design & Applications
Spreadsheet Applications	Spreadsheet Applications
Word Processing	Word Processing

Presentation Only Events

All performances will be conducted live and in person at SLC in front of judges. Further details about time, location, and safety protocols will be released closer to SLC. The Top 15 (or an equal number from the preliminary section) will be invited to perform live and in person in the final section.

Presentation with Role Play

All competitors advancing from DLC to SLC will take the test of their event within the **March 4 – March 20 at 5 PM** time window.

The Top 15 from the objective testing round will be invited to role play live and in person with judges. Further details about time, location, and safety protocols will be released closer to SLC. Case studies will be given to students during their prep time at SLC and given only the amount of time to prepare that is provided in the Competitive Event Guidelines.

Prejudged + Presentation Events

Competitors will submit their prejudged materials through Blue Panda. The format of the materials must follow the guidelines of the specific event. Submissions for prejudged materials must be uploaded by **March 20 at 5 PM**.

The Top 15 (or an equal number from the prejudged portion) will be invited to perform live and in person in front of judges. Further details about time, location, and safety protocols will be released closer to SLC.

How to Upload to Blue Panda

1. Login to Blue Panda
2. Click on the orange “Additional Items Due” button that is listed on the home page under the Current Events tab
3. Upload the items that are due

Events that accept PDF file	Events that accept URL*
American Enterprise Project	Digital Animation
Business Ethics	Digital Video Production
Business Plan	Graphic Design
Community Service Project	Website Design
Future Business Educator	
Future Business Leader	
Job Interview	
Local Chapter Annual Business Report	
Partnership with Business	

*Note when uploading URLs – If using software like Google Drive, Dropbox, etc. there should be **NO password protection on the links**. If judges cannot access the link, then it cannot be scored. **Members must check on personal devices** as school servers can block outside entities from seeing links. Dropbox is the number one software recommendation from the state. Missouri FBLA will **not** reach out to those with links that cannot be accessed.