

KENTUCKY FUTURE BUSINESS LEADERS OF AMERICA

Capital Plaza Tower, 21st Floor * 500 Mero Street * Frankfort, KY 40601 * (502) 564-3775

TO: FBLA CHAPTERS
FROM: Steve Small, FBLA State Adviser
DATE: April 10, 2009
SUBJECT: 2009 FBLA NATIONAL LEADERSHIP CONFERENCE
JUNE 25-28

The 2009 FBLA National Leadership Conference will be held June 25 to June 28 in **ANAHEIM, CA. THE KENTUCKY DELEGATION WILL LEAVE JUNE 24 AND RETURN JUNE 29.**

Our rooms will be at the Anaheim Marriott. Since we have a state room block arrangement, our reservations must be submitted as a total group.

The costs for the hotel are per person for 5 nights.

NASHVILLE

	<u>Single</u>	<u>Double</u>	<u>Triple</u>	<u>Quad</u>
HOTEL (WITH TAX) AND AIR TRANSPORTATION FROM NASHVILLE	\$890	\$445	\$317	\$238
	<u>\$430</u>	<u>\$430</u>	<u>\$430</u>	<u>\$430</u>
	\$1320	\$875	\$747	\$668

LOUISVILLE

	<u>Single</u>	<u>Double</u>	<u>Triple</u>	<u>Quad</u>
HOTEL (WITH TAX) AND AIR TRANSPORTATION FROM LOUISVILLE	\$890	\$445	\$317	\$238
	<u>\$475</u>	<u>\$475</u>	<u>\$475</u>	<u>\$475</u>
	\$1365	\$920	\$792	\$713

The written events for FBLA will be on the **computer at the NLC!**
The tentative schedule is posted on the national website under conferences: fbla-pbl.org.

Who May Attend the NLC?

1. Any FBLA chapter members, advisers, and their guests may attend the NLC. Priority for rooms will go to chapters with event competitors and state officers.
2. An adviser must accompany all members unless arrangements are made with an adviser from another chapter to assume responsibility for members. **Exceptions to this are event competitors and state officers.** The state staff will assign competitors and state officers to another adviser for chaperonage if it is agreeable with their parents and local school administration.
3. An average ratio of one adviser per eight to ten members is required for attendance.
4. A chapter must have participated in State and Regional Leadership Conferences in order to attend the NLC.

Expenses for Event Competitors and State Officers

Kentucky FBLA will pay \$300 for all first-place state winners in national events and for 2009-2010 state officers. If the first-place state winner does not attend, expenses will be paid for the second-place winner; however, this MAY OR MAY not extend past the second-place winner.

First-place state winners in the following events will receive expense money:

Accounting I and II	FBLA Principles and Procedures
Banking and Financial Systems	Global Business
Business Calculations	Impromptu Speaking
Business Communication	Internet Application Programming
Business Ethics	Introduction to Business
Business Law	Introduction to Business Com.
Business Math	Introduction to Tech. Concepts
Business Presentation	Help Desk
Business Procedures	Job Interview
Computer Applications	Sports Management
Computer Problem Solving	Management Decision Making
Client Service	Management Information Systems
Cyber Security	Mr./Ms. FBLA
Database Design & Application	Marketing
Desktop Application Programming	Network Design
Desktop Publishing	Networking Concepts
Digital Video Production	Parliamentary Procedure
E-Business	Personal Finance
Economics	Public Speaking I and II
Electronic Career Portfolio	Spreadsheet Applications

Emerging Business Issues	Technology Concepts
Entrepreneurship Team	Website Development
	Word Processing I and II

The following additional people will receive expense money:

- State Officers/Regional Presidents (13)
- Who's Who in Kentucky FBLA
- Outstanding Adviser
- Partnership with Business, Business Plan, Business Financial Plan, Community Service, and American Enterprise Project Winners.

To receive the \$300 allocation the approved competitors and officers must use the hotel accommodations and air transportation arranged by me. For team events each member of the team will receive \$300.

All report winners submitted to the national office in American Enterprise Project, Business Plan, Business Financial Plan, Community Service Project, and Partnership with Business project will present at the national leadership conference.

Chapters must furnish their own equipment for all events. A screen, table, and electrical power will be provided on site. A computer, projector, and Internet will be provided for E-Business, Internet Application Programming, and Website Development. Please check your individual events in the National Competitive Event Guide for more specifics. Rental computers and LCD projectors are available by checking the National website.

IN SUBMITTING FORM A--KENTUCKY FBLA HOUSING FORM, LIST ALL THE APPROVED COMPETITORS EXCEPT THE STATE OFFICERS ON THE HOUSING FORM THE STATE OFFICERS WILL BE ROOMING TOGETHER INSTEAD OF WITH THEIR CHAPTER. THE STATE STAFF WILL MAKE THEIR ROOM ASSIGNMENTS.

Second Place State Winners

National FBLA permits second-place state winners in the events listed below to compete at the NLC. These individuals are welcome to participate at the NLC, but expenses will only be paid for them if the first-place winner does not attend. Events are:

Accounting I and II	FBLA Principles and Procedures
Banking and Financial Systems	Global Business
Business Calculations	Impromptu Speaking
Business Communication	Internet Application Programming
Business Ethics	Introduction to Business
Business Law	Introduction to Business Com.
Business Math	Introduction to Tech. Concepts
Business Presentation	Help Desk
Business Procedures	Job Interview
Computer Applications	Sports Management
Computer Problem Solving	Management Decision Making

Client Service	Management Information Systems
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Cyber Security	Marketing
Database Design & Application	Network Design
Desktop Application Programming	Networking Concepts
Desktop Publishing	Parliamentary Procedure
Digital Video Production	Personal Finance
E-Business	Public Speaking I and II
Economics	Spreadsheet Applications
Electronic Career Portfolio	Technology Concepts
Emerging Business Issues	Word Processing I and II
Entrepreneurship Team	Website Development

Third Place State Winners

National FBLA permits third-place state winners in the events listed below to compete at the NLC. These individuals are welcome to participate at the NLC, but expenses will only be paid for them if the first-or second-place winner does not attend. Events are:

Accounting I	Economics
Banking and Financial Systems	FBLA Principles and Procedures
Business Calculations	Introduction to Business
Business Communication	Introduction to Business Comm.
Business Law	Introduction to Parliamentary Pro.
Business Math	Introduction to Technology Con.
Business Procedures	Marketing
Cyber Security	Networking Concepts
Sports Management	Technology Concepts

Competitive Events Registration

My office will complete and submit the Entry Forms for competitive Event Participants in all events. **Entry Form C is due in my office by TUESDAY, APRIL 28.**

We have returned all winning reports/projects with their rating sheets, so you can review and update them and make any needed changes before they are submitted for judging.

I must have the two (2) copies of each report and/or project by Tuesday, April 28.

- First and Second Place AMERICAN ENTERPRISE PROJECTS
- First and Second Place BUSINESS PLAN
- First and Second Place COMMUNITY SERVICE PROJECTS
- First and Second Place LOCAL CHAPTER ANNUAL BUSINESS REPORTS
- First and Second place PARTNERSHIP WITH BUSINESS PROJECTS
- First and Second place WEBSITE DEVELOPMENT
- First and Second place BUSINESS FINANCIAL PLAN

First and Second place DIGITAL VIDEO PRODUCTION
First and Second place ELECTRONIC CAREER PORTFOLIO
First and Second place E-BUSINESS

**NOTE FOR JOB INTERVIEW & FUTURE BUSINESS
LEADER**

**By Tuesday, April 28, I must
receive the following:**

Six (6) copies of the following in SIX standard-sized file folders:

**one-page letter of application

**brief resume not to exceed two pages

The folder containing these materials must be labeled with the name of the student, the student's state chapter, and the event in which the student is competing and must include participant's name on all pages submitted.

THE STEVE SMALL TRAVEL AGENCY IS HANDLING ALL THE PAPERWORK AND MONIES FOR THE TRIP. ALL FORMS ARE TO BE MAILED TO ME.

IT IS IMPORTANT FORMS A, B, C, D, AND E ARE RECEIVED IN MY OFFICE BY TUESDAY, APRIL 28. INCLUDE A NOTE AS TO WHEN YOU ARE MAILING THE CHECK.

YOU CAN ALSO GO TO OUR WEBSITE AND DOWNLOAD THE FORMS TO SEND AS ATTACHMENTS.

HOME SITE TESTS

Home Site Tests must be received by Steve Small by Tuesday, May 5.

REQUIRED FORMS FOR KENTUCKY FBLA

FORM A-KENTUCKY FBLA HOTEL FORM—Please complete Form A which must be received in my office by April 28. FULL PAYMENT FOR ALL LESS THE \$300 ALLOCATION FOR EVENT COMPLETITORS AND STATE OFFICERS MAY BE MAILED LATER. PLEASE INCLUDE A NOTE AS TO WHEN PAYMENT WILL BE MAILED. THE CHECK MUST BE PAYABLE TO KENTUCKY FBLA.

In the space for listing participants by room, indicate the type of accommodation desired--single, double, triple, or quad--and I will **ATTEMPT** to fill the room accordingly. However, if I am unable to fill the room as requested, your chapter will pay or be refunded the difference.

You may combine your chapter participants with persons from other chapters in filling your rooms. If you do, it is important **only one** of the schools lists the names of all individuals in the room and their schools. One chapter should assume the responsibility of listing the students on its housing list. It is your responsibility to find students or advisers from other schools.

DO NOT make hotel reservations directly with the hotel! The rooms are reserved as a state block, and all hotel accommodations must be booked through me.

FORM B-AIR AND T-SHIRT FORM is for all participants who will be traveling, using FBLA's provided air transportation. Each participant will receive a short sleeve, FBLA polo shirt. You must complete **Form B** for each guest, member, or adviser who will be traveling with Kentucky FBLA. This form must be received in my office by **Tuesday, April 28**.

FORM C--LIST OF CONFERENCE PARTICIPANTS is for all participants **FROM YOUR CHAPTER** who plan to attend the NLC. List **EVERY INDIVIDUAL** from your chapter--member, adviser, guest--who plans to attend. **DO NOT COMBINE CHAPTERS ON THIS FORM!** Be sure to include if they are a delegate, first-, second-, or third-place competitor and the event, adviser, guest, etc. Form B is an important form and must be sent for all chapters attending the NLC. **FORM** must be received in my office by **April 28**.

FORM D--CHAPTER/ADVISER/STUDENT INFORMATION FORM.

This important information must be received in my office by **April 28**. You may mail it but I need to receive it in my office by **April 28**.

FORM E-FINANCIAL INFORMATION

This important information must be received in my office by **April 28**.

REMEMBER, YOU CAN GO TO OUR WEBSITE AND DOWNLOAD THE FORMS TO SEND AS ATTACHMENTS.

NLC Conference Registration

Every local chapter is entitled to LOCAL VOTING DELEGATES for voting at the Southern Region Meeting for National Vice President. Please make sure you mark the column relating to the voting delegates who will be attending the NLC. Your number of voting delegates is based on your chapter membership.

REMEMBER—GO ONLINE AT WWW.FBLA-PBL.ORG TO DO YOUR CONFERENCE REGISTRATION!

NLC GUIDE

The NLC Guide is on the national FBLA website. You must go online to submit the Conference Registration Form and for other important information concerning the NLC. Please read the NLC Guide carefully if anyone from your chapter is planning to attend. **THE \$95 PER PERSON MUST BE RECEIVED BY May 15. From May 16 - June 8, Registration is \$105. You must be registered by June 8 to compete.**

POLO SHIRTS

The FBLA Board of Directors has decided to continue the practice that each guest, member, or adviser, who will be traveling, using FBLA's provided transportation, will receive a short sleeve, FBLA polo shirt. You must complete Form B for each guest, member, or adviser who will be traveling with Kentucky FBLA.

ADDITIONAL INFORMATION

This NLC information packet is given ONLY to the chapters who attended the NLC meeting April 15-16 at the SLC. If you are aware of others interested in attending the NLC, please have them contact me at (502) 564-3775 or 502-320-1804.

IT IS IMPORTANT YOU READ ALL THIS INFORMATION CAREFULLY...AND THEN READ IT AGAIN! YOU SHOULD DOUBLE CHECK ALL THE INFORMATION AND THE CHECKS YOU SUBMIT. TO INSURE EFFICIENT REGISTRATION ALL THE INFORMATION MUST BE ACCURATE.

FORMS A, B, C, D, AND E MUST RECEIVED IN MY OFFICE BY APRIL 28!

CALL ME AND LET ME KNOW IF YOU ARE HAVING PROBLEMS, PLUS INCLUDE A NOTE AS TO WHEN YOUR CHECK WILL BE SENT.

REMEMBER, YOU CAN GO TO OUR WEBSITE AND DOWNLOAD THE FORMS TO SEND AS ATTACHMENTS.

To summarize:

BY APRIL 28 THE FOLLOWING MUST BE RECEIVED IN MY OFFICE:

FORM A is the housing form.

FORM B is the AIR AND T-SHIRT FORM

Form C is a list of everyone FROM YOUR CHAPTER ONLY who plans to attend the NLC. It must include the name and specific role for every individual from your chapter who is attending, including members, advisers, guests, event competitors, and state officers. Do not combine chapters on this form.

Form D is the information which must be filled out by each chapter that has a student, adviser, or guest who will be attending.

Form E is the financial information.

CONFERENCE REGISTRATION FORM (NLC GUIDE) must be submitted online by every chapter that attends the NLC; chapters may not be combined. Conference registration fee of \$95 (if received by May 15), **including** competitors and state officers, must accompany the Conference Registration Form.

Competitive Events Entry Forms (individual, team, and chapter) will be sent directly from my office.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME AT WORK AT 502-564-3775 OR MY CELL AT 502-320-1804.

You may contact me on my cell phone Thursday through Sunday. The number is 502-320-1804.

FOR THOSE ADVISERS WHO WILL BE SENDING FBLA MEMBERS TO THE NLC BUT WILL NOT BE ATTENDING THEMSELVES, YOU MUST FILL OUT THE ATTACHED ADVISER/CHAPERONE CONSENT AGREEMENT. YOU CAN DOWNLOAD THIS FORM FROM OUR KY FBLA WEBSITE AT kyfbla.org.