**CHECK SHEET FOR**

**STATE LEADERSHIP CONFERENCE MATERIALS**

**MAIL THIS FORM WITH SLC PAYMENT TO THE ALABAMA FBLA OFFICE**

**BY MARCH 11, 2022**

**Alabama FBLA**

**Attn: Lisa Weeks**

**P.O. Box 302101**

**Suite 3152**

**Montgomery, AL 36130**

[**District**](https://alsde-my.sharepoint.com/personal/lweeks_alsde_edu/Documents/FBLA/FBLA%20State%20Conference%202018-2019/Online%20Registration%20Documents/Alabama%20FBLA%20District%20Map.pdf)

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| --- | --- | --- | --- |
| Adviser’s Name: | | Home Phone: | |
| School Name: | | School Phone: | |
| School Address: | | School FAX: | |
| City:       ZIP: | | Adviser’s Email: | |
| **Attach items in order as listed here.** | **Adviser**  **Check (X) If Enclosed** | | **State Office**  **Check (X) If Received** |
| 1. Invoice ($55.00 per person) ($75 if registered after February 25, 2022) |  | |  |
| 1. Check for Registration ($50.00 per person) 2. Check for March of Dimes donation ($5.00 per person – can be combined with registration check) 3. Check for Foundation Donation ($100.00) – Please send a separate check made payable to Alabama FBLA Foundation |  | |  |
| 1. Chapter of Distinction   **Complete online WuFoo Form at**  <https://alabamafblapbl.wufoo.com/forms/z1q0vlci0kjl1n1/> |  | |  |
| 1. Annual Activities Checklist 2021-2022   **Complete online WuFoo Form at**  <https://alabamafblapbl.wufoo.com/forms/z1tiqy5x1c5cqzd/> |  | |  |
| 1. 3-D Animation   Upload URL to the registration site no later than the registration materials deadline.  Complete Statement of Assurance at:  <https://alabamafblapbl.wufoo.com/forms/zqghyv418vx2co/> |  | |  |
| 1. American Enterprise Project   A PDF of the report must be uploaded to the registration site no later than the registration materials deadline. Documents will be uploaded by the adviser on the registration site. |  | |  |
| 1. Business Ethics   Case study summary must be uploaded to the registration site no later than the registration materials deadline. Documents will be uploaded by the adviser on the registration site. |  | |  |
| 1. Business Financial Plan   A copy of the PDF report must be uploaded no later than the registration materials deadline. Documents will be uploaded by the adviser on the registration site. |  | |  |
| 1. Business Plan   A copy of the PDF report must be uploaded no later than the registration materials deadline. Documents will be uploaded by the adviser on the registration site. |  | |  |
| 1. Community Service Project Report   A copy of the PDF report must be uploaded no later than the registration materials deadline. Documents will be uploaded by the adviser on the registration site. |  | |  |
| 1. Digital Video Production   Upload URL on the registration by the registration materials deadline.  Complete Statement of Assurance at:  <https://alabamafblapbl.wufoo.com/forms/zqghyv418vx2co/> |  | |  |
| 1. Alabama FBLA Adviser Hall of Fame Application 2021-2022   Upload application to: <https://www.dropbox.com/request/lSPO8qIGB3WJr02X1EJ2> |  | |  |
| 1. Future Business Leader Letters & Resume    1. A copy of the one-page cover letter and resume must be uploaded no later than the registration materials deadline. Documents will be uploaded by the adviser on the registration site. |  | |  |
| 1. Gold Seal Entry   Complete online entry form at:  <https://alabamafblapbl.wufoo.com/forms/z121o4d61e011zw/> |  | |  |
| 1. Job Interview   A copy of the one-page cover letter and resume must be uploaded no later than the registration materials deadline. Documents will be uploaded by the adviser on the registration site. |  | |  |
| 1. Local Annual Business Report   A copy of the PDF report must be uploaded no later than the registration materials deadline. Documents will be uploaded by the adviser on the registration site by the registration deadline. |  | |  |
| 1. Partnership with Business Project   A PDF of the report must be uploaded no later than the registration materials deadline. Documents will be uploaded by the adviser on the registration site. |  | |  |
| 1. Participants with Special Needs Form   Upload form to DropBox  <https://www.dropbox.com/request/DS1zLI9jnOJy4YX83ysn> |  | |  |
| 1. Blue Print for Success Report |  | |  |
| 1. Who’s Who Entry and Resume/Recommendation Letters   A PDF copy of the **documents** must be uploaded no later than the registration materials deadline. Format and link to upload file:   * 1. Name the file:  **Event Name-School Name-Participant(s) Last Name(s)**  1. Submit **High School Events** to: <https://www.dropbox.com/request/MRmhQ282PKYLe9NKHlbK> |  | |  |
| 1. ML – Young Leader Award   **Upload documentation to DropBox**  <https://www.dropbox.com/request/bPT86KiNWOcMnCAPHUnT> |  | |  |

I understand it is my responsibility to inform all attendees from my chapter of the code of conduct and dress code and will ensure that all conference attendees (advisers, members, guests, and chaperones) adhere to the code of conduct and dress code throughout the conference.

**The dress code is intended for ALL conference attendees, including advisers, members, guests, and chaperones**.

Adviser’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WHO’S WHO IN FBLA - *STATE AND NATIONAL RECOGNITION – 12TH GRADE***

*This award honors FBLA members who have made outstanding contributions to the association at the local, state, and national levels.*

**Eligibility**

There is no limit to the number of entries a chapter may submit in this event. Membership in an active chapter must be on record in the national center as having paid dues by February 15 of the current school year. Only members enrolled in grade 12 of the current school year are eligible. **Nominees must attend the state conference.**

**STUDENTS MAY PARTICIPATE IN A COMPETITIVE EVENT IN ADDITION TO WHO’S WHO.**

**Submit the following:**

1. Resume reflecting participation in FBLA activities
2. One (1) letter of recommendation from local chapter adviser
3. One (1) letter of recommendation from local school administrator
4. One (1) letter of recommendation from community leader or employer
5. Photograph in professional attire
6. **Documentation of completion of the “Future” or “Contributor“ level of the Business Achievement Awards**
7. A PDF copy of the file must be uploaded to DropBox no later than the registration materials deadline, **March 1, 2022**. Format and link to upload file:
8. **Name the PDF document**:  Event - Last Name - First Name – School
9. **Documents must be scanned to a single PDF file and uploaded to** <https://www.dropbox.com/request/MRmhQ282PKYLe9NKHlbK>

**Criteria for selection of nominees must include:**

1. Resume including:
   * Name, Contact Information,
   * School Name
   * Years of participation in FBLA activities
   * Extent of participation in conferences sponsored by the state chapter and national association
   * Offices, chairpersons, and committee memberships held
   * Contributions to local, state, and national projects
   * Participation in other activities
2. Recommendations supportive of the member’s involvement in FBLA
3. **Complete the “Future” or “Contributor” level of the Business Achievement Awards**.

**State Awards**

One entry will be recognized from each district and one overall entry will be recognized as Alabama's Who's Who.

**National Awards**

Alabama’s Who’s Who will be eligible to attend and be recognized as recipient of the national Who’s Who in FBLA award at the NLC.

**State Awards**

One entry will be recognized from each district and one overall entry will be recognized as Alabama's Who's Who.

**National Awards**

Alabama’s Who’s Who will be eligible to attend and be recognized as recipient of the national Who’s Who in FBLA award at the NLC.

**YOUNG LEADER AWARD – MIDDLE LEVEL - *STATE AND NATIONAL RECOGNITION***

*The Young Leader Award recognizes members with extraordinary commitment to leadership and community service. Members must have achieved at least the LEAD Explore level to be eligible for this award. Each state may nominate one member as entry to represent them at the NLC for this award.*

**Eligibility**

There is no limit to the number of entries a chapter may submit in this event. Membership in an active chapter must be on record in the national center as having paid dues by February 15 of the current school year. Only members enrolled in the Middle Level of the current school year are eligible. **Nominees must attend the state conference.**

**STUDENTS MAY PARTICIPATE IN A COMPETITIVE EVENT IN ADDITION TO YOUNG LEADER AWARD.**

**Submit the following: (all documents must be scanned into a single PDF file and uploaded)**

1. Resume reflecting participation in FBLA activities
2. One (1) letter of recommendation from local chapter adviser
3. One (1) letter of recommendation from local school administrator
4. Photograph (preferably a headshot in professional attire)
5. **Documentation of completion of the “Explore” level of the LEAD program.**
6. A PDF copy of the file must be uploaded to DropBox no later than the registration materials deadline. Format and link to upload file:
7. **Name the PDF document**:  Event - Last Name - First Name – School
8. **Documents must be scanned to a single PDF file and uploaded to** <https://www.dropbox.com/request/bPT86KiNWOcMnCAPHUnT>

**Criteria for selection of nominees must include:**

1. Years of participation in FBLA activities
2. Extent of participation in conferences sponsored by the state chapter and national association
3. Offices, chairpersons, and committee memberships held
4. Contributions to local, state, and national projects
5. Participation in other activities
6. Recommendations supportive of the member’s involvement in FBLA
7. **Complete the “Explore” level of the LEAD program**.

**State Awards**

One entry will be recognized from each district and one overall entry will be recognized as Alabama's Young Leader.

**National Awards**

Alabama’s Young Leader will be eligible to attend and represent Alabama FBLA at the NLC for this award.

**DUE: MARCH 1, 2022**

