



# CHAPTER SEVEN

## Conferences Forms

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The forms you will need to register your chapter for the District Fall Leadership Conference and District Spring Leadership Conference are contained in this chapter. These forms include:

### **Fall Conference**

Agreement Form  
Conduct Rules and Dress Code  
Officer Application  
Permission Slip  
Registration Form

### **Spring Conference**

AAA Eligibility Certificate  
Agreement form (use same form as for Fall Conference–page 7.2)  
Conduct Rules and Dress Code (use same form as for Fall Conference–page 7.3)  
Competitive Event Entry Form  
Competitive Event Entry Form–Sixth Grade Contestants (for use in District IV only)  
Computer Slide Show Entry Form  
Largest Chapter Membership–Market Share  
Permission Slip (use same form as for Fall Conference–page 7.5)  
Registration Form (use same form as for Fall Conference–page 7.6)  
Special Needs Form  
Web Page Creation Entry Form

**DO NOT USE THE ORIGINAL FORMS IN THIS HANDBOOK–MAKE A COPY TO USE!**

## AGREEMENT FORM

“I have read the conditions of attendance or participation at the FBLA-Middle Level/Junior High District 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. I further agree to attend all meetings of the conference.”

**Delegates Signatures:**

1.	15.
2.	16.
3.	17.
4.	18.
5.	19.
6.	20.
7.	21.
8.	22.
9.	23.
10.	24.
11.	25.
12.	26.
13.	27.
14.	28.

**\*Attach additional sheets if necessary**

**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

<b>NOTE: Serious infraction of conduct rules could result in parents and/or school official being notified.</b>
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## **CONDUCT RULES AND DRESS CODE**

### **FBLA-Middle Level/Junior High Activities**

1. Local chapter advisers will be responsible for the conduct of their students attending all activities.
2. Advisers are to be available to handle disturbances and accept responsibility for checking student activities.
3. Advisers should explain student regulations and the reasons for these regulations to all members attending the activity. Members must understand that infractions of the rules of conduct could result in forfeiture of all individual rights and privileges.
4. Dress Code:  
Young Men—dress slacks (no denim of any color), dress shirt, tie and dress shoes (athletic or tennis shoes are not appropriate).  
Young women—business suit, appropriate dress, or professional pants suit. Outfits of denim are not allowed. Shoes for women must be dress shoes with appropriate hoisery—no slides or mules.
5. No member shall leave the meeting location unless permission has been received from the adviser. Members must keep their advisers informed of their whereabouts and activities at all times.
6. No member shall register or attend the conference without having a local adviser registered and present.
7. There shall be no defacing of public property—any damages to property or furnishings at the location must be paid for by the individual responsible, the local chapter, or the school. Do not remove any property from the premises.
8. No alcoholic beverages or narcotics in any form shall be possessed by members at any time, under any circumstances. Members are prohibited from smoking at conferences.
9. Members shall attend all general sessions and activities.

**FBLA- Middle Level/Junior High  
Application for District Office**

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City ZIP

Home Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

School \_\_\_\_\_

Adviser(s) \_\_\_\_\_

Adviser's E-mail \_\_\_\_\_

School Phone: \_\_\_\_\_ Home Phone \_\_\_\_\_

DISTRICT OFFICE SOUGHT \_\_\_\_\_

**SCHOOL ACTIVITIES:**

Name of Organization	Office Held
_____	_____
_____	_____
_____	_____

**COMMUNITY INVOLVEMENT:**

Name of Organization	Office Held
_____	_____
_____	_____

I am willing to spend the necessary time in planning and conducting district meetings and activities and in completing the duties of a district office.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Adviser

\_\_\_\_\_ has our complete approval and our encouragement in running for district FBLA office and we realize the additional time and work required of a district officer.

\_\_\_\_\_  
Signature of Administration

\_\_\_\_\_  
Signature of Parent/Guardian

**FBLA-Middle Level/Junior High Division  
Permission Slip**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

This is to state that my son/daughter named above has my permission to attend the FBLA-Middle Level/Junior High district conference, relieving the individual advisers, school, and Department of Workforce Education of any responsibility which does not come under the term "reasonable," and further agree that the authority to control and enforce the listed rules and regulations which have been deemed advisable and reasonable for all students attending this activity is given to the adviser.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Business Phone

## FBLA-MIDDLE LEVEL/JUNIOR HIGH DISTRICT LEADERSHIP CONFERENCE CONFERENCE REGISTRATION

School \_\_\_\_\_

School Address \_\_\_\_\_

Adviser(s) \_\_\_\_\_

School Phone \_\_\_\_\_ Adviser's E-Mail \_\_\_\_\_

Number of Guest Attending (No Charge) \_\_\_\_\_

Number of Advisers Attending (No Charge) \_\_\_\_\_

Number of Members Attending \_\_\_\_\_

Total members \_\_\_\_\_ X \$ \_\_\_\_\_ = \_\_\_\_\_

Name of Conference Attendees:

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

Names of Advisers/Guests/Chaperones attending conference:

1.	3.
2.	4.

**\*You must have one (1) chaperone for every 15 students.**

**NOTE:** If you have more than 20 students attending the conference, please attach a list to this registration form.

**ARKANSAS ACTIVITIES ASSOCIATION**

3920 Richards Road  
North Little Rock, AR 72117  
Office: (501) 955-2500 Fax: (501) 955-2600

**Certificate of Eligibility for Non-Athletics**

We certify that we are familiar with the rules governing the eligibility of students under the Constitution and Bylaws of this Association, that we have personally checked this list, and that the persons or organization named have complied in all respects with the requirements for eligibility under the rules and are entitled to represent this school in the activities during the \_\_\_\_\_ semester of \_\_\_\_\_  
1<sup>st</sup> or 2<sup>nd</sup> Year.

Respectfully,

\_\_\_\_\_  
School Address

\_\_\_\_\_  
Sponsor or Director

\_\_\_\_\_  
Superintendent or Principal

**Please attach this form to each list of names or application and forward to Contest, Festival or Region Chairman.**

**DO NOT SEND TO ARKANSAS ACTIVITIES ASSOCIATION**

**NOTE: This form must be attached to your competitive event entry form!**

**FBLA-Middle Level/junior High Spring Leadership Conference  
OFFICIAL COMPETITIVE EVENT ENTRY FORM**

School \_\_\_\_\_

Adviser(s) \_\_\_\_\_

School Phone \_\_\_\_\_ Adviser's E-Mail \_\_\_\_\_

Please check the events and/or activities your chapter will enter at the District Leadership Conference. Please PRINT or TYPE the contestant's name exactly as it is to be spelled on certificates.

**CHAPTER ACTIVITIES**

- March of Dimes-Indicate if your chapter participated in a project this year.
- Arkansas Children's Hospital-Indicate if your chapter participated in a project this year.

**CHAPTER EVENTS**

- Outstanding Chapter Award of Merit
- Largest Chapter Membership
- Largest Chapter Membership-Market Share
- American Enterprise Project
- Community Service Project
- Local Chapter Activities Report

**RECOGNITION EVENTS**

- Outstanding Middle Level Adviser
- Outstanding Middle Level Member
- Outstanding Middle Level Supporter

**INDIVIDUAL AND TEAM EVENTS**

**\*\*\*NOTE: Space has been allowed for two contestants in most of the individual events. Some districts are allowed only one contestant because of the size of the district. Refer to the packet you will receive from your district coordinator to determine the number per event your chapter is allowed. ONE CONTESTANT AND/OR TEAM PER CHAPTER IN THE EVENTS THAT ARE ALSO NATIONAL AND STATE EVENTS.**

**NAMES**

- Business Graphics  
(May be an individual or team of two) \_\_\_\_\_  
\_\_\_\_\_
- Business Letters \_\_\_\_\_  
\_\_\_\_\_
- Business Math \_\_\_\_\_  
\_\_\_\_\_
- Career Exploration \_\_\_\_\_  
\_\_\_\_\_

- ( ) Computer Concepts \_\_\_\_\_  
\_\_\_\_\_
- ( ) Computer Slide Show \_\_\_\_\_  
(May be an individual \_\_\_\_\_  
or team of 2 or 3 members) \_\_\_\_\_  
\_\_\_\_\_
- ( ) Creed \_\_\_\_\_  
\_\_\_\_\_
- ( ) Desktop Publishing Applications \_\_\_\_\_  
(May be an individual or \_\_\_\_\_  
team of 2 or 3 members) \_\_\_\_\_  
\_\_\_\_\_
- ( ) FBLA Principles & Procedures \_\_\_\_\_  
\_\_\_\_\_
- ( ) Introduction to Business \_\_\_\_\_  
Communication \_\_\_\_\_  
\_\_\_\_\_
- ( ) Introduction to Parliamentary \_\_\_\_\_  
Procedure \_\_\_\_\_  
\_\_\_\_\_
- ( ) Job Interview \_\_\_\_\_
- ( ) Keyboarding Applications I \_\_\_\_\_
- ( ) Keyboarding Applications II \_\_\_\_\_
- ( ) Manuscripts \_\_\_\_\_
- ( ) Mr. Junior High FBL \_\_\_\_\_
- ( ) Ms. Junior High FBL \_\_\_\_\_
- ( ) One-Minute Timings \_\_\_\_\_
- ( ) Proofreading \_\_\_\_\_  
\_\_\_\_\_
- ( ) Proofreading and Editing \_\_\_\_\_
- ( ) Public Speaking \_\_\_\_\_

- ( ) Spelling \_\_\_\_\_
- ( ) Spreadsheet \_\_\_\_\_
- ( ) Tabulations \_\_\_\_\_
- ( ) Three-Minute Timings \_\_\_\_\_
- ( ) Web page Creation \_\_\_\_\_  
(May be an individual  
or team of 2 or 3 members) \_\_\_\_\_  
\_\_\_\_\_

**Sixth Grade Spring Leadership Conference (District IV Only)**  
**OFFICIAL COMPETITIVE EVENT ENTRY FORM**

School \_\_\_\_\_

Adviser(s) \_\_\_\_\_

School Phone \_\_\_\_\_ Adviser's E-Mail \_\_\_\_\_

Please check the events and/or activities your chapter will enter at the District Leadership Conference. Please PRINT or TYPE the contestant's name exactly as it is to be spelled on certificates.

**CHAPTER ACTIVITIES**

- March of Dimes—Indicate if your chapter participated in a project this year.
- Arkansas Children's Hospital—Indicate if your chapter participated in a project this year.

**CHAPTER EVENTS**

- Outstanding Chapter Award of Merit
- Largest Chapter Membership
- Largest Chapter Membership—Market Share
- American Enterprise Project
- Community Service Project
- Local Chapter Activities Report

**INDIVIDUAL AND TEAM EVENTS**

**\*\*\*NOTE: Space has been allowed for two contestants in most of the individual events. Some districts are allowed only one contestant because of the size of the district. Refer to the packet you will receive from your district coordinator to determine the number per event your chapter is allowed.**

**NAMES**

- Business Graphics  
(May be an individual or team or two) \_\_\_\_\_  
\_\_\_\_\_
- Business Letters \_\_\_\_\_  
\_\_\_\_\_
- Business Math \_\_\_\_\_  
\_\_\_\_\_
- Computer Concepts \_\_\_\_\_  
\_\_\_\_\_
- Creed \_\_\_\_\_  
\_\_\_\_\_
- FBLA Principles & Procedures \_\_\_\_\_  
\_\_\_\_\_

- ( ) Introduction to Business Communications \_\_\_\_\_  
\_\_\_\_\_
- ( ) Introduction to Parliamentary Procedure \_\_\_\_\_  
\_\_\_\_\_
- ( ) Manuscripts \_\_\_\_\_
- ( ) One-Minute Timings \_\_\_\_\_
- ( ) Proofreading \_\_\_\_\_  
\_\_\_\_\_
- ( ) Spelling \_\_\_\_\_
- ( ) Tabulations \_\_\_\_\_
- ( ) Three-Minute Timings \_\_\_\_\_

**COMPUTER SLIDE SHOW  
Entry Form**

Chapter: \_\_\_\_\_ FBLA District \_\_\_\_\_

Contestant's Name: \_\_\_\_\_

Contestant's Name: \_\_\_\_\_

Contestant's Name: \_\_\_\_\_

Adviser's Name: \_\_\_\_\_

School Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Adviser's E-Mail: \_\_\_\_\_

Software used for the Slide Show: \_\_\_\_\_

Include instructions for playing the slide show on the CD or disk label.

We, the undersigned, attest that the design, creation, and implementation of this slide show is the original work of student members. We agree that this presentation may be used in any way by the state and/or national FBLA-PBL, for the purposes of promoting the association.

**Contestant's Signature:** \_\_\_\_\_

**Contestant's Signature:** \_\_\_\_\_

**Contestant's Signature:** \_\_\_\_\_

**Adviser's Signature:** \_\_\_\_\_

# OFFICIAL ENTRY FORM

## LARGEST CHAPTER MEMBERSHIP–MARKET SHARE

SCHOOL \_\_\_\_\_

Number of FBLA members who have paid local, state and national dues by February 15. \_\_\_\_\_

### LIST GRADE LEVELS DURING WHICH STUDENTS MAY BELONG TO FBLA

Grade Level	Student Body Enrollment*	Number of FBLA Members	
6 <sup>th</sup> Grade			
7 <sup>th</sup> Grade			
8 <sup>th</sup> Grade			
9 <sup>th</sup> Grade			
<b>TOTALS</b>			
<b>PERCENTAGE OF FBLA MEMBERS OF THE ELIGIBLE STUDENT BODY</b>			_____ %

\***Total** student body enrollment for each grade level must be used.

**I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT:**

\_\_\_\_\_  
**Chapter Adviser**

**FBLA-MIDDLE LEVEL/JUNIOR HIGH DISTRICT CONFERENCE  
SPECIAL NEEDS FORM**

If you have a student that requires special needs at the FBLA District Spring Leadership Conference, please state the need(s) below and return this form to the district coordinator.

School\_\_\_\_\_

Adviser\_\_\_\_\_

Phone\_\_\_\_\_ Adviser's E-Mail\_\_\_\_\_

Name of Student\_\_\_\_\_

Event Entered\_\_\_\_\_

Special needs required\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WEB PAGE CREATION  
Entry Form**

Chapter: \_\_\_\_\_ FBLA District \_\_\_\_\_

Contestant's Name: \_\_\_\_\_

Contestant's Name: \_\_\_\_\_

Contestant's Name: \_\_\_\_\_

Adviser's Name: \_\_\_\_\_

School Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Adviser's E-Mail: \_\_\_\_\_

Software used for the Web Page: \_\_\_\_\_

Include instructions for playing the slide show on the CD label. **(Entries must be submitted on a CD only.)**

We, the undersigned, attest that the design, creation, and implementation of this Web page is the original work of student members. We agree that this presentation may be used in any way by the state and/or national FBLA-PBL, for the purposes of promoting the association.

**Contestant's Signature:** \_\_\_\_\_

**Contestant's Signature:** \_\_\_\_\_

**Contestant's Signature:** \_\_\_\_\_

**Adviser's Signature:** \_\_\_\_\_