

## GENERAL INSTRUCTIONS 2019 FBLA STATE LEADERSHIP CONFERENCE

**DO NOT CLICK ON A STUDENT REGISTRATION UNLESS YOU ARE 100 PERCENT SURE THEY ARE COMING; YOU MAY UPDATE/ADD TO YOUR SCHOOL'S REGISTRATION AS MANY TIMES AS NEEDED AFTER THE INITIAL REGISTRATION. WE CANNOT REMOVE STUDENTS FROM THE REGISTRATION ONCE YOU SELECT THEM.**

**NEW FRIDAY COMPETITIVE EVENT START TIME IS 12:45 P.M.**

**New Start Time Friday.** Many of the events ran into the evening schedule at last year's conference necessitating an earlier start time on Friday. Events will begin at 12:45 p.m. Schedules will be shared prior to the conference. Hotel rooms are most likely not going to be available, so your students should plan accordingly. Registration will open earlier as well.

**Registration Procedures.** Procedures for State Leadership Conference (SLC) Registration are located in this Web page posting. Please read the instructions carefully. Online registration will be available on the Virginia FBLA Web page, [www.vafbla-pbl.org](http://www.vafbla-pbl.org) on approximately March 8 (we have to ensure that the national office has posted all payments before downloading the membership list). **Do not register your students for the SLC until after your Regional Leadership Conference.**

**Registration Fee.** The 2019 (SLC) registration fee is \$85 per person. This fee partially absorbs conference expenses for printing, contracted services, presenters, awards program, staging, meeting space, equipment rental, and overflow transportation. **ALL PERSONS ATTENDING—ADVISERS, PARENTS, AND STUDENTS—MUST PAY THE \$85 REGISTRATION FEE.** (EXCEPTION: Current state officers DO NOT pay the registration fee; state officer advisers DO pay the registration fee.) Incoming regional presidents that have not yet been installed at the SLC must pay registration. Registration deadline is March 14, 2019.

Checks should be made payable to **VIRGINIA FBLA**, postmarked by **March 14**, and sent with a copy of your registration confirmation form to:

**Sandy Mills, Virginia FBLA-PBL Specialist  
115 Marshall Lane  
Winchester, VA 22602**

**Initial** Registration checks postmarked **after March 21, 2019**, should include a \$25 late fee. If the \$25 late fee is not included, it will be assessed after the SLC. (*You have a grace period between March 14 and March 21 in which to process your checks.*) Checks for add-ons do not require the \$25 late fee as long as the *initial* payment was postmarked by March 21, 2019.

**Refund Policy.** A partial refund of \$20 will be made if you notify the FBLA State Office in writing, postmarked by March 21, 2019, that you are cancelling a registration. Refund requests not in writing and postmarked after March 21, 2019, cannot be honored. Requests may be sent via U. S. Postal Service or e-mailed to [smills@vafbla-pbl.org](mailto:smills@vafbla-pbl.org).

Cut off for regional substitutions is March 27, 2019.

**Competitive Event Assessment Fee.** As communicated, each chapter will be assessed a \$25 Competitive Event Assessment Fee. This fee will be waived if *one* adviser from the chapter signs up to assist in an administrative role at the conference. For the fee to be waived, an adviser name and email address must be provided in the registration platform. The adviser will be sent the link to choose their assignment. At the conference, advisers will sign in at their designated area. If an adviser misses their assignment, the chapter will be assessed the \$25 fee after the SLC. We do not want chapters to have to pay the assessment fee, but as we add more competitive event opportunities, the need for coordinators has surpassed our extensive volunteer base. To get more volunteers takes rooms away from the conference hotel and gets to be quite expensive, so we are asking that each chapter either volunteer for a duty or pay the fee to offset the expense of someone else doing that job.

**Bylaw Amendment.** The Virginia FBLA Executive Board passed a motion to modify the Virginia FBLA Bylaws. The motion pertains to Article VIII, Section E. and would remove the state officer position of Corresponding Secretary. The board believed that that position was no longer relevant in today's electronic environment. This bylaw amendment will be voted upon by the SLC voting delegates at the Second General Session on Saturday morning.