

2022 BAY SECTION LEADERSHIP CONFERENCE



**LYNBROOK HIGH SCHOOL
1280 JOHNSON AVENUE, SAN JOSE, CA 95129
SATURDAY, FEBRUARY 5, 2022**

TABLE OF CONTENTS

Welcome.....	3
Conference Information (Revised 12-5-21).....	4-5
Registration Materials.....	6
Performance Event Information.....	7
Objective Testing Information.....	8
2022-23 Bay Section Officer Team Information.....	9
Tentative Schedule of Events.....	10
Conference Dress Code.....	11
SLC Qualifiers from BSLC.....	12
Online Registration Info.....	13
Important COVID-19 Protocols.....	17
Important Dates.....	18

GENERAL CONFERENCE INFORMATION

Date:
February 5, 2022

Location:
Lynbrook High School
1280 Johnson Avenue, San Jose, CA 95129

Start Time:
7:30AM: Registration Opens
8:15AM: Opening Session Begins

QUESTIONS?

If you have any questions regarding the conference, or competitive events, please contact Mr. Graeme Logie, Bay Section Director, via email at baydirector@cafbla.org.

WELCOME

Bay Section Chapter Advisers,

We are working hard to make this year an experience you won't forget! Our slogan for CAFBLA is "Your Future is Our Business" and we want you to join us in this experience. The 2021-2022 edition of the California Awards Program (CAP) will be in effect for all section competitive events. Please check out the latest competitive events guidelines on our state website, cafbla.org.

We are excited that this event will be in person after a whole year of FBLA online. Please work with your members to ensure they know conference protocols and all health and safety measures in place during this event. This will be a great event and we expect our members and advisers to adhere to the rules in place so everyone feels safe and can enjoy their first in person Bay Section Leadership Conference in a long while. Should you have any questions or concerns, please reach out to me ASAP so they can be addressed.

Once again, this year's BSLC will be utilizing Online Testing for all Objective Tests. The final Conference Schedule will be posted and emailed to registered Chapter Advisers the week of the event. As was the case in past years, these Online Testing sessions will be spread out throughout the day to ensure all competitors get a chance to complete their specific events.

Please encourage your members to realize their leadership potential by running for a Bay Section Office. This truly is a great opportunity for them to gain valuable leadership skills and to network with members and officers from throughout the section and state. The Bay Section Officer Candidate Guide and Application can be found [here](#). Also, be sure to select two members as voting delegates for the section officer's election the day of the section conference.

We encourage you to come and experience the thrill of competition and workshops. Please try to encourage all of your members to compete and/or to participate in the numerous workshops we have prepared for them. We are looking forward to seeing you in February!

Sincerely,



Graeme Logie
Bay Section Director

CONFERENCE INFORMATION

CHAPTER AFFILIATION

To compete at the Bay Section Leadership Conference, all members must be paid FBLA members through the National system by **JANUARY 14, 2022**. Please go online to fbla-pbl.org to register members using your myFBLA account. If you have questions about, or are having problems registering your members, please email hello@cafbla.org.

SCHOOL-SITE TESTING EVENT REQUEST AND SUBMISSION

Chapter Advisers must register competitors in Blue Panda, and complete the Production Event Request Form, by 4:59 p.m. on DECEMBER 17, 2021. The form will be posted on the [Competitions page](#) at cafbla.org. [School-Site Testing Event Request Form](#)

Commented [GL1]: Revised 12-5-2021

COMPLETED Online School-Site Tests must be completed and submitted by **JANUARY 14, 2022**.

SCHOOL-SITE TESTING EVENTS ARE:

- Computer Applications
- Database Design & Apps.
- Spreadsheet Applications
- Word Processing

NOTE: These events include the School-Site test to be done by January 14, plus an online test taken at BSLC.

SECTION PRE-JUDGED EVENT MATERIALS

Event Materials for Sales Presentation, Broadcast Journalism, Job Interview, and Future Business Leader (FBL) must be submitted online through the Blue Panda Conference Registration System. Information can be found on Page 13. **PLEASE REVIEW THE [WEBSITE](#) for all info regarding Pre-judged events.**

SECTION PRE-JUDGED EVENTS ARE:

- Broadcast Journalism
- Sales Presentation
- Future Business Leader
- Job Interview

SUBMISSION DUE DATE: **JANUARY 14, 2022**

CONFERENCE REGISTRATION

Conference Registration fees include morning refreshments/lunch/awards/testing, supplies, etc. **NO REFUNDS AFTER THE REGISTRATION DEADLINE OF JANUARY 14, 2022.**

DUE JANUARY 14, 2022:

- FBLA National Membership Registration due (to be eligible to compete at section)
- Conference Registration Deadline (using Blue Panda)
 - **COSTS:**
 - \$33 per member
 - \$0 per Chapter Adviser/Adult Guests & Chaperones
- Transcripts/Proof of Grade Level (emailed only)

MAKE SCHOOL/DISTRICT CHECKS PAYABLE TO:
CAFBLA-Bay Section
1821 S Bascom Avenue, #389
Campbell, CA 95008

CONFERENCE INFORMATION (CONT'D)

EVENT RESTRICTIONS

The number of competitors a chapter can enter in an event will be based on the chapter's paid chapter membership:

For objective testing events only:

- 1-49 members: 1-3 competitors
- 50-74 members: up to 4 competitors
- 75-100 members: up to 5 competitors
- 100+ members: up to 6 competitors

For pre-judged, performance, and skills test events, please consult the California FBLA CAP on the CA FBLA website.

Competitors cannot enter more than TWO Individual or Team events. If a student is entered into the Creed Competition, they may compete in three events TOTAL. Email Graeme Logie ASAP if this pertains to a member in your chapter.

TRANSCRIPTS / PROOF OF GRADE LEVEL

For members entered in the following events, the Chapter Adviser must submit a single PDF of all required transcripts and/or proof of grade levels via email by **JANUARY 14, 2022**, to Graeme Logie, Bay Section Director at baydirector@cafbla.org.

Transcripts (must be sent via email):

Competitors in Accounting I must not have had more than two semesters of Accounting instruction.

Proof of Grade Level (sent via email) is for the following events for members in 7th-10th grades: Creed, Introduction to Business Concepts, Introduction to Business Communication, Introduction to Business Procedures, Introduction to FBLA, Introduction to Financial Math, Introduction to Information Technology, and Introduction to Public Speaking.

VOTING DELEGATES

Please assign two members of your chapter to be voting delegates for selecting the 2022-2023 Bay Section officer team. Voting will take place during the Bay Section Leadership Conference.

CONFERENCE DRESS CODE

The Dress Code for this conference is Business Professional. Please review what the dress code is with your members **BEFORE** the conference. See Page 11 for more information. Members not adhering to the dress code will face disqualification from their events.

PHOTO IDENTIFICATION

All competitors are required to have a current Photo ID or a printed copy of their current schedule/transcript that has a photo and name of the student on it. They will NOT be allowed to compete without photo ID.

AFTERNOON ACTIVITIES (TBD)

REGISTRATION MATERIALS

WHAT MATERIALS TO SEND

The following items need to be sent via email/mail or submitted online:

EMAIL:

- Transcripts/Proof of Grade Level as ONE PDF per school
- Creed competitor's name if that competitor is in three events
- Adviser/Chaperone Help Request (respond to email that will be sent to all advisers before the conference to confirm your event duty)

MAIL:

- Registration Check (Send check payable to CAFBLA-Bay Section; must be received by the date of the conference at the latest)

SUBMIT ONLINE (using Blue Panda)

- Broadcast Journalism Materials (link to video) - Review [website](#) for more info
- Sales Presentation Materials (link to video) - Review [website](#) for more info
- Job Application (PDF)
- Future Business Leader Materials (PDF)
- Online School-site Testing Event submissions (Computer Applications, Database Design & Applications, Spreadsheet Applications, & Word Processing)

WHAT MATERIALS TO BRING TO BSLC

1. **REQUIRED FORMS:** Members are required to have the following forms on hand and filled out in their Chapter Adviser's possession during the event. These will be checked at Registration to ensure all members are approved to attend this event by their Parent/Guardians. Required Forms for ALL STUDENT ATTENDEES:
 - a. CA FBLA Permission & Medical Release Form
 - b. CA FBLA COVID-19 Acknowledgement & Personal Responsibility Policy

School/District permission slips are not to be submitted with CA FBLA required forms.

2. **FUTURE BUSINESS LEADER / JOB INTERVIEW PACKETS:** Competitors in these events need to submit their folder with appropriate event materials at the registration area on the day of BSLC. See the CAP for more information on what needs to be submitted.

PERFORMANCE EVENT INFORMATION

BROADCAST JOURNALISM & SALES PRESENTATION

Event Specifics:

- One entry per chapter (Individual/Team for both events)
- Submit prejudged work by January 14, 2022 (submitted using the link on Pg. 4)

On the [website](#), please read the GUIDELINES for SECTION LEVEL ONLY portion for this conference.

INTRO TO PUBLIC SPEAKING / PUBLIC SPEAKING

Speech performance times for these events will be sent to Chapter Advisers the week of the conference.

JOB INTERVIEW

The top ten in this event will be selected based on scores of the pre-judged materials. Competitors are to also bring three copies of Event Materials to the conference in one folder. See [website](#) for more information. Finalists (Top 10) and interview times for this event will be sent to Chapter Advisers the week of the Conference.

IMPROMPTU SPEAKING

Competitors for this event are encouraged to participate in this event only. Performance times for this event will be drawn and sent to Chapter Advisers the week of the Conference.

FUTURE BUSINESS LEADER (FBL)

The top ten in this event will be selected based on scores of the pre-judged materials. Competitors are to also bring three copies of Event Materials to the conference in one folder. See [website](#) for more information. Finalists (Top 10) and interview times for this event will be sent to Chapter Advisers the week of the Conference.

OBJECTIVE TESTING INFORMATION

GENERAL INFORMATION

All Objective Test Competitive Events will be held in one of the classrooms at Lynbrook High School. At this time, it is not expected that students need to bring their own device. Should this change before the day of the conference, Chapter Advisers will be notified by email that students will need to bring their own device.

Objective tests taken online will once again allow for a smoother transition to the State Leadership Conference (SLC) as online testing should once again be implemented at SLC.

Members will log-in to their assigned computer under the direction of the Chapter Adviser Proctors and Administrators and complete the exam in the one-hour time slot provided.

OBJECTIVE TESTING SESSIONS

Participating members will be assigned to a testing time based on competitive event and school. Members from the same chapter **MUST** take the specific competitive event during the same session. The testing schedule will be prepared ahead of the conference to help members and Chapter Advisers plan for the day of the event. Members must test during their assigned time.

CONFLICTS

Members who are in a Performance Event along with an Objective Test Event need to be aware that accommodations will be made to allow members to compete in both events. Scheduling will be difficult with the continued use of Online Testing. Members will be assigned sessions and it is expected that they be on time for each of their events.

2022-2023 BAY SECTION OFFICER TEAM INFO

THE DECISION TO RUN FOR SECTION OFFICE

Service as a Bay Section Officer is an opportunity to gain valuable leadership experience and contribute to the development and advancement of California FBLA. The Officer Candidate Guide provides information about Bay Section Officer Candidate eligibility, the application and campaign process, and an overview of the expectations, responsibilities, and activities of Bay Section Officers.

Completed Applications and all other materials must be submitted via EMAIL as ONE PDF FILE to Graeme Logie, Bay Section Director, at baydirector@cafbla.org on or before December 17, 2021.

To be successful in the candidate process, be sure to carefully review and consider the following:

- Review the [Officer Candidate Guide](#) and be familiar with section officer responsibilities and candidate requirements.
- Meet with your Chapter Adviser, family, school administrators, employers, and other significant parties to discuss running for section office to gain their support.
- Familiarize yourself with California FBLA's mission, history, bylaws, publications, programs, and activities. The Chapter Management Handbook and the state and national websites are excellent resources to find these materials.

BAY SECTION POSITIONS

Officer Positions are open to candidates in 7th to 12th grade during the 2022-2023 school year. The positions are:

- President
- Vice President of Outreach
- Vice President of Activities
- Secretary-Treasurer
- Public Relations Officer
- Parliamentarian*

NOTE: The President will simultaneously hold the office of State Vice President representing the Bay Section and must be able to complete the duties of both.

*Parliamentarian is an appointed position. The member who scores the highest on the Parliamentary Procedures test will be offered the position. Eligibility is limited to non-seniors at the time of the test. Students do not apply for the Parliamentarian position.

FOR MORE INFORMATION

Download the Candidate Guide and Application [HERE](#)

Direct all inquiries and questions about Bay Section Officer Applications to Bay Section Director, Graeme Logie at baydirector@cafbla.org

TENTATIVE SCHEDULE OF EVENTS

TIME	EVENT	LOCATION
7:30-8:30AM	REGISTRATION (Advisers Only)	TBD
7:30-TBD	MORNING REFRESHMENTS	TBD
8:15AM	OPENING SESSION	TBD
9:15-4:00PM	ONLINE TESTING SESSIONS	TBD
Accounting I	Advertising	Agribusiness
Business Calculations	Business Communication	Business Law
Computer Applications	Comp. Problem Solving	Cyber Security
Database Des. & App.	Economics	Entrepreneurship
Future Business Leader	International Business	Health Care Admin.
Hospitality & Event Manage.	Insurance & Risk Mgt	Intro. to FBLA
Intro. to Business Concepts	Intro. to Bus. Comm.	Intro. to Bus. Procedures
Intro. to Financial Math	Intro. to Info Tech	Mgt Dec. Making
Marketing	Parliamentary Procedure	Personal Finance
Securities & Investments	Sports & Ent. Management	Spreadsheet Apps.
Word Processing	Intro to Event Planning	
TBD	SPEAKING EVENTS	
	Job Interview	TBD
	Intro to Public Speaking	TBD
	Public Speaking II	TBD
	Impromptu Speaking	TBD
	Creed	TBD
TBD	FUTURE BUSINESS LEADER - FINALISTS	TBD
11:30-1:30PM	LUNCH (served continuously)	TBD
TBD	ADVISERS MEETING	TBD
	PROFESSIONAL WORKSHOPS	TBD
	AFTERNOON ACTIVITIES	TBD
	CAUCUS	TBD
4:30-6:30 PM	AWARDS/CLOSING SESSION	TBD

NOTE: THIS SCHEDULE IS TENTATIVE AND SUBJECT TO CHANGE

CONFERENCE DRESS CODE

CHAPTER ADVISERS: Please spend time PRIOR to the conference reviewing the dress code and assisting your members in dressing professionally. Members dressed inappropriately will be disqualified from competing. This can be avoided with some guidance and understanding.

FBLA members and advisers should develop an awareness of the image one's appearance projects. The purpose of the FBLA Conference Dress Code is to uphold the professional image of the association and its members and to prepare students for the business world.

Appropriate attire is required for all attendees—Chapter Advisers, members, and guests—at all general sessions, competitive events, section meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this FBLA Conference Dress Code and must be worn for all conference functions. Be a professional and don't be disqualified!

Professional attire acceptable for official FBLA activities include:

- Males:
 - Business suit with collared dress shirt, and necktie or
 - Sport coat, dress slacks, collared shirt, and necktie or
 - Dress slacks, collared shirt, and necktie.
 - Banded collared shirt may be worn only if sport coat or business suit is worn.
 - Dress shoes and dress socks. SOCKS MUST BE THE SAME COLOR AS SUIT
- Females:
 - Business suit with blouse or
 - Business pantsuit with blouse or
 - Skirt or dress slacks with blouse or sweater or
 - Business dress
 - Please note: DRESS OR SKIRT HEM LENGTH MAY BE NO HIGHER THAN THREE INCHES ABOVE THE KNEE
 - Capris or gauchos with coordinating jacket/suit, worn below the knee.
 - Dress shoes with 2-inch heel or less

Inappropriate attire for both males and females includes:

- Jewelry in visible body piercing, other than ears
- Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- Backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts
- T-shirts, Lycra, spandex, midriff tops, tank tops, bathing suits
- Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee boots
- Athletic wear, including sneakers and low-cut ankle socks
- Hats or flannel fabric clothing
- Bolo ties
- Visible foundation garments

SLC QUALIFIERS FROM BSLC

FIRST Place Winner at Bay Section

Creed

FIRST & SECOND Place Winners at Bay Section

Broadcast Journalism
Impromptu Speaking
Job Interview

Intro to Public Speaking
Public Speaking
Sales Presentation

FIRST, SECOND, & THIRD Place Winners at Bay Section

Parliamentary Procedure

FIRST, SECOND, THIRD, FOURTH, & FIFTH Place Winners at Bay Section

Computer Applications
Future Business Leader
Spreadsheet Applications

Database Design & Applications
Word Processing

FIRST, SECOND, THIRD, FOURTH, FIFTH, & SIXTH Place Winners at Bay Section

Accounting I
Advertising
Agribusiness
Business Calculations
Business Communication
Business Law
Business Management
Computer Problem Solving
Cyber Security
Economics
Entrepreneurship
Health Care Administration
Hospitality & Event Management

Insurance & Risk Management
International Business
Introduction to Business Communication
Introduction to Business Concepts
Introduction to Business Procedures
Introduction to Event Planning
Introduction to FBLA
Introduction to Financial Math
Introduction to Information Technology
Marketing
Personal Finance
Securities & Investments
Sports & Entertainment Management

Click [HERE](#) to further review the many other events that begin at the State Leadership Conference (SLC) in April!

ONLINE REGISTRATION INFO (CHAPTER ADVISERS ONLY)

PLEASE REVIEW NOW TO BE CLEAR

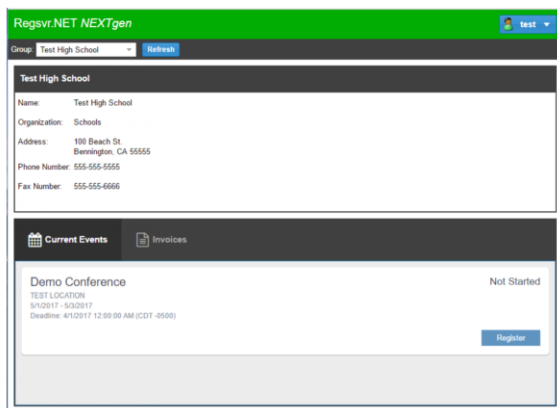
CHAPTER ADVISERS: READ ALL INFORMATION BELOW BEFORE LOGGING INTO BLUE PANDA, CA FBLA'S ONLINE REGISTRATION SYSTEM, TO REGISTER YOUR MEMBERS FOR THE 2022 BAY SECTION LEADERSHIP CONFERENCE.

Each school chapter has a single log-in (username and password) for Blue Panda. These registration credentials are the same ones used recently for past events, but CA FBLA will email them again when registration opens on December 1. Be sure to check spam/junk mail if you don't readily find them in your inbox.

Log in at <https://app.gobluepanda.com>. If you change the password after logging in, be sure to let your co-advisers, if any, know.



If your chapter covers more than one "school" or "level" (generally happens with a 7-12 campus/chapter), select one school at a time from the top left drop-down listing. Otherwise, just proceed by clicking the "Register" button, bottom right, for the 2022 Bay Section Leadership Conference event:



ONLINE REGISTRATION INFO (CONT'D)

On the next screen, click the "ADD" button, and, first, register yourself as Chapter Adviser. On the drop-down list, select the "Adviser" option. Once you do that, you will see editable fields, but they will probably be initially populated with the name of one of your students. Delete that name, and enter your own information and all remaining fields. Register any other adults attending as Chapter Advisers.

Once the Chapter Advisers are registered, you will begin registering the students by switching the drop-down to one of the "Student" options (PBL, high school level, or ML, middle level). Once you make that change, the editable field will disappear and you will now see a drop-down list of your paid FBLA members.

Please note that for competitive conferences, only paid FBLA members may register—and only those will appear available in Blue Panda. If you don't see a name, you will need to go to the national membership database (www.fbla.org) and both register and pay for that member, and wait overnight for the databases to sync, before the name will appear in Blue Panda, so plan accordingly. If you have issues with the national membership database not showing dues payments or if names need to be corrected in spelling, you will need to contact the FBLA National Center, Membership Office (Katera Poma, kpoma@fbla.org, or Eric Jones, ejones@fbla.org, or call 703.860.8210 for Eric or 703.860.5514 for Katera, Eastern Time). Blue Panda system syncs will occur every four hours during the last week before registration closes on January 14, 2022.

Also note, students must first be registered in Blue Panda as ATTENDEES before they will appear to be put in events under COMPETITIONS.

For each student, double check spelling (only National Center can fix), grade level, and email address (both editable in Blue Panda, and be sure to supply *personal* email addresses for each student so that important notifications will not get caught in school district spam filters. Make sure each email address is carefully entered. If you change anything in Blue Panda, please understand that it also needs to be corrected in the national database for future purposes as the information does not sync the other way.

Entered registration will save automatically as you go, registration progress can be left to return to later without submitting, and, even after clicking the final SUBMIT button, you will be able to log back in and edit your registration up until the final deadline (11:59 p.m. Pacific Time on January 14, 2022). Please be aware, though, that an updated invoice will be generated every time you or anyone editing for you clicks the SUBMIT button.

If you have students with special needs, check the Special Needs check box for that student and provide a clear explanation of the student's special needs.

Once you have a given student registered under "ATTENDEES", you will be able to assign events to them under "COMPETITIONS". In the Competitions module, you have the option to enter students in events either BY EVENT or BY ATTENDEE (toggle top right).

ONLINE REGISTRATION INFO (CONT'D)

Adding Entries

Add - Select the event and click "Add" (You don't have to click the event first, but it does make it easier)

Tip: Click "Add" to create a registration for each Individual or Team. Once you've added the one Individual or Team, click OK and then click Add to create another.

Edit - Click the "Edit" button next to the registration you wish to edit.

The screenshot shows the 'Registration' interface for a 'Demo Conference - Test High School'. On the left is a navigation menu with options: General, Attendees, Housing, Competitions, Elections, and Store. The main area has a table with columns: Name, Group, and Registered. Below the table are buttons for 'No Issues', 'Save and Finish Later', and 'Submit'.

Name	Group	Registered	
Accounting	State	#11593 Sherry Brown	Edit
Community Service Project	State	#11594 Group Entry	Edit
Introduction to Business	State		
Marketing	State	#11595 Jason Jones, John Smith	Edit
Word Processing	State	#11596 Jane Smith	Edit

For team events, see below:

Add/Edit Screen

The top of the screen lists any rules and restrictions for the entry you are adding/editing. To select competitors, select the attendees on the left and click the bottom arrows to move them to the "Assigned" box.

Tip: Remember, if you are trying to add more than one individual entry or more than one team entry, setup your first entry, click Save, then click Add to start a new entry.

The screenshot shows the 'Add/Edit Competition Registration' screen. It includes fields for Event (Marketing), Type (Individual/Team), Team Size (1-2), and Grade Restriction (9-12). Below these are two boxes: 'Available' and 'Assigned'. The 'Available' box contains names: Bennett, Susan (NA), Brown, Mark (NA), Brown, Sherry (9), and Smith, Jane (9). The 'Assigned' box contains: Jones, Jason (11) and Smith, John (10). Navigation arrows are between the boxes. At the bottom are 'Cancel', 'Delete', and 'Save' buttons.

Continue assigning events to student attendees until complete. Remember, you may log back in to make adjustments any time until January 14 to finally hit the SUBMIT button—but don't forget to do that! Your registration will not be official until the SUBMIT button is pressed for the last time up until **January 14, 2022**.

ONLINE REGISTRATION INFO (CONT'D)

Double check all of your event entries before submitting.

In FINAL QUESTIONS, you will be asked to supply the names of your two official Voting Delegates and their email addresses (yes, again—so we can quickly get them for emailing voting forms).

As payments are received, they will be posted in Blue Panda, so log back in any time to check on balance due status. Be sure, too, that the balance is paid by the due date. Also, be sure that all membership and section dues are paid in the membership system by the due date.

If you have questions, please contact Graeme Logie, Bay Section Director, at baydirector@cafbla.org or, for general system use questions, contact Manuel Rapada CAP Coordinator, at mrapada@cafbla.org. Please include a call back number and good times to call in your message, along with details of your question. Only advisers will be assisted.

REGISTRATION OPENS FOR 2022 BSLC ON DECEMBER 1, 2021

NOTE: Only CHAPTER ADVISERS should be registering members for this event. Do NOT allow students to register your chapter.

IMPORTANT COVID-19 PROTOCOLS

OPENING & CLOSING SESSIONS

TBD

MASKING INDOORS

All attendees will be required to wear masks over their nose and mouth area while indoors. This will be a zero-tolerance policy. If competitors are not in compliance with this policy they will be warned and then disqualified from their events should it remain a problem. For speaking & Interview events, all Members, Chapter Advisers, Proctors, and Judges in these events will be required to wear masks during the entire duration of the event.

ONLINE OBJECTIVE TESTING SESSIONS

All attendees will be required to wear masks over their nose and mouth area while indoors. Students taking an online objective test will be in classroom areas where masking is required. Members must respect the rules or risk being disqualified.

JUDGES AND ADULT HELP

TBD

REQUIRED FORMS FOR ATTENDANCE

Members are required to have the following forms on hand and filled out in the Chapter Advisers possession during the event. These will be checked at Registration to ensure all members are approved to attend this event by their Parent/Guardians.

Required Forms for ALL STUDENT ATTENDEES:

- a. Permission & Medical Release Form
- b. COVID-19 Acknowledgement & Personal Responsibility Policy

IMPORTANT DATES

DECEMBER 2021

- 17 BSLC School-Site Testing Request for Computer Applications, Database Design & Applications, Spreadsheet Applications, and Word Processing – Submitted Online
****Registration must be submitted for these students at this time as well. Info found on Pages 13-16.*

- 17 2022-2023 Bay Section [Officer Applications](#) - Emailed as ONE PDF per applicant to Graeme Logie

JANUARY 2022

- 14 Submission of the following Event Materials Online– Job Interview, Future Business Leader, Broadcast Journalism, and Sales Presentation
****Registration must be submitted for these students at this time as well. Info found on Pages 13-16.*

- 14 FBLA_PBL Membership Registration Deadline - Online Membership Registration System

- 14 Conference Registration Deadline – Online Conference Registration System
****FINAL Registration must be submitted for at this time as well. Info found on Pages 13-16.*

- 14 Completed BSLC School-Site Tests for Computer Applications, Database Design & Applications, Spreadsheet Applications, and Word Processing – Submitted Online

- 31 Mail Conference Registration Check (email Graeme Logie if you need to send later) – Mail to: 1821 S. Bascom Avenue #389, Campbell, CA 95008 – School or School District checks only, made payable to: CAFBLA- Bay Section

FEBRUARY 2022

- 5 BSLC 2022 – [Lynbrook High School](#)