

**2024 NORTHERN SECTION
LEADERSHIP CONFERENCE**



**WHEATLAND UNION HIGH SCHOOL
1010 WHEATLAND RD, WHEATLAND CA 95692
SATURDAY, FEBRUARY 3 2024**

TABLE OF CONTENTS

Welcome	3
Conference Information.....	4-5
Registration Materials	6
Performance Event Information	7
Online Testing Information	8
2024-25 Section Officer Team Information	9
Tentative Schedule of Events	10
Conference Dress Code.....	11
SLC Qualifiers from NSLC	12
Online Registration Info.....	13-15
Online Event Submission	16
Important Dates.....	17

GENERAL CONFERENCE INFORMATION

Date:

February 3, 2024

Location:

Wheatland Union High School
1010 Wheatland Rd
Wheatland CA 95692

Start Time:

9:00AM: Registration Opens
9:30AM: Opening Session Begins

QUESTIONS?

If you have any questions regarding the conference or competitive events please contact Mrs. Stacey Atencio, Northern Section Director
satencio@cafbla.org

WELCOME

We are working hard to make this year an experience you won't forget! The 2023-2024 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 to have you all attend Wheatland Union High School for this event. Please work with your members to ensure they know conference protocol and know all about their competitive events before the conference. 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 the event. Should you have any questions or concerns, please reach out to me ASAP so they can be addressed.

Once again, this year's NSLC will be utilizing Online Testing for all Objective Tests. **This year we will continue the requirement that all competitors participating in online Objective Tests will need to bring their own device with them to take their online test(s).** Please prepare your members for this so they are ready to go upon arrival at the conference. The final Conference Schedule will be posted 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 Northern 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 Northern 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 or to participate in the numerous workshops we have prepared for you. We are looking forward to seeing you in February!

Sincerely,



Stacey Atencio
Northern Section FBLA, Director
Wheatland Union High School FBLA, Adviser

CONFERENCE INFORMATION

ONLINE CHAPTER AFFILIATION DUES

All Members must be paid FBLA members through the National system by **JANUARY 12, 2024** to compete! Go online to fbla-pbl.org to register members using your myFBLA account. If you have questions about registering your members contact hello@cafbla.org.

CONFERENCE REGISTRATION

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

DUE JANUARY 12, 2024:

- Online Membership Registration due (to be eligible to compete at section)
- Conference Registration Deadline (Online Registration)
 - **COSTS:**
 - **\$40 per member**
 - **\$10 per adviser**
- Transcripts/Proof of Grade Level

MAKE CHECKS PAYABLE TO:
CAFBLA-Northern Section
PO Box 1440
Owasso, OK 74055

ONLINE SCHOOL-SITE TESTING REQUEST AND SUBMISSION

Step one: Request a test. The Online School-Site Testing Request Form is due to Manuel Rapada, Competitive Events Coordinator by **DECEMBER 22, 2023**. The **FORM** can be found on the Competition page on cafbla.org.

Step two: Students complete and submit their school-site tests. COMPLETED Online School-Site Tests must be submitted online by **JANUARY 12, 2024**.

SCHOOL-SITE TESTING EVENTS ARE:

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

Step three: Students complete the objective test at the section conference.

SECTION PRE-JUDGED EVENT MATERIALS

Event Materials for 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 the pre-judged events.**

SECTION PRE-JUDGED EVENTS ARE:

- Broadcast Journalism
- Future Business Leader
- Job Interview

DUE DATE: JANUARY 12, 2024 (submitted date) for preliminary judging.

CONFERENCE INFORMATION (CONT'D)

EVENT RESTRICTIONS

The number of competitors a chapter can enter will be based on your paid chapter membership:

- 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

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

TRANSCRIPTS / PROOF OF GRADE LEVEL

All members entered in the following events must submit one PDF of Transcripts or Proof of Grade level for all students via email by **JANUARY 12, 2024**.

Transcripts (must be sent via email):

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, Intro. to Business Communication, Intro. to Business Concepts, Intro. to Business Procedures, Intro. to Event Planning, Intro. to FBLA, Intro. to Financial Math, Intro. to Info. Technology, and Intro. to Public Speaking.

VOTING DELEGATES

Please assign two voting delegates for selecting the 2023-2024 Northern Section officer team. Voting will take place at lunch during the conference.

CONFERENCE DRESS CODE

The Dress Code for this conference is Business Professional. Please review this with your members BEFORE the conference. See Page 11 for more information. **Members not adhering to Dress Code will receive a 5-point penalty**

PHOTO IDENTIFICATION

All competitors are required to have a Photo ID or printed copy of schedule/transcript (with picture and name of student on it), or they will NOT be allowed to compete. A digital school-issued ID will be accepted, but an image on a cell phone or other device will not be allowed.

AFTERNOON ACTIVITIES (TENTATIVE)

During the afternoon, several activities and workshops are planned. Morning Snacks and Lunch are included in the registration fee.

REGISTRATION MATERIALS

WHAT MATERIALS TO SEND

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

satencio@cafbla.org OR submitted using Blue Panda

EMAIL:

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

SUBMIT ONLINE (using Blue Panda)

- Broadcast Journalism Materials (link to video) - Review [website](#) for more info
- Job Application / Future Business Leader Materials (PDF)
- Online School-site Testing Event submissions (Computer Application, Database Design & Applications, Spreadsheet Applications, & Word Processing) – Info will be sent to advisers who have members in these events

The following items need to be sent via mail or paid online to:

CA FBLA - Northern Section
PO Box 1440
Owasso, OK 74055

OR

Paid online through the e-invoice

● Registration Check

- Send check payable to CAFBLA-Northern Section
 - (REMINDER: checks written to wrong name will be returned)
- All checks must be **mailed to PO Box 1440, Owasso, OK 74055**. We will not accept checks on-site.
- **NOTE: This is an UPDATED ADDRESS from past years, please ensure it is sent to correct location.**

● E-invoices

- E-invoices will be sent via email to chapters by **February 2, 2024**.
- Once an e-invoice is received, chapters may pay via credit card through the e-invoice.

WHAT MATERIALS TO BRING TO NSLC

1. **REQUIRED FORMS:** Members are required to have the following forms on hand and filled out in the 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 - [Link](#)
 - b. COVID-19 Acknowledgement & Personal Responsibility Policy - [Link](#)
2. **DEVICES FOR ONLINE OBJECTIVE TESTING:** Members who are competing in an online objective test at the conference must bring their own device that can connect to Wi-Fi access to take these tests.
3. **Photo I.D. or Transcript/Attendance printout** with Student Name & Image clearly visible. Required for ALL competitors at the conference.

PERFORMANCE EVENT INFORMATION

BROADCAST JOURNALISM

Event Specifics:

- One submission per chapter (Individual/Team for both events)
- Submit prejudged component BEFORE the conference (submitted using the link on Pg. 4)

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

FUTURE BUSINESS LEADER (FBL)

The top ten in this event will be selected based on preliminary scores of application 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 Advisers the week of the Conference.

INTRO TO PUBLIC SPEAKING / PUBLIC SPEAKING

Speech Times for these events will be sent to Advisers the week of the Conference.

JOB INTERVIEW

The top ten in this event will be selected based on preliminary scores of application 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 Advisers the week of the Conference.

IMPROMPTU SPEAKING

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

SALES PRESENTATION

Event Specifics:

- One submission per chapter (Individual/Team for both events)
- **REMINDER – this event will present live at the Section Leadership Conference**

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

ONLINE TESTING INFORMATION

GENERAL INFORMATION

All Objective Test Competitive Events will continue to utilize devices that each member is responsible for bringing with them the NSLC. The members device must be charged and able to access the internet on the day of the event. This continued this year due to most schools being 1:1 on devices after last school year. Please prepare your students for this transition and have them check their devices well in advance to ensure they are functional and able to work the day of the Conference.

Utilizing Online Testing will once again allow for a smoother transition to the State Leadership Conference (SLC) as Online Testing should once again be implemented at SLC as well.

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

TESTING SESSIONS

Members will be assigned to groups by competitive event and school. Members from the same chapter **MUST** take the specific competitive event during the same session. The Online Testing schedule will be prepared ahead of the conference to help members and advisers the day of the event. Members must test during their assigned time as listed on their nametag and emailed to Advisers the week of the Conference.

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; all information will be found on their nametag and on the final conference program.

Performance or Interview Events take precedent over Objective Testing, competitors will need to plan these accordingly with their advisers the week of the event when schedules are sent out.

2024-2025 SECTION OFFICER TEAM INFO

THE DECISION TO RUN FOR SECTION OFFICE

Service as a Northern 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 Northern Section Officer Candidate eligibility, the application and campaign process, and an overview of the expectations, responsibilities, and activities of Northern Section Officers.

Complete Applications must be submitted via EMAIL as **ONE PDF FILE** to Stacey Atencio, Northern Section Director, at satencio@cafbla.org on or before **December 22, 2023**.

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 local 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).

POSITIONS

Officer Positions are open to candidates in 9th to 12th grade during the 2023-2024 school year. The positions are:

- President
- Vice President of Activities
- Recording Secretary
- Public Relations
- Leadership Associate

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

FOR MORE INFORMATION

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

Direct all inquiries and questions about Northern Section Officer Applications to Northern Section Director Stacey Atencio at satencio@cafbla.org

TENTATIVE SCHEDULE OF EVENTS

9:00-9:30AM	REGISTRATION (Advisers Only)	QUAD
9:00-9:20AM	MORNING REFRESHMENTS	QUAD
9:30- 10:00AM	OPENING SESSION (Welcome, Ice Breakers, Maps and Schedule)	GYM
10:00-11:15AM	ONLINE TESTING SESSION 1	CLASSROOMS
	WORKSHOPS	
	SESSION 1 ESCAPE ROOM	TBD
	SESSION 2 NETWORKING	TBD
NOTE: STUDENTS WILL USE THEIR OWN DEVICES		
Accounting I	Advertising	Agribusiness
Business Communication	Business Law	Business Mgmt.
Comp. Problem Solving	Database Des. & App.	Economics
Future Business Leader	Health Care Admin.	Hospitality & Event Mgmt.
Insurance & Risk Mgmt.	Intro to Business Concepts	Intro to Business Comm.
Intro to Event Planning	Intro to FBLA	Intro to Financial Math
Marketing	Parliamentary Procedure	Personal Finance
Sports & Entertainment Mgmt.	Spreadsheet Applications	Supply Chain Mgmt.
		Business Calculations
		Computer Applications
		Entrepreneurship
		International Business
		Intro to Business Procedures
		Intro to Info Tech
		Securities & Investments
		Word Processing
10:00AM	SPEAKING EVENTS	
Job Interview	TBD	Intro to Public Speaking
Public Speaking	TBD	Impromptu Speaking
Creed	TBD	Sales Presentation
Broadcast Journalism	TBD	Future Business Leader - FINALISTS
		TBD
		TBD
		TBD
		TBD
11:15-12:00PM	LUNCH (served continuously)	CAFATERIA
12:00-12:30PM	GENERAL SESSION	
	ICE BREAKER/CAMPAIGN SPEECHES/RECOGNITIONS	GYM
12:30-1:45 PM	ONLINE TESTING SESSION 2	CLASSROOMS
	WORKSHOPS	TBD
	SESSION 1 GRATITUDE	TBD
	SESSION 2 ELEVATOR PITCH	TBD
NOTE: STUDENTS WILL USE THEIR OWN DEVICES		
SEE OBJECTIVE TEST LIST ABOVE		
1:45- 2:00PM	AFTERNOON SESSION	GYM
2:00-2:40PM	COMMUNICATION WORKSHOPS (3 OPTIONS)	TBD/CAFATERIA
	TEAM BUILDING/COMMUNICATION/ESCAPE ROOM	
2:45-3:25PM	AFTERNOON ACTIVITIES (4 OPTIONS)	GYM/CAFATERIA/QUAD
	BOARD GAMES/KARAOKE/JUST DANCE/CORNHOLE	
	ADVISERS MEETING	C-1
3:30-5:00PM	AWARDS/CLOSING SESSION	GYM

NOTE: THIS SCHEDULE IS TENTATIVE AND SUBJECT TO CHANGE

CONFERENCE DRESS CODE

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—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 men and women 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 white or low-cut ankle socks
- Hats or flannel fabric clothing
- Bolo ties
- Visible foundation garments

SLC QUALIFIERS FROM NSLC

FIRST Place Winner at Northern Section:

Creed

FIRST & SECOND Place Winners at Northern Section:

Broadcast Journalism
Impromptu Speaking
Job Interview

Intro to Public Speaking
Public Speaking
Sales Presentation

FIRST, SECOND, THIRD, FOURTH, & FIFTH Place Winners at Northern Section- must have a final score of 30 or better to advance:

Computer Applications
Database Design & Application

Spreadsheet Applications
Word Processing

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

Accounting I
Advertising
Agribusiness
Business Calculations
Business Communication
Business Law
Business Management
Computer Problem Solving
Economics
Entrepreneurship
Future Business Lead
Health Care Administration
Hospitality & Event Management
Human Resource 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
Supply Chain Management

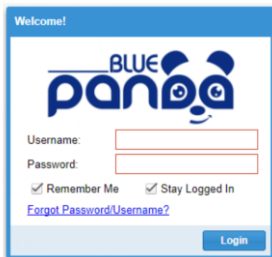
Click [HERE](#) to further review the many other events that begin at the State Leadership Conference (SLC) in April!

ONLINE REGISTRATION INFO (ADVISERS ONLY)

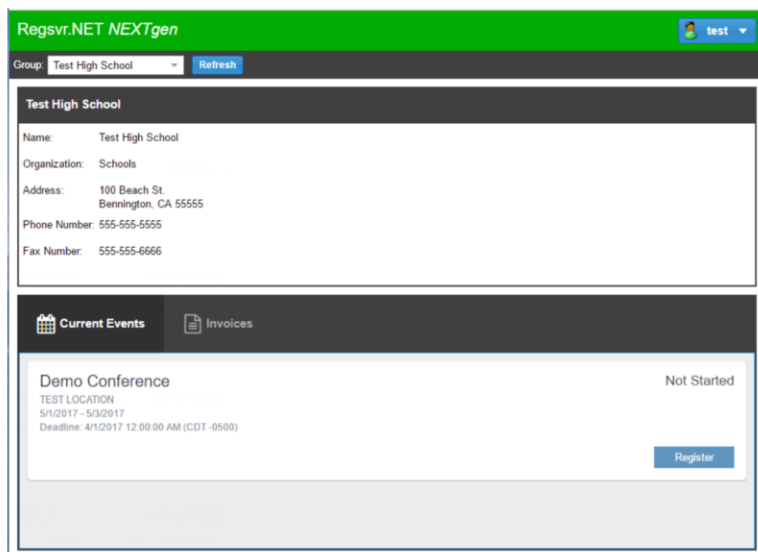
ADVISERS: READ ALL OF BELOW BEFORE LOGGING INTO BLUE PANDA.

Each school chapter has a single username and password to Blue Panda. Make sure all advisers at your school know the password.

Log in at <https://app.gobluepanda.com>. If you have login issues, please email competitive events coordinator Manuel Rapada at mrapada@cafbia.org.



Click “Register” for the 2024 Northern Section Leadership Conference.



On the ATTENDEES screen, click the “ADD” button, and, first, register yourself as 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 advisers.

Once advisers are registered, you will begin registering students by switching the drop-down to one of the “Student” options. Middle school chapters should select the "MS Student Participant" registration when registering their students. High school chapter members only should be registered under the attendee type “HS Student Participant.”

ONLINE REGISTRATION INFO (ADVISERS ONLY)

For section and state conferences, only members listed as part of an affiliated chapter may register — and only those names will appear in Blue Panda. If you don't see a name, you will need to go to the national membership database (<https://www.fbla-pbl.org/>), add that member and wait overnight for the databases to sync before the name will appear in Blue Panda.

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 12, 2024.

Be sure to carefully check and update student grade levels. Students must show proper grade levels in Blue Panda in order to enter grade specific events.

If you have students with special needs, please provide a clear explanation of the student's needs in addition to checking the Special Needs box.

If you have students with dietary requirements, please provide a clear explanation of the student's needs in addition to checking the Dietary box.

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.

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.

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).

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.

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

ONLINE REGISTRATION INFO (ADVISERS ONLY)

For team events, see right:

Continue assigning events to student attendees until complete. Double-check all of your event entries before submitting.

The screenshot shows the 'Edit Competition Registration' window. The 'Competition' section includes: Event: Marketing, Type: Individual/Team, Team Size: 1-2, and Grade Restriction: 9-12. The 'Registration' section has two columns: 'Available' and 'Assigned'. The 'Available' column lists: Bennett, Susan (N/A), Brown, Mark (N/A), Brown, Sherry (9), and Smith, Jane (9). The 'Assigned' column lists: Jones, Jason (11) and Smith, John (10). Navigation arrows (left, right, double left, double right) are between the columns. At the bottom are buttons for 'Cancel', 'Delete', 'Save', and 'Submit'. A 'No Issues' indicator is at the bottom left, and 'Save and Finish Later' is at the bottom right.

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

You may log back in to adjust any time until January 19 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 12, 2024**.

Even after clicking the final SUBMIT button, you will be able to log back in and edit your registration up until the final deadline on January 12, 2024.

Chapters will receive an e-invoice from California FBLA after registration in Blue Panda closes. Through the e-invoices, chapters are able to see their balance due, and pay via credit card or check.

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 Stacey Atencio, Northern Section Director, at satencio@cafbla.org.

For Blue Panda-specific questions, please contact competitive events coordinator Manuel Rapada 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 2024 NSLC ON DECEMBER 1, 2023

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

ONLINE EVENT SUBMISSION (ADVISERS ONLY)

Advisers will submit materials (documents and/or links) required for certain competitive events using the “Items Due” tool in Blue Panda. As soon as an adviser registers a student for an event with pre-judged material submissions, a **new orange button for “Items Due”** will appear on the conference box immediately after log in to Blue Panda.

Demo Conference In Progress

TEST LOCATION
5/1/2019 - 5/3/2019
Deadline: 4/1/2019 12:00:00 AM (CDT -0500)

[Continue](#)
Additional Items Due: 3/6

Clicking the “Items Due” button will take the adviser to the screenshot below. Depending on the event, **clicking the Upload button** on the right will open a box to either input a URL or browse the computer for the item to upload.

Competition ↑	Due By ↑	Entry	Asset	
Word Processing Job #1		Jane Smith	Please Click Button To Upload	
Word Processing Job #2		Jane Smith	Please Click Button To Upload	
Job Interview Resume	2/1/21 5:00 PM ...	Jason Jones John Smith	Please Click Button To Upload	
Job Interview Resume	2/1/21 5:00 PM ...	Philip Smith Maegan Belissai	Please Click Button To Upload	

[Close](#)

Broadcast Journalism - Submission

Competition: Broadcast Journalism

Entry:

Item Due: Submission

URL:

[Cancel](#) [Save](#)

Job Interview - Resume

Competition: Job Interview

Entry: Jason Jones
John Smith
Test High School

Item Due: Resume

File: [Browse...](#)

[Cancel](#) [Save](#)

IMPORTANT DATES

DECEMBER 2023

- 1 NSLC Conference Registration Opens
- 15 2024-2025 Northern Section [Officer Applications](#) — Emailed as a PDF file to Stacey Atencio satencio@cafbla.org
- 22 NSLC School-Site Testing Request for Computer Applications, Database Design & Application, 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.**

JANUARY 2024

- 12 Submission of the following Event Materials **Online** – Broadcast Journalism, Future Business Leader and Job Interview
*****Registration Spreadsheet must be submitted for these students at this time as well. Info found on Pages 13-16. Cannot include any additions from previous events from the December 13 deadline listed above.**
- 12 Membership Registration Deadline — Online Membership Registration System
- 12 Conference Registration Deadline — Online Conference Registration System
*****FINAL Registration must be submitted for at this time as well. Info found on Pages 13-16. Cannot include any additions from previous events from the December 22.**
- 12 Completed NSLC School-Site Tests for Computer Applications, Database Design & Application, Spreadsheet Applications and Word Processing – **Submitted Online**
- 12 Mail Conference Registration Check (email Stacey Atencio if you need to send later) –
Mail to: PO Box 1440, Owasso, OK 74055
Written to: CAFBLA - Northern Section

NOTE: This is an UPDATED ADDRESS from past years, please ensure it is sent to correct location.

FEBRUARY 2024

- 03 NSLC 2024 – Wheatland Union High School