

State Leadership Conference

DARE TO LEAD



California Future Business Leaders of America

HILTON ANAHEIM
April 24-27, 2025



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California Future Business Leaders of America invites you to our premiere event of the year – the State Leadership Conference! Join FBLA students from across the state in the magical city of Anaheim.

DATES:	April 24-27, 2025
LOCATION:	Hilton Anaheim 777 W Convention Way, Anaheim, CA 92802
CONFERENCE FEES:	\$170* per FBLA Student \$60* per FBLA Adviser / Chaperone <i>* If not lodging in an official FBLA conference hotel, conference fees are \$200 per student and \$90 per adviser/chaperone.</i>
HOTEL LODGING FEES:	\$720 per room (3 nights, Check In April 24, Check out April 27)

As a conference attendee, take advantage of everything this experience has to offer:

- **Leadership and Career Sessions** Learn from today’s business leaders what it takes to be successful in the business world and in life.
- **Engagement Activities** Network with other FBLA students from around the state and engage in fun, interactive activities.
- **Competition** Compete in business competitions with California’s best and brightest by demonstrating your skills in business and leadership events.
- **Recognition** Receive awards for competitive events and recognition for all the hard work and effort your chapter has invested in your FBLA experience this year.
- **Travel** Explore local – Enhance your experience in Anaheim by visiting the local theme parks, Downtown Disney, etc.

Who to Contact | Management Team



SEND US AN EMAIL
register@cafbla.org



GIVE US A CALL
 714-824-4489
 (8:00 AM- 5:00 PM)



LIVE CHAT WITH US
 Visit www.cafbla.org
 (9:00 AM- 5:00 PM)



SEND PAYMENTS TO
 P.O Box 1440
 Owasso, OK 74055
(Credit cards also accepted)

Blake Parker
 Conference Manager
conferences@cafbla.org

- General Conference Information
- Hotel Lodging
- Judges / Volunteers

Alyssa Gonzalez
 Chief Operating Officer
coo@cafbla.org

- General Conference Information
- Sponsorships & Partnerships
- Marketing / Public Relations

Manuel Rapada
 Competitive Events Coordinator
mrapada@cafbla.org

- Competitive Events
- Online Registration (Blue Panda)

Tiffany Perez and Wendy Mills
 Chapter Support Center
hello@cafbla.org

- Technical Support (Affiliation & Programs)
- New Chapters / New Advisers
- Membership Database (FBLA Connect)

Laurie Looker
 Student State Executive Board Adviser
llooker@cafbla.org

- Candidates / Elections
- Student State Executive Board

Christina Glenn
 Finance Manager
california@ctsofinance.org

- Finance (Invoicing / Payments)

*Please notify your Section Director if a qualifying competitor is not planning to attend the conference, so that the next qualifying competitor can move up.
 Your Section Directors are also excellent resources for tips and best practices for chapters attending the conference.*

Graeme Logie
 Bay Section Director
baydirector@cafbla.org

John Pierce
 Inland Section Director
inlanddirector@cafbla.org

Jacob Avila
 Central Section Director
centraldirector@cafbla.org

Stacey Atencio
 Northern Section Director
northerndirector@cafbla.org

Laurie Looker & Dawn Herbert
 Gold Coast Section Directors
goldcoastdirector@cafbla.org

Jorge Ramirez
 Southern Section Director
southerndirector@cafbla.org

Important Dates & Deadlines

DATE	ITEM OR ACTIVITY
February 10, 2025 – March 1, 2025	<p>Conference + Hotel Registration Window [Registration: Blue Panda]</p>
March 1, 2025	<p>Production Tests: Production Test Registration [Blue Panda] & Registration [Registration: Blue Panda]</p> <p><i>Complete request form and registration to receive production test materials via email. Completed tests must be submitted by March 20, 2025.</i></p> <ul style="list-style-type: none"> • Computer Applications • Spreadsheet Applications • Word Processing
March 1, 2025	<p>Pre-Judged Competition Registration Deadline [Registration: Blue Panda]</p> <p><i>All members who do not advance to the final round in any of the prejudged state events listed below can choose one of the "Starting at State" events listed on page 29. There are no refunds for the registration fees of individuals or teams who submit pre-judged materials and do not make the finals in that event.</i></p> <p>Pre-Judged Competition Materials Deadline [Submission: Blue Panda]</p> <p><i>Refer to 2024-2025 California competitive event guidelines for more information.</i></p> <ul style="list-style-type: none"> • American Enterprise Project • Business Ethics • Business Plan • Coding & Programming • Community Service Project • Computer Game & Simulation Programming • Data Analysis • Digital Animation • Digital Video Production • Electronic Career Portfolio • Financial Statement Analysis • Future Business Educator • Graphic Design • Introduction to Business Presentation • Introduction to Programming

CONTINUED ON NEXT PAGE ...

Important Dates & Deadlines

DATE	ITEM OR ACTIVITY
	<p>... CONTINUED FROM PREVIOUS PAGE</p> <ul style="list-style-type: none"> • Introduction to Social Media Strategy • Local Chapter Annual Business Report • Mobile Application Development • Partnership with Business Project • Public Service Announcement • Social Media Strategies • Visual Design • Website Coding & Development • Website Design
March 1, 2025	<p>Student Affiliation Deadline <i>All Affiliation payments must be received by California FBLA by March 1st to be eligible to participate in SLC.</i></p> <p>Conference Registration + Hotel Reservation Deadline [Registration: Blue Panda]</p> <p>Accounting I Transcripts Deadline [Submission: Blue Panda] <i>Submit transcripts for coursework verification for Accounting I competitors.</i></p>
March 7, 2025	<p>State Officer Candidate Application Deadline (President, Secretary and Public Relations) [Download Candidate Guide] Submit completed application to Dr. Laurie Looker at stateofficersadviser@cafbla.org</p> <p>National Officer Candidate Intent to Run Deadline [Download Candidate Guide] Submit completed Statement of Intent to Alyssa Gonzalez at coo@cafbla.org</p>
March 20, 2025	<p>Interview Materials Deadline [Submission: Blue Panda] <i>Refer to 2024-2025 California competitive event guidelines for more information.</i></p> <ul style="list-style-type: none"> • Future Business Leader • Job Interview <p>Production Test: Submission Deadline [Submission: See proctor instructions with tests]</p>

Important Dates & Deadlines

DATE	ITEM OR ACTIVITY
March 21, 2025	<p>State Individual Projects Deadline [FBLA Connect]</p> <ul style="list-style-type: none"> • Financial Literacy Project • EntrepreYOUrship Project • Leaders in Action Project • Professional Profile Project <p>State Chapter Projects Deadline [FBLA Connect]</p> <ul style="list-style-type: none"> • Adopt-a-Chapter Project • Government Awareness Project • March of Dimes Project • Green Initiative Project <p>Business Achievement Awards Submission Deadline for State Level Recognition Deadline [FBLA Connect]</p>
March 28, 2025	<p>Conference Registration + Hotel Registration Payment Deadline [Payment Questions: Email finance@cafbla.org]</p> <ul style="list-style-type: none"> • Mail check to: California FBLA Finance, PO Box 1440, Owasso, OK 74055 • Make payment by credit card: E-invoices will be emailed to advisers by March 12, 2024 and credit card payments are made via the e-invoice. <p>Conference Forms Deadline [Blue Panda] <i>Conference forms are required for all conference attendees.</i></p> <ul style="list-style-type: none"> • Submit on Blue Panda: Form A: Chapter Statement of Assurance Form (Advisers Only) • Adviser collects from each attendee and keeps hard copies in their possession during the conference: Form B: Code of Conduct/Permission/Medical Release Form

Important Dates & Deadlines

DATE	ITEM OR ACTIVITY
March 31, 2025	<p>L. Byram Bates Memorial Scholarship Deadline [Form]</p> <p>Who’s Who in California FBLA Nomination Deadline [Form] <i>Nominations made by Chapter Advisers.</i></p> <p>Local Chapter Adviser of the Year Nomination Deadline [Form] <i>Nominations made by FBLA students.</i></p>
April 1, 2025	<p>Objective Test Schedule Posted All objective tests at the State Leadership Conference will now be done by event, not by chapter. Competitors must bring their own devices to use for testing. [Posted: www.cafbla.org]</p> <p>California FBLA Gold Level Plus Deadline [FBLA Connect] <i>For Gold Seal recognition (awarded to the top 15% of chapters), complete the form in FBLA Connect to submit your Local Chapter Annual Business Report and confirm completion of requirements for this recognition.</i></p>



Tentative Schedule

Thursday | April 24, 2025

1:30 PM

CONFERENCE HEADQUARTERS OPENS

1:30 PM – 6:00 PM

**CONFERENCE REGISTRATION CHECK IN
(ADVISERS ONLY)**

4:00 PM – 9:15 PM

OBJECTIVE TESTING

*Final schedule will be posted
on [the SLC page](#) at [cafbla.org](#)
by April 1.*

ROLE PLAY EVENTS TESTING

Banking & Financial Systems, Business Management, Client Service, Entrepreneurship, Hospitality & Event Management, Help Desk, International Business, Introduction to Event Planning, Management Information Systems, Marketing, Network Design, Parliamentary Procedure, Sports & Entertainment Management

INTERVIEW EVENT TESTING

Future Business Leader

PERFORMANCE EVENT TESTING

Business Ethics

5:30 PM – 8:45 PM

PERFORMANCE EVENTS

American Enterprise Project, Digital Animation, Mobile Application Development, Partnership with Business Project, Financial Statement Analysis, Future Business Educator, Website Coding & Development

7:00 PM – 7:30 PM

STATE OFFICER CANDIDATES MEETING

Mandatory for ALL State and National Officer Candidates

10:30 PM

HOTEL CURFEW (IN YOUR OWN HOTEL)

11:00 PM – 6:00 AM

CURFEW (IN YOUR OWN ROOM)

Tentative Schedule

Friday | April 25, 2025

6:00 AM	IN-ROOM CURFEW ENDS
7:30 AM	CONFERENCE HEADQUARTERS OPEN
7:30 AM – 9:00 AM	CONFERENCE REGISTRATION CHECK IN (ADVISERS ONLY)
9:00 AM – 10:30 AM	OPENING GENERAL SESSION <i>Welcome, Keynote Speaker, and Candidate Speeches</i>
11:00 AM – 12:00 PM	ADVISER MEETING (Option 1) <i>Advisers need to attend one general Adviser Meeting during SLC.</i>
12:00 PM – 4:00 PM	LEADERSHIP ACTIVITIES <i>Campaign Booths, Leadership & Career Sessions, Exhibitors & Activities</i>
11:00 AM – 6:25 PM <i>Final schedule will be posted on the SLC page at cafbla.org by April 1.</i>	OBJECTIVE TESTING SESSION – BY EVENT
12:00 PM – 3:45 PM	PERFORMANCE EVENTS <i>Client Service, Help Desk, Job Interview, Parliamentary Procedure, Broadcast Journalism Business Plan, Computer Game & Simulation Programming, Digital Video Production, Impromptu Speaking, Introduction to Social Media Strategy, Sales Presentation, Scholarship, Visual Design, Creed, Exploring Public Speaking</i>
2:00 PM – 3:00 PM	ADVISERS MEETING (Option 2) <i>Advisers need to attend one general Adviser Meeting during SLC.</i>
4:00 PM – 7:15 PM	PERFORMANCE EVENTS <i>Community Service Project, Electronic Career Portfolio, Future Business Leader, Graphic Design, Hospitality & Event Management, Introduction to Event Planning, Introduction to Programming, Local Chapter Annual Business Report, Management Information Systems, Marketing, Public Speaking, Sports & Entertainment Management</i>
7:30 PM – 8:30 PM	SECTION MEETINGS
10:30 PM	HOTEL CURFEW (IN YOUR OWN HOTEL)
11:00 PM – 6:00 AM	CURFEW (IN YOUR OWN ROOM)

Tentative Schedule

Saturday | April 26, 2025

6:00 AM	IN-ROOM CURFEW ENDS
7:00 AM	CONFERENCE HEADQUARTERS OPEN
9:15 AM – 10:00 AM	CAMPAIGN CAUCUS <i>All members welcome to attend.</i>
9:30 AM – 12:45 PM	PERFORMANCE EVENTS <i>Coding & Programming, Entrepreneurship, International Business, Network Design, Social Media Strategies, Banking & Financial System, Business Ethics, Business Management, Data Analysis, Introduction to Business Presentation, Introduction to Public Speaking, Public Service Announcement, Website Design</i>
10:15 AM – 10:45 AM	VOTING SESSION <i>Voting delegates only (2 per chapter)</i>
6:00 PM – 9:00 PM	AWARDS OF EXCELLENCE PROGRAM <i>For team events, one plaque will be awarded on stage. Remaining plaques for teammates will be mailed to the school after SLC. Chapter Projects will continue to receive one plaque per chapter.</i>
11:30 PM	HOTEL CURFEW (IN YOUR OWN HOTEL)
12:00 AM – 6:00 AM	CURFEW (IN YOUR OWN ROOM)

Tentative Schedule

Sunday | April 27, 2025

- 6:00 AM** IN-ROOM CURFEW ENDS
- Morning** CHAPTERS DEPART HOTEL FOR RETURN
- 8:00 AM – 9:30 AM** LEADERSHIP BREAKFAST
For Outgoing State Officers and their Advisers, Board of Directors, and Management Team.



Conference Info & Opportunities

PARADE OF PRESIDENTS

The Parade of Presidents will be held during the Awards Session on Saturday evening. The local chapter president should be prepared to enter the stage to introduce themselves at the beginning of the awards. Parade of Presidents rehearsal will immediately follow the Opening Session Friday Morning.

VOTING DELEGATES

Two voting delegates from each chapter will participate in the voting delegates' session. Voting ribbons will be in the chapter registration packet and must be worn during the conference. On Saturday, The Campaign Caucus will be 9:15-10am with the Voting Session being 10:15-10:45am.

EXHIBITS AND CAMPAIGNS

Opportunities are available for chapters to host an exhibit booth to showcase their school's enterprises. More information to come on this new opportunity. Businesses and organizations will also be present for conference attendees to visit with along with state officer campaign booths. These booths will mainly be available on Friday from 11am to 3pm between the Pacific and California Ballrooms.

NATIONAL ANTHEM SINGER

We are looking for someone to sing the National Anthem at our general sessions! Anyone interested should submit an audio file to Alyssa Gonzalez at coo@cafbla.org by April 1st.

COLOR GUARD

If your school has an active Color Guard who would like to present the colors at a general session, please reach out to Alyssa Gonzalez by emailing coo@cafbla.org by April 1st.

CONFERENCE CURFEW

Students' safety and well-being is our up-most concern while attending conferences. Also, California FBLA prides itself on the exemplary behavior of our students at conferences. The curfews that are established for overnight conferences are an important part of maintaining this strong tradition.

GUIDELINES FOR ADVISERS

- Discuss curfew and consequences for violation with the members attending the conference.
- Remember that the adviser cannot overrule the established curfew.
- Check all students' rooms each night to be sure that the curfew has been followed.
- Please be sure your chapters are adhering to the following guideline (which is listed in the Code of Conduct as well): Students may not enter rooms of the opposite gender at any time during the conference or event without adult supervision.

CURFEW DEFINITION

Each student is in his or her own assigned hotel room at the curfew time specified in the conference program. The student may not leave the hotel room until 6:00 am the following morning.

Conference Info & Opportunities

CONSEQUENCES FOR CURFEW VIOLATION

It is the adviser's responsibility to take appropriate action for curfew violations. Schools that repeatedly abuse curfew may not be allowed to participate in future conferences. School officials will be notified if rules are flagrantly violated.

The Management Team will also be checking hotel floors after curfew. If problems exist, the appropriate adviser(s) will be notified to take corrective action.

HOTEL CURFEW HOURS (AT YOUR OWN HOTEL)

- Thursday - April 24 10:30 PM
- Friday - April 25 10:30 PM
- Saturday - April 26 11:30 PM

All attendees must be in their own hotel at these listed times. If not, attendees risk being removed from their competitive events.

CURFEW HOURS (IN YOUR OWN HOTEL ROOMS)

- Thursday - April 24 11:00 PM – 6:00 AM
- Friday - April 25 11:00 PM – 6:00 AM
- Saturday - April 26 12:00 AM – 6:00 AM

Encourage everyone to work together to ensure there are no issues during curfew.

STUDENTS WITH DISABILITIES

Members with disabilities add an important dimension to the organization. They serve as models within the profession and to the students, as well as provide guidance concerning program needs, sensitivity, and accessibility. Please contact California FBLA staff as soon as possible if you know of a member who may require special services at section and state events.

To ensure that your request can be accommodated, please check the "special needs" box in the Blue Panda registration system for the individual student and include an explanation of the needs.

Dress Code

Professional business attire is required for all general sessions, workshops, competitive events, and other activities at the State Leadership Conference, unless stated otherwise in the conference program. The dress code is designed to uphold the professional image of the association and its members, and to prepare students for the business world. Conference nametags are part of the dress code and must be worn at all times while participating in all conference activities.

Note: Appropriate casual attire includes t-shirts, polo shirts, jeans, khakis, sneakers or sandals. Cut-off jeans, spandex or Lycra garments, and bathing suits are not appropriate casual attire. Shoes and shirt must be worn at all times.



DRESS CODE

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for conference attendees—students, advisers, and guests. Professional business attire is required at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated in conference materials.

Conference name badges are considered part of the dress code and must be worn at all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The dress code is gender neutral.



ACCEPTABLE ITEMS

BUSINESS PROFESSIONAL

Business Suit

- Suit pants and jacket
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Blazer

- Dress pants, including khakis, (or) dress (or) skirt
- Blazer
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Dress

- A business dress
- Dress shoes (or) dress boots

Other Professional

- Dress pants, including khakis, (or) skirt
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

BUSINESS CASUAL

- Dress pants, skirt, (or) khakis/chino-style pants
- Blouse, collared dress shirt, (or) polo shirt
- Dress shoes (or) dress boots

NOTE: Business Casual is only permitted during sessions specifically noted in conference materials.

UNACCEPTABLE ITEMS

The following items are prohibited in all conference areas, including competitive events.



- ⊘ Denim or flannel clothing
- ⊘ Shorts
- ⊘ Athletic clothing
- ⊘ Leggings or graphically designed hosiery/tights

- ⊘ Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- ⊘ Swimwear
- ⊘ Flip flops or casual sandals

- ⊘ Athletic shoes
- ⊘ Industrial work shoes
- ⊘ Hiking boots
- ⊘ Hats
- ⊘ Graphically printed clothing

No dress code can cover all contingencies, so FBLA members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local adviser, state leader, or conference staff.

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the special accommodation portion of the registration form. Requests made after registration closes must be made in writing.

June 2023

<https://www.fbla.org/dresscode/>

Conference Registration

ADVISERS: REVIEW ALL INFORMATION IN THIS SECTION BEFORE LOGGING INTO BLUE PANDA.

CONFERENCE REGISTRATION RATES

Conference registration rate for attendees staying in an official FBLA conference hotel:	Conference registration rate for attendees NOT staying in an official FBLA conference
Student Regular Conference Registration fee is \$170	Student Regular Conference Registration fee is \$200
Adviser/Chaperone Regular Conference Registration fee is \$60	Adviser/Chaperone Regular Conference Registration fee is \$90

OFFICIAL FBLA HOTEL LODGING RATES

Chapters are encouraged to stay at the designated conference hotel and reserve through Blue Panda starting February 10 at 9:00 a.m. Attendees will benefit from convenience, networking opportunities, negotiated services, regular registration rates, and conference room rates. Chapters staying off-site or booking directly through the hotel (outside of the official FBLA hotels) will pay higher registration rates to cover the cost of meeting space, room setup charges, and penalties for not filling contracted rooms.

All prices reflect a three-night block
(Check in Thursday, April 24 and Check out Sunday, April 27, 2025).

Hotel	Room Type(s)	Rate for 3 Nights
Hilton Anaheim 777 W Convention Way Anaheim, CA 92802	King (Sleeps up to 2)	\$720
	Double Queens (Sleeps up to 4)	\$720

Hotel's check-in time is 4:00 PM, and check-out time is 12:00 PM. All guests arriving before check-in time may be accommodated as rooms become available, provided that such guests elect to pay an early arrival fee of \$35 per room.

Advisers are encouraged to reserve early as the hotel may sell out and chapters may have to reserve at another FBLA hotel with varying room rates. Larger chapters should reserve early to ensure your large room block can be accommodated. At this year's SLC, chapters must book all three-room nights to secure their rooms. Chapters booking less than three nights will not be processed.

The Hotel Reservations will open on February 10, 2025 at 9:00 a.m. in Blue Panda. The final day to submit hotel reservations is March 1, 2025 at 11:59 p.m.

Conference Registration

HOTEL LODGING NOTES FOR ADVISERS

- Divide these rates by the number of student members staying per room (2, 3, or 4 students in a room) to provide a cost to your students.
- Hotel assignments are based on a first-come, first served basis.
- California FBLA may add additional hotel options as needed based on registration.
- Hilton Anaheim has imposed a maximum of 4 per room for Double Queens. Consult school or district regulations for any additional guidance on room occupancy.
- Hotel guest rooms are at the same location as the conference, unless booked at an adjacent property if overflow lodging is needed. The Hilton Anaheim overnight parking rate is \$24 per night.
- Chapters must have a school-approved FBLA primary Adviser/co-advisers, and school approved chaperones, staying on site for the entire conference.
- On your rooming list, please identify any special needs for guests with disabilities requiring accommodation at your assigned hotel.

LATE / CHANGE FEES

- Any changes and/or additions after the registration deadline is subject to a \$25 fee per change if received before April 1st, or a \$50 fee per change if received on or after April 1st.
- Changes and/or additions must be requested through the provided [Change Request Form](#).
- Once the request is reviewed and approved, the chapter will receive an update and an invoice from California FBLA.

Approved changes/additions include, but are not limited to:

- Adding students to competitive events
- Modifying which competitive event(s) a student is registered for
- Adding hotel rooms (based on availability)
- Modifying hotel room reservations (ie changing room type, changing names on the room)

Examples of changes/additions that would not be approved include, but are not limited to:

- Request that are not within the guidelines (such as grade level requirements and per chapter competitor participation limits)
- Request that involves late submission of pre-judged materials
- Requests to cancel reserved hotel rooms after March 1, 2025

California FBLA reserves the right to approve or deny requests for changes and/or additions based on the timing of the request, adherence to guidelines, and the overall impact of the request.

Conference Registration

LOGGING IN

If you have login issues, please email competitive events coordinator Manuel Rapada at mrapada@cafbla.org.

Log in at <https://app.gobluepanda.com>.

Click "Login with FBLA Connect."



User Login
Judge Code

Login with FBLA Connect

- OR -

Username:

Password:

Forgot Password?

Remember Me Stay Logged In

Login

Enter your FBLA Connect email address and password.



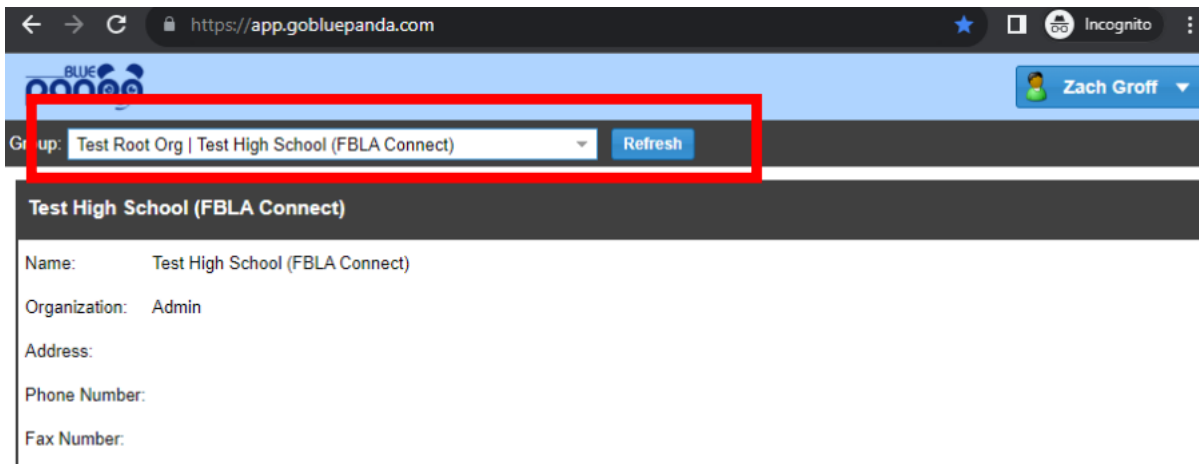
Email Address

Password

[Forgot Your Password?](#)

Conference Registration

In the Blue Panda dropdown, select the “California FBLA [Your Middle/High School’s Name]” option. This will give you access to California FBLA’s section and state conference registrations.



Click “Register” for the 2025 CA FBLA State Leadership Conference.



Next, prepare your list of attendees.

Conference Registration

ATTENDEES

Move to the ATTENDEES screen.

Click the "ADD" button, and first register yourself as adviser. On the drop-down list, select the "Adviser/Chaperone" option. Manually enter your information. Register any other adults attending as "Adviser/Chaperone."

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" option. High school chapter members should be registered under the "HS Student" options.

Under travel option, specify your hotel option and the number of beds if you are staying in the FBLA room block. Blue Panda is set up for 3-night hotel packages. If you need custom check-in/check-out dates, please email mdias@cafbla.org.

If you are not staying in the FBLA room block, select "Not Staying in Room Block."

Travel

Travel Option: [Please select an option] ▼

Details:

- [Please select an option]
- Hilton Anaheim (One King Bed)
- Hilton Anaheim (Two Queen Beds)
- Not Staying in Room Block

If someone has special needs, please provide a clear explanation of the person's needs in addition to checking the Special Needs box.

Conference Registration

ATTENDEE TROUBLESHOOTING

Don't see your student's name in Blue Panda?

- Go to [FBLA Connect](#).
- Go to **Members > Transition Members**.
- Make sure all students are listed in the middle "member" column.
- If a missing student is in the "unpaid student" column with no dollar sign next to their name ...
 - Select their name, then "transition to member."
 - Click "generate the invoice, skip the quote step."
 - Near the bottom of the invoice, select "I have mailed a check."
 - You do not have to pay this invoice. CA FBLA will pay this on your behalf based on the affiliation tier you selected on your affiliation form.
 - Wait at least 15 minutes for the student to appear in Blue Panda.
- If a missing student is in the "unpaid student" column with a green dollar sign next to their name ...
 - Click on the green dollar sign next to their name
 - Near the bottom of the invoice, select "I have mailed a check."
 - You do not have to pay this invoice. CA FBLA will pay this on your behalf based on the affiliation tier you selected on your affiliation form.
 - Wait at least 15 minutes for the student to appear in Blue Panda.

Do not wait until the last minute to get members in FBLA Connect. Students must be in FBLA Connect by March 1 in order to attend SLC. If you have issues with FBLA Connect, please contact the California FBLA Chapter Support Center at hello@cafbla.org.

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.

For each student, double check spelling, grade level and email address (these last two are editable in Blue Panda). If possible, supply personal email addresses for each student so important notifications do not get caught in school district spam filters.

If you change anything in Blue Panda, that info must also get corrected in FBLA Connect for future conferences, as the information does not sync the other way.

Next, prepare your list of competitions for each student attendee.

Conference Registration

COMPETITIONS

Once you have a given student registered under "ATTENDEES", you will be able to assign competitive events under "COMPETITIONS."

In the Competitions module, you have the option to enter students in events either BY EVENT or BY ATTENDEE (toggle top right).

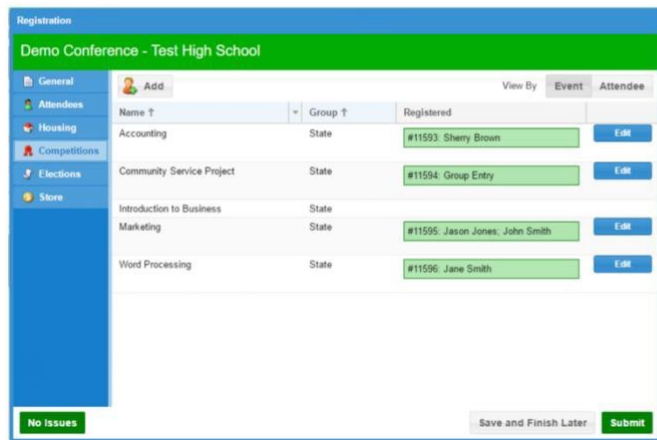
CA FBLA recommends you view competitions BY EVENT, then "add" all the students in one event at the same time. Unless you need to remove students from a competition, avoid using the "edit" button.

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.

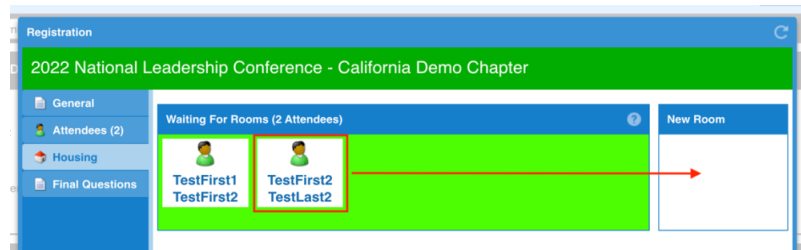


HOUSING (IF STAYING IN THE FBLA ROOM BLOCK)

Move to the HOUSING screen.

Create the first hotel room you want to book by dragging an attendee from "Waiting for Rooms" into "New Room."

Assign all attendees to a room, by dragging to an existing room or creating a new room.



Please make sure you do not exceed capacity in a king-bed hotel room (1 king bed = up to two (2) people). Blue Panda does not have an automatic error to detect when a chapter exceeds capacity in a king-bed hotel room. As a workaround, if a chapter adds three (3) or four (4) people to a 1-bed hotel room, Blue Panda will charge \$99,999 for that room – a sign you've exceeded capacity.

Conference Registration

FINAL QUESTIONS

In FINAL QUESTIONS, please designate:

- the on-site/primary adviser and their contact info
- the three wild card students and their competitions
 - Make sure these students are also registered in the COMPETITIONS section
- the mailing address for plaques in team events
 - For team events, one plaque will be awarded on stage. Remaining plaques for teammates will be mailed to the school after SLC. Chapter projects will continue to receive one plaque per chapter.
- the chapter's two official voting delegates and their personal email addresses

SUBMIT

Hit "submit" when you're done.

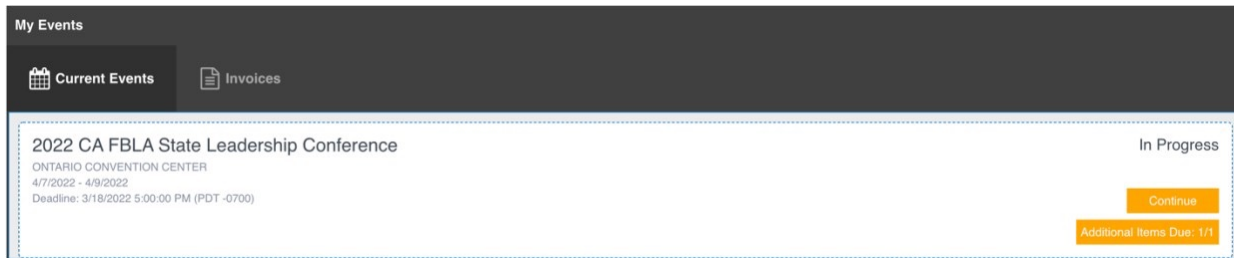
Make sure to hit SUBMIT by **March 1, 2025**. Even after clicking the final SUBMIT button, you will be able to log back in and edit your registration up until the final deadline on **March 1, 2025**.

Finally, prepare your transcripts and prejudged materials to upload (by March 1).

Conference Registration

ADDITIONAL ITEMS DUE / UPLOAD MATERIALS

Chapters will submit prejudged materials and transcripts via Blue Panda’s “Additional Items Due” submission tool. As soon as an adviser starts SLC conference registration, a new orange button for “Additional Items Due” will appear on the conference box.



This is to collect your chapter’s transcripts. Compile all transcripts for all competitors in “Intro”, middle school and Accounting I events into one PDF, even if students competed at section conference. If you have no “Intro” or Accounting I competitors, you can skip this. Do not email transcripts to CA FBLA staff. Only use Blue Panda for SLC transcript submissions.

Once an adviser registers a student for an event with prejudged material submissions, the number of additional items due will increase.

Clicking the “Additional Items Due” button will take the adviser to the first 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.

Please check the “Due By” column. Deadlines for many prejudged events are on March 1, 2025, to allow for scoring before SLC.

The screenshot shows a table titled "Demo Conference - Items Due". The table has five columns: "Competition", "Due By", "Entry", "Asset", and an "Upload" button. The data rows are as follows:

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

A "Close" button is located at the bottom left of the table.

Conference Registration

Broadcast Journalism - Submission

Competition: Broadcast Journalism

Entry: [REDACTED]

Item Due: Submission

URL:

Job Interview - Resume

Competition: Job Interview

Entry: Jason Jones
John Smith
Test High School

Item Due: Resume

File:

REGISTRATION REMINDERS

- Please contact your section director immediately if a section qualifying student from your chapter cannot attend SLC, so that the student next in line can be notified.
- There are no refunds for registration fees of individuals/teams who submit pre-judged materials and do not make the finals in that event. See other event options for those who do not qualify for pre-judged events.
- Upon completion of registration, print the Conference Registration Confirmation Summary to submit to the following:
 - To your school's business office to request your check payable to California FBLA
 - To the California FBLA Finance Office to accompany your mailed check
 - For your own files/records
- Making payment --
 - To pay by check, registration payment checks can be mailed to: California FBLA Finance Office, PO Box 1440, Owasso, OK 74055
 - To pay by credit card, look for an e-invoice from the California FBLA Finance Office which will be sent to the lead adviser by email by March 12, 2025. Credit card payments can be made through the e-invoice.
- If you need a W-9 form for California FBLA, download it here: <https://leadable.info/cafbla-w9>

Conference Registration



Competitive Events

ELIGIBILITY TO COMPETE AT THE STATE LEADERSHIP CONFERENCE

- **First Place Winners at Section Conference**
Creed
- **First and Second Place Winners at Section Conference**
Broadcast Journalism Impromptu Speaking Introduction to Public Speaking
Job Interview Public Speaking Sales Presentation
- **First, Second, Third, Fourth and Fifth Place Winners at Section Conference who each have a final score of at least 30:**
Computer Applications Word Processing
Spreadsheet Applications
- **First, Second, Third, Fourth, Fifth and Sixth Place Winners at Section Conference****
Accounting I ** Future Business Leader Introduction to FBLA **
Advertising ** Healthcare Administration ** Introduction to Financial Math **
Agribusiness ** Hospitality & Event Management Introduction to Information
Business Communication ** Human Resource Management ** Technology **
Business Law ** Insurance & Risk Management ** Marketing
Business Management International Business Personal Finance **
Computer Problem Solving ** Introduction to Business Securities and Investments **
Economics ** Communication ** Sports & Entertainment
Entrepreneurship Introduction to Business Management
Financial Math** Concepts ** Supply Chain Management **
Introduction to Business
Procedures **
Introduction to Event Planning
- **Wild Card Entries**
THREE per school – can be used for any ** online objective test event that started at the section level. No member may participate in more than one wild card. Wild cards must be used in different events.

If you have a competitor who qualified at section but who cannot compete at SLC, please notify your section director immediately. This will allow the next eligible member to be notified to participate.

LEGEND

** The number of competitors is determined by the number who took the tests taken at your section conference. Refer to your section winners' list.

Competitive Events

OBJECTIVE TEST ONLY EVENTS

STARTED AT SECTION

Accounting I **	Insurance & Risk Management **
Advertising **	Introduction to Business Communication **
Agribusiness **	Introduction to Business Concepts **
Business Communication **	Introduction to Business Procedures **
Business Law **	Introduction to FBLA **
Computer Problem Solving **	Introduction to Financial Math **
Economics **	Introduction to Information Technology **
Healthcare Administration **	Personal Finance **
Human Resource Management **	Securities & Investments **
Financial Math**	Supply Chain Management **

- Each local chapter may register competitors who qualified for SLC at section conference.
- ** Local chapters may also register THREE wild card entries per chapter. These can be used for competitors who did not attend or did not qualify at the Section Leadership Conference. These can be used for any of the events listed above. No member may participate in more than one wild card. Wild cards must be used in different events.
- Objective Testing Sessions will be on Friday, April 25, 2025.
 - Students need to bring their own device for testing.
 - Students will test by event. The complete schedule will be posted by April 1 on cafbla.org.
 - Objective Testing Sessions (including conflict) may be added on Saturday, April 26, 2025, depending on registration.

Competitive Events

STARTING AT STATE

Accounting II
 Cybersecurity
 Introduction to Marketing Concepts
 Introduction to Parliamentary Procedure
 Journalism

Networking Infrastructures
 Organizational Leadership
 Public Policy & Advocacy
 UX Design

- Each local chapter may have three (3) competitors in each event listed above.
- In addition, all members who do not advance to the final round in any of the prejudged state events listed below can choose one of these events.
 - American Enterprise Project, Business Plan, Coding & Programming, Community Service Project, Computer Game & Simulation Programming, Data Analysis, Digital Animation, Digital Video Production, Electronic Career Portfolio, Financial Statement Analysis, Future Business Educator, Graphic Design, Introduction to Business Presentation, Introduction to Programming, Introduction to Social Media Strategy, Local Chapter Annual Business Report, Mobile Application Development, Partnership with Business Project, Public Service Announcement, Social Media Strategies, Visual Design, Website Coding & Development, Website Design
- Objective Testing Sessions will be on Friday, April 25, 2025.
 - Students need to bring their own device for testing.
 - Students will test by event.
 - The complete schedule (including conflicts) will be posted by April 1 on cafbla.org.
 - Objective Testing Sessions may be added on Saturday, April 26, 2025, depending on registration.

Competitive Events

STARTING AT STATE (GRADES 6-8 ONLY)

Business Etiquette
 Career Exploration
 Digital Citizenship
 Exploring Computer Science
 Exploring Economics
 Exploring Leadership

Exploring Parliamentary Procedure
 Exploring Technology
 FBLA Concepts
 Financial Literacy
 Interpersonal Communication
 Learning Strategies

- There is no maximum of entries per chapter in each event.
- Objective Testing Sessions will be on Friday, April 25, 2025.
 - Students need to bring their own device for testing.
 - Students will test by event.
 - The complete schedule will be posted by April 1 on cafbla.org.
 - Objective Testing Sessions (including conflicts) may be added on Saturday, April 26, 2025, depending on registration.

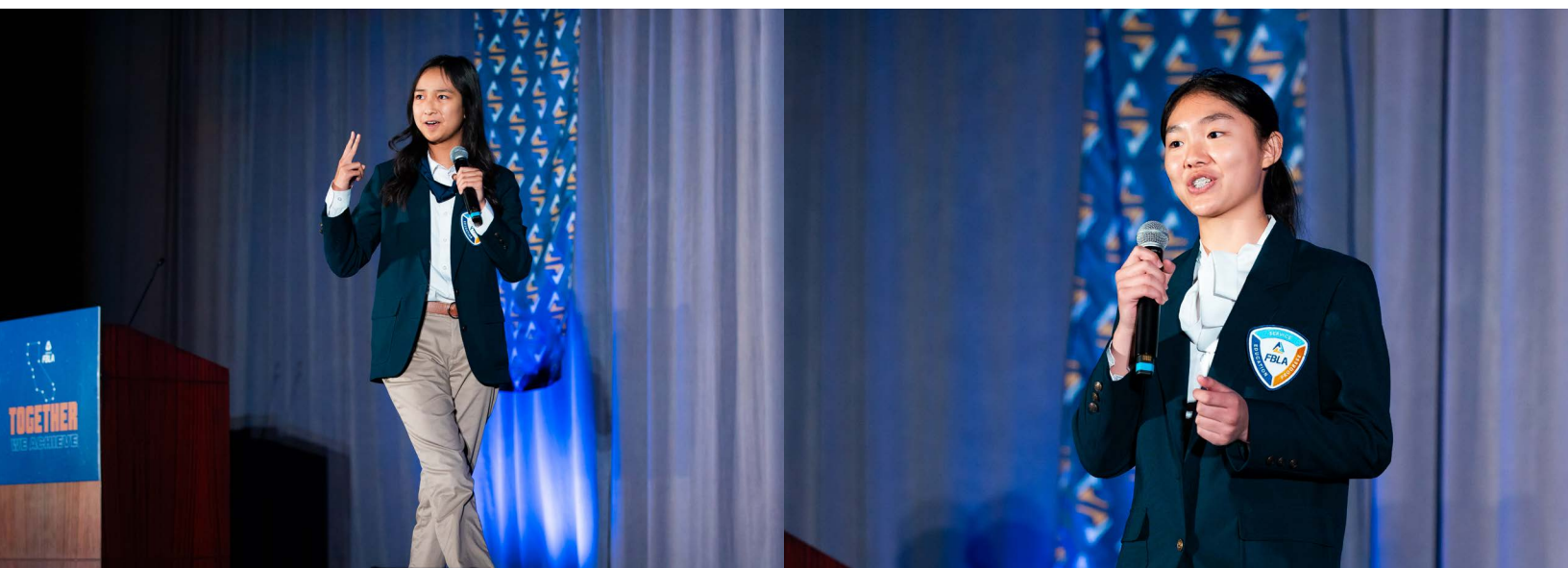


Competitive Events

PRODUCTION TEST EVENTS

Computer Applications
Spreadsheet Applications
Word Processing

- The local chapter adviser must register competitors in [Blue Panda](#) AND complete the [Production Event Request Form](#) by 4:59 p.m. Pacific on March 1, 2025. California FBLA will mail test to your proctors.
- Production tests must be proctored, and a test proctor must be specified on the Production Event Request Form. This person must be a certificated teacher or a school staff member. This may be an adviser but cannot be a parent. You may have more than one test proctor.
- Completed production tests must be uploaded electronically for grading by 4:59 p.m. Pacific on March 20, 2025.
- Objective Testing Sessions will be on Friday, April, 25, 2025.
 - Students need to bring their own device for testing.
 - Students will test by event.
 - The complete schedule will be posted by April 1 on [cafbla.org](#).
 - Objective Testing Sessions (including conflicts) may be added on Saturday, April 26, 2025, depending on registration.



Competitive Events

CASE STUDY EVENTS

Banking & Financial Systems
 Business Management
 Client Service
 Entrepreneurship
 Help Desk
 Hospitality & Event Management
 International Business

Introduction to Event Planning
 Management Information Systems
 Marketing
 Network Design
 Parliamentary Procedure
 Sports & Entertainment Management

- **Business Management, Entrepreneurship, Hospitality & Event Management, International Business, Introduction to Event Planning, Marketing and Sports & Entertainment Management:** Each local chapter may register competitors who qualified at their Section Leadership Conference.
- **Banking & Financial Systems, Management Information Systems and Network Design:** Each local chapter may enter one (1) individual or a team of two (2) or three (3) members in each event.
- **Client Service and Help Desk:** Each local chapter may enter one (1) individual in each event.
- **Parliamentary Procedure:** Each local chapter may enter one team of four (4) or five (5) members.

Preliminary Objective Testing

- **Objective Testing Sessions will be on Thursday, April 24, 2025.**
 - All tests will be taken individually.
 - Students need to bring their own device for testing.
 - The complete schedule (including conflicts) will be posted by April 1 on cafbla.org.

LIVE Finals Performance

- **Finalists will be announced by Friday morning, April 25, 2025, on cafbla.org.**
- Finalists will perform live throughout the conference. Check the final conference schedule for the exact date and time.

Competitive Events

INTERVIEW EVENTS

Future Business Leader
Job Interview

Future Business Leader

- Advisers must submit materials to Blue Panda by 4:59 p.m. Pacific on March 20, 2025.
- Competitors need to submit a cover letter and resume.
- Objective Testing Sessions will be on Thursday, April 24, 2025.
 - Students need to bring their own device for testing.
 - The complete schedule (including conflicts) will be posted by April 1 on cafbla.org.
- Finalists will be announced by Friday morning, April 25, 2025, on cafbla.org.
- Finalists will interview live on Friday, April 25, 2025 or Saturday 26, 2025. Check the final conference schedule for the exact date and time.

Job Interview

- Advisers must submit materials to Blue Panda by 4:59 p.m. Pacific on March 20, 2025.
- Competitors need to submit a cover letter and resume.
- All students who submit materials by the March 20, 2024 deadline will be finalists.
- Finalists will interview live on Friday, April 25, 2025 or Saturday 26, 2025. Check the final conference schedule for the exact date and time.

Competitive Events

SPEECH EVENTS

Creed

Exploring Public Speaking (Middle School)

Impromptu Speaking

Introduction to Public Speaking

Public Speaking

LIVE Performance

- Creed, Exploring Public Speaking (Middle School), Introduction to Public Speaking, Impromptu Speaking and Public Speaking: Live performance. Check the final conference schedule for the exact date and time.



Competitive Events

PRESENTATION EVENTS

PART ONE

American Enterprise Project
Broadcast Journalism
Business Plan
Community Service Project
Digital Animation

Digital Video Production
Future Business Educator
Local Chapter Annual Business Report
Partnership with Business Project
Sales Presentation

Preliminary Project

- **Broadcast Journalism and Sales Presentation:** These competitors have pre-qualified from section and do not submit any prejudged work.
- **Digital Animation and Digital Video Production:** Advisers must submit video projects to Blue Panda by 4:59 p.m. Pacific on March 1, 2024.
- **American Enterprise Project, Business Plan, Community Service Project, Future Business Educator, Local Chapter Annual Business Report and Partnership with Business Report:** Advisers must submit PDF reports to Blue Panda by 4:59 p.m. Pacific on March 1, 2024.
- Review the [California competitive event guidelines](#) for each event.
- Students should start preparing their presentations immediately after submitting prejudged work.

LIVE Final Presentations

- Finalists will be announced as soon as prejudging is complete.
- Finalists will perform live throughout the conference. Check the final conference schedule for the exact date and time.

Competitive Events

PRESENTATION EVENTS

PART TWO

Coding & Programming
 Computer Game & Simulation Programming
 Data Analysis
 Electronic Career Portfolio
 Financial Statement Analysis
 Graphic Design
 Introduction to Business Presentation
 Introduction to Programming

Introduction to Social Media Strategy
 Mobile Application Development
 Public Service Announcement
 Social Media Strategies
 Visual Design
 Website Coding & Development
 Website Design

Preliminary Video Presentation

- Competitors need to complete a project that addresses the topic listed in the [California competitive event guidelines](#).
- Competitors must then record a presentation of their project. Create a presentation that addresses the “preliminary” rating sheet for the event listed in the [California competitive event guidelines](#). Advisers must submit video projects to Blue Panda by 4:59 p.m. Pacific on March 1, 2025.
 - Ensure competitors follow the digital submission guidelines. In 2024, common deductions included:
 - Not conforming to the FBLA Dress Code
 - Editing the video submission
 - Not having members in the recording at all times
 - Going over the presentation time limit
 - Students should prepare to give this presentation live at the State Leadership Conference.

LIVE Final Presentations

- Finalists will be announced as soon as prejudging is complete.
- Finalists will perform live throughout the conference. Check the final conference schedule for the exact date and time.

Competitive Events

PRESENTATION EVENTS

PART THREE

Business Ethics has three parts: a prejudged case study summary, objective test and final presentation.

Preliminary Project and Objective Testing

- Advisers must submit the prejudged case study summary to Blue Panda by 4:59 p.m. Pacific on March 1, 2025.
 - Review the [California competitive event guidelines](#).
- Objective Testing Sessions will be on Thursday, April 24, 2025.
 - Students will test individually.
 - Students need to bring their own device for testing.
 - The complete schedule (including conflicts) will be posted by April 1 on [cafbla.org](#).

LIVE Final Presentations

- Check the final conference schedule for the exact date and time.

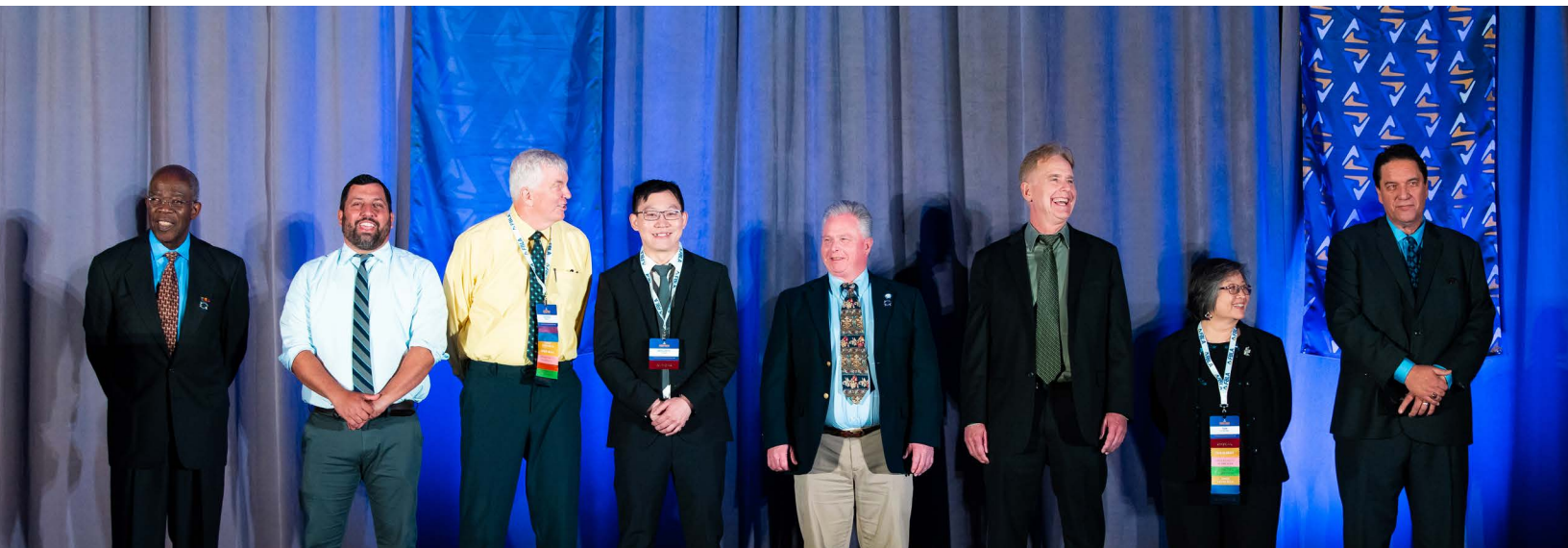
Conference Forms

The following form must be submitted by the Chapter Adviser and submitted through Registration: Blue Panda:

[Form A: Chapter Statement of Assurance](#)

The following forms must be completed by conference attendees and submitted to the Chapter Adviser to keep hard copies in their possession at/during the State Leadership Conference.

[Form B: Code of Conduct/Permission/Medical Release](#)





Learning that works
for California

California FBLA is recognized by the U.S. Department of Education and chartered by the California Department of Education as an official Career Technical Student Organization (CTSO) in California and is a vital curricular instructional, career, professional development, and leadership program for California's students.



WWW.CAFBLA.ORG

California FBLA Headquarters

California FBLA Chief Operating Officer

Alyssa Gonzalez

coo@cafbla.org | (714) 824-4489

For general support and questions, please contact us:

hello@cafbla.org | (714) 824-4489

FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

