

2010 FBLA State Leadership Conference
Hunt Valley, Maryland
March 25-27, 2010

SLC Advisor Information—Update #5

**Written Report deadline, FBLA-PBL Week,
and SLC Registration deadline extensions**

February 15, 2010

Summary of information included in this document:

1. Deadline extension for written reports and other prejudged material
2. FBLA-PBL Week extension **(***VERY IMPORTANT CHANGE***)**
3. SLC Registration deadline extension

Because of the unprecedented winter weather the entire state has experienced last week, the Maryland FBLA-PBL Board of Directors has revised several deadlines regarding the State Leadership Conference. It is not typically the policy or practice of the Board to revise deadlines or offer extensions because the deadlines are put in place in order for us to meet our contract obligations with various vendors we utilize for the SLC (the largest being the conference hotel) as well as to ensure our volunteer competitive event judges have adequate time to thoroughly evaluate all written reports and other prejudged materials.

That being said, the Board has worked out arrangements with most of its vendors and competitive event judges to be able to offer a ONE TIME extension to some of the deadlines. Unfortunately with the short amount of time before the SLC, there is simply no possibility of offering any further extension of the deadlines beyond what is listed below. **These are the absolute FINAL deadlines.** Please do not request an additional extension or exception; it is not within our power to offer any further extensions or exceptions given the turnaround time we need for meeting our vendor obligations and allowing time for our competitive event judges. Any deadlines not listed below have not changed from what they previously were. Below is a summary of the deadlines for those items that have change:

Original Deadline	Revised Deadline	
February 25, 2010	March 3, 2010 REVISED	<ul style="list-style-type: none"> ▪ Written reports and other pre-judged materials due ▪ Last day to notify Annette Donawa (MSDE) of eligible students who will be unable to compete at the SLC
March 1, 2010	March 1, 2010 NO CHANGE	<ul style="list-style-type: none"> ▪ Last day to submit dues to National FBLA for individuals attending the SLC
March 3, 2010	March 10, 2010 REVISED	<ul style="list-style-type: none"> ▪ Last day to register for conference
March 5, 2010	March 5, 2010 NO CHANGE	<ul style="list-style-type: none"> ▪ State Officer Candidate applications due ▪ Scholarship applications due
March 10, 2010	March 10, 2010 NO CHANGE	<ul style="list-style-type: none"> ▪ Photos for use in conference slideshow due (upload to http://upload.mdfbla.org/)
March 12, 2010	March 17, 2010 REVISED	<ul style="list-style-type: none"> ▪ All money due for SLC
March 25, 2010	March 25, 2010 NO CHANGE	<ul style="list-style-type: none"> ▪ State Leadership Conference check-in begins at Noon ▪ State Officer Candidate mandatory meeting - 1 p.m. at Hunt Valley Marriott (must be attended by anyone running for office) ▪ Select competitive events begin at 2 p.m.

1. Deadline extension for written reports and other prejudged material

The deadline that written reports and other prejudged materials must be received by the Competitive Events Committee has changed from February 25, 2010 to March 3, 2010. **All written report events and other events with prejudged materials must now be RECEIVED by the Competitive Events Committee by March 3, 2010.** There will be no other extensions to this deadline and no exceptions will be granted. Please plan accordingly.

A detailed listing of the events that must be turned in by March 3, 2010 as well as mailing instructions and submission forms can be found in the Appendix of the Maryland FBLA Competitive Events Guide (pages 94-96). This document is available on the Maryland FBLA website at:

[http://www2.mdfla.org/downloads/files/Maryland%20FBLA%20Competitive%20Events%20Guide%20\(2009-2010\)%20\(rev.%2010-09\).pdf](http://www2.mdfla.org/downloads/files/Maryland%20FBLA%20Competitive%20Events%20Guide%20(2009-2010)%20(rev.%2010-09).pdf)

All written reports and pre-judged events now require an entry form to be completed and turned in with the report or pre-judged material. These entry forms are found in the Appendix of the Maryland FBLA Competitive Events Guide (see link above).

The entry forms have not been revised to reflect the new March 3, 2010 deadline. The due date on the entry forms still says February 25, 2010, but rest assured the deadline is March 3, 2010. These entry forms are still valid and should be used for your chapter's submissions.

2. FBLA-PBL Week extension

All school systems in Maryland were closed during FBLA-PBL Week (February 8-12). As such, in order to allow those chapters who had planned activities for this event, an extension to complete your activities is being offered through February 28. You may complete your activities for this event anytime between now and the end of February.

A note about entering this event at the SLC: Please keep in mind that if you are entering this event at the SLC, the Competitive Events Committee must receive the entry form and any other required information by the written report/prejudged materials deadline (March 3, 2010). Please plan accordingly.

In addition, to be clear, the items that you report on must be items that you actually completed. Any submissions that contain information on items your chapter planned to do but were unable to complete because of the weather or any other reason will be disqualified. This event is designed to recognize activities that your chapter successfully completed; not activities that you planned but did not execute (for whatever the reason).

3. SLC Registration deadline extension

The deadline for submitting your chapter's final registration for the SLC is now 5 p.m. on March 10, 2010. After this time the registration system will be locked and the information will be sent to the hotel. If you do not meet this deadline, e-mailing or calling David Jones, Zach Groff, or any member of the Board of Directors to find out what arrangements can be made is NOT possible. If you do not submit by 5 p.m. on March 10, 2010, your chapter will not be able to attend the conference. After negotiating with the hotel, we have pushed the deadline to the absolute latest we can and we cannot accept any new registrations after this time. **Please don't let your students be denied the opportunity to attend the SLC because you missed the deadline or did not make sure you could access the registration system well in advance of the deadline (FYI—waiting until the day the registration is due to let us know you can't access the registration system is not well in advance).** I cannot be any clearer than saying that we will not be able to accommodate any submissions after 5 p.m. on March 10, 2010. In addition, any chapters that have started their registration in the system but have not hit "submit" by 5 p.m. on March 10, 2010 will be automatically submitted by the system at this time. It is your responsibility to make sure the information you enter in the registration system for your chapter is accurate.

All money for the conference is now due by March 17, 2010. Please make arrangements with your school's financial secretary now to ensure you will not have a problem getting your chapter's check issued prior to March 17 so it will be received by Maryland FBLA by March 17.

A revised "SLC registration fee and deadlines (2010)" document with the updated deadlines is attached to this e-mail and posted on the Maryland FBLA website.