

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

**SLC Advisor Information—Update #6**

**March 1, 2010**

**Summary of information included in this document:**

1. REMINDER: Deadlines happening this week
2. Production test information
3. Service Activity planned immediately following Opening Session
4. REMINDER: Photos needed for slideshow during Opening and General Sessions

**1. REMINDER: Deadlines happening this week**

**March 3 - Written reports and other pre-judged materials due**

All written report events and other events with prejudged materials must now be RECEIVED by the Competitive Events Committee by this Wednesday, March 3, 2010. There will be no other extensions to this deadline and no exceptions will be granted. This does not mean that the reports and prejudged materials are postmarked by March 3. The reports and prejudged materials must be RECEIVED by the Competitive Events Committee by March 3.

**March 3 - Last day to notify Annette Donawa (MSDE) of eligible students who will be unable to compete at the SLC**

If you have a student that is eligible to compete at the SLC but is not able to attend, you may NOT substitute a replacement for this student. You must notify Annette Donawa at [adonawa@msde.state.md.us](mailto:adonawa@msde.state.md.us) by March 3 and the opportunity to compete will be given to the next student on the list of winners from the regional conference.

**March 5 - State Officer Candidate applications due**

**March 5 - Scholarship applications due**

**2. Production test information**

The Maryland State Department of Education will be mailing the production tests for those chapters that have students in the following events:

Accounting II	Spreadsheet Applications
Computer Applications	Word Processing I
Database Design	Word Processing II
Desktop Publishing	

The tests will be put in the mail to you by US mail no later than Friday, March 12. If you have a student in one of these events, you will also receive an e-mail from MSDE letting you know that they mailed the production test to you. Instructions for completing the exam will be included with the test packet you receive by US mail. You are responsible for securing a proctor to administer the production test to your student at your school in advance of the conference and bringing the completed student work to the State Leadership Conference. When the student has completed their work, the completed work product along with student and proctor certifications (included in the testing packet) will be sealed in an envelope by the event proctor and given to you. The SEALED envelope must be turned in at the registration desk at the time of conference check-in on Thursday, March 25. Please do NOT open the envelope you receive back from the proctor with the completed student work or the student will be disqualified from the event. If you do not receive an e-mail and/or US mail package from MSDE regarding the testing packet, please e-mail Annette Donawa at MSDE ([adonawa@msde.state.md.us](mailto:adonawa@msde.state.md.us), 410-767-0556) and cc me on the e-mail.

### **3. Service Activity planned immediately following Opening Session**

As a reminder, we have moved the keynote speaker's presentation to after the Opening Session. The Opening Session will begin promptly at 5:30 p.m. and dinner will be served immediately following. After dinner, there will be a short break where everyone can change into casual clothes and we will reconvene in the Hunt Valley Ballroom at 9 p.m. for the keynote speaker's hypnosis presentation. The keynote/hypnotist is an extension of the opening session and is a required activity. The presentation will last for approximately 90 minutes. This is the social event for the evening; there will not be a dance on Thursday evening (there will be a dance on Friday evening).

**NEW INFORMATION:** Immediately following the keynote speaker's presentation, the State Project Development Committee has organized a wonderful service activity as a way for Maryland FBLA to give back to the men and women of the armed forces who selflessly serve our country. All Maryland FBLA members in attendance will have the opportunity to write letters to our Troops as part of this group service activity. All supplies will be provided for this activity and we encourage everyone to participate.

In addition to participating in the Letters to our Troops service activity, we encourage students and advisors to bring their favorite board games and card games. Tables will be set up in the Hunt Valley Ballroom for playing your favorite games for the remainder of the evening.

### **4. REMINDER: Photos needed for slideshow during Opening and General Sessions**

We are compiling photos from all chapters for use in a slideshow that will be shown during the countdown for each general session of the conference (Thursday's opening session, Friday's general session, and Saturday's awards program). This is a great opportunity for your members to have the chance to see themselves on the big screen! The photos can be of your members participating in chapter activities such as chapter meetings, social events, community service projects, regional conferences, etc.

Once your chapter has gathered your photos, please upload them to the following website:

<http://upload.mdfla.org/>.

**All photos must be submitted by March 10.**

This initiative won't be successful without photos from every chapter, so please submit your photos ASAP.