

2020 ILLINOIS FBLA STATE CONFERENCE CHECK LIST

ON OR BEFORE SUNDAY, FEBRUARY 9

_____ Submit chapter article & picture(s) to Illinois FBLA State Reporter Brooke Anderson to be recognized at state conference (optional). reporter@ifbla.org

ON OR BEFORE SATURDAY, FEBRUARY 15, 2020

_____ Online state conference registration on the Illinois FBLA website **MUST** be submitted **on or before February 15**.

_____ Print copies of the conference registration summary AND hotel summary for Kelly Wilkerson, Financial Director and the Crowne Plaza and keep copies for your records.

MS. KELLY WILKERSON, ILLINOIS FBLA FINANCIAL COORDINATOR 4146 Kenwood Avenue, Gurnee, IL 60031

_____ Registration Summary from state conference registration on IL FBLA website

_____ Hotel Summary from state conference registration on IL FBLA website

_____ Check made payable to **Illinois FBLA** for the total registration

_____ Advisers, _____ Guests, _____ Members, = _____ X \$65 = _____ Total Amount

_____ Fee Exempt Registrations (Current State Officers, Current Adviser to State Officer, and State Committee)

_____ Copy of state conference T-Shirt Order and check made payable to **Illinois FBLA** for amount of order

_____ Illinois State Board of Education Certification Form for FBLA--**signed by adviser and principal**

CROWNE PLAZA, ATTENTION RESERVATIONS, 3000 SOUTH DIRKSEN PARKWAY, SPRINGFIELD, IL 62703

_____ Registration Summary from state conference registration on IL FBLA website

_____ Hotel Summary from state conference registration on IL FBLA website

_____ Credit Card Authorization Form. Need to complete this form, even if paying by check. If paying for hotel rooms by check, the hotel must receive the check by at least March 12.

MS. SANDRA BRONSON, ILLINOIS FBLA STATE ADVISER

_____ Submit All Required Competitive Event Prejudged Materials including Statement of Assurance, projects, etc.in designated school DropBox.

***See the Illinois FBLA Competitive Events Check List for events and directions for submission.

MR. BRADLEY MASCHHOFF, ILLINOIS FBLA STATE LEADERSHIP COORDINATOR, 1310 Fairfax Street, Carlyle, IL 62331 email: maschoff55@gmail.com

_____ State Officer Candidate Nomination Form

_____ National Officer Candidate Nomination Form

ON OR BEFORE FRIDAY, FEBRUARY 21

_____ In order to receive a state conference **registration fee refund**, Sandra Bronson, FBLA State Adviser, must be notified **on or before Friday, February 21**, by 9 p.m. by the FBLA Chapter Adviser. Please call 217-972-1590 and leave a message on the answering machine if no one answers or send an email. ardnas.teacher@gmail.com

ON OR BEFORE Friday, MARCH 1

_____ **All candidates** for office, except parliamentary candidates, send a copy of campaign speech to Bradley Maschhoff, Illinois FBLA Leadership Coordinator, for approval.

_____ **Area State Vice Presidents/Area Chairmen** submit list of Battle of the Areas competitors (5 competitors and at least 2 alternates) to Sandra Bronson. ardnas.teacher@gmail.com

MUST RECEIVE ON OR BEFORE Thursday, MARCH 12

_____ Check for hotel rooms, if using this method of payment. **CROWNE PLAZA, ATTENTION RESERVATIONS, 3000 SOUTH DIRKSEN PARKWAY, SPRINGFIELD, IL 62703.**

ON OR BEFORE Saturday, MARCH 14

_____ **All candidates** for office, except parliamentary candidates, email photo, campaign slogan/theme, campaign materials, and financial statement to Bradley Maschhoff, for approval. Mashhoff55@gmail.com.