

2025 NATIONAL LEADERSHIP CONFERENCE

Registration Guide



ANAHEIM, CALIFORNIA
JUNE 29–JULY 2

2025 NLC REGISTRATION GUIDE

Anaheim, California from June 29 – July 2, 2025

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Get Ready for the 2025 National Leadership Conference!

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We can't wait to see you in Anaheim! This guide contains everything you need to know to register for the 2025 National Leadership Conference.

FBLA members have the competitive edge, as the best and brightest of FBLA convene to compete in leadership events, share their successes, and learn new ideas about shaping their career future through workshops and exhibits. This four-day conference is considered the pinnacle of the FBLA experience, especially for those running for national office.

Conference Location

Anaheim Convention Center

800 W Katella Ave
Anaheim, CA 92802

Important Resources

- [NLC Website](#) – The NLC Website will continue to be populated with more information leading up to NLC. Please check it regularly.
- [NLC Helpdesk](#) – Do you have a question? The NLC Helpdesk has answers to frequently asked questions. If you can't find the answer to your question in the helpdesk, submit a ticket and a member of the conference planning team will get back to you as soon as possible.

Road to NLC Timeline

Below are key events and deadlines to keep in mind as you prepare for the 2025 National Leadership Conference!

Date	Event/Deadline
March 1 at 12 PM ET	✓ Membership Deadline
May 1	✓ Arizona State Delegation deadline (Sign up on your state registration site for AZ registration package, hotels, excursions, and t-shirts). You will pay FBLA Arizona for all of these. DO NOT pay nationals for these.
May 1	✓ Drop dead hotel reservations need to be made by your state adviser to your assigned hotel
May 1-10	✓ Registration due in the national system (you will be putting your registration and events only in here UNLESS you are adding on certifications. You will pay FBLA Arizona for registration as that includes both the national and the state costs. DO NOT repay the \$125 national cost twice). May 10th is the deadline.
May 13	✓ By 12 PM ET: NLC Registration Deadline (Registrations after this date will be assessed late fees) <ul style="list-style-type: none"> ○ High School Competitive Event Prejudged Assets Submission Deadline by Local Advisers (Uploaded into Blue Panda: American Enterprise Project Business Plan Community Service Project Digital Animation Digital Video Production Future Business Educator Future Business Leader Job Interview Local Chapter Annual Business Report Partnership with Business Report) ○ BAA Capstone Competitive Review Deadline - State leaders do not need to register students for this – students will register with their advisers. More information can be found here.

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May 13	✓ State Adviser Verification of state events and teams due. After this date, all changes will be charged additional fees to the local chapter. Prices increases the longer you wait to make changes.
May 22	✓ Housing Audit Violations Reported to Local Advisers
May 25	✓ ALL NLC Fees due to FBLA Arizona
May 30	✓ Housing Audit Violation Reconciliation Deadline - Students still in violation of the Housing Policy after this date will be deemed ineligible to compete and will not receive a refund on their conference registration or hotel reservation.
June 1	✓ LEAD & BAA Recognition at NLC Deadline – Programs must be completed by this date to receive ribbons.
June 5	✓ By 11:59 PM NLC Payment by Purchase Order & Check Postmark Deadline – Chapters submitting payment by check or purchase order after this deadline will be charged an additional \$25 administration fee if you purchased additional things not in the Arizona package then you would pay this.
June 10 at 7:00 PM ET	✓ At 7:00 PM ET - NLC Orientation (Option 1) – Register Here ○ <i>NLC Orientations are mandatory for all advisers and chaperones.</i>
June 12	✓ By 11:59 PM NLC Payment Deadline – Chapters submitting payment after this deadline will be charged an additional \$25 administration fee. This applies to payment of purchase orders.
June 12 at 1:00 PM ET	✓ NLC Orientation (Option 2) – Register Here ✓ <i>NLC Orientations are mandatory for all advisers and chaperones.</i>
June 27 June 28	✓ Travel day for AZ FBLA ✓ Arizona day at Knott's Berry Farm

NLC Registration

Conference registration fees include access to the Future Leaders Expo Hall, three days of workshops, general sessions, access to the conference app, networking opportunities, and costs associated with competition.

Overview

Conference Registration Fees

- Member Fee: \$195.00 (This is included in your Arizona delegation registration package) – Do not pay nationals for this.
- Adviser & Chaperone Fee: \$125.00 (This is included in your Arizona delegation registration package) – Do not pay nationals for this.

Registration Deadlines

- **May 10, 2025:** All competitors must be registered no later than May 10, 2025. This is also the last date for regular rate registration.
- **After May 13, 2025:** Late fees will apply for both competitors and conference attendees. Competitive event changes must be made by your state leader. Local chapters will be charged late fees.

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Date Range	Late Fee
May 13 – June 3	✓ Conference Registration + \$25 ✓ \$50 per Competitive Event change
June 4 – 23	✓ Conference Registration + \$35 ✓ \$150 per Competitive Event change
June 24-June 27	✓ Conference Registration + \$50 ✓ \$350 per Competitive Event change
After June 27	✓ Conference Registration + \$50 ✓ \$500 per Competitive Event change

Registration Instructions

Registration for the 2025 National Leadership Conference will be done through [Blue Panda](#).

- Only local advisers and/or state leaders can register members for NLC.
- Detailed registration instructions can be [found here](#) – please review as you register to ensure you do not miss any steps.

Payment Instructions

Payment Options: Credit Card, Check, or Purchase Order.

Payment Deadline: May 25, 2025 to FBLA Arizona for hotel, registration (both national and state), and excursions.

June 12, 2025 to National FBLA if you are getting certifications and anything that AZ FBLA Does not offer otherwise DO NOT PAY them for anything. We will pay them.

*If a Purchase Order is used, payment for that PO must be received prior to the conference start date.

**All purchase orders and checks must be post-marked no later than June 5, 2025

Payment by Check

If paying by check, you must include both the check and the invoice in your envelope. Make checks out to:

FBLA Financial Services
PO Box 1440
Owasso, OK 74055

If you are getting certifications from National FBLA then mail them to: (Certifications or anything FBLA AZ does not offer)

Future Business Leaders of America, Inc.
PO Box 79063
Baltimore, MD 21279

Checks mailed directly to the FBLA National Center CANNOT be processed and will be returned to sender. If this causes a payment to be late, the chapter will be responsible for paying the late fee.

Late Payments to Nationals for anything FBLA Arizona does not offer ONLY

Payments made after the June 12th deadline will be charged an additional \$25 administrative fee.

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Conference Refund & Cancellation Policy

FBLA provides refunds for conference fees under the following conditions and timelines:

- 1. State cancellations can be made up to May 1, 2025, which is when registration closes with the Arizona State Office. We will not take cancellations after this date as invoices will be sent out. The state office does not do refunds after invoices are sent out.**
- 2. For certifications or anything you are getting from the national office (certifications or anything FBLA Arizona does not provide before May 10, 2025:**
 - Substitutions: Cancellations should be handled as a substitution of one attendee for another whenever possible to avoid penalties. This does not apply to substituting competitors – please refer to your state policies for competitor substitutions.
 - Administrative Fee: If a substitution cannot be made, cancellations are subject to a \$25 administration fee per attendee.
- 3. For certifications or anything you are getting from the national office (certifications or anything FBLA Arizona does not provide after May 13, 2025:**
 - Refunds will be limited to 50% of the conference fee per attendee.
 - Refund requests must include written documentation and be submitted to conferences@fbla.org no later than 15 days before the conference start date.
- 4. No Refunds for certifications or anything you get from the national office after June 14, 2025:**
 - Refunds will not be granted for cancellations received after this date, including no-shows.

Process for National Refund Requests (only certifications or anything you get from the national office that FBLA Arizona does not provide) due to Extenuating Circumstances: (This does not refer to Arizona State Delegation packages only for National certifications and things that FBLA Arizona does not provide.

All refund requests must go through your FBLA State Adviser and emailed to conferences@fbla.org.

- Include the attendee's name, chapter name, reason for cancellation, and supporting documentation.
- Approved refunds will be processed within 30 days of the request.

National FBLA Non-Refundable Items

The following items are not eligible for refunds under any circumstances:

- \$25 Registration Fee (included in Conference Registration Fee)
- Accident Insurance
- Late fees
- Add-on purchases (e.g., T-shirts, guest passes, excursions)

Accessibility and Accommodations

FBLA is committed to providing an inclusive and accessible experience for all attendees. We strive to accommodate requests related to disabilities, dietary needs, and religious observances to the extent possible. This policy applies to all attendees at the conference for general conference activities.

COMPETITORS: Specific accommodation requests for competitors must follow the guidelines as stated in the [Competitive Event's Policy & Procedure Manual](#).

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1. Request Process:

- **Submission Timeline:** Accommodation requests should be submitted via the [Accommodation Request Form](#) at least 30 days before the conference start date to allow for appropriate planning.
- **Late Requests:** FBLA understands that unforeseen circumstances may arise. Requests submitted within 30 days of the conference will be evaluated on a case-by-case basis, and reasonable efforts will be made to accommodate attendees.

2. Dietary Needs: FBLA will make every effort to accommodate attendee dietary restrictions at conferences where catered meals are provided. If a venue is unable to meet a specific dietary restriction, FBLA will work directly with the attendee to identify alternative options.

- **Scope of Accommodations:** Requests for dietary accommodations apply only to official conference events where catered meals are served.
- **Non-Catered Events:** If an event does not include a catered meal, attendees are responsible for identifying and securing their own food options. FBLA can provide information on nearby dining options upon request.

3. Flexible Accommodations Policy: FBLA acknowledges that some circumstances may require unique or last-minute accommodation outside of standard policies.

- **Process:** Attendees or their representatives should notify FBLA staff as soon as possible to discuss alternative arrangements.
- **Evaluation:** Each request will be reviewed individually, and FBLA will make reasonable efforts to address the attendee's needs.

4. On-Site Support: FBLA will have a designated Accessibility Coordinator available on-site to assist with urgent needs or unforeseen situations, such as mobility challenges or medical equipment requirements.

5. Contact Information: For questions, please contact FBLA at conferences@fbla.org.

Attendee Communication and Data Use

FBLA will only use attendee contact information for official conference communications, including updates, schedules, and logistical details.

- **Restricted Sharing:** FBLA will not share or sell participant email addresses, phone numbers, or other personal details to third parties. However, FBLA may share personal data with third-party service providers to fulfill event-related functions, such as event registration, security measures, and logistics support.
- **Communication Channels:** Official updates will be sent via email, the conference app, or FBLA's official social media platforms.
- **Unsubscribing:** Attendees may opt out of post-conference communications by contacting FBLA at communications@fbla.org. Please note that opting out of post-conference communications will not affect transactional communications that are necessary for event administration or follow-up.

To review FBLA's full Privacy Policy and learn more about how we handle your data, [please visit FBLA's Privacy Policy](#).

Attendee Media Consent

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By attending the National Leadership Conference (NLC), participants consent to the use of their photographs, videos, and other media recordings by FBLA for promotional, educational, or informational purposes in print, digital, or online formats.

- **Opt-Out Procedure:** Attendees who do not wish to be included in media coverage must submit a written request to FBLA at conferences@fbla.org at least two weeks prior to the event. Upon arrival, they will be provided with an identifier to signal their preference to photographers and videographers.
- **Use of Media:** Media recordings will not include personally identifiable information (e.g., names) without explicit written consent.

To review FBLA's full Privacy Policy and learn more about how we handle your data, [please visit FBLA's Privacy Policy](#).

Add-On Options

Additional add-ons can be purchased during conference registration. All add-on options can be purchased during registration. Some add-on options will also be available in an NLC online store accessible to members, advisers, and parents in mid-March. Instructions will be posted on the NLC homepage.

*All add-on purchases are non-refundable.

Accident Insurance

Accident Insurance (\$2.00 per attendee)

Accident insurance is available for purchase from Federal Insurance Company. Those who purchase this insurance will be covered while in attendance at the NLC, including travel directly to and from the conference. Coverage begins at the actual start of the trip to the NLC and continues on a 24-hour basis during the trip. It ends when attendees return to their permanent residence. Benefits include up to \$25,000 for accidental death or dismemberment and up to \$2,500 for accidental excess medical expenses. The maximum limit of insurance is \$500,000 per accident. Coverage is subject to the full terms and conditions in the master policy. To enroll, select the insurance option and include the \$2 fee per person with your conference registration payment. Refunds are not available.

Please note: This is accident insurance; it does not cover illnesses not related to an accident. Sunburn is not classified as an accident. For a claim against this policy, notify the FBLA National Center in writing for verification of coverage and claim information.

Conference Guest Passes

*Guest passes are non-refundable and available on a first-come, first-serve basis.

General Session Guest Pass (\$25 per session) – Pass provides access for guests to attend the Opening Session or Closing Session. Passes are specific to an individual session and cannot be changed once purchased.

Guest Day Pass for Open Competitive Event Finals (\$25) – Pass gives guests access to view open competitive events on July 2nd.

Guest Pass Bundle (\$60) – Pass provides access to both general sessions and open competitive event finals on July 2nd.

Official NLC T-shirt (FBLA Arizona included this cost in your AZ delegation package so don't pay twice) and don't order twice. We will place the order for you.

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FBLA Arizona included this in your AZ Delegation package, and we will order these for you based on what size you put in for the state delegation registration package. DO NOT order twice on here or pay additional we will put it under one big order and we will pay this for you.

Pre-Registration for Special Programming (You will pay nationals for this NOT FBLA Arizona if you are doing this)

Some programming may require pre-registration or an application. Additional information on new programming opportunities will be made available on the [NLC website here](#). Below are examples of programming that will require pre-registration through the NLC registration system or external application.

- Certification Lab
- Student Enterprise Application
- NLC Student Internship Program
- BAA Capstone Competitive Review
- And more!

Hotel Reservations

Housing Policy

Housing Requirement

FBLA members, advisers, and parents/guardians/chaperones/guests are required to stay in a hotel that is part of the FBLA housing block of hotels. FBLA requires full conference registration from student members, advisers, and school-approved chaperones. Student members who are not staying in an official FBLA hotel will not be considered full conference registrants and therefore not permitted to compete. The availability of a preferred room type will not provide an exemption from this policy.

Eligibility for Housing

Only registered conference attendees are eligible to take advantage of the FBLA-negotiated conference room rates within the FBLA housing block. To accommodate FBLA members and for the safety of all attendees, every guest staying within the FBLA conference block must be registered for the conference.

Housing blocks will be audited against the official registration roster to ensure that attendees comply with the policy.

Extenuating Circumstances

If there are extenuating circumstances, a written request for a waiver may be submitted through your state adviser to the FBLA conference registrar.

State Hotel Overview

Clarion Hotel Anaheim Resort
616 W Convention Center Way
Anaheim, CA 92802

Westin Anaheim Resort (ONLY for a few rooms) – you be notified by May 2
1030 W Katella Avenue
Anaheim, CA 92802

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Travel Logistics

Additional travel information and discounts will be available on the [NLC website](#) as it becomes available.

Airline Discounts

A few of the major airline companies have discounted tickets for groups. Please see below for more information. All questions regarding these discounted tickets should be directed to the airline and not FBLA.

American Airlines

American Airlines does not offer conference-specific meeting codes; however, groups can request discounted pricing by completing this [request form](#).

Delta Air Lines

Delta Air Lines is pleased to offer special discounts for Future Business Leaders of America. Please [click here](#) to book your flights. All flights must be in/out of Anaheim (SNA), Los Angeles (LAX), Ontario (ONT), Long Beach (LGB), or San Diego (SAN).

You may also call Conferences and Events® at 1.800.328.1111* Monday–Friday, 8:00 a.m. – 6:30 p.m. (EST) and refer to **Meeting Event Code NM4FC**.

*Please note there is not a service fee for reservations booked and ticketed via our reservation 800 number.



United Airlines

We are pleased to partner with United Airlines for air travel for our upcoming event.

- All flights must be in/out of Anaheim (SNA), Los Angeles (LAX), Ontario (ONT) or San Diego (SAN)
- Discount Code: ZQS3189192
- Booking Options
 - Make Reservations Online: [Discount Code - ZQS3189192](#)
 - [Step by step instructions can be found here.](#)
 - You may also call United Meetings Reservation Desk Monday – Friday at (800) 426-1122 for booking assistance. (Booking fees are waived when using FBLA's discount code)
- *MileagePlus members earn valuable miles for their travel when using the Meetings discount code.*

Airport Shuttle

Please note: FBLA does not provide transportation; chapters are responsible for coordinating their own travel arrangements to and from the airport. Below is an option offering a discount to attendees.

Karmel Shuttle – Airport Transfers for FBLA 2025 Conference Attendees

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What's Offered:

- **Service to/from** LAX, SNA, and LGB airports
- **\$25 off** for FBLA 2025 Conference attendees with promo code **FBLA25**
- Shared ride options including **vans, sedans, SUVs, limousines, and buses**
- Group transportation available for groups of **15 or more**

Logistics for Pick-Up:

- Convenient **curbside pick-up** just outside baggage claim at all airports
- **Text message notifications** upon arrival for instant communication

How to Register:

- **Reservations are required:** [Click here to reserve](#)
- For **groups of 15 or more**, call **714-670-3480** for assistance

Bus Reservations

Does your group plan to use a private bus for transportation to/from the Anaheim Convention Center? Any groups that plan to have a private bus drop-off or pick up students during the conference must contact FBLA staff at conferences@fbla.org for further instructions.

Bus Parking

Does your group require bus parking? Some conference hotels have limited bus parking available. Please reach out to your hotel to inquire about reserving spots and cost.

If your hotel does not have bus parking or if their spots are already reserved, additional options can be [found here](#).

Visit Anaheim Discounts

We invite you to experience all that's new in Anaheim. Visit our world-renowned attractions, dine like a foodie, and choose your own sun-soaked Southern California adventure. As you embark on your National Leadership Conference journey, there is plenty to do in our vibrant destination. Your adventure is just beginning! [Learn more here](#).

Indulge in exclusive deals across Anaheim and Orange County, from dining, attractions, transportation and more! [Sign up for your Attendee Perks Pass to redeem discounts throughout Anaheim!](#)

Additional discounts will be added to the NLC webpage as they become available.

Experience NLC

Tentative Schedule at a Glance

Below are some of the programming highlights of the NLC.

Friday, June 27, 2025

5:00 PM - 9:00 PM

Conference Registration (Pickup at your state HQ – Clarion Hotel)

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Saturday, June 28, 2025

7:00 AM – 9:00 AM	Conference Registration (Pick up at your state HQ – Clarion Hotel)
9:00 AM - Close	AZ Knott's Berry Farm Day

Sunday, June 29, 2025 (Day 1)

8:00 AM - 5:00 PM	Competitive Events Info Desk Open
8:00 AM - 6:00 PM	Conference Check-In & Info Desk Open
8:00 AM – 5:00 PM	Production Test & Objective Testing
9:00 AM - 4:00 PM	Workshops
10:00 AM - 4:00 PM	Future Leaders Expo Hall Open
12:00 PM – 4:30 PM	MS Preliminary Presentation Events
6:00 PM – 7:00 PM	Pre-Show for Opening Session
7:00 PM – 9:00 PM	Opening Session
TBD	State Meetings (TBD)
12:00 AM	Curfew

Monday, June 30, 2025 (Day 2)

7:00 AM - 5:00 PM	Conference Info Desk Open
7:00 AM - 5:30 PM	Competitive Events Info Desk Open
8:00 AM - 5:30 PM	HS Preliminary Presentation Events
8:00 AM - 5:30 PM	Objective Testing
9:00 AM - 4:00 PM	Workshops
9:00 AM - 4:00 PM	Future Leaders Expo Hall Open
	National Officer Candidate Campaign Booths
2:00 PM – 2:45 PM	Campaign Rally (Southern and Western Regions)
6:00 PM – 9:00 PM	Pirate Show and Dinner (Pre-Paid AZ Excursion)
12:00 AM	Curfew

Tuesday, July 1, 2025 (Day 3)

7:00 AM - 5:00 PM	Conference Info Desk Open
7:00 AM - 5:30 PM	Competitive Events Info Desk Open

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8:00 AM - 5:30 PM	MS & HS Final Presentation Events
8:00 AM – 9:00 AM	State Presidents & State Voting Delegates Q&A Session for the offices of President, Secretary, and Treasurer
9:00 AM – 1:30 PM	Future Leaders Expo Hall
9:00 AM - 2:00 PM	Workshops
12:00 PM	National Officer Election Voting Window Opens
1:00 PM – 1:45 PM	Membership Awards and Partner Awards Recognition Session
12:00 AM	Curfew

Wednesday, July 2, 2025 (Day 4)

8:00 AM - 4:00 PM	Enjoy Anaheim!
12:00 PM	National Officer Election Voting Window Closes
2:00 PM – 4:00 PM	AZ Delegation Dinner (TBD)
4:00 PM – 5:00 PM	Pre-Show for Awards of Excellence Ceremony
5:00 PM – 9:00 PM	Awards of Excellence Ceremony
12:00 AM	Curfew

General Sessions

Opening Session

Join us for a fantastic, fast-paced opening session to kick off the NLC! Along with favorites like the Parade of States & Territories and the Adviser Wall of Fame recognition, we'll hear from our National Officer Team, our featured speaker, and meet the candidates running for national office.

Awards of Excellence Ceremony

At our closing session, it's time to celebrate our competitive winners with awards! Our official conference program, which will be available to all attendees, will be your guide as we recognize members' accomplishments. Plus, you'll meet the new National Officer Team who will be the student voice of FBLA in the 2025-26 program year.

Membership Awards and Partner Awards Recognition Session

Champion Chapter Awards for local and state high school and middle school chapters and partner awards (Stock Market Game, Alzheimer's Awards, Virtual Business Challenge, LEAD4Change, USAEL esports) will be presented during this session. First place trophies for Champion Chapter for Middle School and High School Chapters will be awarded in the Opening General Session. All banners and plaques for the 1st – 10th Place winners for local and state chapters will be awarded during this special recognition session.

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July 1, 2025
1:00 PM – 1:45 PM

Membership Awards and Partner Awards
Recognition Session

Future Leaders Expo Hall

Attendees of the National Leadership Conference can interact directly with colleges, universities, and potential employers, connect with thousands of other members from across the U.S., and learn about the latest product innovations.

In addition to exhibits, the Future Leaders Expo Hall will include a Student Lounge, where students can connect and trade lapel pins with other FBLA members from across the country; an Innovation Theater offering hands-on, interactive experiences for attendees to learn about new products and resources; a Student Enterprise Section, Candidate Booths, and several food stations; pin trading, an Adviser-Only Lounge; the FBLA Member Center (which includes a pledge station with exclusive lapel pins for middle school graduates committing to FBLA High School, a prize wheel, an Elections Help Desk, and an FBLA Connect Help Desk); and the FBLA Merch Shop.

FBLA Night with the Los Angeles Angels – June 28th at 6:30 PM PST – This is not through FBLA Arizona so must purchase on this link below and pay online to the Angels directly I believe

Kick off the conference with FBLA at Angel Stadium as the Los Angeles Angels face off against the Washington Nationals! Join us in the Right and Left Field Pavilions and the exclusive Right Field MVP Section – the best seats go quickly, so grab your tickets early to get access to the prime spots!

Tickets are \$47 (before taxes and fees) and include the game plus a **\$20 Food and Beverage credit**.

Don't miss out on this exciting evening – [secure your tickets now](#) and join the fun!

Transportation Note: FBLA will not be providing transportation, but a local shuttle service is available. Anaheim Resort Transportation offers buses to and from the game, with convenient pick-up points at the Anaheim Gardenwalk, Downtown Disney, and the Anaheim Convention Center Grand Plaza. Service begins 90 minutes before game time and runs until 30 minutes after. Return service starts at the bottom of the 7th inning. For more details, visit rideart.org.

Student Opportunities

NLC is about more than competitions! There is something for everyone, but many engagement opportunities require pre-registration.

Applications for the opportunities below will open on March 1st. Additional information on the opportunities below will be posted to the [NLC website](#) as it is available.

Internships

Apply to be an intern to go behind the scenes of NLC! All interns must be members of FBLA, registered and paid for the conference with a chaperone attending the conference. The deadline to apply is April 2, 2025.

Lead Interns (Rising Seniors & Graduates Only): Interns must commit to 10 hours of prep-work prior to the NLC and working full-time at the conference for three days (no more than 8 hours each day). Lead Interns will receive NLC registration fee waived, lunch each day, a certificate of appreciation, and be eligible for a letter of recommendation from National Center Staff upon successful completion of the internship.

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Daily Interns (Members in grades 9 -12): Interns must complete an onboarding webinar prior to NLC and commit to one full day (8 hours) of volunteering at NLC. Daily Interns will receive lunch during their shift and a certificate of appreciation upon successful completion of the internship.

Student Enterprise Expo

Do you own your own business? Ever dreamed of showcasing your business to thousands of people? This is your chance! Twelve outstanding student businesses will be selected to exhibit in the prestigious Future Leaders Expo Hall, providing a platform to sell products and boost brand awareness.

Certification Lab (Powered by MBA Research)

Certifications will be offered again through our partnership with MBA Research. Students can register to take a certification test during the NLC registration process.

Additional Opportunities

Additional programming and opportunities may become available later this Spring. Keep an eye on the [NLC website](#) for more information.

Elections Information

National Officer Candidates

Elections Committee

The candidate guidelines and elections process are overseen by an Elections Committee that is appointed by the Board of Directors. The committee consists of Board members, state advisers, local advisers, alumni, and the high school national parliamentarian.

The role of the Elections Committee is to establish and provide oversight on policies and procedures that support the annual election of National Officers by division. In addition, committee members support the National Center staff in conducting the elections by reviewing applications, establishing guidelines for campaign materials, and ensuring compliance with all policies and procedures by candidates, local chapters, and state affiliates.

Qualifications for National Office

Only active members are eligible to hold national office. Only those applicants who are present at the National Leadership Conference and officially certified by the Officer Screening Committee shall be eligible for nomination. To be considered for an office in FBLA, a candidate shall:

- Have at least one full year remaining in their business program.
- Hold or have held an office in their local or state chapter.
- Have a grade point average (GPA) of at least 3.0 on a 4.0 scale.
- Be recommended by the chapter advisers and endorsed by their local and state chapter
- Must have been or are currently a state officer with your state

In reference to bylaws statements on the eligibility item of a candidate holding or having held an elective office at the state, regional, or local level, the official interpretation is that an appointed officer position such as an appointed parliamentarian would not meet the eligibility standard; however, a member appointed (due to a resignation, lack of

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applicants during the election period, etc.) to a position that is an “elective” one would meet the eligibility standard. Also, the elective office must have been in the same division of the organization (High School or Collegiate) for which the member is applying.

Click [HERE](#) for the High School National Officer Candidate Quick Guide. The complete National Officer Candidate Guide can be found on the Elections page of the NLC website.

Voting Procedures and Voting Delegates

National Officer elections will take place over a 24-hour period from 12:00 PM ET on the third day of the NLC to 12:00 PM ET on the last day of the conference. All voting will be conducted online.

When you register state and/or local voting delegates, please use their personal email address, not their school email address.

Candidates are elected using ranked voting.* A majority vote is required for election. Candidates for national office are not disqualified from assuming the roles of state or local voting delegates. No two National Officers may be elected from the same state chapter.

The Office of National Parliamentarian is an appointed position. According to the national bylaws, the candidate earning the highest score on the Parliamentary Procedures written exam at the NLC will be appointed to the Office of National Parliamentarian. Although not elected, this candidate must have filed a National Officer Application and participated in the interview process. Each state may submit one (1) candidate for National Parliamentarian.

Voting delegates are responsible for electing the National Officers who will serve FBLA for the 2025-26 program year.

High School National Officer Positions Elected by State Voting Delegates:

- President
- Secretary
- Treasurer

State Voting Delegates:

- Must be registered on the delegate form with personal email address
- Receive/display on name badge green voting delegate ribbon from State Adviser (State advisers to pick these up at the Elections Help Desk during Expo Hours)
- Attend Opening General Session
- Visit National Officer Candidate Campaign Booths
- Attend State President’s and State Voting Delegates Q&A Session for the Offices of President, Secretary, and Treasurer
- Vote during the Voting Window
- Attend Awards of Excellence Session

High School National Officer Positions Elected by Local Voting Delegates:

- Eastern Region Vice President

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- Mountain Plains Region Vice President
- North Central Region Vice President
- Southern Region Vice President
- Western Region Vice President

Local Chapter Voting Delegates:

- Must be registered for the NLC with personal email address
- Receive/display on name badge red voting delegate ribbon from Local Adviser or Chaperone (these will be included in chapter registration packets)
- Attend Opening General Session
- Visit National Officer Candidate Campaign Booths
- Attend Regional Campaign Rally (which will include Q&A for Regional VP Candidates)
- Vote during the Voting Window
- Attend Awards of Excellence Session

Delegates Are Determined as Follows

State Voting Delegates

Each state chapter in good standing shall be entitled to send two (2) voting delegates and one (1) alternate from its active membership to the NLC. These state voting delegates cast ballots for the election of the national president, national secretary, national treasurer, and any bylaw amendments. State leaders will determine their two (2) state voting delegates by 11:59 PM ET on May 14.

Local Voting Delegates

Each local chapter in good standing shall be entitled to send up to four (4) voting delegates from its active membership, in addition to one (1) alternate for each delegate, to the NLC in accordance with the following:

- Up to 50 members: Two (2) voting delegates
- 50–100 members: Three (3) voting delegates
- More than 100 members: Four (4) voting delegates

These delegates vote for the region vice president who corresponds to their geographic region. Voting delegates are selected by local advisers as part of the NLC registration process. A report will determine the total number of votes to be cast based on registration received by 11:59 PM ET on June 1.

Regional Campaign Rallies

This year, Region Vice President Candidates will give their campaign speeches live during the Region Campaign Rallies followed by a Q&A Session where local chapter voting delegates may ask questions of the candidates.

Chapters are encouraged to attend. Region ribbons may be picked up by local chapter advisers or chaperones at the desk outside the campaign rally. Region ribbons will also be available during Expo Hours in the Student Lounge for students and advisers.

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These Rallies will be held on the second day of the conference, June 30 at the times below.

- 1:00 PM - 1:45 PM
- Campaign Rally (Eastern, Mountain Plains, North Central Regions)
- 2:00 PM – 2:45 PM
- Campaign Rally (Southern and Western Regions)

State Presidents’ and State Chapter Voting Delegates Q&A Session

As in previous year’s candidates for the offices of National President, Secretary, and Treasurer will give their campaign speeches live during the Opening General Session.

The State President’s and State Chapter Voting Delegates Q&A Session will be held on the third day of the conference, July 1.

- 8:00 AM – 9:00 AM
- State Presidents & State Voting Delegates Q&A Session for the offices of President, Secretary, and Treasurer

Only State Presidents and State Voting Delegates may ask questions of the candidates, but chapters are encouraged to attend.

Competitive Events Information

Guidelines

The National FBLA guidelines will be used for national level competitive events. Please review the guidelines and rating sheets, along with event preparation resources, on your division’s competitive events page:

[High School](#) | [Middle School](#)

Registration Process

Local advisers will register students first for the AZ Delegation using the state registration link that was sent out to you right after State Leadership Conference. This must be done by May 1st. May 1st to May 10th you will register your students and yourself in the national system for only competitive events and if you want to purchase anything that FBLA Arizona does not offer. DO not pay or hand in the invoice from nationals for registration that is included in your AZ delegation.

Submission Deadlines

Several competitive events have pre-judged items (called Assets) to be uploaded in the conference registration system by the following deadlines:

High School Event	Asset Needed	Submission Deadline
American Enterprise Project	Report (PDF)	May 13
Business Ethics	One-page Executive Summary (PDF)	May 13

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Business Plan	Report (PDF)	May 13
Community Service Project	Report (PDF)	May 13
Digital Animation	Video (URL)	May 13
Digital Video Production	Video (URL)	May 13
Future Business Educator	Lesson Plan (PDF)	May 13
Future Business Leader	Cover Letter & Resume (PDF)	May 13
Job Interview	Cover Letter & Resume (PDF)	May 13
Local Chapter Annual Business Report	Report (PDF)	May 13
Partnership with Business Report	Report (PDF)	May 13

Note: Production Tests (Computer Applications, Exploring Computer Applications, Spreadsheet Applications, Word Processing) will happen on-site at the National Leadership Conference.

Tentative Competitive Events Schedule at National Leadership Conference

Please note that these competitive events schedules are TENTATIVE. FBLA may need to update this schedule after May 20. Individual competitive events schedules will be available on the national website by mid-June and through the conference app once it's available for download.

[High School](#) | [Middle School](#)

Open Events have been retired and will no longer be held at the National Leadership Conference.

Arizona Adviser Assignment at National Leadership Conference – Everyone Must Sign Up or You Will Be Assigned

Advisers and other chaperones are encouraged to sign up to volunteer for competitive event roles such as a event check in, timer and section leader.

We are assigned the following events that need volunteers (Everyone must sign up for a time)

Competitions Assigned: Test proctors, Visual Design, and Introduction to Social Media Strategy events

Dates: 6/30 and 7/1

6/30 Times: Test Proctors (Shifts from 7:30 am to 5:30 pm) – Visual Design (8:00 am to 12:30 pm) – Intro. to Social Media Strategy (1:00 to 5:30 pm)

7/1 Times: Visual Design (8:00 am to 12:30 pm) – Introduction to Social Media Strategy (1:00 pm to 5:30 pm)

Roles Needed: State Adviser will let you know

How to Sign Up: Sign up on the wufoo from you will be sent out on May 1st from the state office

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National Conference Policies

FBLA Code of Conduct

The conduct of FBLA members, advisers, and representatives should reflect positively on the organization and themselves, upholding the reputation of the organization. Listed below are rules of conduct for FBLA members, advisers, representatives, and attendees of events.

At all times, FBLA members, advisers, and representatives are expected to:

1. Behave in a courteous and respectful manner, avoiding language or actions that might bring discredit upon themselves, their school, other attendees, advisers, or FBLA, including speech and conduct that creates an intimidating, hostile, or offensive environment.
2. Promote FBLA as a positive experience and therefore act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
3. Obey all local, state, and federal laws.

While participating in an FBLA event, attendees are expected to:

1. Abide by all FBLA rules. Members must keep their advisers informed of their activities and whereabouts. Accidents, injuries, and illnesses must be reported to the local adviser(s) or state leader(s) immediately.
2. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the conference's professional atmosphere, association with non-conference individuals, and activities that endanger self or others.
3. Comply with the rules of all event facilities. Remember that other guests have rights as well. Noise should be kept at a respectful volume. Individuals or chapters will be responsible for repairing or replacing any property or furniture that is damaged. Facilities have the right to ask guests to leave.
4. Stay in the hotel room to which they are assigned. FBLA members must have permission from their local adviser(s) or state leader(s) to be in hotel rooms to which they are not assigned.
5. Follow the FBLA Dress Code during all conference activities, including general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated.
6. Avoid smoking, use of vaping/e-cigarette devices, alcoholic beverages, cannabis, and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the attendee to criminal prosecution. This policy does not apply to medications legally prescribed for an individual attendee.
7. Not possess or use weapons of any kind at an FBLA-related event.
8. Local advisers and state leaders are responsible for the supervision of attendee conduct. They should refer to the Chaperone Policy for additional responsibilities.

Code of Conduct Violations

Should an attendee violate the Code of Conduct, the FBLA staff member on duty will meet with the attendee and/or state leader(s) and local adviser(s)/chaperone(s).

- Attendees who violate the Code of Conduct may be subject to disciplinary action, up to and including expulsion from the conference. Attendees who are expelled from the conference will not be eligible for a refund of any fees paid and will be sent home at their own expense.

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- Attendees may be given a warning for behavior and their adviser(s)/chaperone(s) will be notified.
- Attendees may be remanded to the custody of their adviser(s)/chaperone(s) and banned from all conference activities and facilities. FBLA will require that the adviser(s)/chaperone(s) notify a student attendee's parents/guardians.
- If an attendee's behavior or actions violate the law, FBLA will notify local security and authorities immediately.

Competitive Events Policy & Procedures Manual

The [Competitive Events Policy & Procedures Manual](#) will serve as a guide to address competitive event questions that arise throughout the membership year. This document and the policies described herein shall be overseen and carried out by the National FBLA Competitive Events Committee.

Honor Code

The Future Business Leaders of America (FBLA) Honor Code embodies principles of integrity, trust, respect, and responsibility essential for fostering excellence and ethical leadership in a community devoted to learning.

Every member, local adviser, and state leader must maintain and enforce these principles. To ensure a high standard across FBLA, every competitor registered in any competitive event must agree and certify to comply with the following guidelines:

- Compliance: Competitors are required to read and adhere to the FBLA Competitive Event Guidelines relevant to their event.
- Original Work: Competitors must ensure that all content submitted for FBLA competitive events is their own work or that of their team members. Proper citation of sources is mandatory.
- Use of Materials: Only materials explicitly allowed by FBLA Competitive Event Guidelines may be utilized.
- Independence: No external assistance beyond what is explicitly permitted in FBLA event instructions or guidelines is allowed.
- Cell Phones, Smart Devices, & Headphones: Unless a pre-approved accommodation is in place, all cell phones, smart devices (such as watches and glasses), and headphones must be turned off and put away before testing or role play competition begins. Any report of the devices being visible or in use will be considered a violation of the Honor Code.
- Data Storage: Competitors are prohibited from saving any FBLA competitive event or test materials provided by the FBLA National Center or a state organization to any storage device or cloud storage.
- Originality: Competitive entries must be entirely original and not previously entered in FBLA national competition by the competitor or others. (It is the intent to preclude local chapters from rewriting the same event, and it is recognized that chapters may utilize the same or similar activities on an annual basis in some events. In this case, chapters may use these activities, ensuring that the project or portions of projects are not rewritten and therefore plagiarized.)
- Honest Participation: Competitors must engage in all FBLA competitive events with honesty and integrity.

In the event of an alleged Honor Code violation, the National Competitive Events Committee for the designated FBLA division will investigate. If a violation is confirmed, penalty points, including disqualification, may be imposed at the discretion of the National Competitive Events Committee. Additionally, information regarding the violation may be forwarded to the appropriate state FBLA organization for future action regarding academic integrity.

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By registering for the National Leadership Conference, participants acknowledge their understanding of the Honor Code and the consequences of violating it.

Housing Policy

Housing Requirement

FBLA members, advisers, and parents/guardians/chaperones/guests are required to stay in a hotel that is part of the FBLA housing block of hotels. FBLA requires full conference registration from student members, advisers, and school-approved chaperones. Student members who are not staying in an official FBLA hotel will not be considered full conference registrants and therefore not permitted to compete. The availability of a preferred room type will not provide an exemption from this policy.

Eligibility for Housing

Only registered conference attendees are eligible to take advantage of the FBLA-negotiated conference room rates within the FBLA housing block. To accommodate FBLA members and for the safety of all attendees, every guest staying within the FBLA conference block must be registered for the conference.

Housing blocks will be audited against the official registration roster to ensure that attendees comply with the policy.

Extenuating Circumstances

If there are extenuating circumstances, a written request for a waiver must be submitted through the state adviser to the FBLA conference registrar by emailing conferences@fbla.org.

Chaperone Policy

Future Business Leaders of America, Inc. (FBLA) has set forth its Chaperone Policy to align with National Association of Secondary School Principals (NASSP). Please be advised that your local school or school district may have specific rules that require a higher adult adviser/chaperone-to-student ratio. You should follow the rules of your school district if the requirements are more restrictive than those set forth by FBLA. If your school district or state does not have a chaperone policy or is less restrictive, you must follow the minimum FBLA Chaperone Policy outlined below.

Adviser/Chaperone Requirements

- All chapters attending national conferences are required to have a 15:1 ratio of students to advisers/chaperones for High School groups and a 12:1 ratio for Middle School groups.
- All advisers/chaperones must register for the conference, pay the required registration fee, and attend the conference for supervision of the student(s), or be in close proximity if they are an additional chaperone.
- Chaperones can be advisers, parents, or guardians, but they should be at least 21 years of age.
- This policy applies to Middle School and High School only, including graduated seniors who are completing the current program year.

Registration

All chapters must have at least one fully registered adult chaperone.

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Conference Check-In

The school's adviser must be present at the conference check-in. Students will not be provided with conference materials without an adult chaperone present.

On-Site Expectations of Advisers/Chaperones

Advisers/Chaperones are assuming a 24-hour-a-day responsibility from the time they leave until they return. Therefore, advisers/chaperones should:

- Be attentive to the needs of the students and be the students' primary adult contact.
- Know the locations and whereabouts of each student assigned to them during the trip.
- Keep an accurate check of their students at all times during the conference; students should not be left unattended, including outside of the conference.
- Promote FBLA as a positive student experience and therefore act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
- Follow the FBLA Dress Code themselves during all conference activities, including the Future Leaders Expo Hall, workshops, and opening/closing sessions.
- Ensure all students are checked in to their hotel room for the night at curfew and remain quiet and respectful of other hotel guests.

FBLA Dress Code

All conference attendees are expected to follow the FBLA Dress Code for all official conference activities. Attendees do not need to be in the dress code for evening social activities excluding General Sessions.

FBLA members and advisers should develop an awareness of one's appearance. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world.

During FBLA conferences, appropriate attire is required of all attendees and presenters.

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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.

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