



Arizona Department of Education
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***Contract for Special Services
2021-2022 FBLA Arizona***

Position: Competitive Events Coordinator High School and Middle Level

Description/Duties:

The FBLA Arizona Competitive Events Coordinator is a contract position with FBLA Arizona. The position duties are outlined below:

**Fall Conferences (ALC Conference, FLEX, and FLE Conference) \$1,000
(August 20-21, November 3, and FLE)**

- Present to Advisers on Competitive Event updates at ALC
- Provide pre-recorded workshop videos for Advisers, High School and Middle Level FBLA Members on Competitive Event updates at FLE Conference (Total= 3 videos if virtual). If not virtual, will present at ALC and FLEX
- Will do a high school student, middle level student, and adviser competitive events video if we decide to do FLE again this year
- Participate in DLG Webinars and updates

Regional Conferences (5 in-person conferences @ \$500 each = \$2,500 – Regions 1,2,3, 5 and Middle Level) (Tracey will be gone on January 22)

- Update Regional Competitive Event List and At a Glance to have FBLA Assistants be able to upload to the azfbla.org site
- Create performance event schedules (by event master, & individual schedule by chapter)
- Confirm program accuracy of schedules, event locations & time, prep and presentation times
- Set up DLG for registration, tests & performance events
- Review tests in Answerwrite for issue problems to delete (no image/underline)
- Review naming (and capitalization) consistency of tests in Answerwrite and Register My Chapter
- Set up step by step instructions for DLG for advisers and judges
- Process scores in headquarters during event
- Set up and maintain Judge Pro before and during the conferences
- Run conflicts in Register My Chapter (after registration closes and registration problems resolved)
- Prepare judges meeting outline (get approval from State Adviser) and present judges meeting
- Do Judges meeting
- Prepare Awards Notebooks with script sheets of event winners in Descending Order and Random Order
- Send student results to State Adviser following conference

Middle Level (Regional and State Conferences)

- Review tests in Answerwrite for issue problems to delete (no image/underline)
- Review naming (and capitalization) consistency of tests in Answerwrite and Register My Chapter
- Confirm program accuracy of schedules, event locations & time, prep and presentation times
- Same duties as High School Regional and SLC Conferences

****Note: If these regional conferences end up going virtual, price will have to re-negotiated based on conference format**

State Leadership Conference in-person or virtual (\$2,000 High School and Middle Level)

- Prepare State Conference Competitive Event List and At a Glance to have FBLA Assistants be able to upload to the azfbla.org website
- Review tests in Answerwrite for issue problems to delete (no image/underline)
- Review naming (and capitalization) consistency of tests in Answerwrite and Register My Chapter
- Confirm program accuracy of schedules, event locations & time, prep and presentation times
- Run and maintain answerwrite (remove, re-assign, and match up DLG test codes)
- Identify registration problems and contact chapters with State Adviser recommendations (i.e. students in too many events per person/chapter/team)
- Run conflicts in Register My Chapter (after registration closes and registration problems resolved)
- Set up DLG database
- Set up step by step instructions for DLG for advisers and judges
- Create performance event schedules (by event & by chapter)
- Process scores in headquarters during event
- Prepare schedules for final rounds (performance events)
- Post scores for Final Round by Registration Desk with FBLA Assistant
- Make sure all Final Round Schedules are posted on our Social Media outlets with Arizona FBLA Assistant
- Prepare Awards Notebooks with script sheets of event winners (Mid-General, Finals Book 1, and Finals Book 2) in Descending Order and Random Order
- Prepare PPT slides with event winners in Random Order (Mid-General, Finals Book 1 and Finals Book 2) – Missey will provide the Winner's Template
- Prepare winners meeting placement sheets-Top 10 for all NLC events
- Facilitate winners meeting with State Adviser
- Send student results to State Adviser following conference

****Note: If these regional conferences end up going virtual, price will have to re-negotiated based on conference format**

Contract Amount:

\$5,500.00 (half at the conclusion of the Regional Conferences and half at the conclusion of the State Conference). ****If regional conferences go virtual, this amount will be adjusted.**

Position Filled By:

Tracey Celaya

By signing below, the Competitive Events Coordinator agrees to perform those services as outlined on the list of duties and responsibilities listed above. In return, Arizona FBLA agrees to pay the amount stated above upon completion of services. Contract will be executed upon confirmation of successful completion of duties by FBLA Arizona.

COMPETITIVE EVENTS COORDINATOR – TRACEY CELAYA DATE

FBLA ARIZONA BOARD APPOINTED REPRESENTATIVE DATE