



Future Business Leaders of America

WISCONSIN

HIGH SCHOOL STATE LEADERSHIP CONFERENCE TIMELINE & CHECKLIST

Last revised: 2/26/2026

HIGH SCHOOL SLC PREPARATION GUIDE

Primary Source for Conference Information: <https://www.wifbla.org/hs-slc>

Key Contacts

- *Housing:* Discover Green Bay, www.greenbay.com
- *Registration:* Jen Jackson, jennifer.jackson@dpi.wi.gov
- *Candidates & Elections:* Jen Jackson, jennifer.jackson@dpi.wi.gov
- *Presentation Events:* Jan Imhoff, imhoffj@portage.k12.wi.us
- *Leadership Academy:* Becky Dickson, bdickson53@gmail.com
- *Tours:* Katie Grassel, kgrassel@seymour.k12.wi.us
- *Workshops:* Stephanie Jansen, stephanie.jansen@muskegonorway.org

Timeline

February 9	<input type="checkbox"/> SLC Registration Opens (8 AM)
February 15	<input type="checkbox"/> Outstanding Local Chapter Adviser Nomination Deadline <input type="checkbox"/> Lorraine Missling Scholarship Deadline <input type="checkbox"/> Businessperson of the Year Nomination Deadline <input type="checkbox"/> National Anthem Audition Deadline
February 18	<input type="checkbox"/> Competitor Cancellation Deadline <ul style="list-style-type: none"> <input type="checkbox"/> After this date no refunds will be issued for canceled competitors <input type="checkbox"/> Any competitor changes after this date will incur a \$25 processing fee
February 20	<input type="checkbox"/> SLC Registration Deadline (4 PM) <input type="checkbox"/> State Office will verify registrations following close of registration and contact advisers for any issues
February 23 February 26	<input type="checkbox"/> SLC Housing Opens at 4 PM <input type="checkbox"/> SLC Housing Instructions - Sent in Email on Feb. 26 at 8 AM
March 6	<input type="checkbox"/> SLC Housing Closes (4 PM) <input type="checkbox"/> Prejudge Report and URL Submission Deadline: <ul style="list-style-type: none"> <input type="checkbox"/> Business Ethics <input type="checkbox"/> Business Plan <input type="checkbox"/> Community Service Project <input type="checkbox"/> Digital Animation <input type="checkbox"/> Digital Video Production

	<input type="checkbox"/> Future Business Leader <input type="checkbox"/> Future Business Educator <input type="checkbox"/> Job Interview <input type="checkbox"/> Local Chapter Annual Business Report <input type="checkbox"/> Registration Fees due to State Office (check or credit card) <input type="checkbox"/> State Community Service Award form <input type="checkbox"/> Who's Who in FBLA Competitive Event entry <input type="checkbox"/> Outstanding Community Service Contributor form
March 13	<input type="checkbox"/> BAA Submission Deadline for Recognition at SLC (in FBLA Connect) <input type="checkbox"/> Any competitor changes after this date will incur a \$50 processing fee <input type="checkbox"/> State Officer Candidate Campaign Booth budget <input type="checkbox"/> Adviser Duty release date <input type="checkbox"/> Job Descriptions
March 18	<input type="checkbox"/> Performance Schedules release date <input type="checkbox"/> Chapter Event schedules may be delayed due to prejudging, but will be released as soon as available
April 12	<input type="checkbox"/> Registration pick up open on-site from 7:00 - 8:30 PM <input type="checkbox"/> Adviser orientation quiz must be completed and fees paid before collecting chapter materials

Pre-Conference Information

- All Advisers Must Complete the Adviser Orientation Quiz before arrival at SLC
 - Link to Adviser Orientation Slideshow - **Coming Soon**
 - Link to Adviser Orientation Quiz - **Coming Soon**
- Materials Pick Up Instructions
 - Chapter materials can be picked up starting at 7 PM on Sunday, April 12 at the Information Desk located at Lobby South Counter in the KI Convention Center. Materials will also be available starting at 7:00 AM at the Lobby South Counter until the 1st General Session begins on April 13.
 - Chapter materials will not be provided to advisers with outstanding balances or having not completed the Adviser Orientation quiz. Credit card payment through Blue Panda or checks will be accepted before materials will be handed out.
- Essential Policies and Resources
 - Conference attendees are expected to abide by the following:
 - [Honor Code](#)
 - [Conference Code of Conduct](#)
 - [Inclement Weather Policy](#)

- [Dress Code](#)
- [Chaperone Policy](#)
- [Adviser Responsibilities](#)
- Additional SLC Programming
 - Leadership Academy
 - The Leadership Academy returns to offer training to student members who did not advance to the State Leadership Conference in their competitive event, but wish to continue growing in the organization. Each chapter can register two (2) members to be part of this experience at SLC. Additional spaces may become available as space allows.
 - Block Party
 - The “Block Party” will return on Monday night for following the close of the 2nd General Session. Students are welcome to attend the 2nd General Session in casual attire, including their name badge, and can then attend the Block Party to participate in karaoke, bingo, VR, and yard games. Tentative times of the Block Party are 8:30 - 10:30 PM.
 - Adviser Lounge sponsored by WEBIT
 - The Wisconsin Educators of Business & Information Technology are proud to sponsor an Advisers Lounge at this year’s SLC. This will be a space where advisers can take a few minutes to relax while their students are competing. WEBIT board members plan to be in attendance to answer any questions regarding membership in the professional organization.
- Additional Resources to Share:
 - [Schedule](#)
 - [Tour Information](#)
 - [Sunday Lambeau Field Tour](#)
 - [State T-Shirt Flyer](#)

Competitive Event Information

- Schedules
 - Conference schedules will be confirmed following the verification of registration by the state office.
 - Performance Event schedules will be created and released following the verification of registration and submission of prejudge materials. Anticipated release date is and will be released by March 18.
- Event Specific Information
 - [Competitive Events Guidelines](#)
 - [Policy & Procedures Manual](#)
- Adviser & Chaperone Duties - **Coming Soon**

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- All adults registered for the conference are expected to serve in a role to support the conference. If the role you are assigned is related to competitive events, more detailed information is provided below on role expectations:
 - **Performance Events:**
 - [Judge Manager](#)
 - [Prep Room Manager](#)
 - [Performance Event Timer](#)
 - [Performance Event Check-In](#)
 - [Welcome Committee](#)
 - **Objective/Role Play Testing Events:**
 - [Objective/Role Play Tests](#)
 - [Testing Event-Check In](#)
 - [Testing Proctor](#)
 - [Welcome Committee](#)
 - **Miscellaneous:**
 - [Block Party Chaperone](#)
 - [Information Desk](#)
 - [Campaign Booth Monitor](#)
 - [Leadership Academy Chaperone](#)
 - [Tour Leader](#)
 - [Voting Monitor](#)
 - [Workshop Manager](#)
 - Judges
 - Judges are always needed to host a successful event. If you know of individuals who could be interested in serving as a judge, share our [Judge Volunteer Information](#) with your network of business professionals.

Housing Information

- Housing Registration Dates: February 26 - March 16
- All housing must be processed through Discover Green Bay
 - [Housing Portal Link](#)
 - Housing Portal Passkey: **FBLAMark26**
 - All reservations must have the number of people staying in the hotel room. Names of all people in the room do NOT have to be entered in the system, but are required to be provided by the adviser to the hotel by March 20.

Hotel Overview

Hotel	Occupancy Rates per Night	Distance to KI Center	Notes
<u>Hyatt Regency</u> 333 Main Street	\$101 - single \$121 - double \$141 - triple \$161 - quad \$181 - 5-6 ppl	0.0 miles	<ul style="list-style-type: none"> • 2-night minimum • Coffee Shop and Restaurant on site
<u>Aloft Hotel</u> 465 Pilgrim Way	\$104 - 1-4 ppl	4.1 miles	<ul style="list-style-type: none"> • Bus Parking
<u>Best Western Green Bay Inn</u> 780 Armed Forces Drive	\$129 - 1-4 ppl	3.6 miles	<ul style="list-style-type: none"> • Free Hot Breakfast • Bus Parking
<u>Comfort Suites</u> 1951 Bond St	\$101 - 1-6 ppl	4.0 miles	<ul style="list-style-type: none"> • Free Hot Breakfast • Bus Parking
<u>Country Inn and Suites East</u> 850 Kepler Dr	\$106 - 1-4 ppl \$116 - 5-6 ppl	6.7 miles	<ul style="list-style-type: none"> • Free Hot Breakfast • Bus Parking
<u>Hampton Inn Downtown</u> 201 Main Street	\$101 - single \$111 - double \$121 - triple \$131 - quad	0.3 miles	<ul style="list-style-type: none"> • 2-night minimum • Free Hot Breakfast • Bus Parking
<u>Holiday Inn Stadium</u> 2785 Ramada Way	\$101 - 1-4 ppl	5.7 miles	<ul style="list-style-type: none"> • Free Hot Breakfast • Bus Parking
<u>Hotel Northland</u> 304 N. Adams Street	\$110 - 1-4 ppl	0.4 miles	<ul style="list-style-type: none"> • 2-night minimum • Restaurant on site
<u>My Place Hotel</u> 2220 Holmgren Way	\$94 - 1-2 ppl \$104 - triple \$107 - quad	4.3 miles	<ul style="list-style-type: none"> • Bus Parking
<u>Quality Inn - Stadium</u> 1978 Holmgren Way	\$101 - 1-2 ppl \$105 - 3-4 ppl	3.6 miles	<ul style="list-style-type: none"> • Free Hot Breakfast • Bus Parking
<u>Residence Inn</u> 470 Marina Ln	\$129 - 1-4 ppl \$209 - 5 ppl	4.2 miles	<ul style="list-style-type: none"> • Free Hot Breakfast • Bus Parking
<u>Springhill Suites by Marriott</u> 1011 Tony Canadeo Run	\$119 - 1-3 ppl \$139 - 4-6 ppl	3.4 miles	<ul style="list-style-type: none"> • Free Hot Breakfast • Bus Parking
<u>Tundra Lodge Resort</u>	\$101 - single	3.0 miles	<ul style="list-style-type: none"> • Restaurant on site

865 Lombardi Ave	\$111 - double \$121 - triple \$131 - quad \$141 - 5 ppl \$151 - 6 ppl		<ul style="list-style-type: none"> • Bus Parking • (Waterpark NOT Available Monday)
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Conference Details

Crisis Communication Plan

Wisconsin FBLA has prepared a crisis communication plan. Please review [here](#).

General Safety Tips

- Travel with a partner or in groups at all times when leaving the conference site.
- Keep your hotel room secure by closing and locking your door at all times.
- Don't leave valuables, especially cell phones and laptops, unattended and in open view in your room or vehicle.
- Don't wear your SLC name badge outside the conference venue, except on SLC sponsored tours.

Award Session

If members are not able to attend the Awards Session, please send someone to collect the trophies on stage. If the entire chapter will not be in attendance, please add the Materials Shipping Fee (\$50) to your chapter registration in the Blue Panda Store. The shipping fee can be added to Blue Panda after the conference by contacting Jen (jen.jackson@dpi.wi.gov). No awards will be shipped without this fee being paid.

Voting Delegates

Voting Delegates (two per chapter) are registered during the registration process. Voting delegates are expected to present their name badge with the Voting Delegate ribbon and ID when checking in to vote. If chapters need to update their voting delegates they must contact the state office before the conference or make the change in-person at the Information Desk.

Post-Conference Information

Post-Awards Materials Pick-Up

No materials will be returned at SLC. All rating sheets and scores will be released through Blue Panda following the close of the conference. Final ranking of Outstanding Chapters can be provided to advisers by request.

National Leadership Conference

If students place in the top four of their respective events they will have the opportunity to represent Wisconsin at the National Leadership Conference. Specific deadlines related to the

NLC will be added as they become available and posted on the Wisconsin FBLA [National Leadership Conference](#) page.