



Missouri

***FBLA***

Missouri FBLA  
State Leadership Conference Guide  
High School

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# General Information

Utilize this guide in order to have a successful SLC.

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## Conference Date/Location

The Missouri FBLA High School SLC will be hosted in Springfield April 13 – 15, 2025. The main facilities will be the EXPO Center, the Convention Center (next door to University Plaza Hotel), and Great Southern Bank Arena (formerly JQH Arena) at Missouri State University.

## Agenda

Guidebook will continue to serve as the official online agenda for SLC. This is the same platform used at last year’s SLC and NLC. Upon the close of registration, all attendee’s emails will be entered into Guidebook. Attendees will receive notification when they are entered into the system. Note, emails must be able to receive messages from outside senders.

A quick at a glance view of what to expect each day is listed below.

Date	Activities
Sunday, April 13	Registration pick up, competitive events, leadership engagements, Opening Session
Monday, April 14	Finalists competitive events, Leadership Expo including colleges/careers/campaigning, Leader Celebration session
Tuesday, April 15	Awards of Excellence Ceremony

## Health and Safety

Missouri FBLA continues to monitor the safest way possible to meet in person for SLC. We continue to monitor potential health concerns across the country. Best practices for safety continue to evolve. Please stay tuned to the adviser update emails for the most up to date guidance on safety as we get closer to the conference.

## Registration

Registration for all divisions will be through the Blue Panda conference management system. Payment can be completed by check or credit card through Blue Panda. All credit card transactions have a \$10 convenience fee. The registration cost for HS SLC is \$75 per attendee. Instructions on how to register in Blue Panda can be [found here](#). *(Thanks for Travis Garren, using his work from District 17.)*

## Important Forms

For safety of all attendees, the following two forms are **required** to complete. Both forms are listed at the end of this document. Only the Adviser Assurance form will be collected by Missouri FBLA which will be through Blue Panda. The local chapter adviser must collect and organize the Comprehensive Consent form.

- Comprehensive Consent Form – for all participants
- Adviser Assurance form – adviser and school administrator will sign off

## Important Dates

Date	Topic	Location
February 1	Registration Opens	<a href="#">Blue Panda</a>
February 21 at 5 PM	Chapter of the Year due	<a href="#">Submit Here</a>
February 28 at 5 PM	Registration Closes	<a href="#">Blue Panda</a>
February 28 at 5 PM	Trading Pin Designs due	<a href="#">Submit Here</a>
February 28 at 5 PM	State Awards due	<a href="#">Details here</a>
March 4	Testing window opens for Objective and Production Tests	Blue Panda
March 14 at 5 PM	Deadline for Hotel Reservations	MeetingMax
March 15 at 5 PM	Buzz Squad applications close	<a href="#">Apply Here</a>
March 17 at 9 AM	Registration Opens for Leadership Academies at SLC	<a href="#">Reg Link</a> (Time Sensitive)
March 17 at 5 PM	Leadership Workshop proposals due	<a href="#">Submit Here</a>
March 17 at 5 PM	National Anthem auditions due	<a href="#">Submit here</a>
March 20 at 5 PM	Materials due for prejudged events	<a href="#">Blue Panda</a>
March 20 at 5 PM	Testing window closes for Objective and Production Tests	Blue Panda/Wufoo
March 28 at 5 PM	Payment receipt due	Pay online via Blue Panda or by check
April 13 – 15	State Leadership Conference	Springfield
April 23 at 5 PM	Confirmation to compete at NLC	Details at SLC

# Dress Code

Throughout the conference – at leadership sessions, competitive events, general sessions, all aspects of the conference – all attendees must abide by the National Dress Code. Details about the National Dress Code can be found [here](#).

# State Officer Candidates

The application for 2025-26 state and national officers is live for all divisions. Please [visit the website](#) to discover more information on how to apply. All state/national officer applications for high school are due February 14 at 5 PM.

# State Awards/Projects

The following awards/projects must be submitted by February 28 at 5 PM in order to be considered for recognition. [Visit the Mo FBLA website for more details](#).

## State Awards

- ❖ [Scholarships \(4 available\)](#)
- ❖ [Outstanding Service to Local Chapter](#)
- ❖ [Outstanding Local Chapter Adviser](#)
- ❖ [Retiring Adviser](#)
- ❖ [Administrator of the Year](#)
- ❖ [Businessperson of the Year](#)
- ❖ [Who's Who in FBLA](#)

Service	Education	Progress
❖ March of Dimes	❖ Main Street Missouri	❖ Governmental Awareness
❖ Show Me Hunger: Unite the Fight	❖ Business Achievement Awards (complete by April 1 to be recognized at SLC)	❖ Connecting Chapters
❖ Scholarship Donation		

# Chapter of the Year

The Chapter of the Year program rewards our local chapters who are involved in their communities, with Missouri and National FBLA, and work to improve their business skills. The deadline for submissions is **February 19 at 5 PM**. [Click here](#) to submit your URL for Chapter of the Year. Revisions to the website have left out two links that may be helpful:

- [Alumni Network Submission](#)
- [Chapter News Submission](#)

# Engagement

## Leadership Academies

Members will explore their leadership as they embark on a journey with our training partners TEAMTRI. Members must first pre-register for the session that they want to attend. **Registration will open March 17 at 9 AM.** Stay tuned to the weekly emails for the most up to date information on the leadership academies including times that they will occur and descriptions of the educational content as we get closer to the SLC date.

## Leadership Workshops

This year there will be an abundance of workshops for members to attend. These will be led by leadership trainers, Junior Achievement, sponsors, exhibitors, and even members! These workshops will typically be 45 – 50 minutes and do not require pre-registration in order to attend like the Leadership Academies. Members/advisers interested in presenting must [submit their proposal here](#) by March 17 at 5 PM.

## Leadership Expo

Held on Monday, the Leadership Expo is one of the most exciting areas. Attendees will be able to engage with candidates campaigning for state or national office, connect with various colleges/universities/military branches to plan their future, and network with fellow members from across the state by playing a variety of games or karaoke!

## Buzz Squad

Members have the opportunity to lead Missouri FBLA social media by joining the Buzz Squad. This team will create and manage content for Missouri FBLA's social media platforms. Applications can be [submitted here](#) and are due March 15 at 5 PM. If selected to serve, team members must be available to work onsite during SLC and be available to meet virtually prior to arriving onsite. Applicants will work during SLC and be away from their chapter. Applicants should tentatively hold March 25, April 1, and 8 at 7 PM for virtual meetings leading up to SLC.

## Adviser Hospitality

Throughout the conference, advisers are invited to enjoy the hospitality room open to only advisers. In this area, advisers will find special treats and a space to relax from the conference. Provided by our proud sponsors, you won't want to miss this time to recharge!

## National Anthem

Members are invited to audition to sing the National Anthem at the Opening Session. Members must submit a video of them singing the [National Anthem here](#) by March 17 at 5 PM. After reviewing, one individual/group will be invited to sing live at Great Southern Bank Arena.

## Trading Pin Design Contest

Voting delegates will have the opportunity to design the NLC trading pin! Designs must be [submitted here](#) by February 28 at 5 PM. The design with the most votes will be what Missouri trades at NLC in Anaheim.

## Spirit Gavel

This is one of the most coveted Missouri FBLA traditions! State staff will be observing chapters showcasing their Missouri FBLA spirit at SLC. Spirit includes attending various workshops, engaging with exhibitors, connecting with fellow members across the state, and providing a positive attitude in all events. Members can also share their spirit online by tagging the official Missouri FBLA accounts and using the official hashtag **#MOSLC25**

# Housing Information

All chapters outside 60 miles from Springfield must book at an approved hotel listed below.

Hotel	Room Rate - does not include taxes	Breakfast
Bass Pro Shops Angler's Inn	\$119	Yes
Baymont on Hwy 65 & E. Battlefield	\$120	Yes
Candlewood Suites (I-44	\$139	No
Candlewood Suites (Medical District)	\$149	No
Comfort Inn South	\$112	Yes
Courtyard by Marriott – Spfld Airport (W. Kearney)	\$142	Yes
DoubleTree by Hilton Springfield	\$127	\$5 breakfast
Element Springfield South	\$164	Yes
Fairfield Inn & Suites	\$127	Yes
Greenstay Htl & Suites – E. Battlefield	\$118	Yes
Greenstay – N. Ingram Mill Rd	\$118	Yes
Hampton Inn by Hilton Springfield Southeast	\$145	Yes
Hilton Garden Inn	\$139	Yes
Holiday Inn Express & Suites – N. Kentwood	\$124	Yes
Holiday Inn Express – Medical District	\$154	Yes
Home2Suites – N. Glenstone	\$145	Yes
Homewood Suites – Medical District – <b>New!</b>	\$149	Yes
LaQuinta Inn – Airport	\$124	Yes
Oasis Hotel	\$139	Yes
Residence Inn	\$139	Yes
Sleep Inn – Medical District	\$135	Yes
Springhill Suites	\$139	Yes
TownePlace Suites	\$159	Yes
Tru Hotel by Hilton	\$142	Yes
University Plaza Hotel	\$128	Yes

Room rates and breakfast offerings at the hotels are subject to change. The most accurate information will be listed in the housing system at the time of booking.

## Booking Housing

Chapters are **required** to use the online housing portal to book rooms. It is prohibited to book the room through any other method. The online housing portal link will become available to advisers on a tiered system. Housing priority is based off the status earned through the Chapter of the Year. All entries for Chapter of the Year are due February 19. See below the tiers and dates that housing will open. All reservations must be made by **March 14 at 5 PM.**

Level	Date	Time	Method of Communication
Gold Level COTY	March 3	9:00 AM	Emailed link
Silver Level COTY	March 4	9:00 AM	Emailed link
Bronze Level COTY	March 5	9:00 AM	Emailed link
Honorable Roll COTY	March 6	9:00 AM	Emailed link
General Public Access	March 7	9:00 AM	Emailed link

#MOSLC25

Version 2.1 – February 26, 2025

Date on COTY deadline corrected, page 8

Event Upload List Updated, page 11

# Competitive Events

The FBLA [Competitive Events Guidelines](#) outline all details regarding competitive events. Please note, Missouri may have slightly different guidelines than the National Center.

## Participant Code of Conduct

All members are to abide by the Participant Code of Conduct.

- I agree to follow the Participant Code of Conduct stating that I will not seek nor accept help beyond that allowed in the instructions (i.e. equipment problems).
- I will not use a textbook, reference materials, or other aids not specifically allowed in the Event Guidelines. The answers I provide will be my own and not another participant's.
- No test materials will be saved to any hard drive or network drive, or to any data disk remaining in my possession or that of any other person. I certify that I will take this test in an honest fashion.

## Objective Testing

Just like at DLC, all objective tests will be taken via Blue Panda. All tests are taken individually by the student and must be completed within the **March 4 – 20 at 5 PM** time window. Upon the close of registration, both student information and the adviser's email that was presented at registration will be loaded into Blue Panda. Login information will then be generated to the adviser's email.

All events must be proctored by an outside supervisor. General instructions for objective tests can be [found here](#).

### Testing for Team Events

**All team tests are to be taken individually and NOT together.** An average of their scores will be the final result. New this year (via the National Center and MBA Research that produces the exam) all members of a team must begin testing within 15 minutes of one another. They cannot converse on the test until all team members have submitted the test. It is strictly prohibited for team members to complete the test by helping one another and may result in disqualification. Only the team members that test will move onto the performance round. Those who do not test at all will be disqualified.

## Production Testing

For SLC, production events have **both** the production and the objective components. **Both** components must be completed within the **March 4 – March 20 at 5 PM** time window. Instructions for production tests can be [found here](#).

### How to Save Production Tests

Production tests will continue to be saved as print to PDF, which is different than saving to PDF. The most common print driver is Adobe. [Click here](#) for instructions to print to PDF.

In some instances, members may need to screenshot information in order to submit the required file. A member may screenshot using their print screen button, screenshot button or a snipping tool, place the image into a Word document, and print to PDF. [Click here](#) for an overview of screenshots.

### How to Upload Production Tests

Production documents are to be saved in the cloud (Google Drive, Dropbox, etc.) and then a link submitted by the local chapter adviser in Blue Panda. The local chapter adviser should verify that the link is accessible before submitting in Blue Panda.

### How to Upload to Blue Panda

1. Login to Blue Panda
2. Click on the orange “Additional Items Due” button that is listed on the home page under the Current Events tab
3. Upload the items that are due

*\*Note when uploading URLs – If using a software like Google Drive, Dropbox, etc. there should be **NO password protection on the links**. If judges cannot access the link, then it cannot be scored. **Members must check on personal devices** as school servers can block outside entities from seeing links. Dropbox is the number one software recommendation from the state. Missouri FBLA will not reach out to those with links that cannot be accessed.*

## Performance Only Events

All performances will be conducted live and in person at SLC in front of judges. Further details about time, location, and safety protocols will be released closer to SLC. The Top 15 (or an equal number from the preliminary section) will be invited to perform live and in person in the final section.

## Performance with Role Play

All competitors advancing from DLC to SLC will take the test of their event within the **March 4 – March 20 at 5 PM** time window.

The Top 15 from the objective testing round will be invited to role play live and in person with judges. Further details about time, location, and safety protocols will be released closer to SLC. Case studies will be given to students during their prep time at SLC and given only the amount of time to prepare that is provided in the [Competitive Event Guidelines](#).

## Prejudged + Performance Events

Competitors will submit their prejudged materials through Blue Panda. The format of the materials must follow the guidelines of the specific event. Submissions for prejudged materials must be uploaded by **March 20 at 5 PM**.

The Top 15 (or an equal number from the prejudged portion) will be invited to perform live and in person in front of judges. Further details about time, location, and safety protocols will be released closer to SLC.

### How to Upload to Blue Panda

1. Login to Blue Panda
2. Click on the orange “Additional Items Due” button that is listed on the home page under the Current Events tab
3. Upload the items that are due

Events that accept PDF file	Events that accept URL*
American Enterprise Project	Digital Animation
Business Ethics	Digital Video Production
Business Plan	
Community Service Project	
Future Business Educator	
Future Business Leader	
Job Interview	
Local Chapter Annual Business Report	
Partnership with Business	

\*Note when uploading URLs – If using a software like Google Drive, Dropbox, etc. there should be **NO password protection on the links**. If judges cannot access the link, then it cannot be scored. **Members must check on personal devices** as school servers can block outside entities from seeing links. Dropbox is the number one software recommendation from the state. Missouri FBLA will not reach out to those with links that cannot be accessed.