To: Belinda Anderson and Hickman County School Board

From: Cindi Morgan, EHHS FBLA Advisor

Date: January 21, 2026

RE: 2026 FBLA State Conference

I am requesting to be added to the February School Board Agenda in order to be granted permission for qualifying students to attend the FBLA state competitions. This is an overnight trip to Chattanooga, TN on April 6-9, 2026. Approximately six students will be attending the conference and will be driven by me in the EHHS CTE van.

Details are as follows.

- Advisor: Cindi Morgan
- Dates: April 6-9, 2026
- Cost:

Morgan Sub 3 days x $81	$243.00
Hotel Rooms 4 rooms x 3 nights @ $198/night	$2,376.00
Conference Registration 7 x $75	$525.00
Gas from Chattanooga for CTE van	$100.00
Meals (some meals)	$300.00
Total	**$3,544.00**

- Funding will be provided by the EHHS FBLA account and CTE funds (Jennifer Turpin). Students will only need to bring enough money for food.

Tennessee Career and Technical Student Organizations (CTSOs)

2025-26 MULTIPLE RELEASE FORM

Participant Information

Participant Name (first, last)		Parent/Guardian Name	
Participant's Home Address		Parent/Guardian Emergency Phone Number (required) ( )	
City, State, Zip Code		Alternate Emergency Phone Number (required) ( )	
Parent/Guardian Cell Phone ( )	Participant Cell Phone ( )	Local Chapter Name (required)	
Participant Age	Date of Birth (mm/dd/yyyy) / /	Check One ◯Male ◯Female	Location of School (city)
Advisor Name (required)	Advisor Cell (required) ( )	Participant Email Address (required)	

Code of Conduct

Please review the **Code of Conduct** below. It is a privilege to attend a **Tennessee CTSO** conference or event and it is the responsibility of all participants to conduct themselves in a proper manner at all times. The guidelines in this Code of Conduct are the minimum behavior standards and individual schools' administration and/or chapter advisors may have additional policies and rules for their attendees to follow. Should that occur, the participant must meet both the school Code of Conduct and this Tennessee CTSO Code of Conduct.

1. All participants are expected to attend all applicable sessions of the conference/event.
2. All participants are expected to wear their name badges at all times throughout the conference/event.
3. All participants will abide by the **Dress Code** for the specific conference/event. Students will not be permitted to participate in any conference activities if found to be out of dress code. Students are to be in school/conference approved attire at all times.
4. All participants will not consume or have in possession any alcoholic beverages, illegal substances, prescription medications not prescribed to the participant, tobacco or smoke products, including electronic cigarettes and/or drug paraphernalia of any kind. Follow your school/district policy for handling of prescription medications and list these on the medical section of this form.
5. Any type of weapons and toy replicas of weapons are prohibited, including water guns, paintball guns, and other items that are intended to cause harm, damage, or disruption of a business-like atmosphere. Gambling is also prohibited.
6. All participants will behave in a courteous manner and refrain from language and/or actions that could bring discredit upon them, their school and/or **Tennessee CTSOs**. Conduct unrelated to an educational conference or business environment will not be tolerated. Examples include but are not limited to the following: disrupting a session or event; interaction with non-conference individuals; or any activities that may endanger self or others.
7. All participants will not engage in bullying, cyberbullying, harassment or acts of bias against others including threatening words or behavior; menacing, hazing, taunting or intimidation; the use of lewd, profane or vulgar language; verbal, written, or physical abuse of others.
8. All students will be in their own rooms by the established curfew for the event. An advisor must be present at all times in order for students to visit the room of students of the opposite gender. It is the advisor's responsibility to ensure compliance with these issues.
9. Students will keep their advisor informed of their activities and whereabouts at all times. Students should not leave the conference site or hotel alone and without permission from the advisor. Accidents, injuries, or illnesses must be reported to the State Advisor or delegated representative for the event immediately.
10. All participants will maintain an appropriate level of noise that is courteous to other attendees and to non-attendee hotel guests. Noise level in hotel rooms and common areas must be kept at minimum. Hotel staff may remove any hotel guests for noise or disruptive behavior. In the event of removal by the hotel, chapters will be dismissed from the conference at their own expense.
11. All participants are expected to respect all public and private property. Conference participants are guests of the hotel, convention center, or other venue for the conference/event and must not deface or destroy the property. All types of roughhousing including throwing items out of the windows will not be tolerated. All trash including pizza boxes, bottles, cans, etc. must be placed in the proper receptacles and not left in the hallways or meeting rooms. Any repairs or replacement costs due to damage or loss that occurs due to their stay will be the responsibility of the individual(s) and/or parent(s) or guardian, and/or school.
12. The local advisor or school approved chaperone is responsible for the supervision of their students' conduct. Any participant who disregards this Code of Conduct will be subject to disciplinary action. All rule infractions requiring disciplinary action may result in the participant being sent home at the expense of the participant, parent(s) or guardian, and/or school.

◯ I agree to all conference rules of conduct and releases as stated on this form. My consent is confirmed through this form and upon submission of my registration to participate in Tennessee CTSO conferences and events.

◯ **My child has permission to participate in Tennessee CTSOs, including: DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, and TSA.**

Medical Information (Note to Parent / Guardian: If applicable, please send a copy of your health insurance card with your child.

Is Participant Covered by Medical Insurance? ◯Yes ◯No		Name of Person Responsible for Participant's Medical Bills
Insurance Company	Name of Insured	Responsible Party's Relationship to Student ◯Father ◯Mother ◯Other _____
Insured's HOME Phone No. ( )	Insured's CELL Phone No. ( )	Participant Medical History (check all that apply)
Insured's Plan Number	Insured's Group Number	◯Yes ◯No Allergies? (list)_____
Name of Physician	Physician's Phone Number ( )	◯Yes ◯No Diabetes? ◯Yes ◯No Epilepsy? ◯Yes ◯No Heart /Lung Problems? ◯Yes ◯No Other; if yes, please explain: _____
Does the participant have a disability that meets criteria specified by the Americans with Disabilities Act (ADA)? ◯Yes ◯No (We will contact you if necessary.)		Medications: (list)_____

◯ **I am aware that it is my responsibility to submit updated medical information to the chapter advisor if needed prior to each event occurring during the current membership year.**

Liability / Medical Release: I certify that the information above is accurate and complete to the best of my knowledge. I hereby agree to release the Tennessee Department of Education, National CTSO organizations, **Tennessee CTSOs** and their representatives, agents, and employees from liability for any injury to said minor child/adult participant resulting from any cause whatsoever occurring to said child/adult, at any time, while attending any of the organization's regional/district/state/national/international meetings and events, including travel to and from.

Parent / Guardian / Responsible Party: Please select one of the following, sign, and date to confirm.

◯ **I grant permission for immediate medical treatment as deemed necessary by the attending physician. I understand that you will notify me and/or any person(s) listed above as soon as possible.**

◯ **I DO NOT permit medical treatment until I have been contacted. I understand that emergency, life-saving treatment will be provided.**

Publicity and Website Permission

The State of Tennessee, Department of Education (TDOE) website and the **Tennessee CTSO** websites are the primary modes of communication for our students, instructors, and others. We understand the global nature of the Internet and the concerns regarding protection and privacy. Accordingly, we request your permission to use images of your child in TDOE and/or Career and Technical Student Organization publications and/or website, should we wish to do so. Images of students, instructors, Department of Education employees, parents, and others used in publications and on our website may be included when they are involved in projects, when they are in groups (classrooms, conferences, activities, contests, or chapters), or when their student group receives recognition at the local, district, regional, state, or national level. The website will not include last names, but will use a student's first name only for that student's protection; however, publications may use the student's entire name.

Permission to Use Image: ◯ **By attending this conference or giving approval for my child to attend this conference, I give Tennessee CTSOs and the Tennessee Department of Education and its production companies permission to photograph, videotape, or make audio recordings, separately or in combination, and give permission to Tennessee CTSOs and the Tennessee Department of Education to use these photos, videos or sound recordings without seeking further permission. I hereby grant permission to use my child's image, name, and/or selected school materials (including projects, papers, and artwork) in publications and on the Department of Education website.**

STUDENT SIGNATURE:	**Print Name (first, last)**	**Date Signed (mm/dd/yyyy)** / /
PARENT / GUARDIAN / RESPONSIBLE PARTY SIGNATURE:	**Print Name (first, last)**	**Date Signed (mm/dd/yyyy)** / /

NOTE: Participants under the age of 18 must be signed by a parent or legal guardian.

ADVISOR SIGNATURE:	**Print Name (first, last)**	**Date Signed (mm/dd/yyyy)** / /

East Hickman High School FBLA

2026 State Leadership Conference Commitment Contract and Conference Information Packet

Acknowledgment & Signatures

By signing below, I acknowledge that I understand and agree to all expectations, responsibilities, and consequences outlined in this contract. I acknowledge I have received and reviewed the FBLA State Leadership Conference Information Packet. **IMPORTANT DEADLINE- ALL forms must be completed and returned to Mrs. Morgan by: Friday, January 30, 2026**

Student Information

Student Name: _____ Grade: _____

Cell Phone: _____ **T-Shirt Size:** _____

NAME OF COMPETITIVE EVENT): _____

Student

Student Signature: _____ Date: _____

Parent / Guardian

Parent/Guardian Name: _____Signature: _____Date: _____

Daytime Phone: _____ **Evening Phone:** _____

Additional information your Advisor may need to know

_____

_____

Teachers:

_____1st _____4th/5th

_____2nd _____6th

_____3rd _____7th

East Hickman High School FBLA

2026 State Leadership Conference Commitment Contract and Conference Information Packet

FBLA 2026 Competition – Intent to Compete Deadline: January 30, 2026

FBLA State Leadership Conference
April 6-9, 2026
Chattanooga Convention Center

Conference Transportation

- Students will be transported by **Mrs. Morgan** in the EHHS CTE van
- **Departure:** Monday, April 6 at **2:55 p.m.** from EHHS
- **Return:** Thursday, April 9 at approximately **2:55 p.m.**

Commitment Agreement

By signing this contract, I agree to fully participate in the FBLA State Leadership Conference and understand that my attendance, effort, and preparation are required as a representative of **East Hickman High School FBLA**

Registration & Financial Responsibility

- EHHS FBLA **covers the conference registration cost** for students who are **actively competing in an Event**.
- Students receiving chapter funding must:
  - Fully complete their Event
  - Attend all required practices and meetings

Important Financial Agreement

Once the conference registration deadline has passed and the chapter has paid for registration:

- If I choose to withdraw for any reason other than a **documented emergency**, I agree to pay the **$75 registration fee.**
- If this fee is not paid **and I do NOT attend the conference**, a **hold will be placed on my diploma**.

Students who do not complete their Event or fail to practice **will not be permitted to attend**, even if initially registered.

Participation & Conduct Expectations

I agree to the following expectations while representing EHHS FBLA:

- Make time to practice, prepare, and complete my event
- Attend all assigned meetings, workshops, and scheduled events
    - Failure to attend required meetings will result in **ISS upon return to school**
- Follow the FBLA dress code for the **entire trip** (see dress code section below)
    - Dress code violations result in **ISS upon return**
- Use appropriate language and behavior at all times
- Represent EHHS and FBLA with integrity and professionalism

Rooming Expectations

- Every student must sleep in their **assigned bed**
- If any student:
    - Is not in a bed
    - Prevents another student from having a bed
        → **The entire room will call parents and be sent home**
- Unkind, intimidating, or "jokingly" hurtful behavior will **not be tolerated**
- Curfew is at 11:00 p.m. sharp each night. Ms. Morgan will check each room at 11:00 p.m. to make sure all members are in their room. Members must be dressed appropriately and must be seen by Ms. Morgan.

Meals & Spending Money

Students are responsible for their own meals:

- **Tuesday:** Breakfast, Lunch & Dinner
- **Wednesday:** Breakfast, Lunch & Dinner
- **Thursday:** Breakfast & Lunch

Students may:

- Bring snacks, food, or drinks if they choose
- Bring additional spending money for non-scheduled activities

Breakfast and lunch from school will be also provided for anyone who wants it.

If you have any questions or concerns, please feel free to call me at EHHS: 931-670-1366, ext. 8121, or cell: 615-417-7797. Hotel Information- To be communicated when available.

2026 Tennessee FBLA Conference Agenda

MONDAY, APRIL 6, 2026

- 5 - 7 p.m. | Registration
- 5 - 7 p.m. | FBLA TN Store
- 11 p.m. | Curfew

TUESDAY, APRIL 7, 2026

- 8.- 11 a.m. | Registration
- 8 - 11 a.m. | FBLA TN Store
- 9 - 10 a.m. | State Officer Candidate Orientation and Testing
- 10 - 11 a.m. | State Officer Candidate Campaign Booth Set Up
- 10 - 11 a.m. | Adviser Meeting (Mandatory)
- 10:30 a.m. | Chapter Parade Rehearsal
- 11 a.m. - 4 p.m. | State Officer Campaign Booths Open
- 11:30 a.m. - Doors Open for Opening Session
- 12 p.m. | Opening Session
- 1:30 p.m. | Judges Orientation
- 2 p.m. | Competitive Events Begin
- 3 - 5:30 p.m. | Leadership Academy
- 5 - 9 p.m. | FBLA TN Store
- 6:45 p.m. | Voting Delegate Assembly
- 8 - 10 p.m. | Activity Night
- 11 p.m. | Curfew

WEDNESDAY, APRIL 8, 2026

- 7:15 a.m. | Judges Orientation
- 8 a.m. | Competitive Events Begin
- 8:30 a.m. - 12 p.m. | Leadership Academy
- 9 a.m. - 12 p.m. | FBLA TN Store
- 12 p.m. | Voting Delegate Assembly
- 12:30 p.m. | UTC Tours begin
- 6:30 p.m. | Doors Open for Awards Session
- 7 p.m. | Closing Awards Session
- 11 p.m. | Curfew

THURSDAY, APRIL 9, 2026

- 11 a.m. | Hotel Check Out
- Arrive at EHHS at approximately 2:30

Dress Code:

FBLA 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.

June 2023

Activity Night (Please note that this year, the dress code below for activity night will be strictly enforced)

- **Shirt:** Unaltered conference shirt (unacceptable: crop tops, tank tops)
- **Pants:** jeans or khakis (unacceptable: ripped jeans, sweatpants, leggings, shorts, ill-fitting attire)