

FUTURE BUSINESS LEADERS OF AMERICA

Pennsylvania State Chapter

Return form to:
Bruce Boncal
PA FBLA Executive Director
P.O. Box 5085
Jersey Shore, PA 17740
Deadline: June 01, 2008

Form to Accompany Adviser/Guest/Chaperone/Student Emergency Forms

In the event of an emergency at an FBLA function, the state chapter has developed a set of critical incident response procedures for responses to fires; critical injuries to a student or faculty member; death of a student or faculty member; crime and safety issues; serious illness; and weather-related issues.

As part of the swift, organized, and comprehensive procedure that has been developed, PA FBLA now requires each chapter to submit the following forms to the PA FBLA Executive Director **prior to** FBLA National Leadership Conference. These forms will facilitate a proper response to an incident and will enable PA FBLA to keep school officials and parents informed of events that have taken place.

1. Form to Accompany Adviser/Guest/Chaperone/Student Emergency Forms (one copy per chapter)
2. Student Permission Forms Signed by the Parent (one copy per student)
3. Adviser/Guest/Chaperone Emergency Forms (one copy per adviser/guest/chaperone)

These forms must be submitted to the PA FBLA Executive Director postmarked **no later than June 01, 2008**. If the forms are not postmarked by the June 01, 2008, deadline, the adviser and the school principal will be informed that the chapter is not permitted to attend the FBLA National Leadership Conference.

Adviser Contact Information (all information must be complete for your chapter to attend the National Leadership Conference)

School Name _____ Region _____

List the names and contact information for all advisers attending the FBLA NLC; add additional advisers on the back of this form.

Adviser 1 Name _____ Home Phone _____

Emergency Contact Name _____ Work Phone _____

Adviser 2 Name _____ Home Phone _____

Emergency Contact Name _____ Work Phone _____

Adviser 3 Name _____ Home Phone _____

Emergency Contact Name _____ Work Phone _____

Administration Contact Information (all information must be complete for your chapter to attend the National Leadership Conference)

School Principal's Name _____

Work Phone _____ Home Phone _____

School Assistant Principal's Name _____

Work Phone _____ Home Phone _____

Superintendent's Name _____

Work Phone _____ Home Phone _____