

FUTURE BUSINESS LEADERS OF AMERICA

Pennsylvania State Chapter

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All FBLA Chapter Advisers

State Leadership Workshop registration is now OPEN.

The PA FBLA State Management Team would like to invite all chapters to the 2008 PA FBLA State Leadership to be held October 26-27, 2008, at the Penn Stater Conference Center Hotel, State College. Our goal for 2008-2009 is to provide a top quality leadership program for members and professional development sessions for advisers at an affordable cost. If 2008 is your first SLW or if the State Workshop is a regular stop on your chapter's travel schedule, I know you will find this event to be informative and a great value for the price. Below are important guidelines for registering for the workshop.

Mark the date October 26-27, 2008, on your calendar and start making plans to attend the 2008 Pennsylvania FBLA State Leadership Workshop once again slated for the Penn Stater Conference Center Hotel, in State College, Pennsylvania. Even though October is five months away, **we are now accepting reservations** on a first-come, first-serve basis until the registration deadline of **September 18, 2008**.

THE PENN STATER CONFERENCE CENTER HOTEL

The Penn Stater Conference Center Hotel is located just off Route 322 Bypass at the Penn State Research Park on Innovation Boulevard. The Conference Center Hotel has 300 guest rooms and 38 meeting rooms—enough space to house all workshop participants under one roof with plenty of meeting room space. The 2008 SLW will once again offer exciting leadership tracks for members and professional development sessions for advisers. Additionally, special sessions will be available for all new advisers with three or less years of experience as an adviser. We are pleased to announce that all rooms at the Penn Stater Conference Center are being offered (single, double, triple, or quad) on Sunday, October 26, for \$90 per room plus 8.5% sales tax. Any chapter wishing to check in early is being offered guest rooms (single, double, triple, or quad) on Saturday, October 25, for \$112 per room plus 8.5% sales tax.

ATTENDANCE POLICY

The FBLA Board of Directors has approved the following attendance policy for the SLW: Attendance is limited to **ten participants** per chapter including the adviser but not including the state officers, the region president and region secretary. **Attendance at the SLW shall be restricted to members in grades 9-12.** Attendance is limited to the first 800 registrants.

LODGING RESERVATION FORM

Reservations will be accepted without payment. The *postmark* deadline date to make lodging reservations and make payment is **September 18, 2008**. Payment not received by this *postmark* deadline date will result in reservations being canceled without notice. Acceptable forms of payment include: school check, personal check, or money order made payable to **PA FBLA**. Purchase Orders and Credit Cards (Visa, MasterCard, Discover) will also be accepted.

The ***Lodging Reservation Form*** MUST be mailed directly to **Bruce Boncal, PA FBLA Executive Director**. Please DO NOT mail or call the Penn Stater Conference Center Hotel to make reservations for *Saturday*, October

25 or *Sunday*, October 26. Doing so will only delay the processing of your reservations. The hotel has been instructed NOT to accept phone reservations.

We have reserved a limited number of rooms for **Saturday, October 25** which will be sold on a first-come-first serve basis. If you wish to stay Saturday night, please be sure to complete the Saturday Night Section of the Lodging Reservation Form. The Lodging Reservation Form is in Excel format. Please type directly on the form and send it by e-mail to Bruce Boncal at the address printed on the form. The worksheet will automatically calculate the amount due after you enter the quantity of rooms you wish to reserve. Save the form. Print two (2) copies—one to MAIL and one for your records. Any changes to the initial Lodging Registration Form must be in writing. Make the change directly on the form. Write “REVISED” on the top, and MAIL the revised form as directed.

SLW REGISTRATION FORM

The **SLW** Registration Form and **\$25 per person** must be mailed directly to **Bruce Boncal, Executive Director** postmarked by September 18, 2008. Acceptable forms of payment include: school check, personal check, or money order made payable to **PA FBLA**. Purchase Orders and Credit Cards (Visa, MasterCard, Discover) will also be accepted.

CREDIT CARD TRANSACTIONS

For those who prefer to use a credit card to pay for their SLW Registration and/or SLW Lodging, PA FBLA accepts Visa, MasterCard, and Discover. To process a credit card transaction, please complete the 2008 SLW CREDIT CARD AUTHORIZATION FORM and send it with your forms. It is imperative that all requested information be supplied. A 3% convenience fee (line e on the Authorization Form) will be added to the total amount due and charged to the credit card used.

STUDENT PERMISSION FORMS

To complete the SLW registration process, local chapter advisers must submit the following documents to **Bruce Boncal**, PA FBLA Executive Director, no later than October 9, 2008:

- Student Permission Form
- Adviser/Guest/Chaperone Emergency Form
- Adviser's Form to Accompany Student Permission Forms

MEALS

Meals are not included in the lodging fee. The Penn Stater Conference Center Hotel has a full service restaurant on the property. On Sunday, my recommendation is to stop for lunch before arriving to the conference center. There are many of your favorite restaurants on Business Route 322 in State College. On Sunday evening, the Garden's Restaurant will be open. A specially priced dinner buffet will be available for those who wish to remain at the Penn Stater instead of driving to town for dinner. Arrangements are also being made to offer a buffet breakfast on Monday morning at a reduced price.

NEW ADVISER LEADERSHIP PROGRAM

This program is offered to new FBLA advisers with one-, two-, or three-years of experience. Topics covered will include, but not limited to, membership recruitment, running chapter meetings, leadership development, gaining administrative support by getting parents, businesses, and companies to partner with FBLA, and how to fundraise. If you are new to FBLA and just getting your chapter started, I strongly recommend that you make plans to attend the 2008 State Leadership Workshop, and more specifically, this leadership program for new advisers.

ADVISER PROFESSIONAL DEVELOPMENT SESSIONS

Professional development sessions will be available for all advisers at the SLW. PA FBLA is not an Act 48 provider; however, any adviser who wishes to receive credit for attending the professional development sessions at the workshop is invited to bring their Act 48 paperwork and a member of the PA FBLA Management Team will sign the form.

SLW REFUND POLICY

All refund requests must be in writing. A full refund will be granted if the request is postmarked 30 days before the opening date of the workshop. No partial refunds will be given. This policy is subject to change based on the site of the workshop.

TENTATIVE SCHEDULE

Enclosed is a tentative schedule of the SLW activities.

In closing, I encourage you to start making plans now for your chapter to be represented at the State Leadership Workshop on October 26-27. If you have questions about the state workshop, registration or lodging, please send an e-mail to janet.skiles@comcast.net or call me at 724.243.4231. You may also call me on my cell phone at 412.576.2826.

Have a great summer! We hope to see you in State College in October.

Janet

Janet Skiles
PA FBLA Conference Coordinator

Attachments:

- SLW Registration Form
- SLW Lodging Reservation Form
- SLW Credit Card Authorization Form
- SLW Tentative Schedule
- Student Permission Form
- Adviser/Guest/Chaperon Emergency Form
- Adviser Form to Accompany Student Form
- Battle of the Chapters Guidelines

**All SLW forms can be downloaded from the pafbla.org web site.
Watch your e-mail this summer for SLW updates!**