

FUTURE BUSINESS LEADERS OF AMERICA

Pennsylvania State Chapter

Janet F. Skiles
Conference Coordinator
40 Mulberry Street
Belle Vernon, PA 15012

724.243.4231 (home office phone/fax)
412.576.2826 (cell)
janet.skiles@comcast.net (email)

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Newsletter #1

**Lodging Reservations will be accepted starting
December 11, 2009.**

(Lodging Reservation forms will be accepted after your Region Leadership Conference—no exceptions!)

2010 State Leadership Conference Important Registration & Lodging

All lodging forms and payment *MUST* be mailed directly to Bruce Boncal, Executive Director, at his office address. Individual hotels cannot accept lodging reservations from FBLA chapters due to contractual agreements between FBLA and the hotel.

The 59th Pennsylvania FBLA State Leadership Conference will be held at the Hershey Lodge and Convention Center. Mark the dates on your calendar, April 12-April 14, 2010, for the *biggest* event of the FBLA year. There will be a series of SLC Newsletters and E-mail messages sent in the coming months. Please carefully read each document. This first document will highlight SLC Registration and Lodging procedures.

On behalf of PA FBLA, I am pleased to offer an American Plan Lodging/M meal Package. This package includes 2 nights lodging (Monday and Tuesday) and 5 meals (first meal is lunch on Monday followed by dinner, and breakfast, lunch, and dinner on Tuesday). The American Plan Package also includes shuttle bus service, 24/7 hotel/conference security services, refreshments and snacks, taxes and gratuities, insurance, rental equipment/room fees, incidental expenses, and administrative expenses.

IMPORTANT LODGING INFORMATION

Approximately 3,600 FBLA members and advisers, and about 400 guests are expected to attend the SLC this year. Please be aware of the following:

We will be utilizing all function space and all sleeping rooms on the Hershey Lodge property. In preparation for the number of attendees exceeding the amount of lodging space available at the Hershey Lodge, rooms have been reserved at the Hilton Garden Inn, Comfort Inn, Hampton Inn & Suites, Days Inn, Holiday Inn Express, and the SpringHill Suites by Marriott. These six hotels—all less than 3 miles from the Hershey Lodge & Convention Center—will be utilized in the order listed above. All advisers are asked to indicate their lodging preference on the **Lodging Information and Financial Summary** form. Lodging will be assigned using preference and postmark date, in that order. Every effort will be made to notify advisers of their lodging assignment by March 29 (2 weeks before SLC).

Lodging priority at the Hershey Lodge shall be based on the following criteria:

1. Postmark date with purchase of *complete* 2-nights lodging and 5-meal package
2. Postmark date with purchase of 1 nights lodging and 5-meal package

The chart on the next page outlines the American Plan Package prices (2 nights lodging and 5 meals) for students and advisers to attend the State Leadership Conference. All rates are per person based on double or single occupancy for advisers and quadruple occupancy for student members. All seven hotels being used for the conference have agreed to offer a special "Sunday Room Only Rate" for those wishing to arrive Sunday afternoon. The "**Sunday Room Only Rate**" at all hotels is \$146 per room (not per person), tax included, with 1-4 persons in the room. For those planning to arrive on Sunday, you will be assigned lodging at the same hotel all 3 nights. It is highly recommended that you plan to arrive Sunday due to many competitive events starting early Monday morning. Additionally, hotels cannot honor early check in for those who plan to arrive **before 4 p.m.**

PA FBLA State Leadership Conference Fees at a Glance			
Membership Status	2 Nights Lodging w/5 meals	Conference Registration Fee	Total Cost Per Person
Student Member	\$248.50	\$60	\$308.50
Adviser, guest, adult chaperone—2 adults sharing a room; 2 beds)	\$302	\$60	\$362
Adviser, guest, adult chaperone—(1 adult, 1 king bed)	\$456	\$60	\$516

The final plans for the SLC are just about complete. Below are highlights of SLC registration and lodging procedures, answers to the most frequently asked questions, and the most noticeable changes:

Registration/Lodging for Top 10 Finalists in pre-judged events--- students who will enter the events listed below cannot register for the SLC until the Executive Director announces the Top 10 Finalists. These events include: *American Enterprise Project, Business Financial Plan, Business Plan, Business Presentation, Community Service Project, Computer Game & Simulation Programming, Desktop Application Programming, Digital Video Production, E-business, Electronic Career Portfolio, Partnership with Business, and Web Site Development*. Once the Top 10 Finalists have been announced, the adviser will be asked to register the student(s) and complete an addendum to their Lodging Information & Summary Form. See additional information on page 4 of this document.

- 1) PA FBLA will continue to accept credit cards (Visa, MasterCard, American Express, and Discover) for payment of conference expenses. However, we now offer credit card payments through the secure site of PayPal. Any chapter electing to make a credit card deposit/payment must completely fill out the Credit Card Processing Form found on the pafbla.org web site. A 3% convenience fee will be added to the amount due each time a credit card transaction is submitted. See page 3 for processing details;
- 2) Conference Registration Desk will be open on Sunday evening, April 11, from 7:00-9:00, at the Hershey Lodge;
- 3) The Conference Registration Desk will re-open on Monday morning, April 12, at 7:30a. (see Tentative Schedule);
- 4) The first group of competitive events will begin as early as 9:00a on Monday, April 12; (see Tentative Schedule) with the first group of Judges/Test Administrators meeting at 7:30 a.m.;
- 5) All collaborative written competitive events will test at **9:00a on Monday, April 12**, using "mass" testing; (See Tentative Schedule);
- 6) Equipment for competitive events may be rented (lap top, LCD projector, speakers, and printer) for use during the conference. The Equipment Rental Order/Agreement Form along with payment (school check, personal check, money order, school Purchase Order, or credit card) must be returned to Janet Skiles, Conference Coordinator, received by April 1, 2010. For credit card payment, please attach the Credit Card Processing Form;
- 7) Workshop sessions will be offered throughout the day on Monday and Tuesday;
- 8) A keynote speaker will address the delegation during the Opening Session;
- 9) All advisers are being given an opportunity to indicate their hotel lodging preference. The preference and postmark date will determine lodging assignments;
- 10) All hotels have indicated that check-in **will NOT** occur until 4:00 p.m. on day of arrival. It is highly recommended that plans be made to arrive in Hershey on Sunday afternoon;
- 11) Arrangements are being made to offer special Sunday afternoon activities for those who plan to arrive early on Sunday, April 11; (Watch for announcement coming mid-December)

- 12) Shuttle bus service will begin Sunday afternoon, April 11, between the Lodge, all overflow hotels, and local Hershey Attractions and eateries. Shuttle schedule will be determined after the first of the year;
- 13) PA FBLA members/advisers who are housed in an overflow hotel will be provided with a special wrist band for safety and identification purposes. More information on this topic will be provided at a later date.
- 14) The 5-meal plan includes the following: Monday—LUNCH and DINNER; Tuesday—BREAKFAST, LUNCH, and DINNER. All overflow hotels will offer a continental or hot breakfast each morning following an overnight stay (this is in addition to the Breakfast Buffet served at the Lodge on Tuesday) with the exception of the Hilton Garden Inn. On Monday morning, the Hilton is offering an optional hot deluxe breakfast for \$10 plus tax and gratuity. Those assigned lodging at the Hilton Garden Inn will be served a full hot deluxe breakfast Tuesday and Wednesday morning (included in the American Plan price) in its Great American Grille.

The **2010 State Leadership Conference Tentative Schedule of Events** is now available on the pafbla.org website in the State Leadership Conference section. It is important that you start planning now for the early start time to this year's conference activities.

Online SLC Registration is mandatory and Lodging Reservations must be completed using the Excel spreadsheet. Please TYPE all requested information. The Excel spreadsheet has been designed to automatically calculate the "Total Amount Due."

SLC REGISTRATION

The **SLC Registration** procedures will be similar to previous years. The registration fee for advisers, student members, and all other guests who will participate in the activities of the conference is **\$60 per person**. The online registration **RECEIVED** deadline and registration payment **RECEIVED** deadline is **January 29**. After registering online, please print an invoice and mail the payment so it is **RECEIVED** no later than **January 29** to:

**PA FBLA SLC
Mr. Bruce E. Boncal
PA FBLA Executive Director
P.O. Box 5085
Jersey Shore, PA 17740**

Registration is not complete until payment is **received** in the Executive Director's office. Acceptable forms of payment include: school check, personal check, money order, school purchase order, or credit card (Visa, MasterCard, American Express, Discover Card). For more information on SLC registration, please open your browser to the pafbla.org website, look in the 2010 State Leadership Conference Documents and forms area on the front page and then scroll down to the State Leadership Conference section for the **SLC Online Registration Procedures**.

CREDIT CARD CHARGES AND PROCESSING – DEPOSITS AND PAYMENTS

If you wish to use a credit card for making a deposit or payment, please complete the Credit Card Processing Form by logging on to the pafbla.org web site, scroll down to the Credit Card Payments menu, click the State Leadership Credit Card Processing Form and then answer the questions. You do not need a PayPal account to use this site. You may use your own credit card or bank account if you wish. A 3% convenience fee must be added to the amount due; consequently, the completed Credit Card Processing Form will automatically calculate the 3% into the Total Amount Due. The Total Amount Due is the amount that you will need to charge to your credit card. As soon as you submit a credit card transaction, please E-mail the Credit Card Processing Form to Bruce Boncal at pafbla@comcast.net. Once he receives the Credit Card Processing Form, payment has been received. Without a completed Credit Card Processing Form, your credit card transaction cannot be recorded.

PA FBLA LODGING INFORMATION FORM AND FINANCIAL SUMMARY & ROOMING LIST

The **Lodging Information and Financial Summary & Rooming List** spreadsheets are now published in the Downloadable Files on the pafbla.org web site in the State Leadership Conference section. Please review the "Lodging Reservation Procedures" **before** completing the spreadsheets. There are eight (8) steps to make lodging reservations. These steps are outlined on the Lodging Registration Procedures also found in the Downloadable Files on the pafbla.org web site. Follow the numbered step-by-step procedures and **TYPE** the requested information directly into the yellow shaded cells provided.

After the Lodging Information and Financial Summary & Rooming List are complete, E-mail (preferred), fax, or mail both the forms directly to:

**PA FBLA SLC
Mr. Bruce E. Boncal
PA FBLA Executive Director/SLC
P.O. Box 5085
Jersey Shore, PA 17740**

Lodging Reservation forms will be accepted without payment **after** your Region Leadership Conference. The last day to make lodging reservations and/or changes is **January 29, 2010**; final payment must be **RECEIVED** in the Executive Director's office by **February 6, 2010**. Lodging is not complete until payment is **received** in the Executive Director's office. Acceptable forms of payment include: school check, personal check, money order, school purchase order, or credit card. Upon receipt of the SLC Registration and SLC Lodging Reservation and Financial Summary Forms & Rooming List, an acknowledgement will be sent by e-mail to the adviser.

Cots are not available at the Hershey Lodge; however, the overflow hotels, upon request, may have a limited number of cots available for a fee payable at the time of the rental.

Any chapter needing a receipt showing payment for lodging and/or registration is asked to contact Bruce Boncal following the State Leadership Conference. PA FBLA will generate a receipt showing payment for these expenses. The hotels will not provide a receipt.

SPECIAL SLC REGISTRATION AND LODGING REQUESTS FOR TOP 10 FINALISTS in PRE-JUDGED EVENTS

SLC Registration and Lodging Reservations for Finalists in American Enterprise Project, Business Financial Plan, Business Plan, Business Presentation, Community Service Project, Computer Game & Simulation Programming, Desktop Application Programming, Digital Video Production, E-Business, Electronic Career Portfolio, Partnership with Business, and Web Site Development will be handled in the following manner: The names of the students entered in the above events *are not* to be included on your chapter's initial Online SLC Registration form. Please *do not* include the names of these students on your chapter's initial *Lodging Information & Financial Summary & Rooming List*. Once the Executive Director announces the Top 10 Finalists in the events listed above, you will be asked to complete an addendum to your initial *Lodging Information and Financial Summary & Rooming List*. At that time, you will also be able to register these students for the conference. Those registrations and lodging reservations will be made directly with the state staff in the Executive Director's office. The Executive Director will notify the Top 10 Finalist in all the above events by **January 22** with the exception of American Enterprise Project, Community Service Project, and Partnership with Business Project. The Executive Director will announce the Top 10 Finalists in these events shortly after the manuals are due. Expect to receive notification no later than **February 20**.

SLC REGISTRATION/LODGING REFUND POLICY

Due to the cost impact cancellations have on guaranteed revenue to the Hershey Lodge and overflow hotels, registration/lodging refunds will be given as outlined in the SLC Refund Policy.

- All changes in lodging reservations must be made in writing using the State Leadership Conference Refund Request Form found on the pafbla.org web site. This form must be sent (e-mail is acceptable) directly to the Executive Director's office.
- Full registration/lodging refunds will be given if request is postmarked prior to the registration deadline date of **January 29, 2010**.
- A 50 percent refund will be given if request is postmarked up to 15 days prior to the opening day, of the State Leadership Conference, which is **March 26, 2010**.
- No refunds will be given for requests postmarked **March 27, 2010**, or later.
- **No refunds** will be given for cancellations made while checking in to the hotel on April 11, if applicable) or April 12 or April 13.

To print a copy of the SLC Refund Policy and/or the Refund Request Form, open your browser to the pafbla.org web site, click the appropriate file(s) found in the State Leadership Conference section on the front page.

ROOMING LIST

In order to maximize the number of sleeping rooms available, student members will be housed four (4) to a room. If an adviser wishes to reserve a single guest room, he or she may request a Single Room and will be required to pay the Single Rate; otherwise, advisers will be housed two (2) adults to a room. Once again, we are asking for your help in organizing your Rooming List. If you wish to share a room(s) with a specific adviser or school, please be sure to indicate the adviser's name/school on your Rooming List. If your chapter has six (6) student members of the same gender attending, please help us by assigning four (4) students to one room and two (2) students to another room. Maximizing housing at the Hershey Lodge is our priority. Cots are not available at the Hershey Lodge. However, a limited number of cots may be available for a fee at the overflow hotels.

Schools with only one or two students per room will have additional students placed in those rooms to fill them to capacity. Regions are asked to work together and coordinate lodging reservations to fill every sleeping room. If two or more schools are sharing rooms, please send the lodging forms together for those schools. If the reservation forms are mailed separately, housing cannot be determined until the last school's reservation forms are received. **REMEMBER** all lodging forms and payment **MUST** be mailed to the Executive Director's office by the RECEIVED date. Failure to mail the lodging reservation forms and payment to the proper address will only delay processing the documents. Again, lodging is not complete until a form of payment has been received.

In mid-December, the Sunday afternoon FUN activities will be announced. Also, a list of available restaurants will be published this spring. Each hotel has a limited amount of luggage storage space. If planning to arrive early, arrange to leave your luggage in your vehicle or on the bus until check in.

For those who will be housed at the overflow hotels in Hershey on (Sunday), Monday-Wednesday, we/hotel will provide:

- ✓ Limited shuttle bus service between the Lodge and your hotel and attractions. Shuttle bus start time and schedule TBD.
- ✓ Continuous shuttle bus service between the Lodge and your hotel starting at 6:00a on Monday;
- ✓ 24-hour security on the premises;
- ✓ Continental breakfast on Tuesday and Wednesday morning at your respective hotel plus a full breakfast on Tuesday at the Lodge EXCEPT for the Hilton Garden Inn where a full deluxe hot breakfast will be available at the hotel on Tuesday and Wednesday). Breakfast is available to FBLA members at all six overflow hotels on the morning following overnight lodging) Anyone arriving early on Sunday or Monday (before check in time) and wishes to purchase a breakfast will be charged accordingly;
- ✓ Competitor's scores will be e-mailed to the adviser after the SLC for those who choose not to travel to the Lodge on Friday morning.

COMMUTING TO HERSHEY

A "Commuter" is defined as a individual or chapter who travels to Hershey from his or her home or high school each day of the conference and does not stay overnight at a hotel. Commuters are not entitled to use FBLA arranged shuttle service from the overflow hotels to the Lodge. However, commuters will be able to use the Attraction Shuttles on Sunday, Monday and/or Tuesday. Commuters will be charged a \$15 per person commuter fee. The Commuter Fee includes: 24/7 security, refreshments, taxes & gratuities, shuttle bus service to the attractions, equipment/room rental fees, insurance, incidentals, and administrative expenses. Commuters are invited to participate in the FUN Sunday activities. Commuters are also eligible to purchase individual meals or a meal package. Those commuting on April 12, and/or April 13, 2010, must complete the Commuter Fee/Meal Reservation Form and send it along with the required fees to Bruce Boncal, Executive Director by the reservation deadline of January 29. The Commuter Fee/Meal Reservation Form can be found by opening your browser to the pafbla.org website, then scroll to the State Leadership Conference section.

Please see the list below of documents that are now published. Print copies of the appropriate documents for distribution to your students attending the conference. As more SLC information becomes available, you will be notified by e-mail. If you have questions and/or need immediate assistance, send me an e-mail to janet.skiles@comcast.net or call my cell phone at 412.576.2826.

Please send all inquiries to my E-mail address or cell phone. My office phone/fax will be out of service from January 2 through April 1.

Enjoy this wonderful time of the year. Best wishes for a safe and happy holiday season!

Janet

Janet F. Skiles
PA FBLA Conference Coordinator

Published documents: **(Newsletter #1)**

Adviser Form to Accompany the Student Permission Form
Adviser/Guest/Chaperone Emergency Form
Adviser SLC Guidelines
Commuter Reservation Form
Credit Card Processing Form
Delegate Code of Conduct
Refund Policy
Rental Equipment Order/Agreement Form (Excel spreadsheet)
Refund Request Form
Personal Ad Form
SLC Hospitality Internship Application (available soon)
SLC *Tentative* Schedule of Events
SLC On-line Registration Procedures (document will come from Bruce Boncal, Executive Director)
SLC—Lodging Reservation Procedures
SLC Lodging Information and Financial Summary (Excel spreadsheet)
SLC Multimedia Internship Online Application (available soon)
SLC Rooming List Spreadsheet (Excel spreadsheet)
Student Permission Form
Student SLC Guidelines
2010 SLC Dress Code