

**PA FBLA STATE LEADERSHIP CONFERENCE**  
**Hershey Lodge and Convention Center**  
**LODGING RESERVATION PROCEDURES**

April 11, April 12-April 14, 2010

**LODGING PROCEDURES**

**E-MAIL (preferred), MAIL OR FAX the SLC “Lodging Information Form and Financial Summary” & “Rooming List” DIRECTLY TO:**

PA FBLA SLC  
Bruce E. Boncal, Executive Director  
P.O. Box 5085  
Jersey Shore, PA 17740  
pafbla@comcast.net

**Mail (USPS) the Student Permission Form, Adviser Emergency Form, and Adviser Form to Accompany Student Permission Form DIRECTLY TO:**

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

Since last year’s SLC, we have been working with the staff at the Hershey Lodge and Convention Center and the six overflow hotels to make your SLC experience a memorable one.

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.

All advisers are asked to follow the procedure outlined below to insure a smooth reservation/payment process that maximizes lodging facilities and minimizes registration confusion and frustration:

1. Advisers must use the PA FBLA **Lodging Information Form and Financial Summary & Rooming List** spreadsheets found on the pafbla.org website in the Downloadable Files menu listed under “State Leadership Conference materials” to make lodging reservations. Save the files to your computer and then TYPE directly on the spreadsheet in the yellow shaded cells. The Excel spreadsheet is set up so you can enter information/numbers directly into the cells. Please follow the eight (8) steps listed below:
  - ▶ **Step 1. Lodging Preference** – rank your choice of hotel using “1” as your first choice and “7” as your last choice. Lodging assignments will be based on “preference” first, “postmark date” second.
  - ▶ **Step 2. Billing Information** – enter the adviser’s contact information. PLEASE include a cell number, if available, where you can be reached in the event there is a question about your lodging requests when lodging assignments are being made.
  - ▶ **Step 3, Part A. Financial Summary, Part A** – the spreadsheet will automatically calculate Part A, “Total Amount Due” when you type the number of advisers (and other adults) attending the SLC over top of the “0;” likewise, the number of students over top of the corresponding “0.” **Remember—the 2-night, 5 meal package is per person.**

- ▶ **Step 3, Part B. Financial Summary, Part B** -- type the total number of ROOMS (not people) needed on Sunday night. The extra nights lodging is per room and does not include meals.
- ▶ **Step 4. Payment Information**—the spreadsheet for this section will automatically calculate the Balance Due and enter the amount in the Balance Due Column based on the information provided in Step 3. After each entry in the Payment Amount column, the Balance Due amount will re-calculate. Forms of payment accepted by PA FBLA are: school check, personal check, purchase order, money order, and credit card. If you are using any of the above forms of payment except credit card, proceed to Step 6; otherwise, complete Step 5.
- ▶ **Step 5. Credit Card Payment** – use information in this section **ONLY** if payment is being made by credit card. PA FBLA now accepts credit card payments through the secure pages of PayPal. If you do not have a PayPal account, use may your credit card or bank account. Credit cards accepted include VISA, MASTERCARD, AMERICAN EXPRESS, and DISCOVER CARD. A 3% convenience fee must be added to the Amount Due when using a credit card for payment of SLC fees. The Credit Card Processing Form, which will automatically calculate the TOTAL AMOUNT DUE (SLC fees plus the 3% convenience fee) **MUST** be completed and immediately sent to Bruce Boncal, Executive Director, by E-mail to [pafbla@comcast.net](mailto:pafbla@comcast.net). The Credit Card Processing Form is your documentation showing payment has been made. Payment cannot be marked “RECEIVED” until this form is received in the state office.
- ▶ **Step 6.** Room List – Place an “X” in front of ORIGINAL or REVISED LIST, as appropriate.
- ▶ **Step 7.** Enter School Name; enter Sharing With (if applicable)
- ▶ Upon completing the Rooming List, E-mail (preferred), fax, or mail Lodging Information Form and Financial Summary along with Rooming List to Bruce Boncal Executive Director. All lodging questions should be directed to Janet Skiles, Conference Coordinator.
- ▶ **Step 8.** Rooming List – follow the directions below:
  - Highlight room type.* EX. **Single**
  - Enter arrival date.* Ex. 4/12 [date will appear in cell as 12-Apr]
  - Enter departure date.* Ex. 4/14 [date will appear in cell as 14-Apr]
  - Select “student” or “adviser” and place an “X” in the appropriate column (all chaperones are considered an “adviser”*
  - Select “male” or “female” and place an “X” in the appropriate column*
  - Enter the name of the room occupant(s)t.* Ex. Susie Student
  - Enter the name of the school on same line following the name. If sharing a room, enter ONLY the name of the school for each individual sharing a room on the lines as shown below.*

For example:

Room 1 - Janet Skiles, American High School  
Charleroi

Room 2 – Susie Student, American High School  
Belinda Class, American High School  
Charleroi  
Monessen

Print two copies of the Lodging Information Form and Financial Summary & Rooming List spreadsheets and e-mail (preferred), mail, or fax one copy of this form to:

**PA FBLA SLC**  
**Bruce E. Boncal, Executive Director**  
**P.O. Box 5085**  
**Jersey Shore, PA 17740**  
**pafbla@comcast.net**  
 (keep one copy for your records)

2. E-mail (preferred), mail or fax reservations as early as possible, but not later than **January 29, 2010**.
3. Final payment to **PA FBLA** must be postmarked no later than **February 6, 2010**.
  - ▶ Acceptable forms of payment include: school check, personal check, school purchase order, money order, or credit card. Make checks payable to: **PA FBLA**. **Credit Cards now accepted by PA FBLA include: Visa, MasterCard, American Express, and Discover Card.** Remember to include the Credit Card Processing Form each time a payment is made using a credit card. Detailed directions can be found on the actual Credit Card Processing Form.
4. **Special SLC Registration and Lodging Request for Top 10 Finalists in Pre-Judged events**—  
 The names of students entered 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 **are not** to be included on your chapter's initial 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 these events, you will be asked to complete an addendum to your initial lodging reservations. (send original lodging form with the additional student(s) listed and check REVISED LIST) At this time, you will also be able to register your students for the conference. Those registrations and lodging reservations will be made directly with the state staff in the Executive Director's office.
5. Reservations will be accepted (**after** your scheduled RLC date) without payment. Follow these procedures:
  - ▶ When sending original reservation form, clearly mark on top of the form the words "**Sending Payment Later.**"
  - ▶ When making payment, send a "**COPY**" of the original reservation form. Clearly mark at the top of the form with the word "**COPY.**"
6. Each school **MUST** send reservations on **separate** reservation forms--even if sharing accommodations with another school.
7. Schools wishing to share accommodations must clearly mark the registration form with the following: "**Share with (the name of the school).**"
  - ▶ **Reservations will not be entered into the computer until all school's (that are sharing) reservation forms have been received** (highly recommend sending reservation forms together)
8. Revisions **to reservations must be received in the Executive Director's office by January 29**. Follow these guidelines:
  - ▶ Send original reservation form. Clearly mark form with the word "**REVISION**" at the top of the form. Also, place an "X" in the cell in front of "Revised List" (Step 6).
9. Schools wishing to reserve hotel rooms for a Sunday arrival (April 11), will be assigned lodging at the same hotel all 3 nights. The "Sunday Room Only Rate" of **\$146** (tax included) is per room (with 1-4 individuals in a room), not per person. **Meals are not included.** To make reservations for Sunday, April 11, Complete **Step 3, Part B** on the "*Lodging Information & Financial Summary.*" The amount due will automatically be calculated. Remember to enter the **number of rooms** you wish to reserve—not the number of people who will occupy the room.

To maximize lodging, please help us by sharing rooms with other schools. Our goal is to fill every bed at the Hershey Lodge.

### ***LODGING ACCOMMODATIONS***

1. Advisers, you may reserve a single room again this year at the single adviser rate.
2. Advisers, if you request a double room and have not selected a roommate, we will pair you with another adviser of the same gender.
3. Students will be housed 4 to a room. Please assign 4 students of the same gender to each room. Rooms with only 1, 2, or 3 students listed may find a student(s) from another school in that room. Also, if you have 6 students of the same gender, please reserve 2 rooms, one with 4 students and the other room with 2 so that we can find 2 other students to maximize lodging in that room.
4. The following overflow hotels will be used after each chapter's lodging preference has been considered and the Lodge has been maximized using the postmark date:
  - a. Hilton Garden Inn, Comfort Inn, Hampton Inn & Suites, Days Inn, Holiday Inn Express, and SpringHill Suites by Marriott.
5. Cots are not available at the Hershey Lodge; however, a limited number of cots may be available at overflow hotels. There may be a fee for a cot—it must be paid by the individual renting the cost at the time the request is made.
6. Hotels will not provide a receipt at checkout. Please send a written request to Bruce Boncal after the conference and a receipt will be generated and sent back to you.

### ***LODGING PRIORITY***

Lodging priority will be assigned at the Hershey Lodge based on the following:

1. Postmark date with purchase of complete 2-night/5-meal package
2. Postmark date with purchase of 1-night/5-meal package

Written acknowledgement will be sent by e-mail to all advisers upon receipt of SLC materials in the state office.

If you have questions about lodging at the SLC, please contact Janet Skiles, PA FBLA Conference Coordinator at [janet.skiles@comcast.net](mailto:janet.skiles@comcast.net) or 412.576.2826.