

## ADVISER SLC GUIDELINES

1. **Distribute and review** a copy of the enclosed Delegate Code of Conduct, the Student SLC Guidelines, and the Student Permission/Emergency Form to each of your members attending the state conference. It is mandatory that you: (a) obtain a signed Student Permission/Emergency Form from each student, and (b) mail the forms to the executive director postmarked **March 9, 2012**.
2. **You are responsible for the conduct of your members.** Make sure you know where they are at all times, and please check their rooms at curfew.
3. **Review the program with your students upon arrival** at the conference. Assign specific duties, such as attending workshops, speaking events, or those events involving role plays. Plan to have them report their observations to the general membership after they return home from the conference. All delegates are required to attend the Opening Session and the Awards Program. The Accountability Journal found inside the official conference program is an excellent tool to help members plan their activities while at the SLC. (The final SLC Program and the Accountability Journal will be published on the [pafbla.org](http://pafbla.org) web site approximately 2 weeks prior to the opening day of the conference.)
4. Each chapter is entitled to **two voting delegates**. Make sure your students know who has been selected as your chapters' voting delegates, and make sure they attend all voting delegate meetings.
5. **Bring copies** of the following documents with you to the State Leadership Conference: Event Confirmation spreadsheet; Lodging Information Form and Financial Summary.
6. **The Mandatory Adviser Meetings have been eliminated from the program.** In place of these meetings, all advisers are required to read the **"SLC Hotel/Conference Safety Guidelines"** found in the State Leadership Conference materials, Downloadable Files, on the [pafbla.org](http://pafbla.org) web site. This document must be read, signed by you, and returned to the Executive Director postmarked no later than **March 9, 2012**.
7. Please remind your members of the importance of **proper hotel safety**—especially keeping the doors closed and locked after curfew. Refer to Item #3, SLC Hotel/Conference Safety Guidelines.
8. **Seating at the Opening General Session** is on a first-come basis. No seats are reserved other than those for special guests and schools that have a member on the Executive Committee and/or the Board of Directors. **Seating at the Awards Program** will be reserved (and randomly drawn) by region. Regions that were successful in achieving the "2012 Region Membership Challenge" will have reserved seating near the front of the Great American Hall behind the reserved seating area during the Awards Program. Refer to Item #9a-9b, SLC Hotel/Conference Safety Guidelines.
9. **Please reinforce the dress code** for the conference with your students. It is listed in the Delegate Code of Conduct and in the Student Guidelines. **Participants will not be admitted to any activity, meal\*, and/or competitive event if not appropriately dressed.**  
  
\*All delegates shall be permitted to wear casual attire to lunch on Monday.
10. Remind your members not to use the guest room telephones to call outside the hotel. Pay phones are available in various locations throughout the hotel. Additional charges for use of the room phones will be added to your bill. Refer to Item #6, SLC Hotel/Conference Safety Guidelines.

11. Please emphasize with your members that making fraudulent emergency calls to 911 is a felony and individuals will be prosecuted. The Hershey Lodge has a system in place that monitors all calls made to 911. Any expenses incurred as a result of this action will be billed to your individual school district. Refer to Item #3a, SLC Hotel/Conference Safety Guidelines.
12. Please reinforce to your students that damages to any property or furnishings in the hotel or convention center, any items taken from the guest room in the hotel, or any disrespect shown to other hotel guests will result in the student and his/her parents/guardians being held financially responsible for any associated costs. Refer to Item #4, SLC Hotel/Conference Safety Guidelines.
13. Remind students not to disconnect the video cables from the back of the television in guest rooms. A reconnection fee will be assessed to the room and a minimum of \$85 will be added to your bill. I-Phone chargers/clock radios are not to be removed from guest rooms. A minimum charge of \$75 will be added to your bill for missing items.
14. Provide a copy of the competitive event guidelines to your competitors. Don't assume they know what and where the guidelines are. Use the newly revised edition of the PA FBLA Policy Handbook guidelines that are available in the Downloadable Files menu on [www.pafbla.org](http://www.pafbla.org). Refer to the **STATE** competitive events section for event eligibility, regulations, and procedures. Many pages of the handbook, including the performance event rubrics were revised on October 1, 2011. Calculators will be provided in all events when the guidelines permit the use of a calculator during the test. Students may not use their own. **All objective tests will be taken online except for the Open Events which still require the use of paper/pencil.**
15. Advisers are responsible for filing all necessary conference forms by the stated deadlines.
16. The awards session is an exciting and suspenseful event. However, let's respect all members' and advisers' right to enjoy the session free of needless interruption. Students will not be permitted to return to their rooms or hotel until the end of the awards program. If a circumstance develops, the student must be accompanied by an adviser. Please support all of Pennsylvania's award winners, and give them the respect they deserve. Please help us enforce proper behavior during the Awards Ceremony.
17. As a courtesy to all conference attendees, all cell phones, camera phones, papers, and other personal communication or electronic devices must be turned off during all general sessions, workshops, competitive events, and other scheduled events.
18. During the Awards Program, all events will be announced in random order.
19. Please be aware that any violation of the Delegate Code of Conduct shall be subject to immediate action by the Board of Directors. Such action may include sending individuals or an entire school delegation home immediately. When this occurs, those involved will be disqualified from competitive awards.
20. When making travel plans to attend the SLC, please give serious thought to checking into your hotel on Sunday. With many events starting on Monday morning, a Sunday check in reduces the anxiety level and confusion for everyone. Hotels cannot guarantee check in before 4 p.m. on day of arrival. Demanding an early check in is unprofessional. Please understand that hotel staff are doing everything possible to turn the rooms around from their previous overnight guests.