

# 2012 PA FBLA State Leadership Conference

## Lodging Procedures

### Important Conference Information

State Leadership Conference Online Registration and Online Lodging Opens December 7, 2011.  
(Lodging Reservation forms will be accepted after your Region Leadership Conference—no exceptions!)

All lodging reservation requests **MUST** be completed online. Each time the “Submit/Print Forms” button is clicked, a copy of your most current lodging forms are automatically sent directly to Bruce Boncal, Executive Director and Janet Skiles, Conference Coordinator. Mail payment and a paper copy of your chapter’s *Lodging Information & Financial Summary* directly to Bruce Boncal so he RECEIVES the envelope at his office address by the deadline date. Individual hotels cannot accept lodging reservations from FBLA chapters due to contractual agreements between FBLA and the hotel.

The 61<sup>st</sup> Pennsylvania FBLA State Leadership Conference will be held at the Hershey Lodge and Convention Center. Mark the dates on your calendar, April 16-April 18, 2012, for the *premier* 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 lodging/meal/commuter package plans with costs, lodging information, general shuttle bus information, noticeable changes to the SLC program, payment options, refund deadlines and procedures, internship opportunities, and commuting fees.

➤ **All State Leadership documents are now published in the Downloadable Files on the [pafbla.org](http://pafbla.org) web site in the State Leadership Conference Documents/Forms section.**

Approximately 3,800 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 Hotel Hershey. These six hotels—all less than three miles from the Hershey Lodge & Convention Center—will be utilized in the order listed above. Lodging will be assigned based on the following: **Package Plan** selected, preference and postmark date, in that order. Every effort will be made to notify advisers of their lodging assignment two weeks before SLC.

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

1. Postmark (electronic) date with purchase of *complete* Plan Package A -- 2-nights lodging and 5-meal package
2. Postmark (electronic) date with purchase of 1 nights lodging and 5-meal package

In 2012, we are offering three different plan packages:

1. **Plan Package A** – includes 2 nights lodging and 5 meals
2. **Plan Package B** – includes 2 nights lodging at the Days Inn Hershey; NO meals included (optional meal purchases are available)
3. **Plan Package C** – for members/advisers/chaperones commuting to/from the conference and who have not purchased Plan Package A or Plan Package B. (optional meal purchases are available)

All packages include around-the-clock security, refreshments, shuttle buses to and from overflow hotels to the convention center, to the Hershey attractions, and to the competitive events held at the Hotel Hershey/Harvest Building, equipment/room rental fees, liability insurance, and administrative and other conference expenses.

**Plan Package C** includes exactly the same as Plan Package A and Plan Package B **EXCEPT** there will be NO hotel to conference shuttle service.

◆ New this year, sharing rooms with another school is NOT required. Students and advisers will be matched **ONLY** upon request.

The charts on the following pages outline the Plan Packages for students, advisers, guests, and chaperones to attend the State Leadership Conference. All rates are per person based on the “**Room Type**” selected. 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. (Hersheypark will be open on Sunday, April 15) The “**Sunday Room Only Rate**” at all hotels is \$151 per room (not per person), tax included, with 1-4 persons in the room. Arriving in Hershey on Sunday is encouraged. With many competitive events starting as early as 9 a.m. on Monday, (one performance event starts at 8:00 a.m. and online testing starts at 8:30 a.m.) it is necessary for the first team of judges, chief administrators, assistant event administrators, event proctors, and timekeepers to report by 7:15 a.m. Refer to the **Tentative SLC Schedule of Events** located in the Downloadable Files. Hotel check-in at all hotel properties is not until 4 p.m. on the day of arrival. For those planning to arrive on Sunday, you will be assigned lodging at the same hotel all 3 nights.

Registration Fees and Package Plan Pricing:

<b>Package Plan A</b>	<b>2 Nights Lodging w/5 meals included</b>	Conference Registration Fee (per person)	Total Cost Per Person
<b>SINGLE</b> (1 person; 1 bed) Advisers, guests, chaperones	\$471 per person	\$70	\$541
<b>DOUBLE</b> (2 advisers; 2 beds) (guests, chaperones) or <b>DOUBLE</b> (2 students; 1 bed)	\$312 per person	\$70	\$382
<b>TRIPLE</b> (3 advisers; 2 beds) (guests, chaperones) or <b>TRIPLE</b> (3 students; 2 beds)	\$274 per person	\$70	\$344
<b>QUAD</b> (4 students; 2 beds)	\$257 per person	\$70	\$327

<b>Plan Package B</b>	<b>2 Nights Lodging; <u>Optional</u> Meal Purchase*</b>	Conference Registration Fee (per person)	Total Cost Per Person
<b>SINGLE</b> (1 person; 1 bed) Advisers, guests, chaperones	\$338 per person	\$70	\$408
<b>DOUBLE</b> (2 advisers; 2 beds) (guests, chaperones) or <b>DOUBLE</b> (2 students; 1 bed)	\$179 per person	\$70	\$249
<b>TRIPLE</b> (3 advisers; 2 beds) (guests, chaperones) or <b>TRIPLE</b> (3 students; 2 beds)	\$141 per person	\$70	\$211
<b>QUAD</b> (4 students; 2 beds)	\$124 per person	\$70	\$194

\*Meals may be purchased individually or as a 5-Meal Package. See price chart on page 3.

<b>Plan Package C</b>	<b>Commuter Fee –per person (members/adviser/ chaperones/guests); <u>Optional</u> Meal Purchase*</b>	Conference Registration fee (per person)	Total Cost Per Person
<b>Per Person Fees</b>	\$20	\$70	\$90

\*Meals may be purchased individually or as a 5-Meal Package. See price chart on page 3.

## 2012 Meal Pricing Chart

(Meal Price includes tax and gratuity)

5-Meal Package <b>\$153</b>	Monday 4/16 <b>Lunch: \$29</b>	Monday 4/16 <b>Dinner: \$37.50</b>	Tuesday 4/17 <b>Breakfast: \$20</b>	Tuesday 4/17 <b>Lunch: \$29</b>	Tuesday 4/17 <b>Dinner: \$37.50</b>
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Meals may be purchased individually or as a 5-Meal Package.

Below are highlights of this year's SLC, answers to the most frequently asked questions, and the most noticeable changes that will occur at conference:

- **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 Design and Promotion, Digital Video Production, E-business, Electronic Career Portfolio, Partnership with Business, and Web Site Design.* Once the Top 10 Finalists have been announced, the adviser will be asked to register the student(s) and then adjust lodging information accordingly. By clicking the "Submit/Print Forms" button, your updated lodging forms will automatically be sent to Bruce and Janet. The updated forms will replace all earlier Lodging Information/Financial Summary documents on file. The Executive Director will notify the Top 10 Finalists in all the above events by January 18.

- 1) PA FBLA will continue to accept credit cards (Visa, MasterCard, American Express, and Discover) from school districts, advisers, and parents for payment of conference expenses. All credit card payments must be processed through the secure site of PayPal and accompanied by the Credit Card Processing form found on the pafbla.org web site. A 3% convenience fee will automatically be calculated and added to the amount due each time a credit card transaction is submitted. See page 4 of this document for processing details. Do not add 3% to the amount of your charge. PayPal will automatically calculate and add the convenience fee to the amount of the sale. By adding 3%, you will be paying for the convenience fee twice. "Tax," even though shown on "**Your Order Summary**," is not a tax added to your credit card transactions. The "tax" represents the 3% convenience fee;
- 2) Lodging reservations MUST be completed online by logging on to the pafbla.org web site, clicking the Adviser Area, and then selecting SLC Lodging Registration.
- 3) All hotels have indicated that check-in **will NOT** occur until 4:00 p.m. on day of arrival. It is highly recommended that chapters make plans to arrive in Hershey on Sunday afternoon to avoid the mass congestion that occurs on Monday morning;

### **CREDIT CARD CHARGES AND PROCESSING**

All credit card payments must be accompanied by a Credit Card Processing Form (transaction document). You do not need a PayPal account to use this site. Below are the steps for accessing PayPal on the web site and processing a credit card transaction:

1. Log on to pafbla.org.
2. Click the **Credit Card Payments** menu on the left side of the home page.
3. After reading the brief snippet, scroll down to selection **#4, State Leadership Conference Form**
4. **Complete the Credit Card Processing Form BEFORE moving on to Step 5.**
5. Enter the **Name of Person** submitting the transaction
6. Enter the **Name of School**
7. Click "**Pay Now.**"
8. On the "Your Order Summary," enter the "**Item Price.**" (This amount is on **LINE Y** of your Credit Card Processing Form. This is the amount to be charged excluding the 3% convenience fee.)
9. Click **Update.** (Notice that a line item called "Tax" appears. Tax is not added to your order. The "tax" is actually the 3% convenience fee.)
10. **Choose a Way to Pay:** Use PayPal account if you have one; if not, select "**Don't Have a PayPal Account.**"
11. If you select, "Don't Have a PayPal Account, select "**Pay with your Debit or Credit card as a PayPal guest.**"
12. Enter requested information. When done, click "Review & Continue" and follow the prompts on the screen.
13. Complete the Credit Card Processing form and submit it by email to Bruce Boncal, Executive Director.  
([bboncal@pafbla.us](mailto:bboncal@pafbla.us))

School districts, advisers, and parents may charge SLC expenses, such as Plan Package Lodging and/or Meals, Sunday night lodging, Commuter Fees, equipment rentals, and Personal Ads for the SLC program.

### **SLC HOTEL/CONFERENCE SAFETY GUIDELINES**

Your safety (and your students' safety) while at the conference is extremely important to PA FBLA and the hotel/convention staff at all properties. All advisers, guests, and chaperones attending the conference are required to read the "***SLC Hotel/Conference Safety Guidelines***" found in the State Leadership Conference documents and forms section on the web site. This document must be read, signed by each adult attending the conference, and returned to the Executive Director postmarked no later than **March 9, 2012**.

### **PA FBLA SLC LODGING INFORMATION AND FINANCIAL SUMMARY & ROOMING**

#### **LIST**

Lodging Reservations will be accepted without payment **after** your Region Leadership Conference. Step-by-step instructions for completing online lodging can be found in the SLC Lodging Registration Procedures now published on the web site in the SLC Documents and Forms.

The last day to make lodging reservations and/or changes is **Friday, January 20**. The **Lodging Information/Financial Summary & Rooming List** will automatically be generated when you click, "**Submit/Print Form.**" Each time you click, "Submit/Print Form," a new **Lodging Information/Financial Summary & Rooming List** will be sent to: your inbox, Bruce Boncal, and Janet Skiles.

SLC lodging payments must be **RECEIVED** in the Executive Director's office by **Friday, January 27**. Payment options include: school check, personal check, money order, school purchase order, or credit card. Mail payment to:

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

Cots are not available at the Hershey Lodge; however, the overflow hotels 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.

### **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 made under the following conditions:

- All refund requests must be made in writing using the form posted on the PA FBLA web site. The form, with the adviser's signature, may be faxed to 570.398.4652 or emailed as a PDF file to [bboncal@pafbla.us](mailto:bboncal@pafbla.us).
- Full registration/lodging refunds will be given if request is postmarked prior to the registration deadline date of January 20, 2012.
- 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 31, 2012.
- No refunds will be given for requests postmarked April 1, 2012, or later.
- No refunds will be given for cancellations made while checking in to the hotel on April 15, if applicable) or April 16 or April 17.

The SLC Refund Policy and the Refund Request Form are now published on the web site in the State Leadership Conference Documents and Forms.

### **ROOM TYPES**

**Sharing rooms with another school is NOT required.** Students and advisers will be matched **ONLY** upon request. If you wish to share rooms with another school, be sure to select the "sharing" option when completing online lodging registrations. **All package prices are per person and based on the "Plan Package" purchased and "Room Type" selected.** Refer to the Registration Fees and Package Plan Pricing charts (starting on page 2 of this document) for "Room Type" options, pricing, and room type eligibility. Cots are not available at the Hershey Lodge. However, a limited number of cots may be available for a fee at the overflow hotels.

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

- ✓ **On Sunday** - *limited* shuttle bus service between the Lodge and your hotel and the Hershey attractions.  
A shuttle bus schedule will be published closer to the opening day of the conference.
- ✓ **On Monday**, shuttle buses will loop continuously between the Hershey Lodge and overflow hotels starting at 6:00 a.m.
- ✓ **On Tuesday**, shuttle buses will loop continuously between the Hershey Lodge and overflow hotels starting at 5:45 a.m.
- ✓ **On Wednesday** – *limited* shuttle bus service will be available between the Lodge and your hotel.
- ✓ Around-the-clock security.
- ✓ A complimentary Continental Breakfast will be available each morning *following* an overnight stay at all overflow hotels except for the Hilton Garden Inn and the Hotel Hershey. Anyone arriving early on Sunday or Monday (before check in time) and wishes to purchase a breakfast at the overflow hotels will be charged accordingly. On Monday, the Hilton Garden Inn is offering a full deluxe hot breakfast for \$10.95 inclusive. On Tuesday and Wednesday, a full deluxe hot breakfast is available free of charge to Hilton guests who have purchased Plan Package A.
- ✓ On Tuesday, a full breakfast buffet will be available at the Hershey Lodge for those staying in all overflow hotels and have purchased Plan Package A or who have purchased individual meal tickets EXCEPT for those housed at the Hilton Garden Inn and the Hotel Hershey.
- ✓ For those housed at the Hotel Hershey, a full hot breakfast will be served in the hotel dining room on Tuesday morning as part of the 5-meal plan in Plan Package A.