

FUTURE BUSINESS LEADERS OF AMERICA

Pennsylvania State Chapter

STATE LEADERSHIP WORKSHOP

UPDATED DETAILS & INFORMATION

September, 2011

All FBLA High School Chapter Advisers
All FBLA Middle Level Chapter Advisers

State Leadership Workshop **ONLINE REGISTRATION** is now **OPEN**.
State Leadership Workshop **ONLINE LODGING** is now **OPEN**.

The PA FBLA State Management Team and the Executive Committee are inviting you to attend the 2011 PA FBLA State Leadership Workshop to be held Sunday-Monday, October 23-24, at the Lancaster Host Resort and Conference Center, Lancaster, PA. Our goal is to provide innovative leadership and career sessions for FBLA members and professional development sessions for advisers. If 2011 is your first SLW or if the State Workshop is a regular stop on your chapter's leadership development schedule, I know you will find this event to be educational and a great value.

This document contains the following SLW information:

- Highlights of the 2011 State Leadership Workshop
- Online Registration & Lodging details
- Registration & Lodging PAYMENT methods and DEADLINE dates
- Student Permission/Emergency Forms, Adviser Emergency Forms, & Hotel/Conference Center Safety Forms--details and deadline dates
- Overview of workshop agenda
- Activities, restaurants, and tours in the Lancaster area

Here are highlights of this year's SLW:

1. **NEW LOCATION**– Lancaster Host Resort and Conference Center (2300 Lincoln Highway East) (See pg. 2 of this document)
2. **NO ATTENDANCE RESTRICTIONS** – there are no restrictions to the number of delegates each chapter is eligible to register for the workshop. (See pg. 2)
3. **MIDDLE LEVEL** members and advisers may stay overnight. (See pg. 2)
4. **ONLINE SLW REGISTRATION / LODGING** is now open. SLW Registration MUST be completed BEFORE making your lodging reservations. Refer to the **ONLINE REGISTRATION AND ONLINE LODGING INSTRUCTIONS** found in the Downloadable Files, State Leadership Workshop Materials section. (See pg. 4 of this document, "How to Register for the SLW")
5. **NEW LOCAL CHAPTER ADVISERS** are encouraged to attend the SLW and participate in the exclusive academy for advisers who have three (3) years or less experience as an FBLA adviser. See page 3 of this document to learn how a new local chapter adviser can request a full refund for the \$30 registration fee.
6. **REGION ADVISER FORUM** –exclusively for Region Advisers will be held at the SLW to review the changes to the Region Competitive Events Program. This is the only RA meeting being held this year. (attendance is not mandatory; however, it is highly recommended.) (See pg. 3)
7. **"GET READY"** is a promotional flier that we encourage advisers to use to advertise the awesome SLW program features that are in store for this year. (See pg. 2)
8. A new **SPORTS MANAGEMENT LEADERSHIP ACADEMY** with actual hands-on tutorials will be offered to members. (See pg. 2)
9. A new **FUNDRAISING ACTIVITY** will be held to raise money for the state project. You need to come to the workshop to see who the lucky individuals will be.
10. **JAMES GATES** known for his "passion for all things technology" will join us on Sunday to lead an adviser workshop followed by a facilitated discussion. In 2007, Mr. Gates was awarded the Edublogs award for the Best Resource Sharing Blog and he was listed by the Top Online University Review for writing one of the Top 50 Blogs for E-learning Tools and Tips. Mr. Gates has worked as a mentor in the Classrooms for the Future program and consults under the name of Gatesideas – gatesideas.com.

Details regarding the above items can be found on the page indicated in parenthesis.

THE LANCASTER HOST RESORT AND CONFERENCE CENTER – 2300 Lincoln Highway East, Lancaster

The Lancaster Host Resort & Conference Center is the largest full service resort and premier convention center facility in the heart of Pennsylvania Dutch Country. The hotel has 319 spacious guest rooms and suites, two restaurants and 27 meeting rooms for a total of 80,000 square feet of meeting space. Additionally, there is a 1,200 seat tiered amphitheater with a 45' wide stage—perfect for our general sessions. The 225-acre resort has an 18-hole Championship golf course, driving range and night lit putting green, miniature golf course, indoor pool and whirlpool, 1.9 mile jogging trail, bicycle rentals, and much, much more. Local attractions include: Tanger Outlet Center (walking distance from the resort), Amish Farm and House, American Music Theatre, Rockvale Outlet Center, and Sight and Sound theatre. The Lancaster Host Resort is the perfect place for a beautiful fall family weekend get-a-way. Visit each attraction's web site for hours of operation. All along Route 30 you will find many of your favorite restaurant chains.

The Lancaster Host Resort is within 1 hour of Hershey and Gettysburg, 70 miles from Philadelphia, and 250 miles from Pittsburgh.

ROOM RATES

All rooms at the Host Hotel Resort are being offered (single, double, triple, or quad) on Sunday, October 23, for \$95 plus 11% sales tax **PER ROOM** (\$105.45). Any chapter wishing to check in early is being offered guest rooms (single, double, triple, or quad) on Saturday, October 22, for \$112 plus 11% sales tax **PER ROOM** (\$124.32). Group rates have been extended to anyone wanting to arrive 2 days prior or 2 days after the event dates. If you wish to extend your stay, please contact Janet Skiles, Conference Coordinator at jskiles@pafblla.us.

ATTENDANCE POLICY

At the May, 2011, PA FBLA Board of Directors meeting, the SLW Attendance Policy was revised as follows: Attendance at the 2011 SLW is open to all middle level* and high school FBLA members and advisers with no restriction to the number of members each chapter is eligible to register for the workshop. Registrations will be accepted on a first-come, first-serve basis until we reach a maximum of 800 participants.

OVERNIGHT LODGING FOR MIDDLE LEVEL MEMBERS

At the May, 2011, PA FBLA Board of Directors meeting, Middle Level members and advisers have been approved to stay overnight at the SLW. *(An exclusive ML leadership program will be offered to our ML members at the SLW.)*

SLW LEADERSHIP PROGRAM OVERVIEW

Keith Hawkins, one of America's top professional youth speakers, is the 2011 SLW keynote speaker. His presentation is inspirational, real and straight from the heart. His mission is to help make this world a place where we understand and value all people by building meaningful relationships. For over a decade, Keith has been traveling around North America addressing over 400,000 students, educators, parents, and businesses annually. Back by popular demand, Keith's message will provide real inspiration to make positive changes in your life.

This year's SLW offers over 95 tremendous workshops for participants. The **MEMBER PROGRAM** offers leadership "Academies," Tracks," and "Courses." Members can choose their own leadership journey. To learn more about the Leadership Academy, Leadership Track, and Leadership Course offerings, refer to the promotional document titled, "**GET READY**" published in the Downloadable Files, State Leadership Workshop Materials section. New this year is an exciting Sports Management Academy for members with hands-on tutorial sessions to learn the basics of the game of golf. (We are working on adding hands-on tutorials for the game of tennis, too.)

Please help us publicize the SLW by displaying the "**GET READY**" promotional flier on your bulletin board, by sending the flier to each member by email, or by making copies and asking your students and members to pick up the flier on their way out of your classroom.

FBLA MIDDLE LEVEL members are invited to participate in a special ML Leadership Academy on Sunday and Monday at the SLW. The ML program has been designed specifically to meet the needs of ML members.

The **ADVISER PROFESSIONAL DEVELOPMENT** sessions offered will be educational, enlightening, and useful. 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. If you have access to a laptop, please bring it to the adviser sessions. Advisers are also welcome to join any of the member sessions offered.

NEW LOCAL CHAPTER ADVISER ACADEMY

This program is offered exclusively to *new* FBLA advisers with three or less years of experience as an adviser. Topics covered include, but not limited to, membership recruitment, chapter organization and management, region competition, leadership development, gaining administrative support by involving parents, businesses, and companies to partner with FBLA, ways to fundraise, and then ending with Q & A. If you are new to FBLA and trying to get your chapter started, I strongly recommend that you make plans to attend the 2011 State Leadership Workshop. By participating in the NLCA Academy, which has been designed specifically for new advisers, you will pick up valuable pointers and learn how to prepare your students for region competition. As an added bonus, a new FBLA adviser with three or less years of experience as an adviser who completes all the sessions in the New Local Chapter Advisers Academy as outlined in the SLW program will be eligible to apply for an SLW registration refund after the workshop. To receive a full refund for the \$30 registration fee, the "SLW Refund Request Form" found on the web site in the Downloadable Files, State Leadership Workshop Materials section, must be submitted after the workshop to Bruce Boncal, Executive Director, at the address on the form.

Note to new advisers: If possible, make every effort to bring your chapter president or your officer team. The FBLA Management Academy, for region and chapter officers, helps the officer develop an organized plan for chapter success. Here is a sampling of some of the topics included in the FBLA Management Academy: "What is FBLA," "Do's and Don'ts as a Chapter Leader," "Holding Chapter Meetings," "Member Recruitment Strategies," "How to Build a Winning Chapter," and How to Secure Sponsorship."

REGION ADVISER FORUM

A special forum specifically for Region Advisers will be offered at the SLW to review the following:

- ☞ Additions, deletions, and/or modifications to the competitive events program
- ☞ Revisions to the PA FBLA Policy/Leadership Handbook--particularly the sections dealing with the region chapter
- ☞ Completion of the region workshop and region conference schedule. Please come prepared with the dates and details for both of these events so the data can be published on the web site.

SUNDAY EVENING SOCIAL ACTIVITIES - Sunday evening activities begin after dinner

- ✓ Dinner on your own
- ✓ Dodgeball Tournament in the 23,540 sq. ft. Expo Center on the resort property
- ✓ Pie Throwing Contest
- ✓ Battle of the Chapters

SLW Dodgeball Tournament Liability Waiver (found on the Student Emergency Form)

To kick off the 2011-2012 State Project fundraising campaign, the state officers will hold the 2nd annual Dodgeball Tournament. Refer to the Dodgeball Tournament Plan of Work for details, how to register, and tournament rules/regulations. The details can be found on the web site in the Downloadable Files, State Leadership Workshop Materials section. Entering the tournament is easy....playing is fun. The challenge is on..... All team members must have a signed SLW Dodgeball Tournament Waiver on file in the state office before playing. No student/team member will be allowed to participate in the SLW Dodgeball Tournament fundraiser without a waiver on file signed by all the parties listed on the form. Suggestion: if your members are planning to participate in the tournament, seek parent/guardian permission and signatures now while the Student Emergency Form is being completed.

Immediately following the Dodgeball Tournament, the Pie Throwing Contest will be held to raise money for the State Project. Following this event, the annual Battle of the Chapters will take place. All chapters are encouraged to put their team together now to compete for the crown in this exciting event. Guidelines for the "Battle" can be found on the web site in the Downloadable Files, State Leadership Workshop Materials section, or by clicking [Battle of Chapters](#). Specific details regarding how to enter the Battle of the Chapter will be outlined during the First General Session at the SLW on October 23. Questions about the Dodgeball Tournament should be directed to Miss Kristi Ryland, State Adviser (kryland@pafbla.us) or Lorenzo Servedio, Vice President at Large (vpatlarge3@pafbla.us).

How to Complete SLW Registration / Lodging Reservations . . .

SLW REGISTRATION

SLW Registration must be completed online. Refer to the **ONLINE REGISTRATION AND ONLINE LODGING INSTRUCTIONS** found on the web site in the Downloadable Files, State Leadership Workshop Materials section. After entering all of your SLW participants, print a registration invoice. Mail the invoice and **\$30 per person** to **Bruce Boncal, Executive Director**. **SLW Registrations will not be accepted unless accompanied by payment.** The final day to register for the SLW is **September 23, 2011**—which is also the postmark deadline date to submit payment.

SLW LODGING

SLW Lodging must be completed online. Refer to the **ONLINE REGISTRATION AND ONLINE LODGING INSTRUCTIONS** found on the web site in the Downloadable Files, State Leadership Workshop Materials section. Lodging reservations will be accepted now through September 22 without payment. The final day to make lodging reservations is September 23—which is also the postmark deadline date to make payment. If payment is not postmarked by the deadline date, your reservation may be canceled without notice.

Middle Level Registration and Lodging Reservations must be completed online using the same procedures as for the high school level.

MEALS

Meals are not included in the registration or lodging fees. The Lancaster Host Hotel has two full service restaurants on the property. Additionally, many of your favorite restaurants can be found along Route 30 near the Lancaster Host Resort. On Sunday afternoon, light snacks and beverages will be available between workshop sessions. On Sunday evening, the Legend's Restaurant will be open. On Monday morning, the Vista's Restaurant will be open. Arrangements are in progress to offer a special dinner and breakfast menu at a reduced price.

SATURDAY LODGING

A limited number of rooms are available for **Saturday, October 22**. These rooms will be sold on a first-come-first serve basis. If you wish to reserve rooms on Saturday night, be sure to "check" the box for "Optional Saturday Check-in" in Step 3 on the page where you assign guests to rooms. The program will automatically calculate the amount due after you enter your complete rooming list and click "next." In Step 4, the Financial Summary allows you to review your Room List entries for accuracy before submitting your forms.

Online Lodging Notes:

Once you click "submit/print," the online lodging program will re-direct your lodging forms to Bruce Boncal, PA FBLA Executive Director, to Janet Skiles, Conference Coordinator, and to you. All additions, deletions, or changes, must be corrected on or before September 23. Each time you click "submit/print," new forms will be sent. The forms with the most current date/time will be used to assign your chapter's housing. Please DO NOT mail or call the Lancaster Host Resort & Conference Center to make or change reservations for *Saturday, October 22* or *Sunday, October 23*. Doing so will only delay the processing of your reservations since lodging assignments will be made directly from the PA FBLA SLW online lodging forms. The hotel has been instructed ***NOT*** to accept phone reservations.

If you need a receipt for your SLW registration or lodging, please contact Janet Skiles, PA FBLA Conference Coordinator, at jskiles@pafbla.us. Receipts will be issued only by request after the workshop.

Print two (2) copies of your ONLINE REGISTRATION AND ONLINE LODGING FORMS—one to **MAIL** with your payment and one to keep for your records.

SPECIAL NEEDS REQUESTS

Type any special lodging needs in the text box located in Step 2 of the online lodging. Example: "requesting a handicap accessible room" or "Room #2 females are sharing with two females from (name school)."

PAYMENT METHODS

Acceptable forms of payment include: school check, personal check, or money order made payable to **PA FBLA**. Purchase Orders and Credit Cards (Visa, MasterCard, American Express and Discover) will also be accepted. If using a credit card for

payment, the SLW Invoice, the Credit Card Processing Form, and a copy of the receipt from the PayPal transaction all must be emailed to Bruce.

Credit Card Payments

PA FBLA uses the secure site of PayPal for all credit card transactions. PayPal is safe and secure. You do not need a PayPal account to process a credit card transaction. PA FBLA accepts Visa, MasterCard, American Express and Discover. To process a credit card transaction, follow these six easy steps.

- 1) Log on to the PA FBLA web site at www.pafbla.org;
- 2) Click the blue Credit Card Payments menu on the left side of the page;
- 3) Select the State Leadership Workshop Credit Card Processing Form;
- 4) Complete the Credit Card Processing Form by keying in the quantity of each item in the shaded yellow cells. (If you TYPE in the quantities of each item, the formulas *will compute the total amount due* for SLW Registration and/or SLW Lodging Reservations fees and will automatically calculate the 3% convenience fee. Save the document.
- 5) Then, scroll down the page and enter the following information where requested:
 - a) Name of Person Submitting Payment;
 - b) Name of School Affiliation);
 - c) Then click **Pay Now**;
 - d) On the next page, in the "Item Price" text box, enter the subtotal amount to be charged to your credit card from Line D (it's the only line highlighted in green) on the Credit Card Processing Form.
 - e) Click "Update Totals."

The FBLA Products and Services Total will be displayed in US dollars. This figure represents the total amount (registration and/or lodging plus a 3% convenience fee) that will be charged to your credit card. Please note: when entering the "Item Price," **DO NOT** add the 3% convenience fee to that number. PayPal will automatically calculate this amount based on the amount entered in the "Item Price" box. Note: Sales Tax IS NOT added to your purchase. The sales tax figure is the 3% convenience fee.

6. Choose a way to pay:
 - a) If you have a PayPal account, enter your PayPal password.
 - b) If you don't have a PayPal account, there are 3 ways to pay as a PayPal guest:
 - (1) "Bill Me Later*," (2) debit card, or (3) credit card
 - *Bill Me Later is a new way to pay for your Pay Pal purchases. It's a buy now, pay later program. If you choose Bill Me Later to pay for your PayPal purchases, you will have flexibility when you pay your bill. Bill Me Later is subject to credit approval by the lender.
 - (c) Follow directions on screen
 - (d) Review & Continue.

STUDENT EMERGENCY FORMS/DODGEBALL WAIVER 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 **September 29, 2011**:

- Adviser/Guest/Chaperone Emergency Form
- Adviser's Form to Accompany Student Permission Forms
- Student Emergency Form/Dodgeball Waiver Form
- SLW Hotel Safety Guidelines

All forms are published on the web site in the Downloadable Files, State Leadership Workshop Materials section.

TOURS ON SATURDAY

On Saturday afternoon, tours are being planned to the Amish Farm & House, Rockvale Outlet Center, and Tanger Outlets. More information will be available later this month.

SHUTTLE BUSES ON SUNDAY NIGHT

Shuttle buses will run between the Lancaster Host Resort and Rockvale Outlet Center on Sunday evening making stops at various "bus stops" along Route 30. *Tentatively*, the shuttle buses will begin at 5:30 p.m. and will continue until 8:00 p.m. More details to follow later this month.

Pennsylvania Dutch Country and the Lancaster area have plenty of restaurants to meet everyone's taste and budget. Here are a few local favorites:

Restaurants with a true Pennsylvania Dutch flavor within several miles of the resort include: Good 'N Plenty Smorgasbord (family style), Miller's Smorgasbord, Plain & Fancy Amish Farm Feast, Shady Maple (30 minute drive), and Jakey's Amish BBQ—just to name a few.

Rockvale Outlet Center Restaurants include: Olive Garden, Ruby Tuesday's, Cracker Barrel, Panera Bread, Bob Evans, Waffle House, Wendy's, and Burger King. (On Sunday, the Rockvale Outlet Center closes at 5:00 p.m. but the restaurants remain open)

Other restaurants within walking distance from the Host Resort: Texas Roadhouse, Japanese Steakhouse, Olive & Jasmines Asian Bistro, Carrabba's Italian Grill, Outback Steakhouse, Arthur's Terrace.

Restaurants located within a few miles: Red Lobster, Five Guys Burgers & Fries, Subway, McDonald's.

For more information, Google "restaurants along Route 30 in Lancaster PA" to see many more casual dining eateries.

SLW REFUND POLICY

All refund requests must be in writing and submitted on the SLW Refund Request Form. A full refund will be granted if the request is postmarked 30 days before the opening date of the workshop which is September 22. No partial refunds will be given. The Refund Request Form can be found on the web site in the Downloadable Files, State Leadership Workshop Materials section. This form may be submitted by email.

TENTATIVE SCHEDULE

An updated *tentative* schedule of the SLW activities has been posted on the web site. The schedule will change weekly as the final touches are put on the workshop agenda. The final schedule will be published on the web site approximately two weeks before the SLW.

If you have questions about the state workshop, registration or lodging, please send an e-mail to jskiles@pafbla.us or call me on my cell at 412.576.2826. On behalf of the PA FBLA Management Team and the Executive Committee, I hope to see you in Lancaster in October. This year's SLW is an event you won't want to miss!!!

Janet

Janet Skiles
PA FBLA Conference Coordinator

The following SLW documents are now published on the web site. Click here <http://www.pafbla.org/downloads/main.php> to go directly to the list of documents below.

SLW Online Registration/Lodging Instructions—due 9/23
SLW Credit Card Processing Form
SLW Refund Policy
SLW Refund Request Form
SLW Battle of the Chapters Guidelines
SLW Updated Tentative Schedule
SLW Student Emergency Form – due 9/29
SLW Dodgeball Tournament Waiver – found on Student Emergency Form

SLW Adviser/Guest/Chaperon Emergency Form – due 9/29
SLW Adviser Form to Accompany Student Form – due 9/29
SLW Hotel/Conference Safety Guidelines – due 9/29
SLW Delegate Code of Conduct
SLW Keynote Speaker Biography (post in classroom)
SLW Promotion Flyer (post or distribute to members)
SLW Promotion – Who Should Attend?
SLW Special Needs Form – due 9/29

**All SLW forms can be downloaded from the [pafbla.org](http://www.pafbla.org) web site.
Watch your e-mail in October for SLW updates!**