

FUTURE BUSINESS LEADERS OF AMERICA

Pennsylvania State Chapter

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

State Leadership Workshop registration 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 Hotel and Conference Center, Lancaster. Our goal is to provide an outstanding leadership program 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 for the price. Below are important details and guidelines for registering for the workshop.

SLW Registration and SLW Lodging Reservations are now being accepted on a first-come, first-serve basis until the deadline of **September 23, 2011, or we reach a maximum of 800 registrants**. Even though October is five months away, now is the time to send your forms so you are guaranteed a spot.

Here's What's New for the 2011 SLW

A New Location for the SLW – Lancaster Host Hotel and Conference Center

The Lancaster Host Hotel and Conference Center is located on Route 30 (Lincoln Highway East) just outside of Lancaster. The Host Hotel is the largest full service resort and the premiere convention/conference facility in the heart of Pennsylvania Dutch Country. The hotel has 319 comfortably appointed guest rooms with 80,000 square feet of meeting, banquet, and exhibit facilities including 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, Dutch Wonderland, Amish Farm and House, American Music Theatre, Rockvale Outlets, and Sight and Sound Theatre. Additionally, you will find many of your favorite restaurants along Route 30 east.

All rooms at the Host Hotel 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).

The Leadership Program . . . The 2011 SLW will once again offer exciting leadership academies, leadership tracks, courses and sessions for both high school and middle level members and professional development sessions for advisers. Additionally, a special "New Chapter Adviser Program" will be offered for all new advisers with three or less years of experience as an adviser. This special program for new advisers replaces the New Chapter Adviser Summit formerly held in Hershey on the first Saturday in October.

SLW Attendance Policy has been Revised . . .

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 restrictions to the number of members each chapter is eligible to register for the workshop. Registrations will be accepted on a first-come, first-service basis until we reach a maximum of 800 participants.

Overnight Lodging for Middle Level FBLA 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.*

Online SLW Registration and Online SLW Lodging Reservations

Currently we are working with a software developer to create the program necessary to complete registration and lodging reservations online. The online program cannot be completed until the new membership year begins. You will be notified when the software is in place. Until then, please use the excel spreadsheets found on the web site in the SLW Materials section.

How to Register and Make Lodging Reservations for the Workshop . . .**SLW Registration Form**

The **SLW Registration Form** and **\$30 per person** must be mailed directly to **Bruce Boncal, Executive Director** postmarked by **September 23, 2011**. **SLW Registrations will not be accepted unless accompanied by payment.** 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 Registration Form, the Credit Card Processing Form, and the receipt from the PayPal transaction all can be emailed to Bruce.

Lodging Reservations

Lodging reservations are now being accepted for both middle level and high school FBLA members now without payment. The *postmark* deadline date to make lodging reservations and make payment is **September 23, 2011**. Payment not received by this *postmark* deadline date may result in reservations being canceled. Acceptable forms of payment include: school check, personal check, school purchase order, money order, or credit card. Make all checks payable to **PA FBLA**. We accept the following credit cards: VISA, MasterCard, Discover, or American Express. If paying by credit card, you must send (email is fine) the Credit Card Processing Form and the credit card transaction receipt received at the conclusion of the PayPal transaction along with the Lodging Reservation Form **to Bruce Boncal at bboncal@pafbla.us**. For instructions on processing a credit card transaction, refer to the Credit Card Payments section on page 3 of this document. The **Lodging Reservation Form** must be emailed or mailed directly to **Bruce Boncal, PA FBLA Executive Director**. Please DO NOT mail or call the Lancaster Host Hotel to make reservations for *Saturday, October 22* or *Sunday, October 23*. Doing so will only delay the processing of your reservations. The hotel has been instructed **NOT** to accept phone reservations.

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 stay Saturday night, please be sure to complete the **Saturday Night Section** of the Lodging Reservation Form. The Lodging Reservation Form is in Excel format. The spreadsheet will automatically calculate the amount due after you enter the "quantity of rooms" you wish to reserve. Please type directly on the form and send it by **e-mail** to Bruce Boncal at the address printed on the form. Save the form. Print two (2) copies—one to **MAIL** with your payment and one for your records. Any changes to the initial Lodging Registration Form must be in writing. Make the change(s) directly on the form. Type "REVISED" on the top, mark the changes by using a RED font and e-mail the revised form as directed.

Credit Card Payments

PA FBLA uses the secure site of PayPal for all credit card transactions. PayPal is safe and secure to use. 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, there are five easy steps.

- 1) Log on to the PA FBLA web site at www.pafbلا.org;
- 2) Click the 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.
(If used as a spreadsheet, this form will compute the total amount due for SLW Registration and/or SLW Lodging Reservations fees (and the 3% convenience fee) by keying in the quantity in the shaded yellow cells.)
- 5) Scroll down 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 amount from Line d on the Credit Card Processing Form.
 - e) Click "Update." You should see the "Item" total plus tax. The 3% convenience fee shows up as tax in PayPal. Please know that TAX is not charged.

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. (Line F on the Credit Card Processing Form. Please note: when entering the "Item Price," DO NOT include the 3% convenience fee to that number. PayPal will automatically calculate this amount based on the amount entered in the "Item Price" box.

Middle Level FBLA Members

Middle Level members are invited to attend the SLW this year on both Sunday and Monday. Also, middle level members and their advisers are permitted to stay overnight. An exclusive ML leadership program, separate from the high school leadership program, will be offered to ML members at the SLW. When registering for the SLW, please use the same SLW Registration Form and the SLW Lodging Reservation Form used for the high school level.

Student Permission 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 **October 6, 2011**:

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

More details . . .

Meals

Meals are not included in the lodging fee. The Lancaster Host Hotel has two restaurants on the property—the Vistas and the Legends. You may want to stop for lunch at one of the many restaurants along Route 30 before arriving to the Lancaster Host Hotel. You will find many of your favorite restaurants all within a mile of the hotel. On Sunday afternoon, light snacks and beverages will be available between workshop sessions.

New Adviser Leadership Program

The New Adviser Leadership Program is for FBLA advisers with one-, two-, or three-years of experience as an adviser. Topics covered will include, but not limited to, membership recruitment, running chapter meetings,

competitive events, leadership development, gaining administrative support by involving parents, businesses, and companies to partner with FBLA, and how to fundraise. If you are new to FBLA and just getting your chapter started, I strongly recommend that you make plans to attend the 2011 State Leadership Workshop, and more specifically, this leadership program for new advisers. This new adviser program at the SLW is replacing the New Local Chapter Adviser Summit formerly held in Hershey in October. This program at the SLW will be the only new adviser preparation session being offered this school year. For new advisers with one-, two-, or three-years of experience as an adviser, the \$30 registration fee shall be waived IF you attend the New Adviser Leadership Program while at the SLW.

Adviser Professional Development Sessions

Professional development sessions will be available for all advisers at the SLW. 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 Bruce Boncal, Executive Director or his designee will sign the form.

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. No partial refunds will be given. The Refund Policy and Refund Request Form can be found in the downloadable files on the pafbla.org web site in the State Leadership Workshop materials section. This form may be submitted by email.

Tentative Schedule

Enclosed is a tentative schedule of the SLW activities.

In closing, I encourage you to start making plans now for your chapter to attend the State Leadership Workshop on October 23-24 in Lancaster. If you have questions about the state workshop, registration or lodging, please send an e-mail to jskiles@pafbla.us or call me at 724.243.4231. You may also call me on my cell phone at 412.576.2826.

Have a great summer! We hope to see you in Lancaster in October.

Janet

Janet Skiles
PA FBLA Conference Coordinator

Attachments:

- SLW Promotion—Who Should Attend?
- SLW Registration Form (excel spreadsheet)
- SLW Lodging Reservation Form (excel spreadsheet)
- SLW Credit Card Transaction Form
- SLW Refund Policy
- SLW Refund Request Form
- Battle of the Chapters Guidelines
- SLW Tentative Schedule
- Delegate Code of Conduct/Dress Code

Forms to be published soon:

- Student Permission Form
- Adviser/Guest/Chaperon Emergency Form
- Adviser Form to Accompany Student Form
- Adviser Hotel / Safety Guidelines

**All SLW forms can be downloaded from the pafbla.org web site.
Watch your e-mail this summer for SLW updates!**