

# FUTURE BUSINESS LEADERS OF AMERICA

## *SLC Hotel/Conference Safety Guidelines*

Must be completed/signed by all advisers/guests/chaperones

Return form by USPS to:

Mr. Bruce E. Boncal  
PA FBLA Executive Director  
P.O. Box 5085  
Jersey Shore, PA 17740  
Deadline: March 16, 2013

Chapter Name: \_\_\_\_\_

**Important Message to Advisers, Guests, and Chaperones:** Safety while at the conference is our primary concern. Please read each paragraph of the *SLC Hotel/Conference Safety Guidelines* and then place your initials on the line after each paragraph to indicate that you have read and understand the contents. By signing your name at the end of the document, you agree to comply with the terms and general information stated therein. Every adviser, guest, and chaperone attending the conference is required to read this document and **return a signed copy to the Executive Director postmarked no later than March 16, 2013**. If this document is not returned to the Executive Director by the deadline date, the adviser will be contacted first and then the school's principal will be notified. We are looking forward to having your group at the Pennsylvania FBLA State Leadership Conference. Please help us assure that your time at the SLC will be a pleasant and memorable experience.

### I. COMMON COURTESIES and PROPER ETIQUETTE

FBLA members have an excellent reputation. Delegate conduct at every FBLA function should make a positive contribution to the reputation that has been established. A "delegate" shall be any person attending the FBLA function. All delegates must abide by the Delegate Code of Conduct published in the State Leadership Conference program. All delegates shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, or upon FBLA. **I certify that I have reviewed or will review the Delegate Code of Conduct with my chapter's conference attendees or have provided a copy to my members.** \_\_\_\_\_ (initials)

1a. Hotel/Conference Center Etiquette. Students are to refrain from running in the hallways of the hotel and conference center, slamming guest room doors, rough play in rooms and public spaces, hanging anything from the water sprinklers in the guest room, and from loud yelling and screaming indoors. Noise levels must be kept to a minimum in guest rooms. For your safety, all pool/spa, and fitness center rules must be obeyed. Students are expected to show consideration to their roommates and respect their property and privacy. **I certify that I have reviewed or will review the importance of proper hotel /conference center etiquette with my chapter's conference attendees.** \_\_\_\_\_ (initials)

### 2. NAME BADGES

Conference name badges must be worn to all conference activities. No one will be admitted into any events of the conference (competitions, workshops, meals, general sessions, campaign area) without his/her name badge. Emergency information sheets must be kept inside the name badge holder. **I certify that I have reviewed or will review the need for all participants to wear their name badge at all FBLA functions—including free time.** \_\_\_\_\_ (initials)

### 3. HOTEL SAFETY

Upon arriving to your chapter's assigned hotel, review proper hotel safety procedures with your students. Items include: keeping the doors to guest rooms closed and locked with the deadbolt after curfew; reading the emergency exit instructions found on the back of the entrance door (to identify the closest exit to each guest room) in case of an emergency. Instruct members not to open the entrance door to anyone until the person has made a positive identification. Instruct members not to open the door to hotel workers unless they provide an official ID badge. For everyone's safety, suspicious-looking individuals walking the hallways should be reported to hotel security immediately. **I certify that I will review or have reviewed the proper hotel safety procedures with my chapter's conference attendees.** \_\_\_\_\_ (initials)

3a. Obey all hotel/convention center policies. All delegates must wear shoes at all times while in public areas. Fraudulent emergency calls to 911 are a felony, and individuals will be prosecuted to the fullest extent by law. Smoking or use of tobacco products in any meeting rooms or at any meal functions in the Hershey Lodge/Convention Center is prohibited. Occupants assigned to guest rooms that smell of smoke will be charged a minimum of \$250 for room restoration. Overflow hotels that are smoke-free environments enforce this policy as well. Pulling fire alarms and engaging a fire extinguisher are criminal offenses. The students need to know that they will not get away with any mischievous acts, intentional or not. The PA FBLA staff knows who has been assigned to each guest room by name and school. Security cameras are visible and hidden at all properties. **I certify that I have reviewed or will review the need to obey all hotel policies with my chapter's conference attendees.** \_\_\_\_\_ (initials)

3b. Establish an Emergency Plan. Advisers are responsible for establishing an Emergency Plan for their hotel and for the convention center in the unlikely event of an evacuation. Determine a common meeting point outside to gather your students at your hotel and at the convention center. After taking attendance, report any missing student(s) to security personnel. **I certify that I have reviewed or will review an emergency plan with my chapter's conference attendees.** The Hershey Lodge/Convention Center Security Direct Dial: 717.520.5428; the HOTEL Hershey and Harvest Building Security Direct Dial: 717.534.8832. \_\_\_\_\_ (initials)

### 4. HOTEL PROPERTY

The contents in guest rooms are the property of the individual hotel. Damages to any property or furnishings in the hotels or convention centers, 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 or the chapter being held financially responsible for any of the above associated costs. **I certify that I have reviewed or will**

review the financial liability my chapter's attendees may have for damaging hotel/conference property or taking items from hotels/conference facilities. \_\_\_\_\_ (initials)

## 5. CURFEW

Curfew must be enforced for everyone's safety. It is the adviser's responsibility to physically check their student's room(s) at curfew and remain in the hallway until satisfied that all your students are in their room for the night. Curfew is printed in the SLC program for each day of the conference. I certify that I have reviewed or will review curfew expectations with my chapter's conference attendees. \_\_\_\_\_ (initials)

## 6. TELEPHONE CALLS FROM GUEST ROOMS

The phones in guest rooms are to be used for room-to-room calls or any other in-house services listed on the phone. Fees for using the phone for outside calls will be charged back to the individual(s) assigned to that room. The number called is charted and can be traced back to the individual making the call. I certify that I have reviewed or will review financial responsibility for telephone calls from guest rooms occupied by my chapter's conference attendees. \_\_\_\_\_ (initials)

## 7. DRESS CODE

All advisers are asked to enforce the dress code. Delegates who are not in compliance with the dress code will NOT be admitted into competitive events, workshops, meals or any other function at the conference where business attire is required. Read the conference program. Under each event the proper attire is listed. The Dress Code applies to advisers also. A copy of the Dress Code can be found in the Delegate Code of Conduct in the SLC program. I certify that I have reviewed or will review the dress code with my chapter's attendees prior to arriving at the conference and will enforce proper dress code among my chapter's attendees. \_\_\_\_\_ (initials)

## 8. STUDENT ACCOUNTABILITY

Advisers are responsible for the conduct of their delegates and must know their whereabouts at all times. The SLC is an educational experience. Assist your students in preparing a "schedule of activities" for each day of the conference. Each member should be held responsible for his/her time spent at the conference. The "Student Accountability Journal," found in the centerfold of the SLC Program, will document attendance at and participation in many of the learning activities and other requirements at the State Leadership Conference. Please assist your delegates in completing the journal and hold them accountable for the time spent at the conference. The journal will also be published online approximately two weeks before the opening day of the conference. I certify that I will establish clear expectations for my chapter's conference attendees regarding attendance at the many conference activities. \_\_\_\_\_ (initials)

## 9. GENERAL SESSIONS / SEATING

All conference delegates are required to attend the Opening General Session and the Awards Program. Students will not be permitted to return to their hotel room until the general sessions have adjourned or unless accompanied by an adult. Students are not to be left alone in their guest room during the general sessions. The shuttle buses to the overflow hotels are shut down until the general sessions are over. I certify that I have reviewed or will review expectations for attendance at the sessions listed above with my chapter's conference attendees. \_\_\_\_\_ (initials)

9a. Seating in 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/Board of Directors. It is imperative that every seat be filled. \_\_\_\_\_ (initials)

9b. Seating at the Awards Program will be reserved (and randomly drawn) by region. Special guests will also have reserved seating. \_\_\_\_\_ (initials)

## 10. BUS SAFETY

Continuous shuttle bus service will operate between all seven (7) overflow hotels and the Hershey Lodge/Convention Center from Sunday afternoon through Wednesday morning. FBLA "Attraction" shuttle buses stop at "Restaurant Row" on Sunday afternoon/evening and Monday morning only. For safety precautions, no one should be walking along or crossing over the major roadways (Route 422 and Route 322) in Hershey and/or Hummelstown. Only those delegates who have purchased the conference Plan A (hotel + meals) Package or conference Plan B (hotel with option to purchase meals) Package are permitted to board the **hotel** shuttle buses. For added safety, all delegates are to be courteous and respectful to the bus drivers. I certify that I have reviewed or will review bus safety and expectations with my chapter's conference attendees. \_\_\_\_\_ (initials)

### 10a. Shuttles to/from the HOTEL HERSHEY/HARVEST BUILDING

Competitors and spectators will be shuttled from the Hershey Lodge/Convention Center to the HOTEL Hershey/Harvest Building for the competitions scheduled at those venues on Monday and Tuesday. It is crucial that all competitors be at the bus pick up point at the Hershey Lodge by the time stated in the bus schedule found in the conference program. For your safety, your name badge is your identification to board this bus. I certify that I have reviewed or will review expectations regarding shuttles to the Hotel Hershey/Harvest Building with my chapter's conference attendees. \_\_\_\_\_ (initials)

**I have read and understand the above safety procedures and general information. By signing this document, I acknowledge my expectations as an adviser/guest/chaperone attending the FBLA SLC.**

\_\_\_\_\_ Date

\_\_\_\_\_ Adviser's/Chaperone's Signature

\_\_\_\_\_ Chapter Name

**For Office Use:**

Date Received: \_\_\_\_\_

Principal Notified: \_\_\_\_\_