

**PA FBLA STATE LEADERSHIP CONFERENCE**  
**Hershey Lodge and Convention Center**  
**LODGING RESERVATION PROCEDURES**

March 30, March 31-April 2, 2008

**LODGING PROCEDURES**

**E-MAIL (preferred), MAIL OR FAX the SLC “Lodging Information Form and Financial Summary” & “Rooming List” DIRECTLY TO:**

PA FBLA SLC  
Bruce E. Boncal, Executive Director  
P.O. Box 5085  
Jersey Shore, PA 17740  
pafbla@comcast.net

**Mail (USPS) the Student Permission Form, Adviser Emergency Form, and Adviser Form to Accompany Student Permission Form DIRECTLY TO:**

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

Since last year’s SLC, we have been working with the staff at the Hershey Lodge and Convention Center and the six overflow hotels to make your SLC experience a memorable one.

This year, there will be minor changes to the way lodging/billing is handled. All advisers are asked to follow the procedure outlined below to insure a smooth reservation/payment process that maximizes lodging facilities and minimizes registration confusion and frustration:

1. Advisers must use the PA FBLA **Lodging Information Form and Financial Summary & Rooming List** spreadsheets found on the pafbla.org website in the downloadable files listed under State Leadership Conference to make lodging reservations. Save the file to your computer and then TYPE directly on the spreadsheet. The Excel spreadsheet is set up so you can enter information/numbers directly into the cells.
  - ▶ Step 1. Lodging Preference – rank your choice of hotel using “1” as your first choice and “7” as your last choice. Lodging assignments will be based on “preference” first, “postmark date” second.
  - ▶ Step 2. Billing Information – enter the adviser’s contact information.
  - ▶ Step 3. Financial Summary, Part A – the “Total Amount Due” will automatically calculate Part A when you type the number of students attending over top of the “0;” likewise, the number of advisers (and other adults) over top of the corresponding “0.” Remember—the 2-night, 5 meal package is per person.
  - ▶ Step 3. Financial Summary, Part B -- type the total number of ROOMS (not people) needed on Sunday night. Remember that the extra night’s lodging is per room and does not include meals.
  - ▶ Step 4. Payment Information—this section will automatically calculate based on the information provided in Step 3. Enter deposit/payment information in the “payment amount” column. The “Balance Due” will automatically calculate. Forms of payment accepted by PA FBLA are: school check, personal check, purchase order, money order, and credit card. If you are using any of the above forms of payment except credit card, proceed to Step 6;

otherwise, complete the special credit card payment form that will be supplied by Bruce Boncal, Executive Director.

- ▶ Step 5. Credit Card Payment – use information in this section **ONLY** if payment is being made by credit card. PA FBLA now accepts VISA, MASTERCARD, and DISCOVER. A 3% convenience charge will be added to the invoice amount when a credit card is used to pay registration fees and/or lodging fees.
- ▶ Step 6. Room List – Place an “X” in front of ORIGINAL or ADDENDUM.
- ▶ Step 7. Enter School Name; enter Sharing With (if applicable)
- ▶ Step 8. E-mail, fax, or mail Lodging Information Form and Financial Summary along with Rooming List to Bruce Boncal Executive Director; all questions should be directed to Janet Skiles, Conference Coordinator.
- ▶ Step 9. Rooming List – follow the directions as follows:
  - Highlight room type
  - Enter arrival date
  - Enter departure date
  - Select “student” or “adviser” (all chaperones are considered an “adviser”)
  - Enter the name of the student, name of school
  - Enter the name of the school if sharing a room, for example:
    - Room 1 - Janet Skiles, Bentworth  
Charleroi
  
    - Room 2 – Susie Student, Bentworth  
Charleroi  
Frazier  
Monessen

Print two copies of the Lodging Information Form and Financial Summary & Rooming List spreadsheets and e-mail (preferred), mail, or fax one copy of this form to:

**PA FBLA SLC**  
**Bruce E. Boncal, Executive Director**  
**P.O. Box 5085**  
**Jersey Shore, PA 17740**  
**pafbld@comcast.net**  
(keep one copy for your records)

2. E-mail (preferred), mail or fax reservations as early as possible, but not later than **January 25, 2008**.
3. Final payment to **PA FBLA** must be postmarked no later than **February 1, 2008**.
  - ▶ Acceptable forms of payment include: school check, personal check, school purchase order, money order, or credit card. Make checks payable to: **PA FBLA**.  
**Credit Cards accepted include: Visa, MasterCard, Discover Card.**
4. **Special SLC Registration and Lodging Request for Top 10 Finalists in Pre-Judged events**—  
The names of students entered in American Enterprise Project, Business Financial Plan, Business Plan, Business Presentation, Community Service Project, Desktop Application Programming, Digital Video Production, E-Business, Electronic Career Portfolio, Internet Application Design Programming, Partnership with Business, and Web Site Development **are not** to be included on your chapter’s initial SLC Registration form. Please **do not** include the names of these students on your chapter’s initial “Lodging Information & Financial Summary & Rooming List.” Once the Executive Director announces the Top 10 Finalists in these events, you will be asked to complete an addendum to your initial lodging reservations. At this time, you will also be able to register your students for the conference. Those registrations and lodging reservations will be made directly with the state staff in the Executive Director’s office.

5. Reservations will be accepted (after your scheduled RLC date) without payment. Follow these procedures:
  - ▶ When sending original reservation form, clearly mark on top of the form the words **“Sending Payment Later.”**
  - ▶ When making payment, send a **“COPY”** of the original reservation form. Clearly mark at the top of the form with the word **“COPY.”**
6. Each school **MUST** send reservations on separate reservation forms--even if sharing accommodations with another school.
7. Schools wishing to share accommodations must clearly mark the registration form with the following: **“Share with (the name of the school).”**
  - ▶ **Reservations will not be entered into the computer until all school’s (that are sharing) reservation forms have been received** (highly recommend sending reservation forms together)
8. Revisions to reservations **must** be postmarked by **January 25**. Follow these guidelines:
  - ▶ Send original reservation form. Clearly mark form with the word **“REVISION”** at the top of the form.
9. Schools wishing to reserve hotel rooms for a Sunday arrival (March 30), will be assigned lodging at the same hotel all 3 nights. The “Sunday Room Only Rate” of \$138 (tax included) is per room (with 1-4 individuals in a room), not per person. Meals are not included. To make reservations for Sunday, March 30, Complete Step 3, Part B on the *“Lodging Information & Financial Summary.”* The amount due will automatically be calculated. Remember to enter the number of rooms you wish to reserve.

To maximize lodging, please help us by sharing rooms with other schools. Our goal is to fill every bed at the Hershey Lodge.

### ***LODGING ACCOMMODATIONS***

1. Advisers, you may reserve a single room this year at the single adviser rate.
2. Advisers, if you request a double room and have not selected a roommate, we will pair you with another adviser of the same gender.
3. Students will be housed 4 to a room. Please assign 4 students of the same gender to each room. Rooms with only 1, 2, or 3 students listed may find a student(s) from another school in that room. Also, if you have 6 students of the same gender, please reserve 2 rooms, one with 4 students and the other room with 2 so that we can find 2 other students to maximize lodging in that room.
4. The following overflow hotels will be used after each chapter’s lodging preference has been considered and the Lodge has been maximized using the postmark date:
  - a. Hilton Garden Inn, Comfort Inn, Days Inn, Holiday Inn Express, Hampton Inn & Suites, and SpringHill Suites by Marriott.

### ***LODGING PRIORITY***

Lodging priority will be assigned at the Hershey Lodge based on the following:

1. Postmark date with purchase of complete 2-night/5-meal package
2. Postmark date with purchase of 1-night/4-meal package

Written acknowledgement will be sent by e-mail to all advisers upon receipt of SLC materials in the state office.

If you have questions about lodging at the SLC, please contact Janet Skiles, PA FBLA Conference Coordinator at [janet.skiles@comcast.net](mailto:janet.skiles@comcast.net) or [jskiles@bentworth.k12.pa.us](mailto:jskiles@bentworth.k12.pa.us).