

DO NOT FAX.

FUTURE BUSINESS LEADERS OF AMERICA

SLW Hotel/Conference Safety Guidelines

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

Chapter Name: _____

Return form to:
Mr. Bruce E. Boncal
PA FBLA Executive Director
PO Box 5085
Jersey Shore, PA 17740
Deadline: **October 23, 2014**
Forms may be made into a single PDF file and emailed to: bboncal@pafbla.us.
DO NOT mail/fax the forms.
Submit separate copies for each adviser, guest, chaperone attending the SLW.

Important Message to Advisers, Guests, and Chaperones:

Safety while at the State Leadership Workshop is our primary concern. Please read each paragraph of the *SLW Hotel/Conference Safety Guidelines* and then place your initials on the line after each paragraph indicating 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 workshop is required to read this document and **return a separate, signed copy to the Executive Director RECEIVED BY October 23, 2014**. If this document is not RECEIVED by the October 23, 2014, deadline, 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 Workshop. Please help us assure that your time at the SLW will be a pleasant and memorable experience.

1. 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 Workshop 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 workshop 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

The official SLW name badge must be worn to all workshop activities. No one will be admitted into any events of the workshop (workshops, general sessions, Dodgeball Tournament, Battle of the Chapters, and any social activities) 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 have reviewed or will review the proper hotel safety procedures with my chapter's workshop 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 by any workshop participants in the Penn Stater Hotel and Conference Center is prohibited. Occupants assigned to guest rooms that smell of smoke upon checkout will be charged a minimum of \$250 for room restoration. Saturday night and overflow hotels that are smoke-free environments also charge for room restoration. Pulling fire alarms and engaging a fire extinguisher are criminal offenses. Mischievous acts, intentional or not, will not be tolerated. The PA FBLA staff knows who has been assigned to each guest room by name and school. Security cameras are visible and hidden throughout the property. **I certify that I have reviewed or will review the need to obey all hotel policies with my chapter's workshop attendees.** _____ (initials)

3b. Establish an Emergency Plan. Advisers are responsible for establishing an Emergency Plan for their hotel and for the conference center in the unlikely event of an evacuation. Determine a common meeting point outside to gather your students at your hotel and at the conference 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 workshop attendees.** For Hotel security, dial **THE FRONT DESK**.
_____ (initials)

4. HOTEL PROPERTY

4a. Hotel Guest Rooms. All hotel rooms at PA FBLA functions are property of the hotel and PA FBLA—not the individual(s) and/or school district(s)—and may be searched at any time for suspected violation of the Delegate Code of Conduct at the request of a PA FBLA staff member or student's/students' adviser. **I certify that I have reviewed or will review these regulations with my chapter's conference attendees.** _____ (initials)

4b. Guest Room Contents. The contents in guest rooms are the property of the individual hotel. Damages to any property or furnishings in the hotel or conference center, 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 center 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/students' 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 SLW program. **I certify that I have reviewed or will review curfew expectations with my chapter's workshop 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 workshop 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 workshops or any other function at the workshop where business attire is required. Read the workshop program. Under each event the proper attire is listed. **The Dress Code applies to advisers also.** A copy of the Dress Code is printed in the Delegate Code of Conduct found in the SLW program. **I certify that I have reviewed or will review the dress code with my chapter's attendees prior to arriving at the workshop 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 SLW is an educational experience. Assist your students in preparing a "personal leadership schedule" for each day of the workshop. Each member should be held responsible for his/her time spent at the workshop. The "Leadership Achievement Sessions" card found in the back of the SLW Program will document attendance at and participation in many of the learning activities and other requirements at the State Leadership Workshop. Please assist your delegates in completing the schedule and hold them accountable for the time spent at the SLW. The workshop schedule will be published on the web site approximately two weeks before the opening day of the workshop. **I certify that I will establish clear expectations for my chapter's workshop attendees regarding attendance at the many workshop activities.** _____ (initials)

9. GENERAL SESSIONS

All workshop delegates are required to attend the First General Session and the Closing General Session. **I certify that I have reviewed or will review expectations for attendance at the sessions listed above with my chapter's workshop attendees.** _____ (initials)

10. BUS SAFETY

Shuttle bus service will operate between the Penn Stater Conference Center Hotel, any overflow hotel contracted with for the SLW, College Avenue and the athletic facility (Dodgeball Tournament at Bellefonte Area HS) on Sunday evening. All delegates must show the driver their official workshop name badge as their ticket to ride. 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 workshop 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 SLW.

Date

Adviser's/Chaperone's Signature

Chapter Name

For Office Use:

Date Received: _____

Principal Notified: _____