

2014 State Leadership Workshop Registration is NOW OPEN

AUGUST, 2014

2014 State Leadership Workshop Overview, Registration & Lodging Details:

Event: PA FBLA State Leadership Workshop
Location: Penn Stater Conference Center Hotel, State College
When: Sunday-Monday, November 2-3, 2014
Time: November 2 - 10:45a – Registration opens. (The First General Session begins at 11:45a)
November 3 - 12:00p Adjournment

Who May Attend: Attendance is open to all high school members, middle level members, virtual chapter members, and their advisers/chaperone(s).

Each chapter may bring as many members as they like.* Registrations will be accepted up to a maximum of 800.

*If you are uncertain which members to invite, refer to the SLW Promotion “Who Should Attend SLW?” found in the State Leadership Workshop materials on the pafbla.org web site.

Cost to Attend

Registration: **\$35 for all SLW participants** (members, advisers/chaperones)

Payment must be **RECEIVED** in the Executive Director’s office by **Wednesday, September 24, 2014**. After completing online registration, print an invoice, include a form of payment, and mail documents to:

Bruce Boncal, Executive Director
PO Box 5085
Jersey Shore, PA 17740

Lodging:

Sunday, November 2 \$135 per room (8.5% tax included) (1-4 occupants per room)

Lodging reservations will be accepted without payment. Payment **MUST** be **RECEIVED** in the Executive Director’s office by **Wednesday, September 24, 2014**.

After completing the online lodging registration, print a copy of the Lodging Reservation Forms, include payment, and mail to:

Bruce Boncal, Executive Director
PO Box 5085
Jersey Shore, PA 17740

Special Note

Payment not received by the deadline date of September 24 may result in reservations being cancelled.

Lodging reservations will be accepted for Sunday night only at the Penn Stater. If we exceed our room block of 291 rooms on Sunday, lodging will be provided at Toftrees Resort—about 4 miles from the Penn Stater.

Optional Saturday Night Lodging

There will be NO Saturday night lodging option offered this year at the Penn Stater due to a change in the 2014 football schedule. A home football game was added to the schedule on Saturday, November 1, resulting in losing the 90 rooms we had reserved at the Penn Stater on that day. So that we could remain at the Penn Stater, we decided to keep the Sunday night rooms and offer lodging accommodations on Saturday night at various locations outside of State College.

For those who have a great distance to travel and would like to shorten their drive on Sunday morning, the following lodging options are being offered. If you travel on Saturday, this will give you an opportunity to explore a new city, possibly tour a nearby college or university, or visit some of the local sites. All three Saturday night hotels are within 95 minutes of State College—quite doable for a Sunday morning drive.

Saturday, November 1, Lodging Accommodations

If you plan to stay overnight on Saturday, November 1, rooms have been reserved in Harrisburg, Williamsport, and Johnstown. On the Lodging Reservation Form, be sure to indicate the city where you want Saturday night lodging.

Harrisburg – Harrisburg Hilton - \$135 includes tax and parking

- ~Distance from Harrisburg to State College – 95 minutes
- ~Hotel is located in the heart of Harrisburg, 2 blocks from the State Capitol Complex
- ~Hotel is connected to Strawberry Square & Whitaker Center
- ~Hotel has a restaurant on property
- ~Hotel has an indoor pool, fitness center
- ~Starbuck's is connected to the hotel

Williamsport –Holiday Inn Express - \$135 includes tax and breakfast

- ~Distance from Williamsport to State College – 75 minutes
- ~Hotel is minutes within walking distance to local retailers
- ~Little League World Series (Museum – open 7 days a week for tours - 570 326 3607), 5 minutes from hotel
- ~Pennsylvania College of Technology – 1.5 miles/about 4 minutes from hotel
- ~Shopping – Lycoming Mall, Muncy – 12 minutes from hotel
- ~Movie Theatres – Lycoming Mall, Muncy

Johnstown – Hampton Inn - \$135 includes tax and breakfast

- ~Distance from Johnstown to State College – 75 minutes
- ~1 mile from Galleria Mall
- ~8 miles from the Johnstown Flood Museum
- ~25 miles from the United Flight 93 Memorial

Important Dates you need to know**Registration/Sunday Lodging Details**

Registration Opens: **August, 2014 - NOW**

Registration Closes: **Wednesday, September 24, 2014** (final day to register; last day to submit lodging requests)

Payment Deadline: **Wednesday, September 24, 2014** (All payments must be **RECEIVED** in the Executive Director's Office on this date). **Chapters will NOT be assigned housing until payment is received.** This means that even if your lodging forms are received first, without payment, your forms will be pulled and placed at the bottom of the pile until payment is received. Once payment is received, lodging will be assigned based on availability.

Special Payment Note: The payment due for lodging is the amount printed on your SLW Lodging Reservation Form. Please do not alter the amount by deducting 1/2, 1/3, or 1/4 of this amount because you *plan* to share with another school. If you plan to share AND we can work out the details to match your request, we will gladly refund the difference. For example: School A requests to share two rooms with School B; however School B is not aware that School A is planning to share with them. School B already has two full rooms. This situation is not a match and sharing is not possible.
Bottom line: Please do not alter the amount due on your lodging form.

More about SLW lodging procedures: Chapters are not required to share rooms with other schools. Rooms are priced per night, 1-4 persons in a room. No meals are included. If you wish to have your students share rooms with other schools, we will continue to fill the rooms as we have in the past. Please understand that we cannot guarantee roommates due to fewer and fewer schools requesting to share rooms. If roommates are found as per your request, refunds will be issued after the SLW based on the number of students that occupied the room from each school.

Get your lodging reservations in early. In anticipation of exceeding the number of sleeping rooms that the Penn Stater is offering us this year, we have reserved additional sleeping rooms at the Toftrees Golf Resort and Convention Center by Marriott. Toftrees Resort, located about 4.83 miles from the Penn Stater, will only be used as an overflow hotel if necessary. Transportation will be provided between Toftrees Resort and the Penn Stater.

Payment Details: Acceptable forms of payment include:
School check, personal check, money order, purchase order
 ∞ Make checks, money orders, and **purchase orders*** payable to PA FBLA
 *If a Purchase Order is submitted as your form of payment, we must RECEIVE payment BEFORE you arrive to the Penn Stater.

Credit Card (Visa, MasterCard, American Express, Discover)

- ∞ A 3% convenience fee is automatically added to all credit card transactions
- ∞ A Credit Card Processing Form must be completed and submitted along with the PayPal receipt from the transaction and SLW Lodging Forms. (The Credit Card Processing Form is an important document the office staff uses to correctly categorize the transaction in our accounting records.)

Once a credit card payment has been processed, it cannot be reversed.

SLW REGISTRATION and SLW LODGING REGISTRATION are now open.

To register for the SLW, students must be members. Once students are entered into the membership database, then you may start registering and reserving lodging for the SLW. SLW registration and lodging registrations must be completed online through the Adviser Area link on the PA FBLA web site. (www.pafblla.org).

There is a 3-step process to register for the SLW

All three steps must be completed in the sequence listed below:

1. Enter student names into the membership system; then
2. Register members, advisers and guests for the SLW; finally
3. Complete Lodging Requests for the SLW.

We highly recommend that advisers seek board approval to attend the SLW as soon as possible. All rooms not sold by September 24 must be returned back to the Penn Stater for public sale. Seek permission now to attend the SLW and submit your SLW registration as soon as possible on or before September 24.

General Information:

The SLW is for FBLA members only. To become a member of FBLA, the adviser must register students as members and pay their dues. Once student membership is recorded, then the adviser may register for the SLW. Non-members are ineligible to attend the SLW. Registration is not complete until payment has arrived in the Executive Director's office. The RECEIVED deadline date for paying SLW registration and SLW lodging is **Wednesday, September 24, 2014.**

SLW lodging assignments will be made based on the electronic postmark date and time the reservations are entered into the system. On September 24, if payment has not been received, the school will not be assigned lodging. However, once payment is received, lodging will be assigned either at the **Penn Stater** (based on availability) or at **Toftrees**.

DO NOT contact the Penn Stater or Toftrees Resort to make lodging reservations; the hotel staff, at both properties, has been instructed NOT to accept reservations by phone. To help us in the SLW planning process, please register online as early as possible.

To assist you in planning for the SLW, below are a few helpful details

Penn Stater Conference Center Hotel

The Penn Stater Conference Center Hotel is located just off Route 322 Bypass at the Penn State Research Park on Innovation Boulevard. The Conference Center Hotel is offering us 291 guest rooms and 38 meeting rooms.

The Leadership Program for Members

The 2014 SLW will offer exciting Leadership Academies and Leadership Tracks for members. A Leadership Academy is a series of training topics linked together for those who want to maximize and concentrate their leadership development in a specific area. For example, but not limited to, academies include: entrepreneurship, marketing, chapter management, business leadership. If a student decides to attend an Academy, he/she will stay in this program for the whole SLW and advance his/her in-depth business and leadership knowledge.

A Leadership Track is a group of similar sessions with a common theme. Examples of possible Leadership Track topics: Community Service, Communications, Life Success, College & Career, Technology, Finance & Investing, FBLA Opportunities, and an FBLA Boot Camp for Competition. Members get the most out of attending all the sessions within a track as each workshop builds on a common strand of knowledge. However, members may elect to attend a few sessions from tracks and attend other workshops they are interested in as they wish.

The Leadership Program for Middle-level members

The 2014 SLW will offer a unique Middle-level Leadership Academy exclusively for Middle-level members in grades 5-8. Topics in the Middle-level Academy comprise of, but not limited to: membership recruitment, leadership, business, and a meeting extravaganza followed by sessions on competitive recognition in individual and chapter competition, community service, and building friendships and having fun through chapter activities. To make the most of the Middle-level Academy, members are encouraged to attend the SLW on both Sunday and Monday. Middle-level members are welcome to stay overnight.

Professional Development Sessions for Advisers

The 2014 SLW offers professional development sessions for advisers. Topics may include, but not limited to: sessions to educate, motivate, and inspire educators. Workshop sessions may include technology products and services, technical assistance, technology tools for the 21st Century classroom, and/or updates on BCIT Standards and Curriculum Alignment. Hands-on sessions may focus on how to incorporate multimedia-rich, interactive technology content designed for mobile devices into classroom lessons. Additionally, the PA FBLA State Management Team will facilitate a session for advisers to learn all the latest news, new competitive event information, and updates about PA FBLA.

“New Chapter Adviser” Workshop

Tentatively, a special “New Chapter Adviser Session” will be offered for all new advisers with three or less years of experience as an adviser. Topics may include: how to manage your everyday schedule and still keep up with FBLA deadline dates, e-mail messages, registering for workshops and conferences, and funding issues. A major focus will be on the competitive events program to help you and your students get ready for the upcoming Region Leadership Conference. This will be the only new adviser preparation seminar being offered this school year.

Virtual Chapter Members’ Workshop

The purpose of the virtual chapter is to reach out to students who attend schools without FBLA chapters and offer them the opportunity of becoming an FBLA member or in maintaining their membership in the organization when FBLA is no longer available to them at their high school. This session is exclusively for virtual chapter members so they can meet face-to-face with other virtual chapter members and virtual chapter adviser, Mrs. Maura Angle. Attending the SLW allows VB members a chance to meet other members from outside of the virtual chapter, attend leadership sessions, and learn more about what FBLA has to offer. Advisers, if you know of students from non-FBLA schools, encourage them to contact Maura Angle (mangle@pafblla.us) about membership in the PA FBLA Virtual Chapter.

Region Adviser Workshop

Tentatively, a session exclusively for region advisers will be offered. This will be the ONLY region adviser meeting this year. The state management team will review topics that affect the region chapter. These items include, but not limited to, changes to the competitive events program for high school and Middle-level chapters, deadline dates, and general region maintenance. All region advisers should plan to attend this forum.

PA FBLA is not an Act 48 provider; however, any adviser who wishes to receive credit for attending the professional development sessions is invited to bring his/her Act 48 paperwork and Bruce Boncal, Executive Director, or his designee will sign the form.

Meals

Meals are not included in the lodging fee. The Penn Stater has two in-house restaurants on the property—the Legends and the Gardens. You may want to stop for lunch at one of the many restaurants along business Route 322 in State College before arriving to the Penn Stater. You will find many of your favorite restaurants all within a few miles of the hotel. On Sunday afternoon, light snacks and beverages will be available between workshop sessions.

SLW Forms and Documents

---->The following documents are now published on the web site:

- SLW Promotion –Who Should Attend SLW?
- SLW Credit Card Processing Form
- SLW Refund Policy
- SLW Refund Request Form
- Battle of the Chapters Guidelines
- SLW Tentative Schedule
- Delegate Code of Conduct
- Participants with Special Needs Notification Form
- PA FBLA Dress Code
- SLW Adviser/Guest/Chaperone Emergency Form
- SLW Form to Accompany Adviser/Guest/Chaperone/Student Permission Forms
- SLW Hotel/Safety Guidelines
- SLW Student Permission/Emergency Form/Dodgeball Liability Waiver

In closing, I encourage you to begin thinking about the members you would like to invite to attend the SLW and start making plans now for your chapter to participate in the 2014 State Leadership Workshop Sunday-Monday, November 2-3 in State College. Over the next several months as additional SLW information becomes available, it will be published on the web site. You may register for the workshop anytime now through September 24. 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 phone at 412.576.2826.

Enjoy August! We hope to see you in Penn State in November.

Janet

Janet Skiles
PA FBLA Conference Coordinator

All SLW forms can be downloaded from the pafbla.org web site.