

State Leadership Workshop

"Final Update"

November 02-03, 2014



Sunday, November 02, 2014
Registration OPEN from 10:45a-11:45a
FIRST GENERAL SESSION – 11:45a-12:30p

ANNOUNCEMENT: The following documents are now published on the pafbla.org web site.

2014 SLW Workshop Schedule At-A-Glance – [\[click here\]](#)

2014 SLW Personal Leadership Schedule - [\[click here\]](#)

2014 SLW Workshop Overview & Descriptions - [\[click here\]](#)

To get the most out of the SLW, good planning is key! Print/open the Workshop Schedule, the Personal Leadership Schedule and the Workshop Overview and Descriptions from the links above or go directly to the web site and print from there. Have each of your SLW attendees do the same. Review the documents to become familiar with the types of training and the workshops being offered. Using the Personal Leadership Schedule, have each student design a personal leadership program that best helps them achieve their leadership and career goals. There are a variety of offerings—something for everyone. Some workshops are only offered once and there is limited seating in the meeting rooms. A little planning now will go a long way in helping your students get out of the SLW what they want.

It's Game Time! The State Leadership Workshop is finally here! As you prepare to pack your bags and head to State College, below are 50 topics, alphabetically listed, relevant to the SLW. Please read carefully and then share relevant information with your members. Bring this document with you and use it as a guide to navigate the SLW. You can also download this document onto your Smartphone using the QR Code in the top right corner of this page. If you have any questions, please contact Janet Skiles using the following methods: email: jskiles@pafbla.us; text message: 412.576.2826; cell phone: 412.576.2826. Please do not call the Penn Stater; they will only refer you to me.

On Wednesday afternoon, the Penn Stater confirmed all lodging requests. We are pleased that all chapters requesting lodging were housed in the Penn Stater this year. Please pass the hotel contact information along to the parents of students attending the workshop.

Penn Stater Conference Center Hotel

215 Innovation Drive
State College, PA 16803
Phone: 814.863.5000

Important HOTEL CHECK-In Information . . .

✓ **Saturday arrival check in is at your assigned hotel.**

Check in at the Holiday Inn & Suites Williamsport is after 3 p.m.

Check in at the Harrisburg Hilton is after 3 p.m. Your room(s) are guaranteed for late arrival.

✓ **Sunday arrival check in at the Penn Stater is in Room 208 of the Penn Stater Conference Center [between 5:15p-5:30p](#).**

Room keys will not be ready until at least 5:15p. Please do not go to the front desk and ask for your room keys. The front desk staff will be busy preparing nearly 800 key packets. By disturbing them, you will only delay the distribution time. By passing out keys in Room 208 to **advisers/chaperones ONLY**, everyone will have their keys in 10 minutes or less. Your cooperation is appreciated.

About the Penn Stater Conference Center Hotel and your rooms . . .

PA FBLA is utilizing 291 of the 300 rooms at the Penn Stater. The 9 rooms not in our block have been sold to other customers. The Penn Stater Hotel is sold out on both Saturday and Sunday night. All 300 rooms will be occupied. The front desk manager has been instructed NOT to honor requests to change room assignments. Any updates to room occupants should be sent to Janet Skiles by e-mail or text message up until Saturday evening. If you have a cancellation as late as Sunday, let Janet Skiles know when you arrive to the Penn Stater and she will work with the front desk. The names we have on each guest room **MUST** be accurate in case of an emergency. If you need a receipt for your lodging expenses, please send an email *after* the workshop to Bruce Boncal, Executive Director. He will gladly issue a receipt to you.

All rooms at the Penn Stater Hotel are either one king or two double beds. The suites have a king with a sofa bed or two double beds with a sofa bed. Fire Marshal regulations determine the maximum number of guests that can stay in a hotel room based on the type of bedding in each room and the size of the room. To accommodate all 800 people in the Penn Stater, two students have been assigned to one king bed. Amenities include: cable TV, Free high-speed wireless Internet access, dedicated work space, mini-refrigerator, coffee maker, hairdryer and toiletries, iron and ironing board. The Penn Stater Conference Center Hotel is a non-smoking facility. All guestrooms are NON-SMOKING. Should a guest smoke in the room, there will be a \$250 charge for cleaning the room. This charge must be paid at check out.

There is ample free parking for cars, vans, and buses. Even though the hotel is sold out on Saturday night, our convention services manager has confirmed that parking on Sunday will not be an issue.

Hotel Courtesy Vans

The Penn Stater provides complimentary shuttle service for overnight guests. Students must be accompanied by an adult when using the hotel courtesy vans. It is recommended that you schedule a courtesy van in advance by contacting the front desk.

Penn Stater front desk - 814.863.5000

SUNDAY Arrival to the Penn Stater and Luggage Storage . . .

Upon arrival, report directly to the Penn Stater Conference Center, Registration Desk 1, to pick up your workshop registration packet. Since guest rooms are not available until room key distribution, we advise all workshop participants to come dressed in business attire. We ask that all pieces of luggage remain locked in vehicles until check in. If you are being dropped off, a special provision has been made for you to store luggage until 5:30p or later. The bellman in the hotel lobby will assist you with your needs. The housekeeping department has requested that all students check out of their rooms on Monday morning before attending the 8:00 a.m. workshop session and take luggage to vehicles. If you are being picked up later in the day, stop by the Bell Stand to make arrangements to store your luggage. For your convenience, the hotel is permitting advisers only to check out at noon on Monday. Student may store luggage in their adviser's room until the adviser checks out.

Security guards have been hired to provide 24-hour security at the Penn Stater. The guards will be scattered around the conference center and will monitor the hallways overnight on all floors of the hotel. We ask that every adviser do their part by helping clear the halls at curfew. Curfew on Sunday evening is 11:45p to 6:00 a.m. Let's all work together and enforce curfew so everyone has a noise free, restful evening—including the folks occupying non-FBLA rooms. There is no provision in the delegate code of conduct for any student attending this workshop to have "after curfew hours." Safety and peace of mind knowing that our workshop attendees and overnight guests are safe is a primary concern of PA FBLA. Remind your students that any expenses charged to FBLA as a result of disturbances in the hotel that might cause other overnight guests a restless night will be passed on to them.

General Session Seating

For both general sessions, advisers are asked to sit with their members. There are no assigned seats. President's Hall will be set for 850 people; every seat must be occupied so no one is left standing in the back. When selecting your seat, move to the center of the row. Fill every seat....do not leave empty seats between you and the next person. Both general sessions must start on time. When the gavel raps, please be in your seat! Your cooperation is greatly appreciated.

State Leadership Workshop – Last-Minute Update

With the Pennsylvania FBLA State Leadership Workshop only a few days away, the excitement is building as members and advisers are putting the finishing touches on their travel plans to State College. Attendance at this year's SLW is 820 members, advisers, and guests from 81 schools. Thank you for the extra effort it took to find the means to attend the SLW. Your presence is what makes the SLW such a great experience for all.

Below is an alphabetized list of specific information with details regarding this year's SLW from hotel check-in to check-out and all other important information in between.

1. Act 48 Provider
2. Adviser Professional Development / Bring your mobile device
3. Adviser Refreshments
4. Basket Auction
5. Battle of the Chapters
6. Bellefonte Area High School - School Store is OPEN
7. Business Leadership Arena [Academies]
8. Certificate for Leadership Achievement Status
9. Conference Headquarters – Room 116
10. Curfew – Saturday and Sunday night
11. Dining on College Avenue and Around State College
12. Display Tables – Officer Plans of Work
13. Driving Directions to Bellefonte Area High School
14. Dodgeball Tournament
15. Dress Code
16. Emergency Evacuation Plan
17. Entrepreneurship Accelerator & Shark Tank [Academies]
18. Evaluation -- Online Survey
19. Exhibitors
20. Explanation of All Star Leadership Training
21. FBLA Chapter Management Arena – for officers
22. FBLA Competition Boot Camp
23. FBLA Pin Sales
24. FBLA Neck Wallet Sales
25. Hotel Check-in – Saturday
26. Hotel Check-in – Sunday (5:15 p.m.) Room 208
27. Hotel Check-out is 11:00 a.m. (12 noon for advisers)
28. Hotel Regulations/Policies
29. Lost and Found – Room 116
30. Luggage Storage
31. Meals/Snacks
32. Mobile Devices
33. Name Badges
34. Notetaking Sports Pages by TeamTRI
35. Parking at the Penn Stater
36. Parking in State College on Sunday Evening
37. Parking at Bellefonte Area High School – Sunday Evening
38. Preparation for First General Session
39. Program Book
40. Program Overview with Workshop Titles & Descriptions
41. Region Officer Training
42. Registration
43. Schedule of Events At-A-Glance
44. Shuttle Bus Schedule
45. Social Media
46. Sunday Evening Activities
47. Thank You and Acknowledgments
48. Twilight Wish Foundation T-Shirt sales/pick up location
49. Wireless Internet/Laptops
50. Workshop Supplies

SLW Registration – Registration Desk 1

Please bring the following items with you to registration:

_____ SLW Registration Form (copy)

- _____ SLW Lodging Form (copy)
- _____ SLW T-shirt Order Form: For more information, click here: [SLW T-Shirts](#)
- _____ Basket(s) for the Auction - For more information, click here: [Basket Auction](#)
- _____ Dodgeball Tournament Forms – For more information, click here: [Dodgeball Tournament](#)

During registration, here is your check sheet of what needs completed:

- _____ Pick up Registration Packet
- _____ Pick up programs
- _____ Pick up name badge holders (name badges are inside registration packet)
- _____ Students interested in attending a Leadership Area must sign up during registration. The arenas are: Entrepreneurship Accelerator, Business Leadership, Chapter Management (clip board will be on the left side of the registration desk) – [first come, first served]
- _____ Become a Facebook and Twitter Follower – For more information, see any state officer. (If you have already signed up this school year, you have earned your ribbons.) If you want to become a follower, stop by the registration desk.
- _____ Bring a writing tool for “sign ups” at various tables
- _____ Bring your basket so it can be registered at the “Basket Auction” display table.
- _____ Visit with the exhibitors who support FBLA....let’s support them so they keep coming back!

Advisers—please bring your mobile device, tablet, Smartphone, iPad, etc. and an extension cord w/power strip. The session, “Game Changing Apps,” is a hands-on workshop. There wireless internet access throughout the Penn Stater.

Members – The “Technology” Training Camp is a hand-on program. Additionally, during the Second General Session, you will be asked to cast your vote via texting from your smartphone. If you have a mobile device, you are encouraged to bring it. As a courtesy to all participants, proper cell phone etiquette is required. All ringers must be turned off. Be considerate and respectful of those around you. Avoid high-tech interruptions at the most inappropriate moments.

If you ordered Twilight Wish Foundation T-shirts, we certainly appreciate your support of the 2014 PA FBLA State Project. T-shirts will be available for pick up at registration on Sunday. Payment is expected when picking up your shirts. Make checks payable to PA FBLA. There will be no t-shirts for sale at the workshop.

Please print or have your students print a copy of the SLW Schedule At-A-Glance, the SLW Personal Leadership Schedule, and the Workshop Overview and Descriptions. Study the descriptions for the **ARENAS**, **WORKOUT SESSIONS**, and **TRAINING CAMP** to become familiar with their content. If you are not able to print copies of these documents, you will also find them in the SLW program. With over 70+ selections from which to choose, a little pre-planning will save a lot of time in deciding which workshop sessions to attend. Some sessions are only offered once. Seating is limited—arrive early to guarantee a spot. Seating in each meeting room is determined by the size of the room and fire marshal regulations. When all seats are filled, find another workshop.

On Sunday after picking up your chapter’s registration packet and program, take a few minutes to review with your delegation the Schedule of Events, pages 11-14 in your program. The KICK-OFF! First General Session, FIRST QUARTER by Team TRI, the FOURTH QUARTER – STEP UP TO THE CHALLENGE, and the CLOSING GENERAL SESSION are all required sessions. Members who complete a “Leadership Arena” or a series of six individual sessions plus the required sessions will earn “Achievement” status. Inside the front cover of each program or online in the State Leadership Workshop Information section on the web site, you will find a link to the PERSONAL LEADERSHIP SCHEDULE for members to use while planning their leadership strategy.

Section 1. ACT 48 PROVIDER

Advisers, if you are interested in earning Act 48 credits, please bring with you the necessary paperwork from your school district, and Bruce Boncal, Executive Director, will sign your form. PA FBLA is not an Act 48 provider; however, he will confirm your attendance at the professional development sessions.

Section 2. ADVISER PROFESSIONAL DEVELOPMENT SESSIONS*

*Bring your MOBILE DEVICE

Because continuing professional education is important in Pennsylvania, it is important to us. On Sunday advisers will have an opportunity to participate in hands-on professional development sessions. Bring your mobile DEVICE along with a power strip. Wi-Fi will be available in the meeting room where the sessions are being held as well as all around the conference center.

Section 3. ADVISER REFRESHMENTS

Refreshments (snacks, goodies, and beverages) will be available on Sunday afternoon from 1:00p-5:00p in Room 208. On Monday, there will be an adviser coffee break in Room 208.

Section 4. BASKET AUCTION

All chapters are encouraged to donate one or two theme baskets to help raise money for the TWILIGHT WISH FOUNDATION, our State Project for this year. Please register your basket(s) at the Basket Auction table in the Registration Lobby from 10:45a-11:45a on Sunday. Remind your members to bring spare dollars to make a donation to Twilight Wish. On Monday when the baskets are auctioned off, the ticket holders will win super baskets filled with all kinds of wonderful goodies. Minimum donation is \$1. Tickets cost: 3 for \$1 and 20 for \$5. If this is your first SLW, seeing nearly 80 decorated baskets all lined up is quite an impressive sight—and what is really nice—for only a dollar donation, you could win a fantastic basket full of delectable snacks and other items. However, the more tickets you buy, the greater your donation will be to the TWILIGHT WISH FOUNDATION and you will have more opportunities to win some really cool things.

Section 5. BATTLE OF THE CHAPTERS COMPETITION

We invite you to put together a two- or three-person team to compete for the Battle of the Chapters crown! Join us at Bellefonte Area High School Sunday evening from 8:15p-11:15p for a fun-filled evening. After an intense battle, a winner and runner-up will be crowned. Dress is casual. Even if you are undecided on entering a team in the contest, please come and enjoy the show. It's certainly worth your time. There is no pre-registration. Your team is entered when the MC calls chapters to the stage. Guidelines for this competition can be found in Section 1, page 14 of the 2014 SLW Program. The guidelines are also posted in the downloadable files on the web site at <http://www.pafbla.org> under the 2015 State Leadership Workshop Information, SLW Communication, 2nd section.

Section 6. BELLEFONTE AREA HIGH SCHOOL – SCHOOL STORE OPEN

Various items will be for sale during the Sunday evening activities at BAHS. The menu includes: Healthy Options, Assorted Candy, and Drinks. Prices range from \$.25 to \$1. Water is the only drink allowed in the gym. BASD asks that you enjoy all other beverages in the lobby before entering the gym.

Section 7. BUSINESS LEADERSHIP ARENAS (Academies)

Back by popular demand, the BLA is designed to explore the awesome world of business leadership. Learn how the best in business got their start, made it to the top, and what it takes to lead from the executive C-suite. See what it truly takes to become a leader in the free enterprise system. Attendance is required for both days of SLW. The first 75 members who register (during registration on Sunday) will be accepted into this Arena.

Section 8. CERTIFICATE FOR LEADERSHIP ACHIEVEMENT STATUS

Certificates for Leadership Achievement can be found inside each chapter's registration packet. These certificates should be held back until the conclusion of the SLW and then distributed to members who complete their individual leadership program at the SLW. Advisers, you may want to hold the certificates until a chapter meeting or an awards program at your school. Certificate names were printed from the SLW online registration database. If you find a name is incorrect, please send Bruce an email AFTER the SLW.

Section 9. CONFERENCE HEADQUARTERS – Room 116

Only those on official business should enter conference headquarters. This is where name badge replacements are made and lost and found items are kept until claimed. If you lost an item, you might find it here. Replacement name badges cost \$5. If you lose your program, you can purchase a new one here for \$5.

Section 10. CURFEW – Saturday & Sunday Night

Curfew on Saturday night is 12 midnight to 6:00 a.m.

Curfew on Sunday is from 11:45p to 6:00 a.m. Let's all work together and enforce curfew so everyone has a noise free, restful evening—including the other guests staying at the Penn Stater.

Section 11. DINING ON COLLEGE AVENUE AND AROUND STATE COLLEGE

There are over 112+ restaurants in and around State College. If you are looking for a specific type of meal, ask the hotel concierge for suggestions. You can also click this link for some of the highest rated eateries:

<https://www.statecollege.com/dining/listings.php>

Section 12. DISPLAY TABLES – OFFICER PLANS OF WORK

Please visit the displays outlining the Plans of Work developed by your State Officer Team. Implement this annual program of leadership development into your local chapter activities. The POWs featured are ongoing throughout the year, including recognition and award POWs (i.e. Membership Incentive, Membership Madness/Mania, Keystone Leadership Award, Virtual Chapter Promotions, etc.)

Section 13. DRIVING DIRECTIONS TO BELLEFONTE AREA HIGH SCHOOL

Directions and a map to Bellefonte HS for the Sunday evening activities can be found near the back of the SLW Program (tangerine color page). Travel time by car is 12 minutes. Travel time by bus is a little longer. There is ample parking for cars, vans, and buses. Allow plenty of time to get to Bellefonte....so you don't miss any of the exciting events.

Section 14. DODGEBALL TOURNAMENT

On Sunday evening, PA FBLA will hold its 5th annual PA FBLA Dodgeball Tournament at Bellefonte Area High School. We ask everyone, not just the Dodgeball players, but everyone to be at Bellefonte HS by 8:00p. State Officer Maria Hudock is pleased to announce that 32 teams have registered meaning there is a full field and registration is closed. All chapters are encouraged to attend the Dodgeball Tournament to cheer on their favorite team.

Section 15. DRESS CODE

The PA FBLA Dress Code will be in effect during the SLW. Professional business attire is required on Sunday and Monday. All members and advisers are expected to follow the dress code established by the PA FBLA Board of Directors. A copy of the official dress code as published in the Delegate Code of Conduct can be found in the SLW program on page 6. Business attire MUST be worn on Sunday—no modifications. A modified dress code will be in effect on Monday only to allow for the "official" Twilight Wish Foundation shirt to be worn. The modified dress code for Monday is on page 9 of the program. No one will be admitted into the workshop sessions on Sunday afternoon or Monday morning dressed inappropriately.

Ladies, is the length of your skirt too short? If in doubt, check it out!!! There will be measuring stations set up at the meeting room doors and in the lobby of the Penn Stater for females to check the length of their dresses/skirts/etc. Garments can be no shorter than 1" above the knee. We will enforce the dress code. The implementation of the dress code starts with the local adviser, and it is the local adviser's responsibility to make sure the dress code expectations are set. We appreciate your help. Door monitors will check to make sure all attendees (this includes the adviser, chaperones, and guests) are in compliance with the dress code.

Remember, the only time you may deviate from the dress code is on Monday morning. Members and advisers who purchased the official T-shirt in support of TWILIGHT WISH may wear them. Refer to the Modified Dress Code for Monday found on page 9 of the SLW program. Jeans, cargo pants, polo shirts, athletic shoes are not permitted on Monday. You must be dressed in business attire from the waist down. The only time casual attire is acceptable, including jeans, shorts, and/or athletic shoes is after 5:30p on Sunday.

For a copy of the dress code, refer to the Delegate Code of Conduct found on page 6 of the State Leadership Workshop Program or click here: [Dress Code](#)

Section 16. EMERGENCY EVACUATION PLAN

Advisers, please establish a common meeting place with your members in the unlikely event that a catastrophic situation occurs. Once you arrive to the Penn Stater, please determine the best location for your members to meet you should a situation develop. Remind members to read the evacuation card on the back of the guest room door.

Section 17. ENTREPRENEURSHIP ARENA & Shark Tank

The Entrepreneurship Accelerator is a terrific 2-day opportunity for members to learn about free enterprise and entrepreneurship. Participants will learn how to start a business from the ground up. Members interested in this leadership arena must sign up at registration since this workshop is limited to the first 75-100 participants. Those who enter this "ARENA" must enter at the beginning and stay for the duration of the six sessions. Members participating in the Entrepreneurship Accelerator will report to President's Hall 4 following the First General Session. The top three teams will present their business idea during the Shark Tank—Pennsylvania FBLA Edition! This Arena is closed to participants not signed up for the entire 2-day program.



Section 18. EVALUATION --- ONLINE SURVEY

The State Leadership Workshop Evaluation is now online. The QR Code needed to link you to the evaluation is found in Section 2, page 6 in the SLW program. We invite you to share your feedback. We take your comments seriously. Please take a few minutes to let us know how we did, "Tomatoes or Two Thumbs Up" regarding the location of the SLW, the Leadership Arena's, the Workouts and Training Camps, and the keynote speakers, etc.

Section 19. EXHIBITORS

Exhibitors will be on hand from 10:30a to 5:30p on Sunday and from 7:45a-9:45a on Monday in the Registration Lobby. Please take time to visit with these vendors who support PA FBLA and thank them for attending the workshop. We are thankful for the vendors who have made special arrangements to be with us in State College. The list of exhibitors can be found in the SLW Program on page 20.

Cookie Lee Jewelry will not be in attendance due to a change of plans. She will be at the SLC in April and is looking forward to seeing all of you there!



Section 20. EXPLANATION OF ALL STAR LEADERSHIP TRAINING

SLW offers different types of leadership training to give students maximum flexibility to customize their leadership training experience. Your training options are summarized below and can be found on Section 2, pages 3-5 in the program.

SPECIAL FEATURES

.....> **Leadership Wins Championships** – During the Closing Session, we will take a closer look at the Top 10 Leadership Lessons we can all take into our lives to become daily champions of awesomeness.

.....> **SHARK TANK – FBLA EDITION!**

Led by successful Shark Tank entrepreneur Jason Lucash, you'll get to hear the top three business pitches from the Entrepreneurship Accelerator and vote to see which one will earn this year's SLW FBLA Top Business Concept.

GAME TIME: 4 QUARTERS OF LEADERSHIP EXCELLENCE

.....> **First Quarter – Step Up to The Challenge with inspirational speaker Bill Cordes, the YOGOWYPI Factor guy.**

.....> **Second Quarter – Leadership Arenas, Work Outs, and Training Camps**

Leadership Arenas (Academies) are an entire academy of specialized training. Once you enter into an Arena, this will be your home during all SLW training sessions. Choose from one of three continuous training academies. Advisers attend the Coach's Clinic.

Entrepreneurship Accelerator – designed to help you turn a great idea into a successful new business

Business Leadership Arena – learn how the best in business got their start, made their way to the top, and what it takes to lead

Chapter Management Arena – learn how to build a great chapter executive team to deliver an exceptional chapter

Coach's Clinic: Adviser Professional Development – learn how to give your instruction a kick in the pants, learn how to leverage data, and how to plus up your classroom with killer apps

Work Out Sessions are your chance to see and experience a variety of leadership, career, college, and personal excellence training sessions. Attendees who choose Work Out Sessions can select from nearly 50 different workshop selections. Refer to the descriptions to preview the exciting array of sessions available to you. Work Out session themes include:

State Project – Community Service

FBLA Competition Boot Camp

FBLA Opportunities

Rookie Camp for new FBLA members

College and Career

Digital Leadership

Leadership

Communication

Finance

Life Success

Technology and Marketing

Training Camps are workout sessions concentrated around a particular leadership theme. They are designed to be continuous and deeper exploration of an area of business and leadership. Participants are not required to stay for the entire series of Training Camp workshops. However, it is to your advantage to do so because the content and material builds upon all of the training themes. Training Camp Themes:

Roosting Camp for New Members

Communication Camp

Life Success

College and Career

Technology

Marketing

Half-hour sessions on Monday only are fun workshops, condensed in time, but super-sized in knowledge. These ½ hour, fast-paced sessions leave you with a maximized amount of knowledge in a concentrated amount of time. These sessions are perfect to get your brain and your FBLA career jump started into high gear! All sessions, except for the adviser workshop, are 30 minutes.

Immediately following the First General Session on Sunday, all workshop participants will remain in President's Hall to participate in the YOGOWYPI Factor with Bill Cordes. Your team leaders will give further instructions during the Opening Session.

Section 21. CHAPTER MANAGEMENT ARENA (for region and chapter officers)

Leading FBLA is like running a small business. Learning how to run this small business takes skill. This Arena is a must for Chapter Presidents so they learn how to develop a plan for chapter success. Region Officers and other local chapter officers will also benefit from this intensive 2-day program. Officers will be allowed to come and go from this Academy—but it is not recommended. There are too many great lessons to learn about how to run a chapter that rocks!

Section 22. FBLA Competition Boot Camp

FBLA has nearly 60 awesome competitive events for you to experience! In these six sessions you'll learn about competition topics, styles, methods for preparation, rules and tips and techniques that will give you, your team, and your chapter a competitive advantage. All six sessions are offered on Sunday and Monday. These sessions are open to all members who want to reach the ultimate goal...to be recognized as a state and national winner!

[Advisers, if you have students assisting with the Competition Boot Camp sessions, please have the student(s) report to the designated area at the times listed on the correspondence from Derek Selleck.]

Section 23. FBLA PIN SALES

FBLA pins will be available for sale either at the Registration Desk or from any state officer. Pins cost \$4. All proceeds benefit the PA FBLA William Selden Scholarship Fund. Advisers—are you looking for a way to reward a member for his/her hard work? Why not consider an FBLA pin. They are inexpensive and a true symbol of FBLA pride. We will accept cash, personal checks and credit cards.

Section 24. FBLA NECK WALLETS

Can't find your room key? Do you need a place to carry your change, ink pens and pens and your cell or iPhone? Here's a solution: buy an FBLA Neck Wallet. Neck Wallets can be purchased for \$2 at the Registration Desk. All proceeds benefit the PA FBLA William Seleden Scholarship Fund.



Section 25. HOTEL CHECK-IN - Saturday

On Saturday, hotel check-in is after 3 p.m. at both the Holiday Inn Express & Suites Williamsport and the Harrisburg Hilton. Check in will take place at the hotel registration desk. Advisers are asked to sign and pick up room keys for all their students. All guest rooms have been pre-paid by PA FBLA. If you need a receipt for your school district, please contact Bruce Boncal next week. There are no planned activities on Saturday for those arriving early. Curfew is at 12:00 midnight.

-> Holiday Inn Express & Suites Williamsport is an hour drive to State College
-> Harrisburg Hilton is about a 90 minute drive to State College

Section 26. HOTEL CHECK-IN – Sunday

Penn Stater Conference Center Hotel

On Sunday, hotel check-in will be between **5:15p-5:30p in Room 208**. Room keys will NOT be available at the hotel's registration desk. Only advisers are permitted in Room 208 to pick up room keys for their delegation. Specific instructions for check in will be provided at the end of the 3rd adviser session in Room 208 on Sunday. Janet Skiles, Conference Coordinator, will receive confirmation from the front desk when all rooms are ready. This Saturday there is a football game in Penn State. The hotel is completely sold out on Saturday night. It will take at least until 5:00p on Sunday to turn the guest rooms around. Keys cannot be released until all rooms are ready for occupancy. Come dressed in business attire for the afternoon workshop sessions.

For safety reasons, the hotel cannot assign a room to anyone unless the names on the rooming list are correct. Any updates should be sent to Janet Skiles by e-mail or by text messaging up until Saturday evening. If you have a cancellation as late as Sunday, let me know upon your arrival or when you receive your room keys so the hotel guest manifest can be adjusted.

Section 27 HOTEL CHECK-OUT - Monday

Checking out at the Penn Stater

Check out on Monday, November 3, is **8:00 a.m. for students and 12 noon** for advisers. Housekeeping has been instructed to leave a garbage bag in each guest room for trash. Student luggage must be stored in the advisers's room, taken to your vehicle, or checked in at the bell stand. By 12 noon, all rooms must be vacated.

Advisers—please take a few minutes to check each of your sleeping rooms before you leave the hotel. Any room that is a mess must be picked up before vacating the room. The price we pay for lodging is directly related to how much time it takes housekeeping to clean the rooms. Any damage to a room must be reported to the front desk and dealt with on the spot.

When the housekeepers clean the rooms, if they find damages or items that have been removed from a guest room, it is immediately turned in to the front desk manager. Damages to hotel property will not be tolerated. Any expense FBLA incurs as a result of damages to hotel property or items removed from a guest room will be turned over to the individual and/or the chapter or school district.

Section 28. HOTEL REGULATIONS/POLICIES

The Penn Stater is a NO SMOKING facility. This means there will be no smoking or use of any tobacco products in any hotel guest rooms, meeting room, restrooms, or at any meal functions by any conference participants. Please observe this policy. There is a hefty \$250 restoration fee for any guest room that smells of smoke. The fee must be paid before checking out of the hotel. If it is not paid before leaving the hotel, the hotel will invoice your school district. Also, please inform your members that all items in each guest room have been inventoried and are the property of the Penn Stater. Any item(s) missing from a guest room or any damage to a room will be billed to the school to which the room is registered. Please remind your students that hotels are public facilities and other guests do occupy a few of the guest rooms. Common courtesy to all guests is to be quiet in the hallways and refrain from banging the doors. All students shall keep their advisers informed of their activities and whereabouts at all times. Please be assured that if your student(s) is found out of his/her room after curfew or is disturbing other guests, you will be contacted immediately. There will be security guards on each floor of the hotel during curfew hours.

Section 29. LOST AND FOUND – Room 116

If you find a personal item that does not belong to you **OR** if you lost a personal item and hope to find it, Room 116 is where to go.

Section 30. LUGGAGE STORAGE

On Sunday, we ask that luggage be stored in vehicles until check in at 5:30p. If you are being dropped off, the Bellman will store your luggage for you. On Monday, we are asking members to vacate their room before going to the 8:00 a.m. session. Luggage storage options on Monday are: in your vehicle, in the adviser's room until the adviser checks out, or at the bell stand in the hotel lobby. Special permission has been granted only to advisers for check out at noon.

Section 31. MEALS/SNACKS

Meals are not included in the registration or lodging fees paid to attend the SLW. At the Penn Stater, there are two full-service restaurants—The Legends and the Gardens Restaurants. The Legends menu is mostly sandwiches and is a pub type atmosphere; the Gardens serves breakfast, lunch, and dinner.

On Sunday, a mid-day snack will be available to all workshop attendees. Beverages will be available from 1:00 until 5:00p; snacks will be offered from 2:00 to 4:00 p.m. Refreshment areas will be set up in the 1st floor and 2nd floor break areas. Advisers, your help in monitoring the refreshment areas is appreciated. Advisers beverages and snacks will be available in Room 208.

On Sunday evening, Bellefonte HS will have their School Store open during the Sunday evening activities. Items for sale include: Health Options, Candy Items, and Drinks. Bottled water is allowed in the gym. Please enjoy all other options in the lobby before entering the gym.

Breakfast on Monday at the Penn Stater – 6:45a

A buffet breakfast is available in the Gardens for \$12.34 inclusive for a hot buffet and \$9.30 inclusive (tax and gratuity included) for a cold buffet. There are no A la carte offerings, only a buffet. There is one check per table—no individual checks. Please let your students know so they are prepared to split the bill between those sitting at the table.

For a quick, inexpensive lite breakfast, bring energy bars and juice from home and enjoy the in-room coffee service. Each guest room has a refrigerator.

Section 32. MOBILE DEVICES

Advisers are encourage to bring their mobile devices to the professional development sessions. Members are encouraged to bring their Smartphones to the Closing General Session to vote during the Shark Tank segment of the program.

Section 33. NAME BADGES

All workshop participants (advisers, members, and guests) are required to wear the official SLW Name Badge while inside the conference center. Advisers, please inform your members that the name badge is their ticket to ride the shuttle buses and for entrance to Bellefonte High School on Sunday evening. **The name badge must be worn around the neck.** The names on badges were printed directly from the online SLW Registration database. Any corrections are handled by Bruce Boncal, Executive Director, in conference headquarters. Ask students to fold their Emergency Form and place it behind the name tag inside the name badge holder. These forms will be returned to advisers at registration on Sunday. Lost name badges can be replaced for \$5 per name tag and available from conference headquarters located in Room 116.



Section 34. NOTETAKING SPORTS PAGES by Team TRI

To achieve "Leadership Achievement" status, members are required to attend the KICK-OFF! FIRST GENERAL SESSION, FIRST QUARTER STEP UP TO THE CHALLENGE, six (6) workshop sessions from the SECOND AND THIRD QUARTERS, the FOURTH QUARTER SHARK TANK AND LEADERSHIP WINS CHAMPIONSHIPS, and the CLOSING GENERAL SESSION. It is highly recommended that one of the six selected workshops be from the Competition Boot Camp and one be from the TWILIGHT WISH FOUNDATION sessions. In order to be awarded Leadership Achievement Status, members are responsible for:

.....> **TAKING NOTES** during each session they attend; and

.....> **Securing a STAMP, a STICKER, or the SIGNATURE** from each trainer at the conclusion of every session attended.

At the end of the Closing Session, members are accountable for sharing their NOTETAKING SPORTS PAGES with their adviser. The signature of the presenter, a stamp of sticker on the **NOTETAKING SPORTS PAGES will verify your members' attendance at each session.**

Please do us a favor—encourage your members to register their email address with PA FBLA. There are two places on the web site for members to register their email address:

- 1) in the Student Area on the left side of the home page and
- 2) on the home page under the Pennsylvania FBLA Headlines.

Section 35. PARKING AT THE PENN STATER

There is plenty of free parking for all size vehicles. Guest rooms can be accessed through the main hotel lobby.

Section 36. PARKING in STATE COLLEGE – SUNDAY EVENING

Those wishing to dine in downtown State College on Sunday evening will find plenty of free, unrestricted parking on campus. Be careful where you park. If you have government plates, no fee should be charged for parking on Sunday and Monday. READ ALL SIGNS before leaving your vehicle to make sure the lot/space is not a restricted spot. "Head in Parking Only" is required. Do not back into a space or pull through into a front space appearing to be backed in, facing the wrong way against traffic flow creates a safety hazard. The vehicle must be parked within all white lines of a parking space not reserved by a sign for any reason.

There are three parking garages in State College that are recommended for parking government plated vans, passenger vans, and cars.

Here are a few suggestions of where you can park:

*Lots on campus are not restricted on Sunday unless marked

*EAST Garage, corner of Bigler and Curtin, has an overhead clearance of 8'4" on the ground level reducing to 7'6" down to levels 2-7; parking is free on Sunday

*Eisenhower Parking Deck off Bigler between Curtin and Pollock, has a 7' clearance; parking is free on Sunday

*Nittany Lion Parking Deck, off Park Avenue adjacent to the Nittany Lion Inn and Nittany Lion Shrine, has a 6'8" reducing to 6'6" going up from levels 4-5. Parking is free on Sunday.

If the parking decks are full when you come on to campus Sunday evening, you can park in the Orange lots by the softball field off Park Avenue, or the YR lot next to AG Admin or the YE lot at the corner of Shortlidge and Curtin Roads (even at a meter without "feeding" it on Sunday). Government plates do not negate payment of parking meters, so you don't want to park at a meter on Monday.

Parking on Monday is tricky. Be ware of the signage at all lots and parking decks.

Section 37. PARKING AT BELLEFONTE AREA HIGH SCHOOL – SUNDAY EVENING

There is plenty of parking for all size vehicles.

Section 38. PREPARATION FOR FIRST GENERAL SESSION

All members and advisers are asked to report promptly to President's Hall and be seated by 11:40a so the First General Session can start promptly at 11:45a. Door open between 11:00-11:15a. Bring something to write with. Advisers are asked to please sit with their students. Your cooperation is appreciated.

Section 39. PROGRAM BOOKLET

At registration, the adviser will need to pick up enough programs for his/her entire group. The program has a plethora of information in it. Upon returning back to school on Tuesday, share your program with your administration and other staff members. This is a great way to advertise the PA FBLA. Lost programs can be replaced in conference headquarters for \$5 each.

Section 40. PROGRAM OVERVIEW WITH WORKSHOP TITLES AND DESCRIPTIONS

The final copy of the 2014 SLW Program Overview contains a preview, types of training, workshop titles and descriptions. Click here to print a copy: [Overview and Workshop Descriptions](#)

Please look at the schedule, review the descriptions, and get ready for an awesome leadership experience at this year's SLW. Take time to review the TYPES OF TRAINING in the State Leadership Workshop Overview to become familiar with how the program works and then help your members to build their personal leadership schedule.

Section 41. REGION OFFICER TRAINING

Region presidents and secretaries are encouraged to attend the Chapter Management Arena. Leading FBLA is like running a small business. Learning how to empower others with an organized plan will lead to chapter and region success. During the Chapter Management Arena, region officers may come and go as they please, but we strongly recommend they stay for the entire program.

Section 42. REGISTRATION

SLW Registration is from 10:45-11:45a on Sunday at Registration Desk 1 in the main lobby of the conference center. Only advisers should step up to the desk to pick up registration materials. From here you will be directed to the exhibitors, display tables, President's Hall, and the President's Pre-Function Hall where you can drop off your basket. While the adviser is registering, students need to find a place to stand away from the registration desk to keep the area clear so all advisers can quickly pick up their packets. Students planning to attend an "Arena" need to sign up on the clipboards located at the left side of the registration table.

Section 43. SCHEDULE OF EVENTS AT-A-GLANCE

The final copy of the 2014 SLW Workshop Schedule is now published on the pafbld.org website. Click here to print a copy: [2014 SLW Workshop Schedule At-A-Glance](#)

Section 44. SHUTTLE BUS SCHEDULE

On Sunday evening, arrangements have been made with **FULLINGTON CHARTERS** for school buses to shuttle members and advisers from the Penn Stater to College Avenue and back during the dinner hours and from the Penn Stater to Bellefonte Area High School for the evening activities.

If you are able to provide your own transportation, that would be the fastest way to get where you want to go. Please help us by leaving the seats on the shuttles open for those without transportation.

Shuttle Bus Schedule – Sunday, November 2

➤Keep track of the time so you do not miss the last shuttle back to the hotel. Cabs are expensive.

➤You **MUST** be wearing your name badge around your neck to board the bus. The drivers will be checking for badges.

Route 1 – Penn Stater – College Avenue – Penn Stater (2 buses will loop from 5:30p until 8:15p)

BUS 1 & BUS 2

Start Location: Penn Stater Hotel – hotel lobby entrance
Drop off-pick up Point: Corner of College Avenue and Allen (buses will stop at the bus parking spot)
8:00 p.m. Final pick up on College Avenue

Route 2 – Penn Stater – Bellefonte HS – Penn Stater (2 buses will start looping from 7:15p-8:15p; Bus 3 will be added at 8:00p and Bus 4 will be added at 8:15p. After the 8:15p run, the buses will park until 10:00p)

7:00p - BUS 3 & BUS 4. • At 8:00p **add** BUS 1 • At 8:15p **add** BUS 2

Start Location: Penn Stater Hotel – hotel lobby entrance
Drop off-pick up Point: Bellefonte HS – main entrance to school
8:15 p.m. Final pick up from Penn Stater
Bus 1 – Bus 2 – Bus 3 – Bus 4 will all end at Bellefonte HS by 8:40p

Route 3 – Bellefonte HS – Penn Stater – (buses will provide **one-way transportation back to Penn Stater) 10:00p to 11:15p**

Bus 1 10:00p start loading. Bus departs **after** 40 seats are filled. (44 passenger)
Bus 2 Start loading **after** Bus 1 leaves high school and at least 40 seats are filled. (44 passenger)
Bus 3 Start loading **after** Bus 2 leaves high school and at least 40 seats are filled. (44 passenger)

- Bus 4** Start loading after Bus 3 leaves high school and at least 40 seats are filled. (44 passenger)
Bus 1 Start loading after Bus 4 leaves the high school. This is the final 11:15p run.

Anyone riding the bus back to the Penn Stater must be on the 11:15p bus or you will need to find your own way back to the hotel. STUDENTS ARE NOT PERMITTED TO RETURN BACK TO THE PENN STATER WITHOUT A CHAPERONE. ALL STUDENTS MUST BE SUPERVISED AT BELLEFONTE HS AND THE PENN STATER.

Section 45. SOCIAL MEDIA

Social media is the future of communication, a countless array of internet based tools and platforms that increase and enhance the sharing of information. You will notice the increased use of social media throughout this year's SLW. After the SLW, be sure to visit www.leadershipcentral.org/pafbla for blogs and great resources.

.....> Visit Pennsylvania FBLA Online at www.pafbla.org
.....> @PAFBLA or @PAFBLASLW

Download TRI Leadership's free leadership app from iTunes [Search PLI BLOG]
Connect with TeamTRI on Twitter: www.twitter.com/teamtri Facebook

After the workshop, check out Section 2, page 15 of the SLW program for other ways to connect with TeamTRI.

Section 46. SUNDAY EVENING ACTIVITIES

Sunday evening activities will begin at 8:15p at Bellefonte Area High School. Plan to bring your members and spend the evening for great entertainment. **Name badges must be worn to enter Bellefonte HS.** Here is a quick snap shot of the activities:

Battle of the Chapters
Dodgeball Tournament

Entertainment by DJ Bill Runkle

Section 47. THANK YOU AND ACKNOWLEDGMENTS

Thank you for attending this year's State Leadership Workshop. We hope you found the leadership program to be an educational, informative, entertaining, fun, and an amazing experience! Your dedication and support to PA FBLA makes our state association one of the most powerful, innovative, progressive, and exciting state chapters. **THANK YOU!**

Section 48. TWILIGHT WISH FOUNDATION T-SHIRT DISTRIBUTION

If you ordered TWILIGHT WISH T-shirts, thank you for supporting the 2014-2015 PA FBLA State Project. T-shirts will be available for pick up at registration on Sunday. Payment must be made when picking up shirts. Make check payable to PA FBLA. There will be no T-shirts on sale during the SLW.

Section 49. WIRELESS INTERNET/ELECTRONIC DEVICES & GADGETS

Advisers are have been asked to bring an electronic device to the adviser professional development sessions. Please bring an extension cord with a power strip. There is wireless Internet connectivity in Room 208 and throughout the conference center. Room 208 will be set classroom style. Remind your members to bring their Smartphones and devices to the TECHNOLOGY TRAINING CAMP sessions and to the Shark Tank so they can text their vote for the best new business concept this year.

Section 50. WORKSHOP SUPPLIES

Please advise members to bring several writing tools (pencil, pens) and a notebook for taking notes. At registration, all workshop participants will receive a program. Inside the program you will find the Notetaking Sports Pages for taking notes and securing the presenter's autograph.



There's a lot of information here. My goal was to try to answer as many of your questions as possible. If you do have additional questions about the SLW, please contact me. For an immediate answer during the day, send a text message to 412.576.2826, send an email, or call me on my cell. My cell number is 412.576.2826.

This year's SLW provides many opportunities for members to build hall of fame careers in business, leadership, and life! During the Coach's Clinic, advisers will be challenged to think outside the box when preparing engaging lesson, will learn how structured and unstructured data management is an asset that brings opportunities for innovation, and you will have fun exploring Game Changing Apps that you can share with your colleagues and use in your classrooms. There is something here for everyone. The training sessions were made possible by our friends at TRI Leadership Resources, fellow members and advisers, alumni, business partners and our own state officers. As we near Kick-Off this coming Sunday afternoon, get ready to **STEP UP TO THE CHALLENGE**

at this year's SLW. On behalf of the Executive Committee and the Management Team, we all look forward to seeing you at the 2014 State Leadership Workshop in State College.

PA FBLA – YOU ARE AWESOME!!! See you Sunday.

Janet

Janet F. Skiles

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PS – don't forget to check out the 2016 Cruise flier at the back of the SLW Program. We are moving forward by making plans for an unforgettable experience.