

**APPENDIX K**  
**TRAVEL POLICY**  
**From the PA FBLA Policy/Leadership Handbook**

A state officer must be accompanied by his/her adviser or another designated professional staff member from his/her school or a state Executive Committee adviser for all FBLA activities. FBLA will not accept parents in lieu of an adviser or another faculty member.

If the state officer's adviser cannot attend the function and another faculty member will attend in his/her place, the State Adviser and Executive Director/State Chairman must be notified **in writing prior** to the meeting, conference, etc., to receive approval.

Under no circumstances will a state officer travel alone.

Under no circumstances should an adviser accept the responsibility of a state officer from another school unless he/she has a written agreement between the administrations of the two schools involved and the parents.

A copy of this agreement must be submitted 24 hours prior to the event to the State Adviser and Executive Director/State Chairman so that they are aware of who is responsible for supervising and transporting the state officer.

Neither the PA FBLA State Adviser nor the Executive Director/State Chairman will be responsible for a state officer.

