

DO NOT FAX FORM.

Upload form to:
Mr. Bruce E. Boncal
PA FBLA Executive Director
Deadline: **October 05, 2015**

Forms must be made into a single PDF file and uploaded with the WuFoo online form. Link is on PA FBLA's main page. If no capability to create a PDF and upload, fax to 570.398.4652.

FUTURE BUSINESS LEADERS OF AMERICA

Pennsylvania State Chapter

Advisers' and School District Administration Contact Information

In the event of an emergency at a Pennsylvania FBLA function, the state chapter has developed a set of critical incident response procedures for responses to fires; critical injuries to a student or faculty member; death of a student or faculty member; crime and safety issues; serious illness; and weather-related issues.

As part of the swift, organized, and comprehensive procedure that has been developed, PA FBLA now requires each chapter to submit the following forms to the **PA FBLA Executive Director prior to** the PA FBLA State Leadership Workshop. These forms will facilitate a proper response to an incident and will enable PA FBLA to keep school officials and parents informed of events that have taken place.

1. Adviser's Form to Accompany Student Permission Forms (one copy per chapter)
2. Student Permission Forms Signed by the Parent (one copy per student)

These forms must be uploaded to the **PA FBLA Executive Director as PDF files no later than October 05, 2015**. If the forms are not **emailed** by the **October 05, 2015**, deadline, the adviser and the school principal will be informed that the chapter may not be permitted to attend the PA FBLA State Leadership Workshop. This contact information is kept confidential and will only be used in the event of an emergency or issue that might result in student discipline necessitating contact with school administration.

Adviser Contact Information (all information must be complete for your chapter to attend the State Leadership Workshop)

School Name: _____ **Region:** _____

List the names and contact information for all advisers attending the PA FBLA SLC; add additional advisers on a separate form.

Adviser 1 Name: _____ Emergency Contact Name: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Adviser 2 Name: _____ Emergency Contact Name: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Adviser 3 Name: _____ Emergency Contact Name: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Adviser 4 Name: _____ Emergency Contact Name: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Administrative Contact Information:

School Principal Name: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

School Assistant Principal Name: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____