

2015 State Leadership Workshop Registration is NOW OPEN

AUGUST, 2015

2015 State Leadership Workshop Overview, Registration & Lodging Details:

Event: PA FBLA State Leadership Workshop
Location: Penn Stater Conference Center Hotel, State College
When: Sunday-Monday, October 25-26, 2015
Time: October 25 - 10:45a – Registration opens. (The First General Session begins at 11:45a)
October 26 - 12:00p Adjournment

Who May Attend: Attendance is open to all high school members, middle level members and their adviser(s)/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?” to be published soon in the State Leadership Workshop materials on the pafbla.org web site.

Cost to Attend

Registration: \$35 for all SLW participants (members and advisers)
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, October 25 \$140 per room (8.5% tax included) (1-4 occupants per room):
Lodging reservations will be accepted without payment until **Thursday, September 17**. Payment MUST be received in the Executive Director’s office on or before **Saturday, September 19**.
Print a copy of the Lodging Reservation Form, include a form of payment, and mail the invoice and check to:
Bruce Boncal, Executive Director
PO Box 5085
Jersey Shore, PA 17740

Payment not received by the deadline date of September 19 may result in reservations being cancelled.

Optional Saturday Night Lodging:

Saturday, October 24 \$140 per room (8.5% tax included) (1-4 occupants per room):
For those interested in staying overnight at the Penn Stater on Saturday, October 24, we have 70 rooms reserved. These rooms will be sold on a first-come basis. If the requests for Saturday night lodging exceeds the number reserved at the Penn Stater, you will be notified before a reservation is made for you at an overflow hotel.
Complete the Saturday section on the Lodging Reservation Form to reserve rooms.

Registration Details

Registration Opens: **Friday, August 1, 2015** (the first day of the new membership year)
Registration Closes: **Thursday, September 17, 2015** (final day to register; last day to submit lodging requests)
Payment Deadline: **Saturday, September 19, 2015** (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 lodging forms. Please do not alter the amount by deducting $\frac{1}{2}$, $\frac{1}{3}$, or $\frac{1}{4}$ of the 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 knows nothing about sharing and School B has two full rooms. This situation is not a match and sharing is not possible.

~ PLEASE READ ~

This may apply to you!

Bottom line: Please do not alter the amount due on your lodging form **EVEN IF YOU PLAN TO SHARE.**

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 for the difference paid and the amount due based on the percentage of the room you have shared.

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

∞Checks and money orders must be made payable to PA FBLA

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. (This 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.**

...> A Purchase Order is an accepted form of payment with the following condition:

Payment MUST be received BEFORE the SLW. Payment to satisfy the PO must be received in the Executive Director's office on or before Friday, October 23.

SLW REGISTRATION and SLW LODGING RESERVATIONS must be completed online through the Adviser Area on the PA FBLA web site. Effective today, the new FBLA membership year, SLW Registration, and SLW Lodging Reservations are now open. August 1 marks the date that the National FBLA office opens its membership year.

For Your 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 **Saturday September 19, 2015.**

SLW lodging assignments will be made based on the electronic postmark date and time the reservations are entered into the system. On September 19, 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** or **Toftrees**—based on availability.

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

The 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 will 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 17.

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 300 guest rooms and 38 meeting rooms.

The Leadership Program for Members

The 2015 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 2015 SLW will offer a unique Middle-level Leadership Academy exclusively for Middle-level members in grades 5-8. If registration numbers do not warrant a special leadership track, the ML members will be accepted into the high school program. 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 2015 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.

Region Adviser Workshop. . . (tentative)

This session is exclusively for region advisers and 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 the 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-hotel 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 OR WILL BE published on the web site throughout the month of August::

- SLW Promotion –Who Should Attend SLW?
- SLW Credit Card Transaction Form
- SLW Refund Policy
- SLW Refund Request Form
- Battle of the Chapters Guidelines
- SLW Tentative Schedule
- Delegate Code of Conduct
- PA FBLA Dress Code
- SLW Student Permission Form/Liability Waiver
- SLW Adviser/Guest/Chaperone Emergency Form
- SLW Adviser's Form to Accompany Student Permission Forms
- SLW Adviser Hotel/Safety Guidelines
- SLW Saturday Night Lodging Request

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 2015 State Leadership Workshop on October 25-26 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 from August 1–September 17. If you have questions about the state workshop, registration or lodging, please send an e-mail to [jskills@pafbla.us](mailto:jskills@pafbla.us) or call me on my cell phone at 412.576.2826.

Enjoy August! We look forward to seeing you in Penn State in October.

*Janet*

Janet Skiles  
PA FBLA Conference Coordinator

**All SLW forms can be downloaded from the [pafbla.org](http://pafbla.org) web site.**