

STATE LEADERSHIP CONFERENCE		Important Dates	
State Leadership Conference Specific Dates			
January 15, 2017		February 15, 2017	
State Officer Online Application Submission Deadline	Initial State Project Checks to State Treasurer Deadline (for OCC)	submission information on main page of website	
-----> https://pafbla.wufoo.com/forms/k1jateqv08emv1j/ students	-----> https://pafbla.wufoo.com/forms/zflvm6p0itw6xd/ adviser	February 18, 2017	
January 18, 2017		Final Date for Payment for State-only Competitors Not Included in Initial Payments Submitted to PA FBLA Office	
State-only Projects Announcement Deadline (tentative)	February 19, 2017		
Member-at-Large Application Submission Deadline	Final Date for Online Upload of School-site Tests for Judging		
-----> https://pafbla.wufoo.com/forms/qqi6c4u1o1671c/	-----> https://pafbla.wufoo.com/forms/qexnsai0vdhrdj/ Comp. Apps.	-----> https://pafbla.wufoo.com/forms/q5trsgx0fqkmon/ Database	-----> https://pafbla.wufoo.com/forms/q12d58ik181vbus/ Spreadsheet
January 20, 2017	-----> https://pafbla.wufoo.com/forms/q6zhtz40vi19pw/ Word Proc.	SLC Trophy/Plaques Sponsorship Award Deadline	
SLC Online Registration Deadline	SLC School-site Online Request Form Submission Deadline		
SLC Registration Payment Postmark Deadline	(Computer Apps, Database Apps, Spreadsheet Apps, Word Processing)		
SLC Lodging Entry Deadline	-----> https://pafbla.wufoo.com/forms/q10hcwk51exal1l/		
Last Day for Full SLC Registration Refund	SLC Competitive Event Duty Registration advisers/guests, etc.		
-----> https://pafbla.wufoo.com/forms/x1ez3taw1yx0s71/	-----> https://pafbla.wufoo.com/forms/r10n41m7130g3r6/		
SLC School-site Online Request Form Submission Deadline	SLC Chapter Payment Plan Filing Deadline		
(Computer Apps, Database Apps, Spreadsheet Apps, Word Processing)	-----> https://pafbla.wufoo.com/forms/r1mxzvw1q7mvl0/		
-----> https://pafbla.wufoo.com/forms/q10hcwk51exal1l/	January 28-31, 2017		
SLC Competitive Event Duty Registration advisers/guests, etc.	SLC School-site Tests Distributed to Test Administrator		
-----> https://pafbla.wufoo.com/forms/r1mxzvw1q7mvl0/	(Computer Apps, Database Apps, Spreadsheet Apps, Word Processing)		
SLC Chapter Payment Plan Filing Deadline	January 31, 2017		
-----> https://pafbla.wufoo.com/forms/r1mxzvw1q7mvl0/	SLC Lodging Payment Postmark Deadline		
January 28-31, 2017	Last Day for Full SLC Lodging Payment Refund		
SLC School-site Tests Distributed to Test Administrator	-----> https://pafbla.wufoo.com/forms/x1ez3taw1yx0s71/		
(Computer Apps, Database Apps, Spreadsheet Apps, Word Processing)	PA FBLA Board of Directors Application Submission Deadline		
January 31, 2017	-----> https://pafbla.wufoo.com/forms/q1wmbjdjg15qrm3f/		
SLC Lodging Payment Postmark Deadline	February 1, 2017		
Last Day for Full SLC Lodging Payment Refund	Last Day for Competitive Events Changes		
-----> https://pafbla.wufoo.com/forms/x1ez3taw1yx0s71/	-----> Chapters may report competitor changes to region adviser and state office until this day, no later than 11:59 pm.		
PA FBLA Board of Directors Application Submission Deadline	-----> Only drops will be accepted started February 2/ notify state office.		
-----> https://pafbla.wufoo.com/forms/q1wmbjdjg15qrm3f/	Businessperson of the Year Online Submission Deadline		
February 1, 2017	-----> https://pafbla.wufoo.com/forms/sdbwex81gqit81/		
Last Day for Competitive Events Changes	Business Partnership of the Year Online Submission Deadline		
-----> Chapters may report competitor changes to region adviser and state office until this day, no later than 11:59 pm.	-----> https://pafbla.wufoo.com/forms/w1crn8yw010myk7/		
-----> Only drops will be accepted started February 2/ notify state office.	February 1-17, 2017		
Businessperson of the Year Online Submission Deadline	SLC School-site Testing Window		
-----> https://pafbla.wufoo.com/forms/sdbwex81gqit81/	(Computer Apps, Database Apps Spreadsheet Apps, Word Processing)		
Business Partnership of the Year Online Submission Deadline	February 6, 2017		
-----> https://pafbla.wufoo.com/forms/w1crn8yw010myk7/	Future Business Leader Entry Form/Online Upload Deadline		
February 1-17, 2017	-----> https://pafbla.wufoo.com/forms/z1htsezv1jc4I02/		
SLC School-site Testing Window	Job Interview Entry Form/Online Upload Deadline		
(Computer Apps, Database Apps Spreadsheet Apps, Word Processing)	-----> https://pafbla.wufoo.com/forms/zfvlvkd1ibrtsn/		
February 6, 2017	Local Market Share Award Online Application Deadline		
Future Business Leader Entry Form/Online Upload Deadline	-----> https://pafbla.wufoo.com/forms/mwkwkhp0p0k1aa/		
-----> https://pafbla.wufoo.com/forms/z1htsezv1jc4I02/	-----> https://fblapbl.wufoo.com/forms/m19qyse40sf9hkh/		
Job Interview Entry Form/Online Upload Deadline	February 10, 2017		
-----> https://pafbla.wufoo.com/forms/zfvlvkd1ibrtsn/	Hospitallity Internship Online Application Submission Deadline		
Local Market Share Award Online Application Deadline	-----> https://pafbla.wufoo.com/forms/mwkwkhp0p0k1aa/		
-----> https://fblapbl.wufoo.com/forms/m19qyse40sf9hkh/	-----> https://pafbla.wufoo.com/forms/zkv1zvw30r80amp/		
February 10, 2017	Multimedia Internship Online Application Submission Deadline		
Hospitallity Internship Online Application Submission Deadline	-----> http://www.thinkcybis.com/intern/		
-----> https://pafbla.wufoo.com/forms/zkv1zvw30r80amp/	Make sure you review procedures for above found in downloadables section--PA FBLA website.		
Multimedia Internship Online Application Submission Deadline	National Anthem Singer Application Procedures		
-----> http://www.thinkcybis.com/intern/	-----> https://pafbla.wufoo.com/forms/m19qyse40sf9hkh/		
-----> http://www.thinkcybis.com/intern/	-----> https://pafbla.wufoo.com/forms/m19qyse40sf9hkh/		
Make sure you review procedures for above found in downloadables section--PA FBLA website.	February 10, 2017		
National Anthem Singer Application Procedures	-----> https://pafbla.wufoo.com/forms/m19qyse40sf9hkh/		
-----> https://pafbla.wufoo.com/forms/m19qyse40sf9hkh/	SLC Student Emergency Forms Submission Deadline students		
February 10, 2017	SLC Adviser/Guest/Chaperone Emergency Forms Deadline advisers		
Hospitallity Internship Online Application Submission Deadline	SLC "Accompanying" Form Submission Deadline 1 per chapter		
-----> https://pafbla.wufoo.com/forms/zkv1zvw30r80amp/	SLC Hotel/Safety Guidelines Submission Deadline advisers		
Multimedia Internship Online Application Submission Deadline	-----> email all files as single PDF or fax to 570.398.4652		
-----> http://www.thinkcybis.com/intern/	SLC Special Needs Online Submission Deadline		
-----> https://pafbla.wufoo.com/forms/mwkwkhp0p0k1aa/	-----> https://pafbla.wufoo.com/forms/zso03ax1rsqx6g/		
-----> https://fblapbl.wufoo.com/forms/m19qyse40sf9hkh/	Retiree Online Information Request		
February 10, 2017	-----> https://pafbla.wufoo.com/forms/rmlu75807bmlvn/		
Hospitallity Internship Online Application Submission Deadline	SLC Emergency Communications Submission/Texts and Cell Phones		
-----> https://pafbla.wufoo.com/forms/zkv1zvw30r80amp/	-----> https://pafbla.wufoo.com/forms/syiv8jp15di71o/ advisers/guests		
Multimedia Internship Online Application Submission Deadline	-----> https://pafbla.wufoo.com/forms/rvt4z3p1bowcdv/ students		
-----> http://www.thinkcybis.com/intern/	March 2, 2017		
-----> https://pafbla.wufoo.com/forms/mwkwkhp0p0k1aa/	Local Chapter Annual Business Report Upload Deadline		
-----> https://fblapbl.wufoo.com/forms/m19qyse40sf9hkh/	-----> https://pafbla.wufoo.com/forms/zacyjbm1sn75k7/		
Make sure you review procedures for above found in downloadables section--PA FBLA website.	Outstanding Chapter Online Submission Deadline		
National Anthem Singer Application Procedures	-----> http://www.pafbla.org/recawd/Outstandingchapter/main.php		
-----> https://pafbla.wufoo.com/forms/m19qyse40sf9hkh/	Who's Who Online Submission Deadline		
February 10, 2017	-----> http://www.pafbla.org/recawd/whoswho/main.php		
Hospitallity Internship Online Application Submission Deadline	Outstanding Adviser Online Submission Deadline		
-----> https://pafbla.wufoo.com/forms/zkv1zvw30r80amp/	-----> http://www.pafbla.org/recawd/outstandingadviser/main.php		
Multimedia Internship Online Application Submission Deadline	March 2, 2017		
-----> http://www.thinkcybis.com/intern/	2017-18 State Project Proposal Online Submission Deadline		
-----> https://pafbla.wufoo.com/forms/mwkwkhp0p0k1aa/	-----> https://pafbla.wufoo.com/forms/pwa119q0fxrrnn/		
-----> https://fblapbl.wufoo.com/forms/m19qyse40sf9hkh/	National Business Honor Society Online Submission Deadline		
Make sure you review procedures for above found in downloadables section--PA FBLA website.	-----> https://pafbla.wufoo.com/forms/syiv8jp15di71o/		
National Anthem Singer Application Procedures	-----> https://pafbla.wufoo.com/forms/rvt4z3p1bowcdv/		
-----> https://pafbla.wufoo.com/forms/m19qyse40sf9hkh/	Keystone Leadership Award Submission Deadline		
February 10, 2017	-----> https://pafbla.wufoo.com/forms/pg3i27010nsmh/		
Hospitallity Internship Online Application Submission Deadline	March 3, 2017		
-----> http://www.thinkcybis.com/intern/	Final Payment Postmark Deadline for Purchase Orders		
-----> https://pafbla.wufoo.com/forms/mwkwkhp0p0k1aa/	-----> chapters will not be invoiced; schools must pay from PO submitted		
-----> https://fblapbl.wufoo.com/forms/m19qyse40sf9hkh/	-----> chapter advisers must check to make sure the school will process check on time		
Make sure you review procedures for above found in downloadables section--PA FBLA website.	March 10, 2017		
National Anthem Singer Application Procedures	SLC Personal Ad Submission Deadline		
-----> https://pafbla.wufoo.com/forms/m19qyse40sf9hkh/	-----> https://pafbla.wufoo.com/forms/z1tuy5z7168lsev/		
February 10, 2017	March 15, 2017		
Hospitallity Internship Online Application Submission Deadline	SLC Accuracy Certification Statement Deadline, no later than 11:59 pm		
-----> http://www.thinkcybis.com/intern/	-----> https://pafbla.wufoo.com/forms/qc5pexd042u2l6/		
-----> https://pafbla.wufoo.com/forms/mwkwkhp0p0k1aa/	SLC T-shirt/Hoodie Order Deadline (benefits state project)		
-----> https://fblapbl.wufoo.com/forms/m19qyse40sf9hkh/	-----> https://pafbla.wufoo.com/forms/q1ghb7u915pl1t/		
Make sure you review procedures for above found in downloadables section--PA FBLA website.	March 17, 2017 (1st four forms on main page of PA FBLA website)		
National Anthem Singer Application Procedures	SLC Student Emergency Forms Submission Deadline students		
-----> https://pafbla.wufoo.com/forms/m19qyse40sf9hkh/	SLC Adviser/Guest/Chaperone Emergency Forms Deadline advisers		
February 10, 2017	SLC "Accompanying" Form Submission Deadline 1 per chapter		
Hospitallity Internship Online Application Submission Deadline	SLC Hotel/Safety Guidelines Submission Deadline advisers		
-----> http://www.thinkcybis.com/intern/	-----> email all files as single PDF or fax to 570.398.4652		
-----> https://pafbla.wufoo.com/forms/mwkwkhp0p0k1aa/	SLC Special Needs Online Submission Deadline		
-----> https://fblapbl.wufoo.com/forms/m19qyse40sf9hkh/	-----> https://pafbla.wufoo.com/forms/zso03ax1rsqx6g/		
Make sure you review procedures for above found in downloadables section--PA FBLA website.	Retiree Online Information Request		
National Anthem Singer Application Procedures	-----> https://pafbla.wufoo.com/forms/rmlu75807bmlvn/		
-----> https://pafbla.wufoo.com/forms/m19qyse40sf9hkh/	SLC Emergency Communications Submission/Texts and Cell Phones		
February 10, 2017	-----> https://pafbla.wufoo.com/forms/syiv8jp15di71o/ advisers/guests		
Hospitallity Internship Online Application Submission Deadline	-----> https://pafbla.wufoo.com/forms/rvt4z3p1bowcdv/ students		
-----> http://www.thinkcybis.com/intern/	March 20, 2017		
-----> https://pafbla.wufoo.com/forms/mwkwkhp0p0k1aa/	SLC Last Day for 50% Registration, Lodging, Commuter Refund		
-----> https://fblapbl.wufoo.com/forms/m19qyse40sf9hkh/	-----> https://pafbla.wufoo.com/forms/x1ez3taw1yx0s71/		

Please make sure you review this email from Janet Skiles, PA FBLA Conference Coordinator:

http://www.pafbla.org/downloads/16-17_Web_Files/16-17_SLC_Files/17_SLC_Registration_Lodging_Pricing_Information.pdf

Lodging/Payment Guidelines:

1. Chapters are not permitted to enter SLC registrations/lodging requests until your RLC is complete.
2. Your lodging placement is established by the date you submit your initial online lodging requests. Your placement position will be held regardless of the number of times you make changes until the final payment postmark deadline.
3. Once the January 31 lodging payment postmark deadline arrives, reservations will be compared with payments received. Those who do not have some form of payment made by the January 31 postmark deadline will be pulled from the list and placed at the end of the line until payment is made.
4. Advisers may be housed in singles or doubles only.
5. Students may be housed in doubles, triples, or quads only.
6. **You must pay for the fees for the actual number of students placed in the room based on your reservations.** Example below.
If you have a room of 3 boys and you request a 4th student to fill that room:
There is NO GUARANTEE that we will be able to find a 4th roommate. Many schools do not want to share.
You must pay the triple room rate for those 3 boys. If we find a 4th, we will adjust billing accordingly.
DO NOT automatically deduct amounts that appear on your billing. Reconciliations will occur after lodging is done.
7. Nearly 70% of all chapters **arrive on Sunday**. There is a flat rate per room--not per person--on Sunday.
If you are sharing on Sunday, you need to pay the full rate until a reconciliation occurs when the lodging is complete.
You will file an online refund request.
8. **Acceptable forms of payment** include:
 - a. School Checks made payable to PA FBLA
 - b. Personal Checks made payable to PA FBLA There is a \$35 fee for bounced checks.
 - c. Money Order made payable to PA FBLA
 - d. Purchase Orders Buys some time if fund raising.
Full payment is expected postmarked by March 3, 2017.
PA FBLA will not invoice schools when using POs. Schools must pay directly from the PO they issue.
Reservations not paid by March 3 when a PO is issued will be pulled from the reservation list and placed at end.
 - e. Credit Cards
Schools or individuals may pay directly with credit cards through PayPal on the PA FBLA web site.
There is a 3% convenience fee for using credit cards as PA FBLA cannot lose money because a card is used.
If parents pay directly, you need to get a copy of their receipt as proof of payment. There are many parents who use this option, and it is tough to identify student names with schools without receipts.
If you use this, you must also complete the "Credit Card Processing Form" found in the downloadables section.
This is what helps us reconcile credit card payments with names, students, and schools.
 - f. Payment Plan for Chapters -- contact Bruce Boncal to establish a payment plan for your chapter.
9. **State-only Events** and How to Handle Those Student Registrations
 - a. State-only event finalists may not be announced until at least January 18.
 - b. Register and lodge the students who have qualified NOW that you know are attending. Don't wait for the state-only.
 - c. DO NOT register state-only competitors UNLESS you receive notifications that they are finalists.
 - d. If you receive notification of finalists, you will be given time to adjust your registration and lodging.
Additional time will be given for payment for the state-only finalists if you are notified.
State-only finalists WILL NOT affect your lodging placement position.
It is important that you register and pay for the ones that you know are definitely attending.
10. A Word About **Sharing With Other Schools**
 - a. Your school is not required to share with other schools or place students from other schools in your rooms.
 - b. If choosing to share, remember your lodging placement is dependent upon the other school's submission date/payment.
Make sure the other chapter is willing to share with your chapter before you list them.
Make sure there is room in the other school's rooms to share.
Make sure both schools choose the same hotel and are on the same package plan.
 - c. You have better chances of placement without the ties associated with another school--unless you coordinate together.
11. Please pay attention to the **deadline dates** listed above--especially when it comes to refunds.
Students who withdraw because of sporting events only receive refunds based on the published refund policy.
This is always an issue with athletes who are not given the flexibility to participate in both events.
12. Make sure you complete the "**Commuter Form**" for those who are attending BUT not staying as part of Package Plan A or B.
Any school choosing Plan C (making their own reservations elsewhere) must complete the Commuter Form.
13. **Members at Large**
If your chapter qualifies for members at large, you must file the online form in order to receive approval for them to attend.
An updated list of schools qualifying for members at large will be published in the January 1 membership update.