

STATE LEADERSHIP CONFERENCE	Important Dates
State Leadership Conference Specific Dates	
December 15, 2017	February 15, 2018
State Officer Online Application Submission Deadline	Initial State Project Checks to State Treasurer Deadline (for OCC)
-----> https://pafbla.wufoo.com/forms/k1iateqv08emv1/ students	-----> submission information on main page of website
-----> https://pafbla.wufoo.com/forms/zflvm6p0itw6xd/ adviser	February 18, 2018
January 19, 2018	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, 2018
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/qexnsai0vdhrdij/ Comp. Apps.
January 20, 2018	-----> https://pafbla.wufoo.com/forms/q5trsgx0fqkmon/ Database
SLC Online Registration Deadline	-----> https://pafbla.wufoo.com/forms/q12d58ik181vbvub/ Spreadsheet
SLC Registration Payment Postmark Deadline	-----> https://pafbla.wufoo.com/forms/q6zht40vi19pw/ Word Proc.
SLC Lodging Entry Deadline	February 21, 2018
Last Day for Full SLC Registration Refund	William Selden Fund Contributions Deadline
-----> https://pafbla.wufoo.com/forms/x1ez3taw1vx0s71/	SLC Trophy/Plaques Sponsorship Award Deadline
SLC School-site Online Request Form Submission Deadline	Local Chapter Annual Business Report Upload Deadline
(Computer Apps, Database Apps, Spreadsheet Apps, Word Processing)	-----> https://pafbla.wufoo.com/forms/zacyibm1sn75k7/
-----> https://pafbla.wufoo.com/forms/q10hcwk51exal1/	Outstanding Chapter Online Submission Deadline
SLC Competitive Event Duty Registration advisers/guests, etc.	-----> http://www.pafbla.org/recawd/Outstandingchapter/main.php
-----> https://pafbla.wufoo.com/forms/r10n41m7130g3r6/	Who's Who Online Submission Deadline
SLC Chapter Payment Plan Filing Deadline	-----> http://www.pafbla.org/recawd/whoswho/main.php
-----> https://pafbla.wufoo.com/forms/r1mxzvwa1q7mvlo/	Outstanding Adviser Online Submission Deadline
January 28-31, 2018	-----> http://www.pafbla.org/recawd/outstandingadviser/main.php
SLC School-site Tests Distributed to Test Administrator	March 2, 2018
(Computer Apps, Database Apps, Spreadsheet Apps, Word Processing)	2018-19 State Project Proposal Online Submission Deadline
January 31, 2018	-----> https://pafbla.wufoo.com/forms/pwa119q0fxrrnn/
SLC Lodging Payment Postmark Deadline	-----> https://give.org/charity-reviews/national/ complete BBB charity list
Last Day for Full SLC Lodging Payment Refund	National Business Honor Society Online Submission Deadline
-----> https://pafbla.wufoo.com/forms/x1ez3taw1vx0s71/	-----> https://pafbla.wufoo.com/forms/x1m669m0dicuym/
PA FBLA Board of Directors Application Submission Deadline	Keystone Leadership Award Submission Deadline
-----> https://pafbla.wufoo.com/forms/q1wmbjdg15qrm3f/	-----> https://pafbla.wufoo.com/forms/pg3i27010nnsmh/
February 1, 2018	March 3, 2018
Last Day for Competitive Events Changes	Final Payment Postmark Deadline for Purchase Orders
-----> Chapters may report competitor changes to region adviser and state office until this day, no later than 11:59 pm.	-----> chapters will be invoiced; schools must pay from PO submitted
-----> Only drops will be accepted starting February 2/ notify state office.	-----> chapter advisers must check to make sure the school will process check on time
Businessperson of the Year Online Submission Deadline	March 11, 2018
-----> https://pafbla.wufoo.com/forms/sdbwex81gqit81/	SLC Personal Ad Submission Deadline
Business Partnership of the Year Online Submission Deadline	-----> https://pafbla.wufoo.com/forms/z1tuv5z7168lsev/
-----> https://pafbla.wufoo.com/forms/w1crn8yw010myk7/	March 15, 2018
February 1-16, 2018	SLC Accuracy Certification Statement Deadline, no later than 11:59 pm
SLC School-site Testing Window	-----> https://pafbla.wufoo.com/forms/qc5pexd042u2l6/
(Computer Apps, Database Apps Spreadsheet Apps, Word Processing)	SLC T-shirt/Hoodie Order Deadline (benefits state project)
February 6, 2018	-----> https://pafbla.wufoo.com/forms/q1ghb7u915jpl1t/
Future Business Leader Entry Form/Online Upload Deadline	March 17, 2018 (1st four forms on main page of PA FBLA website)
-----> https://pafbla.wufoo.com/forms/z1htsezv1jc4l02/	SLC Student Emergency Forms Submission Deadline students
Job Interview Entry Form/Online Upload Deadline	SLC Adviser/Guest/Chaperone Emergency Forms Deadline advisers
-----> https://pafbla.wufoo.com/forms/zflvkd1ibrtsn/	SLC "Accompanying" Form Submission Deadline 1 per chapter
Local Market Share Award Online Application Deadline	SLC Hotel/Safety Guidelines Submission Deadline advisers
-----> https://pafbla.wufoo.com/forms/mwkwphg0p0k1aa/	-----> email all files as single PDF or fax to 570.398.4652
-----> https://fblapbl.wufoo.com/forms/m19qyse40sf9hkh/	SLC Special Needs Online Submission Deadline
February 10, 2018	-----> https://pafbla.wufoo.com/forms/zso03ax1rsqx6q/
Hospitality Internship Online Application Submission Deadline	Retiree Online Information Request
-----> https://pafbla.wufoo.com/forms/zkv1zv30r80amp/	-----> https://pafbla.wufoo.com/forms/rmlu75807bmlvn/
Multimedia Internship Online Application Submission Deadline	SLC Emergency Communications Submission/Texts and Cell Phones
-----> http://www.thinkcybis.com/intern/	-----> https://pafbla.wufoo.com/forms/syiv8jp15di71o/ advisers/guests
Make sure you review procedures for above found in downloadables section--PA FBLA website.	-----> https://pafbla.wufoo.com/forms/rvt4z3p1bowcdv/ students
National Anthem Singer Application Procedures	March 27, 2018
-----> Form will be updated; link will be included at a later date	SLC Last Day for 50% Registration, Lodging, Commuter Refund
	-----> https://pafbla.wufoo.com/forms/x1ez3taw1vx0s71/

STATE LEADERSHIP CONFERENCE REGISTRATION/LODGING/PAYMENT GUIDELINES

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

Form will be updated; link will be included at a later date

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.
PA FBLA will not search for roommates to fill rooms. If chapters share, all prearranging must be done prior to submission.
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.*
 - e. Chapter Payment Plan <https://pafbla.wufoo.com/forms/r1mxzvwa1q7mvlo/> *Buys some time if fund raising.*
Full payment is expected postmarked by March 3, 2018.
PA FBLA will invoice schools this year. Separate invoices will be issued for registration and lodging.
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 19.
 - 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.
All sharing must be identified in the "special needs" section of the lodging form. Sharing arrangements with names and room configuration must appear on both schools' lodging forms.
 - 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.