

STUDENT SLC GUIDELINES

1. Your adviser should have reviewed with you or should have provided you with a copy of the ***Delegate Code of Conduct***. Please read it very carefully. **You are responsible to your local chapter adviser for your conduct during the entire conference.**
2. Your adviser will review with you the ***Hotel/Conference Safety Guidelines***. Please consult your adviser if you have questions regarding these safety standards.
3. Review the guidelines for your competitive event prior to arriving at the state conference. Event guidelines are available on the PA FBLA web site at www.pafbla.org.
4. **New for the 2018 State Leadership Conference:** PA FBLA will be using a conference app with very conference details; a very minimal printed conference program will be provided. Students need to bring a data-enabled device on which they have downloaded the app prior to the State Leadership Conference. The data-enabled device could be their iOS or Android phones or iOS or Android tablets. WiFi will be provided to all conference participants.
 - It is essential that students have provided their email address to their advisers. Instructions regarding the downloading of the app will be emailed to every conference participant one week prior to the start of the conference. That email address is necessary as the login to download the app.
5. When you arrive at the state conference, carefully review your official conference schedule. Take the time to find the meeting and testing rooms as soon as you can. Arriving late for a competitive event can result in your disqualification.
6. Competitive events will be held at two different hotel venues. Hershey Lodge is the main hotel/convention center; most of the competitions will be held there. Hotel Hershey is 3 miles away. Transportation to and from Hotel Hershey will be provided. Once you receive your conference program, take time to review the ***Competitor Shuttle Bus Schedule*** so you will know where the pick-up and drop-off points are located and the departure time for your event.
7. Traditional business attire is required for all general sessions, competitive events, workshops, meal functions**, and receptions. Attire for social functions shall be listed in the conference program. Delegates shall abide by the dress code established by the PA FBLA Board of Directors for all state functions. Delegates not adhering to the dress code shall not be admitted to the functions listed above.

Specific dress code for all delegates shall be:

Permitted for Gentlemen

- Business suit with collar dress shirt, and necktie or
- Sport coat, dress slacks, collared shirt, and necktie or
- Dress slacks, collared shirt, and necktie.
- Banded collar shirt may be worn only if a sport coat or business suit is worn.
- Dress shoes and socks are required.

Permitted for Ladies

- Business suit with blouse or

- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress or
- Dress capris (below the knee) or dress gauchos (below the knee) with a coordinating jacket.
- Dress shoes.
- **The length of ladies' dresses, skirts, etc., shall be no shorter than 1 inch above the top of the ladies' knees.***

Not permitted for ladies and gentlemen

- Jewelry in visible body piercing, other than ears.
- Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts.
- **Off the shoulder**, backless, see-through, tight-fitting, spaghetti strapless, or **extremely short** or low-cut blouses/tops/dresses/skirts.
- T-shirts, Lycra™, spandex, midriff tops, tank tops; bathing suits.
- Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or ever-the-knee boots.
- Athletic wear, including sneakers.
- Hats or flannel fabric clothing.
- Bolo ties.
- Visible foundation garments.
- Cargo pants.

**Stations will be set up outside the Great American Hall, in the Cocoa Lobby, Confection Hall Lobby, in the main lobby of Hotel Hershey, the Harvest Building, and at various locations throughout the convention center for verification of the length of dresses, skirts, etc.*

****All delegates are permitted to wear casual attire to lunch on Monday.** Business attire must be worn for all other meals served at the Hershey Lodge and the Hotel Hershey.

The Tuesday evening dinner and awards session is considered to be semi-formal. Females may wish to wear long gowns, but it is not mandatory. Males should wear coat and tie.

New fashion trends may be in style, but not necessarily appropriate. The best way to operate is to avoid walking the line. If there is a doubt, select something else to wear. Be a professional.

8. Snack shops and gift shops are available at the conference site and in most of the overflow hotels.
9. The official PA FBLA state pin and other Pennsylvania pins will be available for sale for \$4 each. All proceeds from the sale of pins will benefit the William Selden Scholarship Fund.
10. Students must be in attendance for the duration of the Opening Session and Awards Program.
10. The Awards Session is an exciting and suspenseful event. However, let's respect all members' and advisers' right to enjoy the session free of needless interruption. Members will not be permitted to return to their rooms or hotel until the end of the awards program. If a circumstance develops, the student must be accompanied by an adviser. Please support all of Pennsylvania's award winners, and give them the respect they deserve.
11. During the Awards Session, all events will be announced in random order.

12. As a courtesy to all conference attendees, proper cell phone and gadget etiquette is required. During competitive events, cell phones and gadgets must be powered down. All other times (during all general sessions, workshops, meals, and other scheduled events), ringers must be turned off. Be considerate and respectful of those around you. Avoid high-tech interruptions at the most inappropriate moments.
13. All hotel rooms at PA FBLA functions are property of the hotel and PA FBLA—not the individual(s) and/or school district(s)—and may be searched at any time for suspected violation of the Delegate Code of Conduct at the request of a PA FBLA staff member or student’s/ students’ adviser.
14. Damages to any property or furnishings in the hotel or convention center, any items taken from guest rooms in the hotel, or any disrespect shown to other hotel guests will result in the student and his/her parents/guardians or the chapter being held financially responsible for any associated costs. All guest rooms, when vacated, are checked by housekeeping for damages and theft.
15. Making fraudulent emergency calls to 911 is a felony. The Hershey Lodge, Hotel Hershey, and all overflow hotels consider this a criminal offense. Individuals will be prosecuted. Any expenses incurred as a result of this action will be billed to your individual school district.
16. All student delegates are required to observe the curfew hours set forth in the conference program. Sunday curfew – 11:00p; Monday and Tuesday curfew—12:00 midnight.
17. Please provide your parents or guardians with the main conference hotel phone number in case they need to get in contact with you. The hotel information is:

Hershey Lodge & Convention Center
Hershey, PA 17033
717.533.3311

Please copy and distribute to your FBLA members attending the State Leadership Conference.