

## 2017 STATE LEADERSHIP WORKSHOP – Update #01

# REGISTRATION is OPEN

### Details, Highlights, and Frequently Asked Questions and Answers

- Event:** PA FBLA State Leadership Workshop  
**Location:** **Kalahari Resorts & Conventions, Pocono Manor, Pennsylvania**
- When:** Sunday-Monday, November 5-6, 2017  
**Time:** November 5 - 9:45a – Registration opens.  
The First General Session begins at 11:00a in the Kalahari Ballroom  
November 6 - 12:00p Adjournment  
The Closing General Session/Adjournment is 12 noon.
- Bonus Night:** Saturday, November 4 – come early – enjoy all the African-themed resort offers including America’s largest waterpark checking in at 220,000 square feet of fun! One waterpark pass per person is included in the room rate, 1-4 guests per room.
- Who May Attend:** Attendance is open to all high school and middle level members and advisers.  
There are no attendance restrictions. Chapters may bring as many members as they like.

**Overnight accommodations are available on a first-come basis. Saturday, we have 90 rooms; Sunday, 300.**

### Important Dates to keep in mind:

- Registration Opens:** **Tuesday, August 1, 2017** (the first day of the new membership year)  
**Registration Closes:** **Saturday, September 30, 2017; 11:59 p.m.** (final day to register; last day to submit lodging requests)  
**Payment Deadline:** **Wednesday, October 11, 2017**

### Cost to Attend:

- Registration fees:** **\$40 for all SLW participants** (includes members, advisers, chaperones)  
**Lodging fees:** **\$170 (taxes included) per room per night—not per person, 1-4 in a room;**  
Price includes a waterpark pass for every person in the room.

### **Register** for the SLW in three (3) easy steps: 1 – 2 – 3!

1. Register membership (enter attendee names into the database)
2. Register for SLW (\$40 per person—students, advisers, chaperones)
3. Register for lodging (\$170 – per room; waterpark passes included up to 4 per room)

**Theme:** IMAGINE! Refer to Tentative Schedule of Events published online (Excel format)

### Highlights of the 2017 SLW

- New venue, nearly 1000 sleeping rooms under one roof, spacious, state-of-the art convention center, plenty of restaurants on site, and of course, America’s largest indoor waterpark.
- FBLA staff will no longer search the housing database looking for schools wishing to share sleeping rooms. However, we will accept pre-arranged room sharing made between the advisers of the schools wishing to share. Refer to the Q9 below for specific “room sharing” details.\*
- All advisers and members attending the SLW must have a “data-enabled” device as we will be using an official PA FBLA SLW Program App rather than a printed program. Any paper copies we provide will be minimal. Advisers will need to provide email addresses for all workshop attendees prior to the SLW.
- Wi-Fi will be free to all SLW attendees.
- Innovative, interactive and focused leadership experiences will be offered through LEADERSHIP ACADEMIES, TRACKS, COURSES, & SESSIONS.
- One of America’s top professional youth speakers, **Jeff Kaylor** will keynote during the First General Session.
- An outstanding adviser keynote speaker and/or professional development sessions will be offered.



- The annual Adviser Forum is slated to provide an update to the competitive events program, new policies, practices, and procedures.
- Exhibitors will be on hand to explore fundraising ideas and post-secondary career options.
- Student Focus Group will be used to gather perceptions and attitudes about a specific topic as it relates to FBLA.
- The 8th annual Dodgeball Tournament, a Basket Auction, T-shirt sales and other unique fundraising activities will be held to raise money for this year's State Project—the "Alzheimer's Association." Watch for the new lineup of exciting programs and activities held on Sunday evening. The annual Battle of the Chapters will be held Sunday afternoon – Who will be crowned the champ?

**All this and more in just 25 hours!!!! Questions about the SLW should be directed to Janet Skiles at [jskiles@pafbla.us](mailto:jskiles@pafbla.us).**

**RESERVE YOUR SPOT by SEPTEMBER 30!**

## **Who Should Attend?** (published on the web site)

All members/advisers are welcome to attend; there are no attendance restrictions. If you are looking for guidelines as to who should attend SLW, refer to the document, "Who Should Attend SLW" published on the web site in the Downloadable Files.

## **Promotional Document:** (published on the web site)

**IMAGINATION** separates the doers from the dreamers. **INNOVATION** distinguishes between leaders and followers. And there's no better place to **INSPIRE** your imagination than the annual Pennsylvania **FBLA SLW** at Kalahari Resort in the Pocono Mountains!

Your help in promoting SLW is much appreciated. Here's how you can help: **Display** promotional documents in noticeable locations throughout your school and on your **FBLA bulletin board** and **web site**. **Send promo documents/invitations electronically** to all students. (Great membership recruitment tool!) **Send information home** to parents/guardians. **Contact your region adviser** to explore the possibility of sharing a bus. Encourage your members to follow Facebook, Instagram, and Twitter to receive SLW information and updates.

## **FREQUENTLY ASKED QUESTIONS ABOUT SLW**

The 17 questions below are the most frequently asked when chapters are preparing to attend the SLW. If you do not see your question(s) answered, send an email to Janet Skiles, [jskiles@pafbla.us](mailto:jskiles@pafbla.us). All questions are important no matter how large or how small!

### **Q1 May I bring my entire chapter to SLW?**

**Ans.** YES, you may bring your entire chapter. There are no restrictions to the number of members/advisers a chapter may register for the SLW.

### **Q2 Why won't the online SLW systems (registration and lodging) allow me to register my students?**

**Ans.** Students and advisers must be entered into the MEMBERSHIP SYSTEM first before SLW Registration can be completed. Students and advisers must be registered for the SLW before names can be entered in to the Lodging system—It's a 1- 2- 3 process, in that order. Membership first, SLW Registration second, SLW Lodging 3<sup>rd</sup>.

### **Q3 Where can I find the SLW Schedule of Events?**

**Ans.** The *Tentative* SLW Schedule of Events (Excel document showing the layout of the Sunday/Monday schedule) is now published on the web site in the Downloadable Files, State Leadership Workshop Information section ([www.pafbla.org](http://www.pafbla.org)).

### **Q4 What forms of payment are accepted?**

**Ans.** Personal and school checks made payable to PA FBLA; school and personal credit cards (Visa, MasterCard, American Express, Discover); school purchase orders are accepted with the condition payment must be RECEIVED on or before Friday, October 27, 2017.

### **Q5 Is there a fee to pay by credit card?**

**Ans.** YES, there is a convenience fee of approximately 3% to pay by credit card. *Please note:* If you pay with a credit card and then request a refund, PA FBLA will gladly refund requested **SLW fees** provided the refund policy deadline dates are met. The convenience fee is non-refundable.

### **Q6 How do I process a credit card payment?**

**Ans.** New procedures will be announced soon.

### **Q7 Is commuting to the SLW permitted?**

**Ans.** YES, chapters who cannot stay overnight are permitted to commute. The SLW registration fee for commuters is \$40 per member/adviser. Commuters wanting to use the waterpark can go online to purchase an individual all-day ticket for \$79 per person. *If you plan to commute, you may want to compare the overnight lodging fee of \$170 per room where the waterpark fee is included vs. spending \$79 for an all-day pass.*

### **Q8 If my chapter can only attend one day of the workshop (Sunday or Monday), what is the registration fee?**

**Ans.** The workshop registration fee for one-day workshop attendance is \$40 per member/adviser.

**Q9 Our chapter is planning to attend the SLW and stay overnight. Is it possible to share our rooms with another school(s)?**

**Ans.** FBLA staff will no longer search the housing database looking for schools wishing to share sleeping rooms. However, we will accept pre-arranged room sharing made between the advisers of the schools wishing to share. The following guidelines MUST be followed:

- + Schools wishing to share must be pre-determined and agreed upon by all parties involved **BEFORE** submitting lodging forms.
- + Advisers of sharing schools MUST communicate with each other to determine how shared rooms will be organized **BEFORE** submitting lodging forms and this information must be entered in the SPECIAL NEEDS text box on both school's lodging forms. (Each chapter must submit their own SLW lodging forms) Otherwise, sharing is not possible.
- + Without the above documentation, sharing will not be allowed.

**Q10 Our first chapter meeting is after the September 30 registration deadline date? May we still attend the SLW?**

**Ans.** It is strongly recommended that anyone planning to attend the SLW submit their registration materials before the deadline of September 30. If you cannot meet the deadline date, please contact Janet Skiles. After the deadline, rooms may not be available and the conference room rates may not apply.

**Q11 Once registration and lodging forms have been submitted, may I make a name change(s) or spelling error correction(s)?**

**Ans.** YES, you may edit your SLW registration and SLW lodging forms up to September 30, 11:59 p.m. After September 30, SLW registration systems will be locked. All corrections must be submitted in writing and emailed to Bruce Boncal and copies to Janet Skiles on or before October 30, 2017, 11:59 p.m.

**Q12 If a student, adviser, or chaperone is registered for the SLW but later decides he/she cannot attend, may I apply for a refund?**

**Ans.** YES, a refund request may be submitted. For a 100% refund, the Refund Request Form must be submitted on or before September 30, 2017, 11:59 p.m. Partial refunds are not available. If a student, adviser, or chaperone cancels after September 30, a substitution to fill the empty spot is permitted without additional cost. This person must be a member and must fit within the number of hotel rooms your chapter has already reserved. No refund requests will be accepted if submitted October 1 or later as per the SLW Refund Policy. To read the SLW Refund Policy, go to the web site. Click the Downloadable Files, and then click SLW Refund Policy.

Please understand that we have contracts with Kalahari Resort, TRI Leadership, and other key individuals who provide resources for the workshop. Once September 30 is here, the Conference Coordinator finalizes all SLW details. This includes sleeping rooms, workshop materials, equipment, food guarantees, busing, security, etc., etc. PA FBLA is financially responsible from this point forward.

**Q13 How do I apply for a refund?**

**Ans.** If you qualify for a refund, the link to the SLW Refund Request Form is found in the Downloadable Files on the web site. All refund requests must be submitted on the Wufoo Form provided.

**Q14 Are meals included in the SLW registration and lodging fees?**

**Ans.** NO, meals are not included in the registration and lodging fees. Kalahari has 12 places to eat all under roof with options for fast food, casual dining, to sit down family meals. The Marrakesh Market sells a little bit of everything—from pre-wrapped foods and bottled soft drinks to toiletries, beach wear, and gift/souvenirs.

**Q15 Will there be a Dodgeball Tournament at the SLW?**

**Ans.** YES. What would the SLW be without the annual Dodgeball Tournament? The tournament site will be at a local high school a few miles away from Kalahari. Shuttle busing will be available. Information will be published soon in the Downloadable Files. Check back frequently. Register early so your team is not shut out.

**Q16 Will there be a Charity Basket Auction at the SLW?**

**Ans.** YES. Information regarding the basket auction to benefit the Alzheimer's Association can be found on the web site in the Downloadable Files.

**Q17 Is parking available for all types/sizes of vehicles at Kalahari Resort?**

**Ans.** YES. Ample complimentary parking for all types/sizes of vehicles is available on the resort property.

## Final Comments

This November 5-6, SLW at Kalahari will be center stage! It is the place to be for outstanding, innovative leadership training! This is where ideas turn into action. Plan to arrive on Saturday so you are well rested come Sunday so you can thoroughly engage in the activities of the SLW and enjoy the resort facilities. Even though Kalahari has nearly 1000 rooms under one roof, our contract guarantees only 90 rooms on Saturday and 300 rooms on Sunday. I promise you the rooms will fill up fast. Remember – first come, first served.

If you know you will be attending the SLW, submit your registration and lodging forms as soon as possible but not later than Saturday, **September 30, 2017, 11:59 p.m.** or contact Janet Skiles to state your intentions so we know how many of the 300 rooms (or more) we will be needing. After September 30, there is no guarantee of availability at the conference rate. Our goal is to register 1000 members and advisers and to house everyone at the conference rate. **If you have not been to a PA FBLA SLW, now is the time to find out what all the hype is about.** On behalf of the State Management Team and the Executive Committee, we look forward to seeing you there!

Stay tuned . . . more SLW information will be available soon. SLW Updates will be labeled SLW Updates #01, #02, etc.