

## ADVISER SLC GUIDELINES

1. **Distribute and review** a copy of the enclosed Delegate Code of Conduct, the Student SLC Guidelines, and the Student Permission/Emergency Form to each of your members attending the state conference. It is mandatory that you: (a) obtain a signed Student Permission/Emergency Form from each student, and (b) **email or fax** the forms to the executive director no later than **March 15, 2019**.
2. **You are responsible for the conduct of your members.** Make sure you know where they are at all times, and please check their rooms at curfew. Sunday night curfew: 11 p.m.; Monday and Tuesday curfew: 12:00 midnight.
3. **Review the program with your students upon arrival** to the conference. Assign specific duties, such as attending workshops, speaking events, or those events involving role plays. Plan to have them report their observations to the general membership after they return home from the conference. All delegates are required to attend the Opening Session and the Awards Program.
4. **New for the 2019 State Leadership Conference:** PA FBLA will be using a conference app with very detailed conference information; there will NO printed program. Advisers 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 an iOS or Android phone or an iOS or Android tablet. WiFi will be provided to all conference participants.
  - a. It is essential that students and guests/chaperones 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. The Accountability Journal, which previously was found in the official conference program, will be available for advisers to download and print at their own schools. It is an excellent tool to help advisers hold their members accountable for their time.
6. **Review the Competitor Shuttle Bus Schedule** with your conference attendees so **competitors** know where and when to board the shuttle buses. We ask that only **competitors** board the “competitor” shuttles departing from Hershey Lodge (hotel registration side) and **advisers** and **spectators** board the “hotel” shuttle buses departing from the convention center bus loading platform.
7. Each chapter is entitled to **two voting delegates**. Make sure your students know who has been selected as your chapters’ voting delegates, and make sure they attend all voting delegate meetings.
8. All advisers are required to read the **“SLC Hotel/Conference Safety Guidelines”** found in the State Leadership Conference materials, Downloadable Files, on the pafbla.org web site. This document must be **read by each adviser, guest, or chaperone**, and **a separate signed copy must be returned by each adviser, guest, and chaperone** to the executive director by email as a PDF file or faxed no later than **March 15, 2019**.
9. Please remind your members of the importance of **proper hotel safety**—especially keeping the doors closed and locked after curfew. Refer to Item #3 of the SLC Hotel/Conference Safety Guidelines.
10. **Please reinforce the conference dress code** with your students. It is listed in the Delegate Code of Conduct, in the Student Guidelines, and there is a separate State Leadership Conference **Dress Code** document found in the SLC materials on the home page of the web site. **The dress code WILL BE enforced**. Participants will not be admitted to any activity, meal\*, workshop or competitive event if not appropriately dressed. **The length of ladies’ dresses, skirts, etc., shall be no shorter than 1 inch above the top of the ladies’ knees**. Stations will be set up at various locations throughout the convention center for females to check the length of their dress or skirt. Improperly dressed

conference participants will be refused admittance until they are in compliance with the dress code. **If your students wish to avoid issues with dress/skirt length, suggest that your female students wear dress pants to the functions.**

\*All delegates shall be permitted to wear casual attire to lunch on Monday.

11. Remind your members not to use the **guest room telephones** to call outside the hotel. Pay phones are available in various locations throughout the hotel. Additional charges for use of the room phones will be added to your bill. Refer to Item #6, SLC Hotel/Conference Safety Guidelines.
12. Please emphasize with your members that making **fraudulent emergency calls to 911** is a felony and individuals will be prosecuted. Hershey Lodge, Hotel Hershey, and all overflow hotels have a system in place that monitors all calls made to 911. Any expenses incurred as a result of this action will be billed to your individual school district.
13. Please reinforce to your students that **damages to any property or furnishings** in the hotel or convention center, any items taken from the guest room in the hotel, or any disrespect shown to other hotel guests (this includes loud, excessive noise) will result in the student and his/her parents/guardians being held financially responsible for any associated costs. Refer to Item #4b, SLC Hotel/Conference Safety Guidelines.
14. Remind students not to disconnect the video cables from the back of the television in guest rooms. A reconnection fee will be assessed to the room and a minimum of \$85 will be added to your bill. iPhone chargers/clock radios are not to be removed from guest rooms. A minimum charge of \$75 will be added to your bill for missing items.
15. Provide a copy of the **competitive event guidelines** to your competitors. Don't assume they know what and where the guidelines are. Use the *newly revised* edition of the PA FBLA Policy/Leadership Handbook that is available by clicking the **Competitive Events** menu on the left side of the home page of [www.pafbla.org](http://www.pafbla.org). Refer to the **STATE** competitive events section for event eligibility, regulations, and procedures. Many pages of the handbook, including the performance event rubrics, were revised in September 2018. Calculators will be provided in all events when the guidelines permit the use of a calculator during the test. Students may not use their own. All objective tests will be taken online except for the Open Events which still require the use of paper/pencil.
16. Advisers are responsible for filing all necessary conference forms by the stated deadlines.
17. Delegations must be in attendance for the duration of the Opening Session and Awards Program.
18. **Seating at the Opening General Session** will be assigned by region. Seats will be reserved for special guests and schools that have a member on the Executive Committee and/or the Board of Directors.
19. **Seating at the Awards Program** will be reserved by region. Regions that were successful in achieving the "2018-19 Region Membership Incentive" will have reserved seating near the front of the Great American Hall behind the reserved seating section.
20. 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. Students 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. Please help us enforce proper behavior during the Awards Ceremony.
21. **Review proper cell phone and electronic gadget etiquette with your members.** 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. As a courtesy to all conference attendees, please be considerate and respectful of those around you.

22. During the Awards Program, all events will be announced in random order.
23. Please be aware that any violation of the Delegate Code of Conduct shall be subject to immediate action by the Board of Directors. Such action may include sending individuals or an entire school delegation home immediately. When this occurs, those involved will be disqualified from competitive awards.
24. When making travel plans to attend the SLC, give serious consideration to checking into your hotel on Sunday. With many events starting as early as 7:00 a.m. Monday morning (judges, chief administrators, assistant administrators, proctors, timekeepers, a Sunday check-in provides for time to settle in before the competitions begin. Hotels cannot guarantee check in before 4 p.m. on day of arrival. The Hershey Lodge will provide luggage storage for those arriving before 4 p.m.—this includes those assigned housing at one of the eight conference hotels. Demanding an early check-in is unprofessional. Please understand that the hotel staff in all hotels is doing everything possible to turn rooms around from their previous overnight guests.
25. **The top four objective test only events and the top four performance/multi-part events qualify to attend and participate in the National Leadership Conference. The NLC qualifying advisers and their students and their adviser must plan to attend the NLC orientation immediately after the Awards Program.**

### **We Are All Responsible for Security While at the SLC**

Security at the State Leadership Conference is our collective responsibility. It's also important that you have an open discussion with your students regarding their security and that you have developed plans for communicating among your students with you whether by phone, text, or using a system such as Remind! as the events at the conference are such that you will not always be in their presence.

In a mailing that you will receive prior to the SLC, security procedures that will be in place will be shared with you. There will be visible and non-visible security procedures in place. There will be hotel security staff; additional outside security working in conjunction with hotel security; and coordination with area police departments.

### **Prior to the SLC, you needed to make sure you submitted:**

1. All students' emergency forms. Those forms are on file for emergency responders. You will receive a copy in your registration packet to return to students to put in their name badge holder.
2. An emergency form for each adviser/guest/chaperone. They are also on file for emergency responders.
3. The Hotel/Safety Guidelines document for each adviser/guest/chaperone.
4. The "Accompanying Form" with your school administration's contact information. The purpose is to be able to reach out to your school administration if you are not available or incapacitated in the event of an emergency.
  - a. **The links to all forms are on the main page of the web site.**
5. Each adviser/guest/chaperone cell phone and email. Your cell phone will be added to our Remind! emergency group so I want you to not be surprised when you receive a confirmation message. We will not be sending messages to you via Remind! unless there is some critical information we need to get out to each and every one of you.
  - a. We asked everyone (students and advisers) to provide their email addresses so that we can send invitations to download the PA FBLA app PRIOR to the state conference. There is a messaging function in the app that we will use to communicate conference information to you. When you receive your final registration copy in the next couple of days, you will see what we have and what we don't have. You can still have students submit their email addresses via the online WuFoo (there is a link on the main page of the website, but they will need their ID # from the registration list you have received previously and will receive in the next email.
  - b. I am expecting to send invitations to download the app to email addresses provided the week before the SLC. The invitation will come from the following address: [invitations@guidebook.com](mailto:invitations@guidebook.com).