

Pennsylvania Future Business Leaders of America

proudly announces an exciting leadership opportunity for
11th grade PA FBLA members

Conference Management Shadowing/Internship at the 2019 State Leadership Conference

Pennsylvania FBLA is offering internship opportunities to **SIX** FBLA members in grade 11. The successful candidates will shadow the PA FBLA Management Team and Alumni Interns throughout the conference. Additionally, the interns will assist the Alumni Interns with day-to-day SLC operations, with technology, and with various hands-on projects during the conference. This three-day experience is designed for a student with an interest in business management and possesses excellent interpersonal skills. Please read the guidelines below before applying for this shadowing/internship experience:

Conference Management: <https://pafbla.wufoo.com/forms/s1861or91c792mc/>
(link is published on the home page of the web site)

Below are the guidelines for this shadowing/internship:

1. This experience is open to all 11th grade FBLA members who have paid membership dues by **January 31, 2019** and are interested in learning more about a career on the management side of conference administration. Applicants cannot be competitors at the SLC due to the nature of this 3-day program.
2. Multiple 11th grade members from the same chapter may apply for this experience; however, no more than one (1) member per chapter shall be selected to shadow as a conference management intern.
3. The intern, in consultation with the chapter adviser, is responsible for making and paying for his/her:
 - a. SLC Registration Fee (\$85);
 - b. Travel arrangements to and from Hershey; and
 - c. Lodging fees (Plan B lodging rates apply).
4. Complimentary meals will be provided all days of the shadowing/internship experience.
5. The internship begins on **Sunday, April 7, 5:00 p.m.** and ends on **Wednesday, April 10, 11 a.m.**, subject to change). A schedule will be provided by the PA FBLA Staff upon arrival to Hershey on Sunday.
6. The intern is expected to follow the 3-day schedule provided by the FBLA staff—no exceptions.
7. There is no monetary compensation for this internship; however, there are many rewards from the experience. Upon completion of the shadowing/internship experience on April 10, the intern
 - a. Will be issued a Certificate of Completion outlining the competencies achieved.
 - b. Will be granted permission for the intern's adviser to apply for a refund for the following:
 - i. The intern's 2019 SLC registration fee; and
 - ii. The intern's 2019 SLC Plan B Lodging fees.

The online PA FBLA SLC Refund Request Form can be accessed by clicking the following link:
<https://pafbla.wufoo.com/forms/x1ez3taw1yx0s71/>

8. The application deadline is **Saturday, February 9, 2019**. The successful candidate(s) will be notified by email no later than **Saturday, February 23, 2019**.

Advisers, we are looking for 11th grade FBLA members who have a passion for FBLA, the courage to take on a new challenge, are disciplined and willing to learn. If any 11th grade members in your chapter fit this mindset, please encourage them to apply.

Advisers, if a members from your chapter is selected to participate in the shadowing/internship experience during the SLC, please contact Janet Skiles, PA FBLA conference Coordinator, jskiles@pafbla.us for instructions on how to register the student for the conference and adjust your chapter's lodging reservation form.