

THINKING ABOUT RUNNING A STUDENT FOR STATE OFFICE?

Pennsylvania FBLA ANTICIPATED COSTS for UPCOMING SCHOOL YEAR 2008-2009

Having a state officer requires a financial commitment from your local school district. The largest expense a school district has for supporting a state officer is to provide funding for the adviser to accompany his/her officer to the National Leadership Conference. The PA FBLA approved travel agent will provide to NLC participants an economical travel package to the National Leadership Conference (Atlanta, Georgia) which includes airfare, lodging, transfers, and sightseeing.

If you are considering running a candidate for State Office, please follow the five steps below:

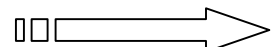
- Step 1:** Use the charts on the following pages to determine what it will cost your school district to pay for adviser expenses.
Step 2: Arrange a meeting with school administration. **Step 3:** Discuss the time commitment and school district expenses for both the officer and adviser. **Step 4:** Complete the State Officer Application and mail it postmarked by February 1. **Step 5.** Any questions? Please call the State Adviser, Miss Kristi Ryland.
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TENTATIVE SCHEDULE of meetings, workshops and conferences

June 11, 2008	Board of Directors Meeting; Location: Gettysburg (President, First Vice President and respective advisers ONLY)
June 11-14 2008	Executive Committee Meeting; Location: Gettysburg
June 24-30 2008	National Leadership Conference; Location: Atlanta, Georgia
October 3-4, 2008	October Board of Directors Meeting; Location: Hershey area (President, First Vice President and respective advisers ONLY)
October 25, 2008	Executive Committee Meeting (before SLW); Location: State College
October 26-27, 2008	State Leadership Workshop; Location: State College
November, 2007	*National Fall Leadership Conference; Location: TBD
February 10-11, 2009	CTSO Recognition Dinner; Location: Harrisburg (President and President's Adviser ONLY)
February 27, 2009	Board of Directors Meeting; Location: Hershey (President, First Vice President and respective advisers ONLY)
February 27-March 1, 2009	Executive Committee Meeting; Location: Hershey
March 28-29, 2009	Executive Committee Meeting (before SLC); Location: Hershey
March 30 - April 1, 2009	State Leadership Conference; Location: Hershey

Note: All dates/locations in the above schedule are tentative. As soon as the dates are confirmed, you will be notified.

All functions are mandatory for the state officer and his/her adviser unless otherwise indicated.*



Please Note: Use the chart below as a guide **ONLY** in determining the cost of having a state officer during the 2008-2009 school year. This chart illustrates which expenses are paid by PA FBLA and which expenses are paid by the local school district for both the officer and adviser.

June, 2008
Board of Directors Meeting/Executive Committee Meeting
Gettysburg Area

June 11-12, 2008 **Board of Directors Meeting** (President & First Vice President, respective advisers)
June 11-14, 2008 **Executive Committee Meeting**

Expense Breakdown:

<u>Paid by PA FBLA</u>	<u>Board of Directors Meeting</u>	<u>Officer</u>	<u>Adviser</u>
	Lodging, meals, mileage @ IRS rate (Meals: \$30/per 24 hours)	\$140.00	\$140.00 (+ mileage)
	<u>Executive Committee Meeting</u> Lodging, meals (Meals: \$30/per 24 hours)	\$185.00	\$236.00
<u>Paid by Local District</u>	<u>Executive Committee Meeting</u> Mileage *May require cost of substitute for 1 day	\$0.00	? ?

June, 2008
National Leadership Conference
Atlanta, Georgia
June 24 - 30, 2008

June 24-30, 2008 **Pennsylvania Travel Package (tentative dates)**

Expense Breakdown:

<u>Paid by PA FBLA</u>	<u>National Leadership Conference</u>	<u>Officer</u>	<u>Adviser</u>
	Lodging, airfare, registration fee (\$100), meal money (Meals: \$30/per 24 hours)	\$1,000.00	\$0.00
<u>Paid by Local District</u>	<u>National Leadership Conference</u> Lodging, airfare, transfers, registration fee (\$100), meals (may also include officer meal money)	\$0.00	\$850-\$1,750

Note: The National Leadership Conference travel package will be presented to all NLC participants during the National Leadership Conference Orientation following the Awards Program at the State Leadership Conference.

**October, 2008
Board of Directors Meeting
Hershey Area**

October 3-4, 2009 **Board of Directors Meeting** (President, First Vice President, respective advisers)

Expense Breakdown:

<u>Paid by PA FBLA</u>	<u>Board of Directors Meeting</u> Lodging, meals, mileage @ IRS rate Meals: \$30/per 24 hours)	Officer \$140.00	Adviser \$140.00 (+ mileage)
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<u>Paid by Local District</u>	<u>Board of Directors Meeting</u> *May require cost of substitute for 1 day	\$0.00	?
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**October, 2008
Executive Committee Meeting/State Leadership Workshop
Site: State College**

October 25, 2008 **Executive Committee Meeting** (before the SLW)
October 26-27, 2008 **State Leadership Workshop, Penn Stater, State College**

Expense Breakdown:

<u>Paid by PA FBLA</u>	<u>Executive Committee Meeting</u> Lodging, meals (Meals: \$30/per 24 hours)	Officer \$85.00	Adviser \$120.00
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<u>Paid by PA FBLA</u>	<u>State Leadership Workshop</u> Lodging, meals, registration (\$25) (Meals: \$30/per 24 hours)	\$120.00	\$0.00
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<u>Paid by Local District</u>	<u>State Leadership Workshop</u> Lodging, meals, registration (\$25), transportation Cost of substitute for one day	\$0.00	\$160.00 (+ mileage) ?
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**November, 2008
National Fall Leadership Conference
TBD**

The NFLC is an excellent opportunity for officers to participate in leadership development workshops, in group discussions, and socialize with members from Maine to Maryland including the Atlantic Island territories and DoDDS.

Expense Breakdown:

<u>Paid by PA FBLA</u>	<u>National Fall Leadership Conference</u> Lodging (2 nights), meals (\$30/24 hours), registration (\$65)	Officer \$250.00	Adviser \$0.00
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<u>Paid by Local District</u>	<u>National Fall Leadership Conference</u> Lodging (2 nights), transportation, registration (\$65) *May require cost of substitute for one day	\$0.00	\$250-\$450 ?
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February, 2009
Career/Technical Education Recognition Dinner
(In recognition of Career/Technical Education Week)

February 10-11, 2009

State President and his/her adviser are expected to attend to represent FBLA.

Expense Breakdown:

<u>Paid by PA FBLA</u>	<u>CTSO Recognition Dinner</u>	<u>Officer</u>	<u>Adviser</u>
	Lodging, dinner/breakfast included	\$85.00	\$85.00
 <u>Paid by Local District</u>	 <u>CTSO Recognition Dinner</u>		
	Transportation, parking, meals not included :	\$0.00	?
	*Cost of substitute for 2 days		?

February/March, 2009
Winter Board of Directors Meeting/Executive Committee Meeting
Site: Hershey

February 27, 2009 **Board of Directors Meeting** (President, First Vice President, respective advisers)
February 27 - March 1, 2009 **Executive Committee Meeting**

Expense Breakdown:

<u>Paid by PA FBLA</u>	<u>Board of Directors Meeting</u>	<u>Officer</u>	<u>Adviser</u>
	Lodging, meals, mileage @ IRS rate) (Meals: \$30/per 24 hours)	\$140.00	\$140.00 (+ mileage)
 <u>Paid by PA FBLA</u>	 <u>Executive Committee Meeting</u>		
	Lodging, meals (\$30/per 24 hours)	\$160.00	\$190.00
 <u>Paid by Local District</u>	 <u>Executive Committee Meeting</u>		
	Mileage	\$0.00	?
	*May require cost of substitute for 1 day		?

March/April, 2009
Executive Committee Meeting/State Leadership Conference
Site: Hershey Lodge

March 28-29, 2009 **Executive Committee Meeting**
March 30 - April 1, 2009 **State Leadership Conference**

Expense Breakdown:

<u>Paid by PA FBLA</u>	<u>Executive Committee Meeting</u>	<u>Officer</u>	<u>Adviser</u>
	Lodging, meals	\$100.00	\$170.00
 <u>Paid by PA FBLA</u>	 <u>State Leadership Conference</u>		
	Lodging, meals, registration fee (\$57) (American Plan)	\$233.00	\$0.00
 <u>Paid by Local District</u>	 <u>State Leadership Conference</u>		
	Lodging, meals, (American Plan), registration (\$57)	\$0.00	\$341.00
	Transportation/Substitute for 3 days	\$0.00	?

**2008-2009 Miscellaneous Invitation to
Workshops and Conferences
September 2008--April 2009**

Purpose: for state officers and/or adviser to bring greetings from the state chapter and to present workshops to the members.

Expense Breakdown:

<u>Paid by PA FBLA</u>	<u>Miscellaneous Invitations</u>	<u>Officer</u>	<u>Adviser</u>
	Meals, mileage	\$0.00	\$0.00
<u>Paid by Local District</u>	<u>Miscellaneous Invitations</u>		
	Meals, mileage	\$0.00	?
	Substitute for (#) of days		?

State Officer Uniform

PA FBLA will provide a uniform allowance to assist the officer in covering the cost of his/her uniform. The officer/school district shall be required to pay the remaining cost not covered by the allowance.

Expense Breakdown:

<u>Paid by PA FBLA</u>	<u>State Officer Uniform</u>	<u>Officer</u>	<u>Adviser</u>
	Uniform allowance	\$150.00	\$0.00
	Name plate	\$10.00	\$10.00
<u>Paid by Local District</u>	<u>State Officer Uniform</u>		
	Remainder of uniform cost	\$100-\$150	\$0.00

Note: Adviser Expenses:

The amount the local school district needs to budget for having a state officer depends on whether a substitute needs to be hired, whether the adviser shares a room, the mode of transportation used, and the meal allowance.

The total amount of expense paid by PA FBLA for the student officer varies depending on the officer position held. (President and First Vice President attend the Board of Directors meetings in June, October, and March). Likewise, the adviser to these officers will attend the same meetings. The remaining officers and advisers are invited to arrive for the Executive Committee Meetings on Friday evening in June and March so that Saturday meetings can start mid-morning.

See the Summary of Estimated Expenses on the following page:

*Mileage expenses and the need to hire a substitute(s) depend on the location of home high school in relationship to conference site.

SUMMARY of ESTIMATED EXPENSES 2008-2009

Expense Summary:	Officer	Adviser
<i>Paid by PA FBLA for Executive Committee:</i>		
June, Board of Directors	\$140.00	\$140.00
June, Executive Committee Meeting	\$185.00	\$236.00
June, National Leadership Conference	\$1,000.00	\$0.00
October, Board of Directors Meeting	\$140.00	\$140.00
October, Executive Committee Meeting	\$85.00	\$120.00
October, State Leadership Workshop	\$120.00	\$0.00
November, National Fall Leadership Conference	\$250.00	\$0.00
February, Career Technical Education Recognition Dinner	\$85.00	\$85.00
February, Winter Board of Directors Meeting	\$140.00	\$140.00
March, Executive Committee Meeting	\$160.00	\$190.00
March, Executive Committee Meeting	\$100.00	\$170.00
April, State Leadership Conference	\$233.00	\$0.00
State Officer Uniform + Name Plate	\$160.00	\$10.00
Estimated Total	\$2,798.00	\$1,231.00

Expense Summary:	Officer	Adviser
<i>Expenses Budged by Local District:</i>		
<i>Paid by Local School District</i>		
June, Executive Committee Meeting	\$0.00	mileage? (substitute?)
June, National Leadership Conference	\$0.00	\$850-\$1,750
October, Board of Directors Meeting	\$0.00	\$0.00 (substitute?)
October, Executive Committee Meeting	\$0.00	\$0.00
October, State Leadership Workshop	\$0.00	\$160.00 (+mileage;sub)
November, National Fall Leadership Conference	\$0.00	\$250-\$450 (+sub;transp)
February, Career Technical Education Recognition Dinner	\$0.00	mileage? (substitutes)
March, Winter Board of Directors Meeting	\$0.00	\$0.00 substitute?)
March, Winter Executive Committee Meeting	\$0.00	\$0.00 (+mileage)
April, Executive Committee Meeting	\$0.00	\$0.00 (+mileage)
April, State Leadership Conference	\$0.00	\$341.00 (substitutes)
Miscellaneous Invitations	\$0.00	mileage? (substitute(s))
Officer Uniform	\$100-\$150	\$0.00
Estimated Total	\$150.00	\$1,601-\$2,701