

FUTURE BUSINESS LEADERS OF AMERICA

Pennsylvania State Chapter

Janet F. Skiles
Conference Coordinator
40 Mulberry Street
Belle Vernon, PA 15012



Contact Information:
412.576.2826 (cell phone)
724.243.4231 (fax)
janet.skiles@comcast.net

September, 2009

All FBLA Chapter Advisers

**State Leadership Workshop registration is now OPEN.
Helpful details to register and request lodging for the SLW are below.**

The PA FBLA State Management Team and the Executive Committee are inviting you to the 2009 PA FBLA State Leadership Workshop to be held Sunday-Monday, November 1-2, at the Penn Stater Conference Center Hotel, State College. Our goal is to provide innovative leadership and career sessions for members and professional development sessions for advisers. If 2009 is your first SLW or if the state workshop is a regular stop on your chapter's leadership development schedule, I know you will find this event to be informative and a great value for the price. We are pleased to announce that the registration fee and lodging rates have remained unchanged for 2009. Below are important guidelines for registering and requesting lodging for the workshop.

SLW Registration and SLW Lodging Reservations are now being accepted on a first-come, first-serve basis until the deadline of **September 24, 2009**. Now is the time to send in your forms so you are guaranteed a spot. Due to space limitations, we can only accept 800 participants.

SLW LEADERSHIP PROGRAM OVERVIEW

The 2009 SLW keynote is Kelly Barnes. He is a rapper, an expert on Playstation's "Dance Dance Revolution," and "Guitar Hero," and has earned the name "SUGAR" from audiences and fans from across the nation. This year's SLW offers 80+ awesome workshops for members. The MEMBER PROGRAM offers "Leadership Tracks" (Zone A) and "Leadership Courses" (Zone B). Members can choose their own leadership journey! Zone A provides in depth and cutting edge knowledge in Entrepreneurship, Marketing, Finance & Investing, and Chapter Management while Zone B puts the spotlight on Community Service, Leadership, Communication, Professionalism, Careers, Business, Competition, Green Business, Branding, Stock Market, FBLA Opportunities, and more. ADVISER PROFESSIONAL DEVELOPMENT sessions offered will be enlightening and educational. Finally, special sessions will be available for all new advisers with three or less years of experience as an adviser.

NEW ADVISER LEADERSHIP PROGRAM

This program is offered to new FBLA advisers with one-, two-, or three-years of experience. Topics covered will include, but not limited to, membership recruitment, running chapter meetings, competitive events, leadership development, gaining administrative support by involving parents, businesses, and companies to partner with FBLA, basic Parliamentary Procedure, and ways to fundraise. If you are new to FBLA and just getting your chapter started, I strongly recommend that you make plans to attend the 2009 State Leadership Workshop, and more specifically this leadership program for new advisers.

THE PENN STATER CONFERENCE CENTER HOTEL

The Penn Stater Conference Center Hotel is located just off Route 322 Bypass at the Penn State Research Park on Innovation Boulevard. The Conference Center Hotel has 300 guest rooms and 38 meeting rooms—enough space to house all workshop participants under one roof with plenty of meeting room space. All rooms at the Penn Stater Conference Center are being offered (single, double, triple, or quad) on Sunday, November 1, for \$90 plus 8.5% sales tax per room (\$97.65). Any chapter wishing to check in early is being offered guest rooms (single, double, triple, or quad) on Saturday, October 31, for \$112 plus 8.5% sales tax per room (\$121.52).

ATTENDANCE POLICY

The PA FBLA Board of Directors has approved the following attendance policy for the SLW: Attendance is limited to **ten participants** per chapter including the adviser but not including the state officers, the region president and region secretary. **Attendance at the SLW shall be restricted to members in grades 9-12.** Attendance is limited to the first 800 registrants.

LODGING RESERVATION FORM

Lodging reservations will be accepted without payment. The *postmark* deadline date to make lodging reservations and make payment is **September 24, 2009**. Payment not received by this *postmark* deadline date will result in reservations being canceled. Acceptable forms of payment include: school check, personal check, school purchase order, money order, or credit card. Make checks payable to **PA FBLA**. For credit card transactions, please complete the Credit Card Transaction Documentation form first and then go online to www.pafbla.org and complete the credit card transaction using the PayPal system. Please note that for each credit card transaction, a 3% convenience fee MUST be added to the total amount due to cover the fees assessed PA FBLA from the credit card companies and PayPal. We accept the following credit cards: VISA, MasterCard, Discover, and American Express. Please see the section below titled ***CREDIT CARD TRANSACTIONS—Important***.

The ***Lodging Reservation Form*** must be emailed directly to **Bruce Boncal, PA FBLA Executive Director**. Please DO NOT mail or call the Penn Stater Conference Center Hotel to make reservations for *Saturday, October 31* or *Sunday, November 1*. Doing so will only delay the processing of your reservations. The hotel has been instructed **NOT** to accept phone reservations.

We have reserved a limited number of rooms for **Saturday, October 31** which will be sold on a first-come-first serve basis. If you wish to stay Saturday night, please be sure to complete the Saturday Night Section of the Lodging Reservation Form. The Lodging Reservation Form is in Excel format. The spreadsheet will automatically calculate the amount due after you enter the quantity of rooms you wish to reserve. Please type directly on the form and send it by e-mail to Bruce Boncal at the address printed on the form. Save the form. Print two (2) copies—one to **MAIL** with your payment and one for your records. Any changes to the initial Lodging Registration Form must be in writing. Make the change(s) directly on the form. Write "REVISED" on the top, mark the changes by using a RED font and email the revised form as directed and then mail a copy along with any payment adjustment. New this year, please indicate your mode of transportation, i.e., car, school van, school bus, charter bus. This information will be used to determine the number of university buses needed to transport students/advisers into State College on Sunday evening for dinner and the Habitat Walk.

SLW REGISTRATION FORM

The **SLW Registration Form** and **\$25 per person** must be mailed directly to **Bruce Boncal, Executive Director**, postmarked by **September 24, 2009**. **SLW Registrations will not be accepted unless accompanied by payment.** Acceptable forms of payment include: school check, personal check, or money order made payable to **PA FBLA**. Purchase Orders and Credit Cards (Visa, MasterCard, American Express and Discover) will also be accepted. If using a credit card for payment, both the SLW Registration Form and the Credit Card Transaction Documentation form must be mailed to Bruce. Please remember that a 3% convenience fee must be added to each credit card transaction. See the "***Credit Card Transactions—Important***" section below.

CREDIT CARD TRANSACTIONS - Important

For those who prefer to use a credit card to pay for their SLW Registration and/or SLW Lodging, PA FBLA is now using PayPal for this type of payment. PayPal is a safe and secure system. You do not need to have a PayPal account to use the system. The credit cards accepted include Visa, MasterCard, American Express and Discover. To process a credit card transaction, please follow these three steps: 1) Complete the Credit Card Transaction Documentation form **before** logging on to the [pafbla.org](http://www.pafbla.org) web site. If used as a spreadsheet, this form will compute the total amount due for SLW Registration and/or SLW Lodging Reservations fees (plus a 3% convenience fee) by keying in the quantity in the shaded yellow cells. 2) Log on to <http://www.pafbla.org> and locate the PayPal online payment section on the home page. Complete the requested information (Name of Person Submitting Payment & Name of School Affiliation) and then click **Pay Now**. On the next page, in the "unit" text box, enter the total amount to be charged to your credit card (line f) from the Credit Card Transaction Documentation Form. 3) Update totals, follow the prompts, and in a few more clicks, payment will be complete.

STUDENT PERMISSION FORMS

To complete the SLW registration process, local chapter advisers must submit the following documents to **Bruce Boncal, PA FBLA Executive Director**, no later than **October 9, 2009**:

- Student Permission Form
- Adviser/Guest/Chaperone Emergency Form
- Adviser's Form to Accompany Student Permission Forms

MEALS

Meals are not included in the registration or lodging fees. There are many options for dining in State College. The Penn Stater Conference Center Hotel has a full service restaurant on the property. And, many of your favorite restaurants can be found on Business Route 322 in State College and on College Avenue which runs through the heart of University Park. To save time on Sunday, I recommend that you stop for lunch before arriving to the conference center. Then on Sunday evening, you can eat at

the Garden's Restaurant at the Penn Stater, or drive into town for dinner. The Garden's Restaurant will feature a dinner buffet. Arrangements are also being made to offer a buffet breakfast on Monday morning at a reduced price.

SHUTTLE BUSES INTO STATE COLLEGE (Dinner) & the PENN STATE INTRAMURAL BUILDING (Charity Walk)

For those who do not have transportation and wish to dine Sunday evening on College Avenue, we will provide courtesy shuttle buses that will loop from the Penn Stater to College Avenue and to the Intramural Building (location for the start of the Charity Walk) located on the corner of University Drive and Curtin Road on Penn State Campus. Tentatively, the dinner shuttle buses will loop from 5:15 p.m. -8:00 p.m. picking up passengers at the Penn Stater and dropping them off at the bus stop on College Avenue. At 7:15 p.m. the Intramural Building stop will be added to the bus loop to give everyone ample time to arrive for the start of the Charity Walk which will start at 8:00 p.m. at the Intramural Building and continuing across the Penn State University campus. Once the dinner bus run ends at 8:00 p.m. the shuttles will no longer cruise College Avenue. They will loop from the Intramural Building to the Penn Stater at the conclusion of the charity walk from 9:00 p.m. – 9:40 p.m.

SUNDAY EVENING SOCIAL ACTIVITIES – Charity Walk, Battle of the Chapters, Dance

On Sunday evening, we will start building "Foundations for the Future" with the new, improved Charity Walk to raise money for this year's state project, Habitat for Humanity. All those who are participating will meet outside the Penn State Intramural Building (IM) to begin the walk across Penn State campus. The walk will begin sharply at 8:00 p.m. and conclude at 9:00 p.m. back at the IM Building. The annual Battle of the Chapters will be held at the Penn Stater in President's Hall beginning at 10:00 p.m. All chapters are encouraged to put their team together now to compete in the Battle of the Chapters. Specific details regarding entry into the Charity Walk and the Battle of the Chapters will be outlined during the First General Session at the SLW on November 1 and published in the September/SLW materials now posted on the pafbla.org web site. Questions about these two exciting events should be directed to Miss Kristi Ryland, State Adviser, Mr. Luke Skerpon, Staff Assistant, or Mark Hickey, State Treasurer. The IM Building is conveniently located on the corner of University Drive and Curtin Road across from the Bryce Jordan Center and Beaver Stadium. Free parking for cars and vans is available in the Shield's Building Parking Lot (across the street from the IM Building). For those without transportation, courtesy shuttle buses will run from the Penn Stater to the IM Building from 7:15 p.m. – 7:45 p.m. and then from the IM Building back to the Penn Stater from 9:00 p.m.-9:40 p.m. A map and directions to the Intramural Building, along with the route for the Charity Walk, will be printed on the inside back cover of the SLW program.

At the conclusion of the Battle of the Chapters, a student dance will be held in the President's Ballroom. While the students are at the dance, an advisers' reception will be held in the Penn Stater Senate Suite. All social activities will end at 11:45 p.m.

ADVISER PROFESSIONAL DEVELOPMENT SESSIONS – Act 48

Professional development sessions will be available for all advisers at the SLW. PA FBLA is not an Act 48 provider; however, any adviser who wishes to receive credit for attending the professional development sessions at the workshop is invited to bring their Act 48 paperwork and a member of the PA FBLA Management Team will sign the form.

SLW REFUND POLICY

All refund requests must be in writing and submitted on the Refund Request Form. A full refund will be granted if the request is postmarked 30 days before the opening date of the workshop, which is October 1, 2009. No partial refunds will be given. The Refund Policy and Refund Request Form can be found in the downloadable files on the pafbla.org web site in the State Leadership Workshop materials section. This form may be submitted by email.

TENTATIVE SCHEDULE

Enclosed is a tentative schedule of the SLW activities.

In closing, I encourage you to start making plans now for your chapter to be represented at the State Leadership Workshop on November 1-2. If you have questions about the state workshop, registration or lodging, please send an e-mail to janet.skiles@comcast.net or call me on my cell at 412.576.2826.

On behalf of the PA FBLA Management Team and the Executive Committee, I hope to see you in State College in November.

Janet

Janet Skiles
PA FBLA Conference Coordinator

SLW Downloadable Files:

- SLW Keynote Speaker Promotion (post in your classroom)
- SLW Promotion Flier (post in your classroom)
- SLW Registration Form
- SLW Lodging Reservation Form
- SLW Credit Card Transaction Documentation Form
- SLW Refund Policy
- SLW Refund Request Form
- SLW Tentative Schedule
- Student Permission Form
- Adviser/Guests Chaperone Emergency Form
- Adviser Form to Accompany Student Forms
- Battle of the Chapters Guidelines
- Delegate Code of Conduct

**All SLW forms can be downloaded from the pafbla.org web site.
Watch your e-mail this fall for SLW updates!**