



Chapter Leadership Tour 2010



September 27: Baker High School, Baker City, OR

September 28: Mazama High School,
Klamath Falls, OR

September 29: Hidden Valley High School,
Grants Pass, OR

September 30: Centennial High School,
Gresham, OR

Oregon FBLA is excited to present the 2010 Chapter Leadership Tour (CLT) with a revived focus on leadership and an additional track, targeted training for new members, advanced chapter members, and chapter officers. CLT is a great start to the FBLA year and promises to kick start energy and commitment in FBLA members! Chapter leaders will have the opportunity to meet and interact with members from Oregon FBLA and receive training from their State Officer Team.

This year's CLT has been will include three independent tracks with training specialized to new members, experienced members, and chapter officers respectively. There will also be joint leadership/team building sessions with all participants. Whether it is a new member eager to learn more, an advanced member ready to take their FBLA experience to the next level, or a chapter officer looking for the tools for a successful year, the Chapter Leadership Tour will be the starting point for **Breaking Barriers** in Oregon FBLA!

Highlights:

- ★ **FBLA training** that focuses on the Business Achievement Awards, team building, leadership, FBLA involvement, chapter of the year, chapter success and competition!
- ★ **Activities** to get members on their feet and engaged in the leadership sessions and interacting with fellow members!
- ★ **Network** with other enthusiastic FBLA members and your state officer team!
- ★ **Pizza** for lunch or dinner included in the \$5 registration fee!



CLT Fact Sheet

When: September 27, 28, 29, and 30

Where:

Monday, September 27:

Baker High School
2500 E Street
Baker City, OR 97814
Phone: (541) 524-2600

Tuesday, September 28:

Mazama High School
10501 Washburn Way
Klamath Falls, OR 97603
Phone: (541) 883-5000

Wednesday, September 29:

Hidden Valley High School
651 Murphy Creek Road
Grants Pass, OR 97527
Phone: (541) 862-2124

Thursday, September 30:

Centennial High School
3505 SE 182nd Ave
Gresham, OR 97030
Phone (503) 762-6180



Schedule:

Baker City & Hidden Valley:

8:30 a.m.
9 a.m. to 9:20 a.m.
9:20 a.m. to 10:20 a.m.
10:20 a.m. to 10:40 a.m.
10:40 a.m. to 11:40 a.m.
11:50 a.m. to 12:10 p.m.
12:10 a.m. to 12:40 p.m.

Agenda Item:

Registration
Opening Session
Tracked Breakout Sessions
Break
Tracked Breakout Sessions
Closing Session
Pizza!



Mazama:

9:30 a.m.
10 a.m. to 10:20 a.m.
10:20 a.m. to 11:20 a.m.
11:20 a.m. to 12:20 p.m.
12:20 p.m. to 12:30 p.m.
12:30 p.m.

Agenda Item:

Registration
Opening Session
Tracked Breakout Sessions
Tracked Breakout Sessions
Closing Session
Pizza!

Centennial:

2:30 p.m.
3 p.m. to 3:20 p.m.
3:30 p.m. to 4:30 p.m.
4:30 p.m. to 4:50 p.m.
4:50 p.m. to 5:50 p.m.
5:50 p.m. to 6:10 p.m.
6:10 p.m. to 6:40 p.m.

Agenda Item:

Registration
Opening Session
Tracked Breakout Sessions
Break
Tracked Breakout Sessions
Closing Session
Pizza!

Contact:

Mike Oechsner, State Adviser
Mobile: (360) 219-6342
Email: mike@oregonfbla.org

Registration:

\$5 for students advisers/chaperones, this includes leadership training and pizza lunch. Make checks payable to "Oregon FBLA."

Registration Deadline:

Tuesday, September 21, 2010

Late Registration:

Registration received after September 21 will be subject to a late fee of \$3.00 per person.

Substitutions:

Substitutions are accepted, but no refunds will be made. Submit all information for new attendees via email to Mike Oechsner (mike@oregonfbla.org). All name changes made onsite will be accepted with a \$3.00 payment per change.

Submitting Registration:

Registration Spreadsheets are to be submitted electronically and will not be accepted any other way. Please note that there are two tabs on the registration spreadsheet. Please submit electronic registration spreadsheets to mike@oregonfbla.org. The Statement of Assurance should be faxed to 971.404.0903 or can be mailed to the address below.

Oregon FBLA
PO Box 912
Jacksonville, OR 97530

CLT Training Team

Oregon FBLA State Officer Team



Back Row: Francis Rojina, Cascade Region Vice President; CJ Severson, Rogue Umpqua Region Vice President; Kevin Karutscheid, Mt. Hood Region Vice President; Amanda Bailey, Blue Mountain Region Vice President; Rachael Miller, Willamette Valley Region Vice President; Gabrielle Pendleton, Executive Vice President

Front Row: Taylor Sarman, State President

Training Program

Session:	New & Potential Members	Advanced/Returning Members	Chapter Officers
Breakout #1	BAA Community Service	Competition Success Chapter of the Year	Community Service BAA
Breakout #2	Intro to Competitive Events FBLA 101	BAA Community Service	Recruitment Operations & POW

Conference Policies

The Participant Code of Conduct will be strictly enforced.

Only participants registered for the conference may enter the conference facilities. Students may not leave the conference facilities without the permission of their adviser.

Students may not attend the event unless there is a school approved chaperone in attendance with them. The adult adviser/chaperone must pick up registration onsite and ensure that their students are supervised and participating fully in the educational leadership activities.

Each conference participant/guest, by choosing to attend this conference, grants permission to Oregon FBLA and its affiliates and their respective licensing agents to utilize the participant/guest's image,



likeness, actions, and statements in any live or recorded audio, video, or photographic display or other transmission or reproduction, in whole or in part, of the conference and any surrounding activities.

Please note any special accommodations or requests for a vegetarian entrée on the “CLT Registration 2009” Excel document.

All chapters must have a zero balance with their respective organizations or proof of purchase order by the onsite registration in order to attend.

Attire

Appropriate Casual Attire is to be worn during the Chapter Leadership Tour. Chapter T-Shirts are encouraged.



Statement of Assurance

Chapter Name

Deadline: September 21, 2010
Mail or Fax To: Oregon FBLA
P. O. Box 912
Jacksonville, OR 97530
FAX 971.404.0903

I, _____, understand the importance of the Oregon FBLA Participant Code of Conduct and Emergency Medical Treatment Authorization Form and assure that my students attending this function have completed the above-mentioned forms for the following:

Activity: Chapter Leadership Tour
Date: September 27, 28, 29, and 30, 2010

By signing below I am also indicating that I will have the Participant Code of Conduct and Emergency Medical Treatment Authorization Form in my possession for the duration of the above activity, including travel to and from this activity. I also understand the following:

- Oregon FBLA will not collect the individual student forms for this activity.
- Oregon FBLA requires an appropriate number of chaperones at student events based on each school district’s policies. Advisers should consult their school district policy regarding supervision of students on trips.
- Proper completion of Participant Code of Conduct and Emergency Medical Treatment Authorization Form provides the best protection for student's needs and my liability during this activity.
- Advisers will adhere to the dress code and the Participant Code of Conduct Agreement, modeling at all time professionalism around students.
- The responsibility for the safety of this school's delegates rests with people signing this Statement of Assurance.

Chapter Adviser Signature

Date

School Official Signature

Date





Oregon FBLA Code of Conduct Agreement **for 2010-2011**

FBLA, as an integral part of the Business Education programs in Oregon, offers training to students with career objectives in business and office occupations. Because individual conduct and appearance is a phase of this training, it becomes the responsibility of all delegates to conduct themselves in a proper, businesslike manner at all times from the time they leave home until they return home.

Attendance at any FBLA sponsored conference or activity is a special privilege. Knowing that any organization is judged largely by the behavior of its individual participants, the following Code of Conduct is to be subscribed to by members, guests, and advisers who attend any FBLA conference or sponsored activity:

- All chapter members attending the FBLA Leadership Conferences are required to attend all sessions of the conferences, unless previously arranged by chapter advisers according to District policy.
- All persons shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, their home, their friends, the conference, or upon the FBLA organization.
- Attendants are guests using the facilities, special care should be taken to not deface or destroy any property. Individuals, who inflict damage to the hotel rooms or the building, will be held liable for any costs incurred for repair.
- Dress regulations established for the conference shall be business attire. Conservative sportswear will be appropriate in specifically designed situations. Delegates shall abide by the dress code established by the Oregon and National Board of Directors for all state functions. Delegates not adhering to the dress code shall not be admitted to the functions listed above. Read conference packets for specific instructions.
- Curfew regulations shall be interpreted to mean that each person shall be in his/her hotel room by the published curfew. Each delegate shall remain in his/her room until 6 am the next morning. No chapter activities will occur after curfew. It is the responsibility of advisers to enforce curfew with the assistance of security personnel; regardless of the number of delegates a chapter brings to a conference it is imperative that each adviser personally supervise hotel hallways for the first ½ hour after curfew.
- Student delegates shall: 1) keep their adult advisers informed of the specific activities and whereabouts at all times; 2) not use their own cars or ride in cars belonging to others during the conference, unless otherwise approved by the local district adviser; 3) not engage in dating or other activities with non-conference students except if pre-approved by school; 4) not participate in inappropriate, lewd behavior or any sexual activities; 5) leave room door wide opened and or have Adviser/Chaperone present when meeting with members of the opposite sex in the same room. 6) not partake in hazing activities.
- No alcoholic beverages, illegal drugs, or tobacco in any form shall be possessed or used at any time or under any circumstances on public or private properties. Use or possession of such substances may subject the student delegate to criminal prosecution.
- School district policy shall be in effect for adviser/adult ratio during all Oregon FBLA activities. If a district does not have a policy, a ratio of 10 students to 1 adviser/adult will be in effect.
- Identification badges are to be worn at all times throughout the conference. For security reasons, delegates should not wear name badges while away from the conference facilities and functions.
- Student delegates are not permitted to leave conference facilities without the approval of their adviser.
- Advisers are responsible for taking all reasonable precautions to ensure the safety of their student delegates at all FBLA functions and must be readily available in case of an emergency.
- Delegates shall respect and abide by the authority vested in the Oregon Board of Trustees.
- No adviser should accept responsibility for a student delegate from another school without a written agreement between the administrations of the two schools. That agreement should be attached to the registration forms. No student delegates will be accepted without an adviser listed or a written agreement attached.
- Adult student delegates shall abide by the rules and regulations for a minor student delegate.



- Serious misconduct shall be reported to the adviser, principal, parents, and if necessary, the proper authorities. Any further disciplinary action will be determined by board action and may result in up to one calendar year of ineligibility.
- Advisers are responsible for the supervision of conduct. Student delegates who disregard the code of conduct will be subject to disciplinary action, and may be sent home at their own expense and will be disqualified from competitive awards or withdrawn from office, if applicable. Parents and/or school district officials will be notified.
- It is agreed that, upon violation of the Code of Conduct, the violators may be asked to vacate their hotel rooms and withdraw from the conference activities by the proper FBLA authorities.

Advisers are responsible for the supervision of delegate conduct. The delegate’s adviser and Oregon FBLA Executive Director shall first discuss serious Oregon FBLA Code of Conduct violations. Delegate’s parents, school principal, and, if necessary, the proper authorities will then be notified.

Student delegates who are guilty of misconduct will be subject to disciplinary action; a delegate may be: 1) asked to vacate his/her hotel room immediately and sent home independently from other chapter delegation members resulting in additional travel expenses to the delegate and the delegate’s parents; 2) disqualified from competitive awards; and 3) if applicable, removed from office. Anyone being in the willful companionship of another person violating the FBLA Code of Conduct will also be subject to disciplinary action.

Upon a violation occurring, parents/guardians will be notified that their child is being sent home. It is understood that parents will be available to pick up their child and/or willing to pay additional travel expenses incurred by their child from the hotel to the bus station and/or airport (example: taxi), extra bus fare and/or airfare required to travel home, and transportation charges from the bus station and/or airport terminal to their home. Parents, if necessary, will be liable for advisor expenditures resulting from accompanying their child to his/her departure location. Any further disciplinary action will be determined by the Oregon FBLA Board of Advisers and may result in up to one calendar year of ineligibility.

Student Name _____

Student Signature _____

Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

Parent/Guardian Home Phone _____

Parent/Guardian Cell Phone _____

Parent/Guardian Work Phone _____

Some events final round events could be filmed and distributed to other schools for educational purposes. If you do not want your child filmed, please check this box.



Emergency Medical Treatment Authorization Form

Name of Student: _____	Date: _____
Home Address: _____	Home Phone: _____
Parent/Guardian Daytime Phone Number: _____	Evening Number: _____
Name of High School: _____	School Phone: _____
Name of Activity: _____	
Adviser(s) in Charge: _____	

This is to certify that *the above named student* has my permission to attend the above named FBLA activity. I also do hereby, on the behalf of *the above named student* absolve and release the school officials, the FBLA chapter advisers and the FBLA staff from any claims for personal injuries which might be sustained while he/she is in route to and from or during the FBLA sponsored activity.

I authorize the above named adviser or FBLA staff to secure the services of a doctor or hospital. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

My student and I have read and agree to abide by the Oregon FBLA Participant Code of Conduct. I also agree that that the school officials, the FBLA chapter advisers, and the state FBLA staff or the Conference Conduct Committee, have the right to send my student home from the activity at my expense, provided that in their opinion the seriousness of the violation of the Participant Code of Conduct warrants it.

Medical Information	
Known allergies (drug or natural) _____	
Is student on special medication? (if so, please list) _____	
Does student have a history of: <input type="checkbox"/> heart condition, <input type="checkbox"/> asthma, and/or <input type="checkbox"/> epilepsy? _____	
Does your student have any physical restrictions or other conditions that should be known? (if so, please list) _____	
Student's Date of Birth: _____	
Family Physician: _____	Phone: _____
Insurance Company: _____	Policy Number: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Chapter Adviser Signature: _____ Date: _____

School Official Signature: _____ Date: _____