

National Leadership Conference 2009 Details at a Glance

Conference Registration:

Students:	\$280.00
Advisers:	\$280.00
Guests:	\$230.00

Lodging Rates (7 nights)¹

Quad Rate ² (2 beds, 4 people per room):	\$322.00 per person
Triple Rate (2 beds, 3 people per room):	\$432.00 per person
Double Rate-2 (2 beds, 2 people per room):	\$609.00 per person
Double Rate-1 (1 bed, 2 people per room):	\$609.00 per person
Single Rate (1 bed, 1 person per room):	\$1,211.00 per person

Institute for Leaders (IFL) - optional

Students:	\$115.00
Advisers:	\$50.00

Total Package (including options)

Conference Registration	\$280.00
Lodging (quad rate)	\$322.00*
Institute for Leaders**	<u>\$115.00</u>
	\$717.00

* Total package will increase if less than four to a room.

** Attendance is not required.

Air and Ground Transportation:

Oregon FBLA will only offer air and ground transportation as a group this year to 30 people and it is first come, first serve. Transportation will be on Alaska Airlines from Portland International Airport to John Wayne International (Orange County) Airport and a shuttle bus to/from the airport/hotel. All other delegates will be responsible for securing their own air and ground transportation to Anaheim. Please see important notice on page two.

¹ Reflects the night of Monday, June 22, 2009 through the morning of Monday, June 29, 2009.

² Must have four people to room to get quad rate.

Registration Instructions

Intent to Complete Form due electronically via email to Casey.Farm@wesd.org by 5:00 p.m. on **Friday, April 24, 2009**.

Please complete each form and send all forms in with your **\$250.00 per person** non-refundable deposit due by 5:00 p.m. **Friday, May 1, 2009**. (This is a **received by** deadline, not a post mark deadline.)

- **Form A – Chapter Totals** (*one form per chapter*)
- **Form B – Individual Registration** (*one form per participant*)
- **Form C – Lodging Form** (*one form for per chapter*)
- **Form E – Adviser Agreement** (*send in with deposit*)
- **Form H – Substitute Adviser** (*needed only if you are a substitute adviser*)
- **Form I – IFL Registration** (*needed only if attending IFL*)

Do NOT SEND with registration materials. Use for your records.

- **Form F – Code of Conduct** (*two pages*)
- **Form G – Medical Release Form**

The remainder of the balance is due by 5:00 p.m. on **Monday, June 1, 2009**.

Airfare

Please schedule flights to arrive in Anaheim on Monday, **June 22, 2009** with a departure date of Monday, **June 29, 2009**.

If you choose to fly in and out on different dates you must make your own lodging arrangements. Contact Casey Farm (Casey.Farm@wesd.org; 503.385.4712).

Ground Transportation

SuperShuttle operates airport shuttle to the conference hotels from the airport. Go to the National Web site (www.fbla-pbl.org) and select "Registration/Information" for Airport Shuttle online reservations. To receive a discount, mention the discount code "FM6CU" or call 1.800.258.3826. Each airport (Orange County, Long Beach & LAX) have various prices to get from the airport to the hotel. Please check online or by phone to get the exact quote from your airport.

Chapter Totals

Submit ONE **Form A** per Chapter

Form A

All registration forms and deposits are due to Oregon FBLA by 5:00 pm on **Friday, May 1, 2009**. Final payment due by **Monday, June 1, 2009**. Copy all forms and checks for your files before mailing to:

Oregon FBLA

Attn: Casey Farm

Student Leadership Development Center

2611 Pringle Rd

Salem, OR 97302

503.385.4712

Casey.Farm@wesd.org

503.540.4493 fax

Deadline Dates:

May 1, 2009 – \$250.00 non-refundable deposit due

June 1, 2009 – Balance due

Please make checks payable to **Oregon FBLA**.

Chapter Information

Adviser Information

School:

Adviser:

Address:

Home address:

City, Zip:

Home City, State Zip:

School Phone:

Summer Contact Number:

School Fax:

Summer Fax:

Registration Summary

Total Number of Students Registered		X	\$280.00	=	
Total Number of Advisers Registered		X	\$280.00	=	
Total Number of Guests Registered		X	\$230.00	=	

Room Summary

Per person

Total number of Quad rooms (2 beds, 4 people)		X	\$322.00	=	
Total number of Triple rooms (2 beds, 3 people)		X	\$432.00	=	
Total number of Double rooms (2 beds, 2 people)		X	\$609.00	=	
Total number of Single rooms (1 bed, two people)		X	\$609.00	=	
Total number of Single rooms (1 bed, one person)		X	\$1211.00	=	
Institute For Leaders (IFL) – optional		X	\$115.00 St.	=	
		X	\$50.00 Ad.	=	

Total Chapter Amount Due

=

Individual Registration

Submit ONE **Form B** per Participant

Form B

Chapter Name	Adviser taking responsibility of student(s):
Name of Person Registering	Competitive Event
<p>Please check one:</p> <p><input type="checkbox"/> Student</p> <p><input type="checkbox"/> Adviser/Chaperone</p> <p><input type="checkbox"/> Guest</p> <p>Are you are attending IFL?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Does this person require special needs?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, please indicate need:</p>	<p>Polo shirt size (in male sizes):</p> <p><input type="checkbox"/> S</p> <p><input type="checkbox"/> M</p> <p><input type="checkbox"/> L</p> <p><input type="checkbox"/> XL</p> <p><input type="checkbox"/> XXL</p> <p>Are you a Voting Delegate?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Voting Delegates:</p> <ul style="list-style-type: none">- Each chapter is allowed 2 voting delegates if your chapter membership is under 50.- Each chapter is allowed 3 voting delegates if your chapter membership is 50-100.- Each chapter is allowed 4 voting delegates if your chapter membership is over 100.	
<p>Refunds: A non-refundable deposit of \$250.00 must be <i>received by</i> May 1, 2009. A written notification must be received by 5:00 p.m. on May 24, 2009 if you are canceling. After that date you will be responsible for the full amount.</p>	

Lodging Form

Submit ONE **Form B** per Chapter

Form C

Hilton Anaheim
777 Convention Way
Anaheim, California 92802

Check in time: 4:00 P.M.
Check out time: 12:00 P.M.

Date of Arrival (if different from delegation):

List all possible delegates: students, advisers, chaperones and guests. Each chapter may only request one room of each gender in a room of less than quad occupancy for students. It is strongly advised that you figure out roommates, potentially from another chapter, before completing this form. Advisers should also be listed with their preferred roommates. If you are bringing your spouse and/or children to NLC, they need to be listed on this housing form, as well as being accounted for on Form B. State officers of the same gender will be rooming together at NLC.

Chapter: _____

Adviser(s): _____

Roommate(s): _____

I am willing to share room costs by rooming with another adviser:

Yes No

Males (XY)		Females (XX)	
1		1	
2		2	
3		3	
4		4	

Adviser Agreement

Form E

This form should be signed by each adviser attending the National Leadership Conference.

Chapter Information

School:

Adviser:

Agreement

As an adviser at the 2009 FBLA National Leadership Conference in Anaheim, California, June 23-28, 2009. I agree and understand that:

1. Advisers stand in loco parents (in place of the parent) with respect to the student during the time the student is under control of the school while attending all NLC activities.
2. I am in full authority of my students from the time of departure to the NLC through and including return home from the NLC.
3. I must be concerned with my measure of responsibility since I have authority—adequate supervision is a must.
4. The established conduct code must be adhered to and I am responsible for enforcing it.
5. I am required to obtain a signed copy of the FBLA Medical Release/Conduct Code form from each NLC delegate. I am responsible for having these forms in my possession for the duration of the NLC.
6. I agree to assist the NLC staff and the Oregon FBLA staff, in ensuring that the conference experience is a strong educational opportunity for the student delegates. I understand that I may be asked to assist with certain events, and I agree to accept these assignments and carry out the necessary responsibilities.
7. Advisers and students attend conferences, field trips, etc. purely for their own benefit and advantage; thus control and liability rests with the local school and its agents. I will provide twenty-four hour security at the NLC.

Note: Each school district has established their own requirements on accepted principles regarding student control on educational trips that correlate with the accepted principles stated above.

Certification

I have read and understand this Adviser Agreement and am fully aware of the information contained herein.

Adviser Signature:

Date:

Oregon FBLA Code of Conduct Agreement 2008-2009

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.
- It is the Advisers' responsibility to make sure that every member's room is kept orderly and clean on a daily basis. Failure to follow basic cleanliness guidelines may result in FBLA not being welcomed back for future events.

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.

Medical Release

Form G

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: heart condition, asthma, and/or 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: _____

Substitute Adviser

Form H

Chapter Information

School:		Adviser:
School Address:		City & Zip Code:
School Phone:	School Fax:	Email Address:

Students Attending

Name:	Event:
1.	
2.	
3.	

Agreement

The above named students from our school will be participating in the FBLA National Leadership Conference June 23-28, 2009, Anaheim, California. The local chapter adviser, or other locally designated official, will not be able to attend the conference with them.

We have arranged with the below-named individual to accompany the students to and from the NLC and to take responsibility for them during the conference. This includes supervising the students' activities, seeing that they participate in all conference activities, enforcing curfew, and any other supervisory activities that may be required. We will be sure that the below-named individual has a complete and signed FBLA Medical Release/Conduct Code form for each of the above named students.

I _____ (name of substitute) agree to take responsibility for the above named students throughout NLC 2009 including travel to and from.

School Giving Responsibility

School Administrator Signature:	Date:
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School Accepting Responsibility

Substitute School:		Substitute Adviser:
Substitute School Address:		City & Zip Code:
Substitute School Phone:	Substitute School Fax:	Email Address:
Substitute School Administrator Signature:		Date:
Substitute Adviser Signature:		Date:

IFL Registration

Form I

Chapter Information

School:		Adviser:
School Address:		City & Zip Code:
School Phone:	School Fax:	Email Address:

Students Attending

IFL Track Name

1.	
2.	
3.	
4.	
5.	
6.	
7.	

IFL Tentative Schedule

IFL Registration Fee

<p>June 23, 2009 7:00 p.m. – 9:00 p.m. Registration</p> <p>June 24, 2009 – Day 1 7:00 a.m. – 8:00 a.m. Registration 8:00 a.m. – 5:00 p.m. IFL</p> <p>June 25, 2009 – Day 2 7:30 a.m. – 12:30 p.m. IFL</p>	<p>\$115.00 Students \$ 50.00 Advisers</p>
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