

*State Business Leadership Conference
Registration Information*



*April 8-10, 2010
Pakima*

*Part 4
Charitable Giving
Conduct & Dress Code
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CHARITABLE GIVING

1. Our statewide charity this year is American Lung Association. There will be a Walk on Thursday evening at 6:15 p.m. outside the Convention Center. A \$5 donation is requested, but not mandatory.

2. If your chapter has participated in a charitable giving project, please submit a brief narrative report (pictures are allowed) to the state office, to be **RECEIVED** by **March 5**. Awards will be given at conference for Most Money Raised and Most Creative Project. Your report should include a description of the activity. Please include the amount raised and date your contribution was mailed to the charity. Mail to:

WASHINGTON STATE FBLA
1445 Galaxy Drive NE, Suite 302
Lacey, WA 98516

3. Please mail your donation directly to your charity. We need only the narrative in the office.
4. If you are making donations to the March of Dimes, please use the MissionLIFT form in your Chapter Management Handbook. You may also find this form on the national Web site – **www.fbla-pbl.org**.

CONDUCT & DRESS CODE

1. Every conference attendee is expected to read, sign, and understand the Code of Conduct/Emergency Medical Treatment Authorization. **Copies (*Competitive Event Guidelines, page 174-175*) must be in the adviser's possession at conference. DO NOT SEND COPIES TO THE STATE OFFICE!**
2. **Curfews will be enforced. Any students out of their rooms after curfew must be with an adviser.**
3. **Dress code will be strictly enforced during business hours from 7:30 a.m. to 5:30 p.m., during general sessions and regional meetings, and at the Convention Center.**
4. **All advisers are to enforce the dress code throughout the hotels and Convention Center. BE MORE AWARE of what YOUR students are wearing than what others are wearing!**
5. **Denim, corduroy, carpenter, cargo, capris, gauchos, sagging pants, low riders, camisoles, and belly shirts are NOT acceptable business attire.** Appropriate open-toed shoes – with or without straps, worn with hosiery – and banded-collar shirts ARE acceptable. Banded-collar shirts must be worn with a sports coat or suit jacket.
6. **If students are leaving the hotel for a group activity, casual attire is permitted;** however, please do not loiter in the hallways during business hours. We represent FBLA at all times.
7. **Dance and FBLA activity attire:** Jeans are permitted as long as they are full length, intact, and acceptable to the adviser. Inappropriate attire includes exercise or bike shorts, see-through tops, tank tops, spaghetti straps, midriff tops, bathing suits, and visible foundation garments. Every paid attendee will be given a conference t-shirt which will be required attire for the dance on Friday evening.

There will be a dance conduct code posted around the dance area, and security will be at the dance. Not allowed are: simulated sexual acts, freak dancing, sandwiching, lap dancing, mosh pits, and no hands touching any part of another person's body that a swim suit would cover. The policy is attached to these materials.

8. **Advisers, as role models to our members, are also expected to be in dress code at conference activities. Chaperones and judges are also asked to comply with this rule.**

NAME BADGES & WRISTBANDS

1. Name badges and wristbands must be worn while attending conference activities. The wrist band and conference t-shirt will be acceptable admission to the dance on Friday.
2. Name badges should be removed during off-site activities.
3. The wristbands must stay on for the duration of the conference.
4. Replacement badges or wristbands will be issued to advisers only while supplies last.

PRESIDENT & OUTSTANDING MEMBER RECOGNITION

1. **Chapter presidents and outstanding members will be recognized at the regional meetings.** They will receive pins in appreciation of their contributions for the year. Please don't forget to tell us their names on your registration. The students enjoy wearing their pins.
2. **If your president is not present, please designate a substitute to receive the pin.**

HOTELS & SHUTTLES

1. Hotel reservations are part of the conference registration. When you complete your attendee information, you will finish your registration with the hotel packages and will be lead to another site for this. You will not print a receipt this year. We will invoice you after we pull your registration off our site on March 5. **Your hotel confirmation will be immediate if there is availability.**
2. A purchase order or check must be generated immediately after receiving your invoice from the state office. **We realize you have a very short turnaround time. If you must send us a purchase order, your check is due in the state office by May 15. We must pay the hotels within 60 days. Without your payment, this would be impossible. A PURCHASE ORDER DOES NOT CONSTITUTE PAYMENT. Please begin the process early, track your payment, and make sure that your business office is aware of the urgency. Please remind your business office of our office address: 1445 Galaxy Drive NE, Suite 302, Lacey, WA 98516. We no longer use the post office box in Olympia.**
3. You will generate one PO or check to cover hotel, conference registration, sales and occupancy taxes, shuttle fees, and a 410 processing fee for reservations. Checks are to be made payable to WASHINGTON STATE FBLA.

4. Shuttle services between hotels and for tours will be provided by a local bus company. Further information will be forthcoming.

CONVENTION CENTER SEATING

1. Seating for the two general sessions will be by region. Diagrams showing regional assignments will be available at conference registration.
2. **Let's spark some regional enthusiasm in each section!**

ENTERTAINMENT/ACTIVITIES

1. **Our Opening Session keynote will be provided by Justin Boudreau, an internationally acclaimed motivational speaker.**
2. **Other activities** will include karaoke at the Red Lion Hotel on Thursday and a dance at the Convention Center on Friday, several tours of local businesses and Yakima Community College's Viticulture program.
3. **We are working on offering a visit to the Yakama Nation Tribal Center in Toppenish on Friday evening, with dinner and pow wow, available on a first come-first served basis for a prepaid fee. Chaperones are required. Transportation will be provided. More information will follow after we "seal the deal!"**