

## **WASHINGTON STATE FUTURE BUSINESS LEADERS OF AMERICA CODE OF CONDUCT**

FBLA, as an integral part of the Business Education program in Washington, offers training to students with career objectives in business and office occupations and business-related courses. Professional conduct and appearance of each individual pervades all training. Therefore, all persons are responsible for adhering to this code of conduct from the time they leave home until they return home.

Attendance at any FBLA-sponsored activity is a special privilege. Recognizing that an organization is judged largely by the behavior of its individual participants, the following Code of Conduct is required for members, guests, and advisers who attend the regional, state, and national leadership conferences of Future Business Leaders of America. If a conduct violation occurs, regardless of when exposed, that student(s) may not be able to attend any other regional, state, or national conference during that school year. These rules will be strictly enforced.

1. The term "delegate" shall be any person attending the conference. Delegates shall wear their conference name badges at all times on site.
2. All delegates shall behave in a professional, courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, their home, their friends, the conference, or the FBLA organization.
3. Because delegates are guests using the facilities, special care will be taken not to deface or destroy any property. Any damages to any property or furnishings in the hotel rooms or buildings will be paid by the individual.
4. Student delegates shall 1) keep their adult adviser(s) informed of their activities and whereabouts at all times; 2) not use their own cars or ride in cars belonging to others during the conference unless accompanied by an authorized adviser/chaperone, or unless granted written permission by parent/legal guardian, accompanying adviser, and school authority; 3) not engage in activities with non-conference individuals; 4) not enter public dance halls, bars, or night clubs.
5. NO ALCOHOLIC BEVERAGES, TOBACCO PRODUCTS, OR ILLEGAL SUBSTANCES IN ANY FORM, OR THAT WHICH PURPORTS TO BE, shall be possessed or used at any time or under any circumstances on private or public properties.
6. Curfew regulations shall be interpreted to mean that each student delegate shall be in his/her room at the time stated in conference materials or by State FBLA Adviser or Chair. Conference participants not staying at the hotel shall be off conference facilities by curfew.
7. All delegates shall be registered and shall attend workshops, regional meetings, scheduled business sessions, and other activities for which they are registered.
8. Dress regulations, appropriate to specific situations, shall be established by the FBLA Board of Directors. Dress code will be followed (see conference registration packet). Delegates and advisers attending FBLA functions shall follow dress regulations while on site. Exceptions will be determined by the State Adviser or State Chair.
9. School district policy shall be in effect for local adviser/adult ratio during all Washington State FBLA activities. If the district does not have a policy, a ratio of 10 students to 1 local adviser/adult will be in effect for overnight travel within Washington State. For in-state travel when an overnight stay is not required, a ratio of 15 students to 1 local adviser/adult is the rule. A ratio of 8 students to 1 local adviser/adult will be in effect for out-of-state travel.
10. It is agreed that violation of the Code of Conduct is cause for the appropriate FBLA authorities to require the violators to vacate hotel rooms and withdraw from conference activities. Serious misconduct will be reported to the principal and/or other authorities. PARENTS, under these circumstances you will be notified that your child is being sent home at your expense, and it is your responsibility to make arrangements to pick up your child.
11. Anyone being in the willful companionship of another person violating FBLA Code of Conduct will also be subject to disciplinary action.

## CONSEQUENCES OF VIOLATION OF CODE OF CONDUCT

1. USE OR POSSESSION OF ALCOHOL, TOBACCO PRODUCTS, AND ILLEGAL SUBSTANCES OR THAT WHICH PURPORTS TO BE

Student sent home. A student who is present when use or possession occurs is subject to the same consequence. Parent, school, and local authorities notified. Disqualification from conference and award. State officer removal from office.

2. CURFEW

Students are expected to be in their own rooms at curfew. Local advisers will be contacted if there is a curfew violation, and students will be dealt with accordingly. If special circumstances warrant being outside the room, **written** permission from the adviser/chaperone must be in possession of the student.

3. MISDEMEANORS AND FELONIES

These include, but are not limited, to stealing, shoplifting, vandalism, including pulling emergency alarms. Student is sent home. Disqualification from conference and award. State officer removal from office. Parent, school, and local authorities notified.

4. CHEATING

If an adviser has direct awareness of cheating by a student, the information is made known to FBLA State Adviser or State Chair immediately. Disqualification from events/awards. State officer removal from office. Parent, school, and local adviser notified.

**I HAVE READ** THE WASHINGTON STATE FBLA CODE OF CONDUCT AND AM WILLING TO ABIDE BY ITS PROVISIONS. IN THE EVENT OF A VIOLATION, I AGREE THAT THE SCHOOL OFFICIAL(S), THE FBLA CHAPTER ADVISER(S), THE FBLA BOARD OF DIRECTORS, OR THE STATE FBLA STAFF HAVE THE RIGHT TO SEND THE STUDENT NAMED BELOW HOME FROM THE ACTIVITY AT PARENT/GUARDIAN EXPENSE, PROVIDED THAT PARENT/GUARDIAN CONTACT HAS BEEN MADE.

**I AGREE** TO ADHERE TO THE FBLA DRESS CODE AND SUPPORT ITS ENFORCEMENT.

Student Signature \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

## PHOTO RELEASE

I hereby authorize and grant Washington State FBLA, the \_\_\_\_\_ Region, and \_\_\_\_\_ School the right to use my appearance, likeness, or voice from any photograph, motion picture, or video recording to be reproduced for the sole purpose of the promotion, trade, and business of Future Business Leaders of America at the local, regional, state, or national level.

I also accept that Future Business Leaders of America at the local, regional, state, or national level will be the sole owner of any of the above-mentioned forms of recording, and I am not entitled to any compensation, monetary or otherwise, for the use of such.

If under 18, this form must be signed by parent or guardian.

Chapter Name \_\_\_\_\_ Adviser Name \_\_\_\_\_

Member Name (Print) \_\_\_\_\_ Member Signature \_\_\_\_\_

Parent/Guardian (Print) \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

**WASHINGTON STATE FUTURE BUSINESS LEADERS OF AMERICA  
EMERGENCY MEDICAL TREATMENT AUTHORIZATION**

Name of Student \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Name of School \_\_\_\_\_

Name of Activity and Location \_\_\_\_\_

Date(s) of Activity \_\_\_\_\_ Adviser/Chaperone \_\_\_\_\_

**MEDICAL INFORMATION**

Known allergies (drug and natural) \_\_\_\_\_

Medication(s) taken \_\_\_\_\_

Current or pre-existing physical or medical restriction/conditions \_\_\_\_\_

History of heart condition, diabetes, asthma, epilepsy, rheumatic fever or other (please specify) \_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_

Family doctor \_\_\_\_\_ Phone \_\_\_\_\_

**INSURANCE INFORMATION**

Insurance Company \_\_\_\_\_

Policy/Group Number \_\_\_\_\_

**I UNDERSTAND THAT THERE ARE INHERENT DANGERS INVOLVED FOR MY CHILD AS A RESULT OF PARTICIPATION IN THE FBLA-SPONSORED EVENT. MY SIGNATURE ACKNOWLEDGES MY PERMISSION FOR MY CHILD TO PARTICIPATE.**

*This is to certify that \_\_\_\_\_ has my permission to attend the above-named FBLA activities. I have read the FBLA-PBL Code of Conduct and the FBLA-PBL Dress Code and am in agreement with that Code and its consequences. I also hereby absolve and release FBLA-PBL, Washington State FBLA, and \_\_\_\_\_ School, from any claims for personal injuries which might be sustained by the above-named student while he/she is en route to or from any FBLA-sponsored activity; **AND** In the event of accident or illness, I authorize the above adviser/chaperone, State FBLA staff, or FBLA-PBL staff to secure services of medical personnel and/or hospital if necessary. I accept responsibility for payment of these expenses.*

FBLA Member Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

FBLA Member Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Cell Phone \_\_\_\_\_

Date \_\_\_\_\_ Work Phone \_\_\_\_\_

Alternate Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Local Adviser Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Local Adviser Signature \_\_\_\_\_ Date \_\_\_\_\_

School Administrator Name \_\_\_\_\_ Work Phone \_\_\_\_\_

School Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

# FBLA DRESS CODE

FBLA-PBL® members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees – advisers, members, and guests – at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

**Professional attire acceptable for official FBLA-PBL® activities include:**

## Males

- Business suit with collar dress shirt, and necktie or
- Sport coat, dress slacks, collar shirt, and necktie or
- Dress slacks, collar shirt, and necktie
- Banded collar shirt may be worn only if sport coat or business suit is worn
- Dress shoes and socks

## Females

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress or
- Capris or gauchos with coordinating jacket/suit, worn below the knee
- Dress shoes

## Inappropriate attire, for both men and women, includes:

- Jewelry in visible body piercing, other than ears
- Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- Backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts
- T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits
- Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-kneeboots
- Athletic wear, including sneakers
- Hats or flannel fabric clothing
- Bolo ties
- Visible foundation garments

*CLARIFICATION—Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.*

Revised 1/9/2009