

FUTURE BUSINESS LEADERS OF AMERICA

SLC Hotel/Conference Safety Guidelines



This form must be completed/signed by all members attending the SLC and their parents.

Student Name	Student Cell Phone
Parent Name	Parent Cell Phone

Important Message to Students and Parents: Safety while at the conference is our primary concern. Please read each paragraph of this document and then place your initials on the line after each paragraph to indicate that you have read and understand the contents. By signing your name at the end of the document, you agree to comply with the terms and general information stated therein. Every member from our school attending the conference is required to read this document and **return a signed copy to their club advisor**. If this document is not returned to your club advisor by the deadline date, you will become ineligible to attend the event. Please do your part to ensure that your time at the SLC will be a pleasant and memorable experience.

COMMON COURTESIES & PROPER ETIQUETTE

FBLA members have an excellent reputation. Delegate conduct at every FBLA function should make a positive contribution to the reputation that has been established. A “delegate” shall be any person attending the FBLA function. All delegates must abide by the Delegate Code of Conduct published in the State Leadership Conference program. All delegates shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, or upon FBLA. **I certify that I have been provided with a copy of the Delegate Code of Conduct and that I have reviewed and understand the information contained in the document.** _____ (Student initials) _____ (Parent initials)

Hotel Etiquette.

Students are to refrain from running in the hallways of the hotel or conference center, banging guest room doors, jumping on hotel beds, hanging anything from the water sprinklers in the guest room, and from loud yelling and screaming indoors. For your safety, all pool/spa rules must be obeyed. Students are expected to show consideration to their roommates and respect their property and privacy. **I certify that I have reviewed importance of proper hotel etiquette listed above.** _____ (Student initials) _____ (Parent initials)

NAME BADGES

Conference name badges must be worn to all conference activities. No one will be admitted into any events of the conference (competitions, workshops, meals, general sessions, campaign area, dance) without his/her name badge. Emergency information sheets must be kept inside the name badge holder. **I certify that I have reviewed the need for all participants to wear their name badge at all FBLA functions—including free time—as listed above.** _____ (Student initials) _____ (Parent initials)

HOTEL SAFETY

Hotel safety includes: Keeping the doors to guest rooms closed and locked with the deadbolt after curfew; reading the emergency exit instructions found on the back of the entrance door (to identify the closest exit to each guest room) in case of an emergency. Not opening the entrance door to anyone until the person has made a positive identification. Not opening the door to hotel workers unless they provide an official ID badge. For everyone’s safety, suspicious-looking individuals walking the hallways should be reported to hotel security immediately. **I certify that I have reviewed the proper hotel safety procedures.** _____ (Student initials) _____ (Parent initials)

Obey all hotel policies.

All delegates must wear shoes at all times while in public areas. Fraudulent emergency calls to 911 are a felony, and individuals will be prosecuted to the fullest extent by law. Smoking in the Hershey Lodge/Convention Center is prohibited. Occupants assigned to guest rooms that smell of smoke will be charged a \$250 restoration fee. Overflow hotels are smoke-free environments and enforce this policy as well. Pulling fire alarms and engaging a fire extinguisher are criminal offenses. Any mischievous acts, intentional or not will not be tolerated. The PA FBLA staff knows who has been assigned to each guest room by name and school. Security cameras are visible and hidden at all properties. **I certify that I have reviewed the need to obey all hotel policies.** _____ (Student initials) _____ (Parent initials)

HOTEL PROPERTY

The contents in guest rooms are the property of the individual hotel. Damages to any property or furnishings in the hotels or convention centers, any items taken from the guest room in the hotel, or any disrespect shown to other hotel guests will result in the student and his/her parents/guardians or the chapter being held financially responsible for any of the above associated costs. **I certify that I have reviewed financial liability chapter attendees may have for damaging hotel/conference property or taking items from hotels/conference facilities.** _____ (Student initials) _____ (Parent initials)

CURFEW

Curfew will be enforced for everyone's safety. Advisors will physically check student's room(s) at curfew and remain in the hallway until satisfied that all students are in their room for the night. Curfew is printed in the SLC program for each day of the conference. **I certify that I have reviewed curfew expectations and understand that I may not, for any reason, open my hotel room door after curfew**

_____ (Student initials) _____ (Parent initials)

TELEPHONE CALLS FROM GUEST ROOMS

The phones in guest rooms are to be used for room-to-room calls or any other in-house services listed on the phone. Fees for using the phone for outside calls will be charged back to the individual(s) assigned to that room. The number called is charted and can be traced back to the individual making the call. **I certify that I have reviewed responsibility for telephone calls from guest rooms.**

_____ (Student initials) _____ (Parent initials)

DRESS CODE

Dress code will be enforced. Delegates who are not in compliance with the dress code will NOT be admitted into competitive events, workshops, meals or any other function at the conference where business attire is required. Read the conference program. Under each event the proper attire is listed. A copy of the Dress Code can be found in the Delegate Code of Conduct in the SLC program. **I certify that I have reviewed the dress code**

_____ (Student initials) _____ (Parent initials)

STUDENT ACCOUNTABILITY

The SLC is an educational experience. You will prepare a "schedule of activities" for each day of the conference. Each member will be held responsible for his/her time spent at the conference. The "Student Accountability Journal," will document attendance at and participation in many of the learning activities and other requirements at the 2011 State Leadership Conference. You will be held accountable for the time spent at the conference. **I certify that I will maintain my a daily accountability journal showing the activities I participated in at the SLC**

_____ (Student initials) _____ (Parent initials)

GENERAL SESSIONS / SEATING

All conference delegates are required to attend the Opening General Session and the Awards Program. Students will not be permitted to return to their hotel room until the general sessions have adjourned. The shuttle buses to the overflow hotels are shut down until the general sessions are over. **I certify that I have reviewed expectations for attendance at the sessions listed above**

_____ (Student initials) _____ (Parent initials)

BUS SAFETY

Continuous shuttle bus service will operate between all seven (7) overflow hotels and the Hershey Lodge/Convention Center from Sunday afternoon through Wednesday morning. For safety precautions, no one should be walking along or crossing over the major roadways (Route 422 and Route 322) in Hershey and/or Hummelstown. For added safety, all delegates are to be courteous and respectful to the bus drivers. **I certify that I have reviewed bus safety and expectations.**

_____ (Student initials) _____ (Parent initials)

Shuttles to/from the HOTEL HERSHEY/HARVEST BUILDING

Competitors and spectators will be shuttled from the Hershey Lodge/Convention Center to the HOTEL Hershey/Harvest Building for the competitions scheduled at those venues. It is crucial that all competitors be at the bus pick up point at the Hershey Lodge by the time stated in the bus schedule found in the conference program. For your safety, your name badge is your identification to board this bus. **I certify that I have reviewed expectations regarding shuttles to the Hotel Hershey/Harvest Building.**

_____ (Student initials) _____ (Parent initials)

I have read and understand the above safety procedures and general information.

By signing this document, I acknowledge my expectations as a delegate attending the FBLA State Leadership Competition. I acknowledge that if I do not adhere to the guidelines described in this document, my parents may be called and asked to come pick me up from the conference.

Student Signature _____ Date _____

Parent Signature _____ Date _____