

**Registration Packet
Texas FBLA SLC**

Ignite Your Future with FBLA

**March 8-10
Dallas Hyatt Regency Hotel**



Contents

Adviser of the Year Application	16	Materials Turned in at SLC	6
Adviser Responsibilities	11	National Anthem Auditions	10
Area Scholarship Application	18	NLC Information	12
Board of Director's Application	23	Officer Applications	8
Business Person of Year Nomination	20	On-Line Tests	6
By-Law Amendments	30	Payments	7-8
Code of Conduct Form	14	Proctoring Events	9
Computer Events	11	Production Events	6
Conference Schedule	13	Refunds	9
Documents to Post On-Line	5	Return of Awards/Materials	12
Dress Code	9, 15	Voting/Caucusing	10
Dues	7	Time Line/Check-Off List	3
Endowment Scholarship Application.....	21	Who's Who Information	11
Hotel Information	7, 25		

Contact Information

If you have any questions or concerns **prior to the SLC**, please contact **D'Ann Matlock**, FBLA State Adviser, at stateadviser@fblatx.org or matlock.fbla@gmail.com (Cell) 210.452.6677.

Please have your Technology Director allow our ListServe and emails **with attachments**; otherwise you may miss communications which could disqualify your competitors! Check the state website, Adviser's Tab, frequently for new and updated information between now and the SLC.

Website

SLC information, registration, forms, on-line event information, officer candidate packet, production testing documents, and updates will be online at **FBLATX.org**. Check **frequently!**

National Awards Program

The *2017-18 Competitive Events Guide* is on-line at <http://www.fbla-http://www.fbla-pbl.org/fbla/competitive-events/>. Use the **current** Competitive Events Guide for all Texas SLC competitive event guidelines and rating sheets. Please refer to the Texas Awards Program for the number of competitors each chapter may enter into events. The TAP is on-line at <chrome-extension://gbkeegbaiigmenfmjfcldgdpimamgkj/views/app.html>. We will be using the new rating sheets this year.

Time Line and Check-Off List 2018 SLC

January							February							March							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	

Middle Level Time Line-

- ___ **January 15 (Monday) – February 1 (Thursday) – SLC Conference Registration window** on National website. Specific details will to be e-mailed to chapter advisers via ListServe and posted on-line by January 5. Membership dues must be **RECEIVED AND RECORDED** by the national office during or before this registration window (only members **recorded** as paid in the National database will be visible and available for registration).
 - ___ You will be asked to provide chapter number, members' and attendees' names, t-shirt sizes, advisers' cell numbers and email addresses
- ___ **February 5 (Monday) - Hotel registration deadline must be done online** through their Passkey system and a credit card must be used to register. Credit cards WILL NOT be charged at time of registration. Cancellations must be made at least 72 hours prior to SLC date.
- ___ **February 10 (Wednesday)** - Competitive Event Registration to Leslie Akins at lakens@yisd.net.
- ___ **February 5 (Monday) – 16 (Friday)** -Testing window for school testing
- ___ **February 16 (Friday)** - 50% SLC **refund request deadline** - received by State Adviser
- ___ **February 9 (Friday)** – Receipt date for return of testing materials to Leslie Akins
- ___ **March 8 – 10 (Thursday – Saturday)** – SLC at Hyatt Regency Hotel, Dallas
 - ___ Turn in registration payment and March of Dimes contribution

High School Time Line

- ___ **January 15 (Monday) – February 1 (Thursday) – SLC Conference Registration** window on National website. Membership dues must be **RECEIVED AND RECORDED** by the national office during or before this registration window (only members **recorded** as paid in National database will be visible and available for registration).
 - ___ You will be asked to provide your chapter number, members' and attendees names, events entered, t-shirt sizes, adviser's cell numbers and email addresses
 - ___ Provide proctors' names, cell phone numbers, and emails for each school-tested production events
- ___ **February 1 (Thursday)** - **National anthem auditions** due via YouTube; send URL to Peggy Clayton at fbla168clayton@gmail.com
- ___ **February 1 (Thursday)** – **On-line testing** instructions and information to file event entries via WooFoo will be sent out via the ListServe and posted on the website.
- ___ **January 29 (Monday) – February 5 (Monday)** - **Reports and media entries posted online by midnight February 5.**
- ___ **February 5 (Monday)** - **Hotel registration deadline. Registration must be done online** through their Passkey system and a credit card must be used to register. Cancellations must be made at least 72 hours prior to SLC date.
- ___ **February 5 - 16 (Monday - Friday)** - **On-line testing** window via E-SESS. .
- ___ **February 16 (Friday)**
 - ___ **State Officer Candidate Applications** posted on-line (download from fblatx.org)
 - ___ **National Officer Candidate Application** posted on-line (download from fbla-pbl.org)

___ **Board Applications** posted on-line (Areas 2, 4, 6)

___ **Area and Endowment Scholarship Applications** posted on-line

___ **February 16 (Friday) - 50% SLC refund request deadline** - received by State Adviser

___ **February 23 (Friday)** – State Adviser **sends production tests** to designated chapter **proctors** via email

___ **March 7 (Wednesday)** - Officers/Staff arrive at SLC site by noon

___ **March 8 – 10 (Thursday – Saturday)** – SLC at Hyatt Regency Hotel, Dallas

March 28 (Wednesday) - Commitment to compete or not to compete at the NLC received by State Adviser (but PLEASE **REPLY ASAP** to allow those newly eligible to have time to determine if they can compete!)

May 11 (Friday) – All **pre-judged NLC** materials must be posted online by individual chapters to be eligible for **national** judging and the state and national offices notified

May -18 (Friday) - All **NLC school-site production test** materials sent straight to and **received** in national office

June 18 – 22 (Monday - Friday) - State Officer Training, Camp Copass, Denton

June 27 (Wednesday) – optional Texas **NLC Pre-Trip**

June 27 – 28 (Wednesday and Thursday) – Institute for Leaders, Atlanta

June 28 (Wednesday) - July 1 (Saturday) – National Leadership Conference, Baltimore

July 21-22 (noon Saturday – noon Sunday) –**FBLA Summer Board Meeting**, Fort Worth

July 23 – 26 (Monday - Thursday) – TCEC, Fort Worth -

Documents to be Filed On-Line Prior to SLC

All SLC documents and event entries such as reports, videos and websites, **will be submitted via the Internet using WooFoo**. Specific instructions will be posted by January 24 on the Adviser tab at FBLATX.org and will be sent to chapters via the ListServe. Documents must be in a PDF format using the prescribed file format name. -

The following are to be posted on-line via WooFoo between Monday, January 29 and midnight, Monday, February 5. Instructions will be sent by January 24 via ListServe and posted on fblatx.org, SLC Program tab. Portions of events will be pre-judged from electronic copy prior to the SLC.

√ In	Event	Format	Other
	3-D Animation	URL	Statement of Assurance
	American Enterprise Project	PDF report	
	Business Financial Plan	PDF report	
	Business Plan	PDF report	
	Coding & Programming	URL	Statement of Assurance
	Community Service Project Report	PDF report	
	Computer Game & Simulation Programming	URL	Statement of Assurance
	Digital Video Production	URL	Statement of Assurance
	E-Business	URL	Statement of Assurance
	Future Business Leader	PDF Documents	
	Job Interview	PDF Documents-	
	Local Chapter Annual Business Report	PDF report	
	Mobile Application Development	U	Statement of Assurance
	Partnership with Business	PDF report	
	Public Service Announcement	NA	Statement of Assurance
	Website Design	URL	Statement of Assurance
√ In	Document	Format	
	Adviser of Year Application	PDF	
	Area Scholarship Application (Feb. 16)	PDF	
	Board of Directors Application	PDF	
	Business Person of Year Application	PDF	
	Endowment Scholarship Application (Feb. 16)	PDF	
	Endowment Contribution Forms	PDF	
	March of Dimes Contribution Form	PDF	
	Texas Who's Who Application	PDF	
	Vernon Payne Rating Sheet Application	PDF	
	State and National Officer Applications	PDF	

Events with On-Line Testing – February 5-19

(Team Test Taken Collaboratively)	Health Care Administration
Accounting I	Help Desk
Accounting II	Hospitality Management
Agribusiness	Insurance and Risk Management
Advertising	Introduction to Business
Banking and Financial Systems	Introduction to Business Communication
Business Calculations	Introduction to Business Procedures
Business Communication	Introduction to Information Technology
Business Law	Introduction to Parliamentary Procedures
Business Math	Journalism
Business Procedures	Management Decision Making
Computer Applications	Management Information Systems
Computer Problem Solving	Marketing
Cyber Security	Network Design
Database Design & Applications	Networking Concepts
Desktop Publishing	Parliamentary Procedure (team)
Economics	Parliamentarian State Officer Candidate
Entrepreneurship	Personal Finance
FBLA Principles and Procedure	Securities and Investments
Future Business Leader	Sports and Entertainment Management
Global Business	Spreadsheet Applications
	Word Processing

Production Events Tested at School Prior to SLC and Turned in Thursday at SLC Registration (E-mailed to Proctors by February 19, Friday)

Computer Applications	Spreadsheet Applications
Database Design & Applications	Word Processing

Items to Be Submitted Thursday at SLC Registration

Event	Materials
Local Chapter Scrapbook	Scrapbook
Production tests (see list above)	Test packets- in sealed envelope
March of Dimes Contribution	Check made out to March of Dimes
Endowment Contribution	Check made out to Texas FBLA
SLC Registration Fees	Check made out to Texas FBLA or credit card

State And National Dues

NO DUES WILL BE ACCEPTED AT THE SLC. Students must be listed as paid in the national database during the registration window (January 15 – February 1) in order to be available for SLC registration. Both State and National registration should be completed online at FBLA-PBL.ORG with time allowed for your payment to arrive **and be posted** before/during the registration window. Mail checks directly to National’s membership service at:

FBLA Membership Dues - P.O. Box 79063 - Baltimore, MD 21279-0063

Hotel Registration Receipt - February 5 (Monday)

See pages 27-30, Hotel section, for complete hotel information.

Hotel registrations must be **received** by this date. Reservations received after that day may not be at the conference rate or rooms may not be available as the room block will have been filled or closed; if so, Texas FBLA will not be able to negotiate on your behalf. If it becomes necessary to book an overflow hotel, we will negotiate with a nearby - and post that information on our website. Complete and turn in the Hotel Tax Exempt form with the hotel registration or at the hotel at check-in.

Hotel reservations must be made through the hotel’s PassKey system. A credit card will be required. The link to their Passkey system is <https://aws.passkey.com/e/49192305>. If you will be making more than 10 room reservations, contact Jennie Nemec at jennie.nemec@hyatt.com. She will assist you with you large group reservation. You should be able to enter 10 rooms at a time.

You must complete the “**Organization**” field so that the hotel may filter the list by schools. This will assist with blocking your rooms.

SLC Conference Registration - January 15 (Monday) – February 1 (Thursday)

SLC Registration will be done on-line through the national FBLA website. Membership dues must be **RECEIVED AND RECORDED** by the national office during or before this registration window (only members **recorded** as paid in National database will be visible and available for registration).

To register online, you will need the chapter number, each adviser’s name and cell phone number, the name of each member, the event that member will enter (if any), and the member’s t-shirt size. Be sure to enter a shirt size for all paid attendees as the shirts are included in your conference registration fee. If you do not want T-shirts, do not enter a size; however, the registration fee cannot be reduced. (Late registrants may not receive a shirt as these are ordered immediately at the close of online registration.) **Please save (post) frequently!** The program has a timed-out feature and all un-posted data will be lost!

The name, e-mail address, and cell phone number for each **proctor** administering a school-tested production event must be listed on the registration document.

Registration is \$80 per member, guest, and adviser. Chapters registering after the on-line registration date will be charged a late fee of \$10 per registrant for a total of \$90 each. **Members registering after February 1 may attend but will not be eligible to participate in competitive events.** Registration obligates the chapter for payment to Texas FBLA. All **registrations changes** will incur a \$10 change fee.

Payments: Payment is by check or credit card Thursday at SLC registration. **No cash can be accepted.** Please do **NOT** send any payment prior to the conference.

Checks are to be made payable to Texas FBLA, brought to the SLC and turned in at registration. **DO NOT MAIL CHECKS**; however, if your district requires an address for its records, you may use Renee Hancock, Texas FBLA Treasurer, 706 Oak Lane, Grapevine, TX 76051.

Registration fees and contributions may now be made via credit card. A 3% convenience fee will be added to each credit card payment.

Endowment contribution checks are to be made out to Texas FBLA.

March of Dimes contribution checks are to be made out to March of Dimes.

All SLC Materials Posted On-Line – January 29 (Monday) – February 5 (Monday by Midnight)

Specific directions will be mailed to all chapters by January 24 via the ListServe and will be posted on our website, FBLATX.ORG, SLC Program tab. See the chart above for a complete list of documents to be posted on-line.

State and National Officer Applications Posted On-Line - February 16 (Friday)

For information, download the State Officer Candidate Packet from FBLATX.org; the State Officer Coordinator is Donna Crook, stateofficercoordinator@fblatx.org. State and National Officer Candidate Applications are to be posted on-line. Instructions on how to post will be sent our vial ListServe and posted on the SLC Program tab of our website. Candidates must attend screening, give a campaign speech, participate in caucus, and host a campaign booth.

The individual who wants to be **State Parliamentarian** is required to complete the State Officer application, meet all officer candidate requirements, attend the officer candidate screening session on Thursday, and make the highest score on the Parliamentary Procedure test (taken **prior to the SLC** during the on-line testing window).

The **national officer candidate** packet is available at fbla-pbl.org; obtain state requirements from the State Officer Coordinator and state website. It is the candidate's responsibility to obtain and request State and National application materials in time to completely meet the filing deadline. Candidates **MUST** have a campaign booth at the SLC. Interviews will be held with the Board of Directors who will make a selection. The Board, State Officer Coordinator, and/or State Adviser may decline to forward any candidate's application to national.

On-Line Testing -Window - February 5 (Monday) – 16 (Friday)

On-line tests must be completed at the local school during this testing window. **Advisers may proctor the online tests.** Specific instructions will be sent through the ListServe and to registered chapter advisers and posted on our website by February 1. It is recommended that competitors take a sample test prior to taking the actual test. To take a sample test anytime, you and students may go to www.techfluency.org/esess and type "SAMPLE" in all four fields.

Events with on-line only tests or an on-line test component are listed in a chart on a prior page.

If a **team** is testing, **all** team members must take the test to be recognized at the SLC. If it is a collaborative test, all team members must be present during **one** testing session and participate in **one** test.

Candidates for Texas **State Parliamentarian** must take the Parliamentary Procedure test during this time. Candidates do NOT have to be part of a parliamentary procedure team and may test as an individual.

Refunds On Invoices - February 16, (Friday)

The SLC registration refund request deadline (50%) is February 16. Changes in registration which will result in invoice amount reduction must be submitted to the State Adviser via email on or **before Friday, February 16 for a 50% refund. No refunds after February 16.**

Proctoring And Administering The Pre-Slc Events

Advisers **MAY** proctor on-line events provided that students are constantly monitored so that no materials or outside help is used. Advisers may help only with computer issues.

Advisers may **NOT** proctor the production events. The name of a non-FBLA adviser proctor, his/her e-mail address, and cell phone number will be required on the SLC registration form for each production event.

The proctor and/or the adviser will download from the FBLA website (www.fblatx.org.) all necessary information, forms, and scripts to **administer** the event. The State Adviser will send **tests** via e-mail by **Friday, February 23, only to the proctor on record. Please be sure that my email (stateadviser@fblatx.org), with attachments, sent individually or through the ListServe, can get through your district's filter; otherwise, tests may not be received and competitors will be disqualified.** Be sure your proctor(s) know to look for an e-mail from D'Ann Matlock/FBLA ListServe on or before that date.

SLC Registration - March 8 (Thursday)

We continue to streamline registration, event confirmation, and adviser event assignments to allow more time to socialize during our Adviser Reception on Thursday. Following are the SLC registration procedures:

1. Check your group into the hotel
2. Register for the conference
 - a. Submit payments for registration, March of Dimes, and Endowment contributions
 - b. Pick up your Chapter Packet
3. Event confirmation
 - a. Turn in Local Chapter Scrapbook
 - b. Drops may be made from competitive events but no additions or substitutions can be made
4. Verify all adviser/adult event administrator assignments for your chapter
5. Pick up T-shirts

Conference Attire

Business attire is required at all general sessions, meetings, workshops, and competitive events, as well as in the lobby. Please refer to the enclosed Dress Code Guidelines. **Casual attire should be confined to the sleeping rooms** and any conference social. Inappropriately dressed individuals on their way to/from the pool or in/out of the hotel should move quickly and quietly. If your chapter will be on a tight schedule, have students travel in attire suitable for the opening/closing sessions.

SPECIAL NOTICE ON DRESS CODE! Our media company will be **monitoring attire for the Awards Ceremony** Saturday morning. Those unwilling or unable to change in time may pick up their award backstage **after, not during**, the awards ceremony. If a chapter is leaving immediately after the Awards Ceremony, attendees should plan to change into traveling clothes **after** the ceremony.

Safety/Behavior

Name badges are to be worn during the entire conference; **admittance may be denied to any function** if a valid name badge is not visible. For protection and safety outside the hotel, students and advisers should remove name badges. As in all cities, it is not safe for individuals or small groups to travel on foot; during the evening use caution and good judgment. Please practice elevator courtesy. Advisers should have on hand a signed copy of the **Code of Conduct** for each member attending the State Leadership Conference.

Since this is a school-sponsored activity, your school's rules and regulations, as well as those of FBLA, the city, and the state, apply at this conference. Any violation could lead to the disqualification of the student or chapter from participation at this or future FBLA conferences. Disqualifications may be made by the State Adviser and may be appealed. A chapter adviser and/or adult must accompany the group and be responsible for the group during the conference. **Members and advisers must be housed in the conference hotel(s)** and are expected to attend and to participate in all conference activities. Members must check at regular intervals with the adviser/chaperone; it is important advisers know at all times where members may be reached in case of emergency or in connection with conference activities. Advisers, your members also need to be able to find you at all times! No drugs or alcoholic beverages will be allowed at the SLC; tobacco usage is prohibited for all students. If a student violates conference rules they may be sent home at their parent's expense.

National Anthem Singer – February 1 (Thursday)

If you have a student who is a good singer who can sing the national anthem at the opening session on Thursday evening at the opening session, please have that student submit an audition (preferably done in front of a group). Encourage them to practice before creating their demo! If accompanying music is to be used, the selected singer must bring a CD of the music to the SLC. Singers must practice Thursday afternoon prior to the opening session. Auditions must be received by February 1, should be uploaded to YouTube, and the URL sent to Peggy Clayton, Script Adviser, fbla168clayton@gmail.com.

Voting/Caucusing – March 9, (Friday)

By new Board policy, every chapter must have its voting delegates present Friday afternoon at the Area Meeting and at the State Caucus and Voting Session. Chapters not represented will be disqualified from all events. Voting is an essential part of the SLC, and it is necessary to have a quorum to elect officers and vote on proposed by-law changes.

Check the schedule for the time and the places for Area Meetings Thursday afternoon and for Friday evening. Remind members to attend and that a caucus is to discover the platform, goals, knowledge, and reliability of the candidates, not a time for harassing or embarrassing them. The Friday evening voting session is only for voting delegates; however, members may occupy the remainder of the seating on a first-come basis.

Each voting delegate should meet each candidate, attend the caucus, and sit in assigned seating Friday afternoon at the Second Area Meetings and at the State Voting Session. Members should instruct voting delegates as to first, second, and third choices in case of ties. Delegates should understand the seriousness of their votes. Decisions should be based on the candidates' abilities to meet the needs of the members and the organization, not on area loyalty, race, gender, or looks.

Expenses of officers elected are paid from members' dues. When an officer does not perform responsibly or is removed, the members' money is wasted. Texas FBLA fails to grow as it should and chapters do not get the service deserved if inadequate officers are elected. The success or failure of each officer team impacts the entire state, even as long as several years later, so vote for candidates who best appear able to follow through!

Share The Opportunity

While only dues-paying chapters may participate in competition and elections, a school interested in starting an FBLA chapter may attend the SLC. Invite an adviser and a few students from a neighboring school to attend with your chapter; bring your vocational consultant and your administrators! All will become acquainted with FBLA and should be eager to get other chapters started or get involved immediately! Junior high/middle school chapters are also eligible. Just duplicate the instructions for registration.

Board Of Directors

Information on the election for members of the Board of Directors is in this packet. Area 2, 4, and 6 representatives will be elected at the SLC. Applications are to be posted on-line by Friday, February 16. Instructions will be forwarded by February 1 via the ListServe and will be posted on Adviser tab of the state website.

Who's Who Recognition

Every chapter should nominate **one** member for automatic recognition, no application required. In addition, state and national officers are **AUTOMATICALLY** recognized (no application required). Nominate a chapter member for this award by entering a name in wufoo form that will be found on the SLC Program tab at fblatx.org. All recipients will be recognized at an Area Meeting and will be introduced at the start of the Awards Ceremony; only recipients present backstage prior to the start of the Awards Ceremony will be recognized.

NOTE: If a student wants to be considered for the Texas Who's Who and to receive national recognition, the **Who's Who application** must be submitted on-line between January 29 and midnight February 5. Entries will be evaluated to select the **one** Texas Who's Who recipient who will represent our state at the NLC.

Friday Night Social

Because there is little or nothing to do in downtown Dallas in the evenings, we are planning a social event for Friday evening. Details will be posted on our state website closer to the SLC. Make plans to attend!

TAP (Texas Awards Program)

Use the 2017-18 TAP in determining the number of entries each school may have for each event. The National Competitive Event Guide will be used for all competitive events.

Computer Events READ CAREFULLY!

Competitors are to **bring a computer** to every event that requires one as TX FBLA will not provide computers. No screens, projectors, or electricity will be provided for these events. ALL competitors need to use their laptops to present their presentations to the judges. Please practice this BEFORE coming to the SLC.

An internet connection will NOT be provided unless event guidelines specifically state it will be available.

Events Requiring Internet: This applies to the events that require Internet connection for the presentation: E-Business, Network Design and Website. Competitors are to **bring a flash drive** containing the presentation and/or save the presentation to the Cloud and be able to access it. You will NOT have to bring your own computer for these three events.

Adviser Responsibilities

The Texas competitive event awards programs on the area and state levels must be planned, administered, and graded by local chapter advisers or there can be no awards program. As FBLA competition is a school-sponsored activity, **all advisers and non-bus driver adults must administer and/or grade one or more events and should be available during the entire day on Friday to assist as needed!** In order to staff all our competitive events, **advisers and all adults should expect both a morning and an afternoon assignment. Failure to administer your assigned duties could result in disqualification of all chapter competitors.**

By Board policy, if a chapter enters any competitive event, at least one adviser/adult must attend the SLC and fulfill assignments, either administering or grading events. Chapters may NOT enter on-line events only and have no one attend the SLC to work an assignment.

The following guidelines must be followed or all chapter competitors may be disqualified, any awards forfeited, and no competitors may compete on the national level:

- All members, advisers, administrators, spouses and guests (other than a bus-driver only adult) attending the SLC must register and pay the registration fee.
- An adviser or school employee must accompany any members attending the conference.
- A parent must accompany any Virtual Chapter member and must help administer competitive events.
- All conference and event registration materials must be submitted by the established event and conference registration deadlines.
- Every chapter adviser must be marked as an adviser on the registration form; guests and spouses must be marked as guests.
- Any teacher, faculty member or administrator (other than a bus-driver only adult) will be construed as an “adviser” for event assignments. Every “adviser” must fulfill one or more competitive event assignments. Being late for an assignment or leaving before the event is completed will be construed as **not** fulfilling that assignment and all chapter entries may be forfeited.
- Each adviser is responsible for ascertaining his/her morning and afternoon assignments.
- All advisers are to monitor attendees in all portions of competitive events, at general sessions, and workshops to ensure that each attendee adheres to the dress code and that name badges are visible.
- All testing materials must be returned to Event Headquarters. Disqualification may result if test materials are missing, a chapter may be barred from future SLC events, or state tests may not be allowed for use in Areas.
- All results **must remain confidential** until the awards ceremony. Confidentiality violations may result in disqualification of all chapter competitors.
- Advisers must adhere to conference policies, regulations and procedures. For any reason, failure to attend a meeting, check the bulletin board, pick up materials, etc. will not negate an adviser’s or a competitor’s responsibility to adhere to policy, procedures, regulations, event guidelines and event times.
- Every adviser is asked to enforce the midnight conference curfew for all attendees.
- **Advisers are to ensure that the chapter’s voting delegates attend and participate in Friday’s Area Meeting and State Caucus and Voting Session so that chapter competitors will not be disqualified.**

The help of **every** adviser and adult is needed and appreciated in order that a viable, fair competitive event program can be offered to all our student members. Thanks for doing **your** part!

Return Of Awards, Materials and Rating Sheets

If you cannot pick up any **awards** distributed during the Awards Ceremony, make arrangements with another adviser to pick them up backstage **after (not during) the awards ceremony**. Unclaimed awards will **not** be mailed but will be returned to our supplier for credit.

Event materials will **not** be mailed to chapters after the SLC, but will be available for pickup in the foyer of the hotel immediately after the Awards Ceremony. **If you will not be able to pick up your chapter’s materials immediately following (not during) the awards session**, make arrangements with another adviser to pick them up for you. All materials will be **discarded immediately** after the closing session.

NLC

Information will be available in your packet at the SLC and posted on our website after the SLC. For competitors placing high enough to be eligible to compete at the NLC, **the State Adviser must be notified of your intent to compete or not compete by Wednesday, March 28**. After that date, the next eligible competitor will be notified and offered the opportunity to compete. PLEASE, notify the State Adviser **as soon as you know** (do not wait until the deadline) whether or not your student will compete, so that if not, the next individual will have more time to determine if he/she can attend.

2018 SLC Tentative Conference Schedule

A more detailed schedule will be published at FBLATX.org nearer to conference time. **All meetings will be at the Hyatt Regency Hotel.**

Wednesday, March 7

Staff and officer arrival and workday

Thursday, March 8

2:00 – 5:30 pm	SLC Registration
2:00 – 6:00 pm	Exhibits
3:00 – 5:00 pm	Officer Screening
5:00 – 6:00 pm	First-Year Adviser Orientation
6:00 – 7:15 pm	Adviser Reception and Meeting
6:00 – 7:00 pm	Senior Networking & Alumni Mixer
7:30 – 8:15 pm	Area Meetings
8:30 – 10:45 pm	Opening General Session
Midnight	Conference Curfew —all students in rooms with no noise

Friday, March 9

7:00 am – 8:30 am	Adviser and Judges' Breakfast
8:00 am – 5:00 pm	Exhibits and Candidate Booths
8:00 am – 5:00 pm	Competitive Events and grading
8:00 am – Noon	Middle Level Events
5:00 pm	Middle Level Awards Ceremony
5:00 – 6:00 pm	Area Meetings (Chapter voting delegates required to attend)
6:15 – 7:15 pm	State-wide Caucus and Voting Session (Chapter voting delegates required to attend)
9:00 pm	Social
Midnight	Conference Curfew —all students in rooms with no noise

Saturday, March 10

9:30 am – Noon	Installation and Awards Ceremony
Noon	Hotel check-out deadline
12:30 – 2:30 pm	Incoming/Outgoing Officers' Luncheon

Name _____ School _____

CODE OF CONDUCT

(Reproduce for every conference attendee)

Texas FBLA members have an excellent reputation. Your conduct at every FBLA function should make a positive contribution to extending that reputation. Listed here are rules of conduct for the State Leadership Conference. All participants will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisers, or upon FBLA.
2. Obey all school rules and hotel rules as well as local, state, and federal laws. Avoid all drug, alcohol and tobacco use.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the business-like atmosphere, association with non-conference individuals, or activities that endanger self or others (running in the General Sessions, standing on chairs, using laser pointers during workshops, bodysurfing, etc.)
4. Keep their advisers informed of their activities and whereabouts **at all times**. Accidents, and injuries must be reported to local and state advisers immediately.
5. Observe the curfews as listed in the conference program. Local and state advisers as well as security personnel will enforce curfews. Curfew is defined as being in your own assigned sleeping room by the designated hour with a noise level that will not disturb other hotel guests.
6. Act as professional guests in all conference facilities. Participants must obey the rules of these facilities. The facilities have the right to ask attendees to leave. Do not throw anything out of windows or over balconies. Do not run down hallways. Let riders exit the elevators before attempting to get on. Noise should be kept at a reasonable volume, especially in the hotels. Remember there are other guests in the hotels that have rights as well. Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in the proper receptacles and not left on guest room or meeting room floors. Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement.-
7. –Sleeping rooms are not to be trashed in any way. Advisers are to check each room for trash and damage prior to checkout.

All chapter advisers are responsible for the supervision of all attendees' conduct.

Disregarding or Violating the Code of Conduct

Participants who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Additional action may be taken by the participant's school or law enforcement agencies. Parents and/or guardians will be notified and FBLA reserves the right to notify school administrators and law enforcement.

I agree to abide by the Code of Conduct and the Dress Code.

Signed: _____

Chapter: _____ Date _____

SLC DRESS CODE

FOR ADVISERS, MEMBERS, AND GUESTS

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, area 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 outside the hotel.

Professional attire acceptable for official FBLA 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
- Business pantsuit
- Skirt or dress slacks with blouse or sweater or
- Business dress (sleeveless acceptable)
- Capris or gauchos with coordinating jacket/suit, worn below the knee
- Dress shoes (*sling-back and open-toe shoes accepted*)

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, spaghetti straps, strapless, extremely short and/or tight-fitting or low-cut blouses/tops/dresses/skirts/pants
- T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits
- Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee boots, flip-flops
- Athletic wear, including sneakers
- Hats or flannel fabric clothing-
- Bolo ties
- Visible foundation garments

ADVISER OF THE YEAR
JOAN E. BORUK RECOGNITION AWARD

There could be no local FBLA chapters without the dedication of teacher/advisers. This recognition event is designed to recognize one outstanding Texas FBLA Adviser each year.

ELIGIBILITY

Each chapter may enter one adviser who is on record in the FBLA-PBL national office as a local chapter adviser by February 1.

PROCEDURE

Applications are to be posted on-line prior to the SLC.

The selection of the Texas FBLA Adviser of the year will be determined by the points on the rating sheets. If there is a tie, the adviser with the most number of years as an adviser will be selected.

JUDGING

There will be no judging in this event.

STATE AWARDS

One local adviser will be selected for recognition in this event.

NATIONAL LEADERSHIP CONFERENCE

The Adviser of the Year named at the SLC will be submitted for recognition at the National Leadership Conference.

Adviser of the Year Entry Form

Every year for the National Leadership Conference each state is asked to submit the name of one adviser to be presented as the "Adviser of the Year." Each state determines how to select its honoree. If an adviser in your chapter qualifies in several of the areas below, complete this form, attach supporting documentation (such as officer names, years, or conference city), and post on-line. The one (1) local adviser with the highest documented point total who has not been recognized as Adviser of the Year within the last five (5) years will be selected. The Texas Adviser of the Year will be recognized at the SLC and will be eligible for recognition at the NLC.

Adviser _____ **Area** _____

School _____ **City** _____

Home Address _____

City _____ **ZIP** _____ **Home Phone (____)** _____

FBLA Membership - 1 point x _____ years _____

Conferences Attended

- | | |
|--|----------|
| a. Area Workshops – 1 point x _____ | a. _____ |
| b. District Conferences – 1 point x _____ | b. _____ |
| c. State Leadership Conferences – 3 point x _____ | c. _____ |
| d. National Fall Leadership Conferences – 3 points x _____ | d. _____ |
| e. National Leadership Conferences – 5 points x _____ | e. _____ |
| f. Institute for Leaders – 5 points x _____ | f. _____ |

Officer Sponsorships

- | | |
|--|----------|
| a. Attended State Officer Training – 10 points x _____ | a. _____ |
| b. Each district officer – 5 points x _____ | b. _____ |
| c. Each state officer – 10 points x _____ | c. _____ |
| d. Each national officer – 15 points x _____ | d. _____ |

Conference Coordinator

- | | |
|--|----------|
| a. Area Workshop – 5 points x _____ | a. _____ |
| b. District Conference Coordinator – 15 points x _____ | b. _____ |
| c. State Leadership Conference – 20 points x _____ | c. _____ |
| d. National Fall Leadership Conference – 30 points x _____ | d. _____ |
| e. National Leadership Conference – 30 points x _____ | e. _____ |

Workshops Presented

SLC, NFLC, NLC, or other FBLA-related – 5 points x _____

Offices Held

- | | |
|---|----------|
| a. State Chairman, State Adviser – 5 points x _____ | a. _____ |
| b. District Adviser, State Associate Adviser – 4 points x _____ | b. _____ |
| c. Texas Board of Directors – 10 points x _____ terms | c. _____ |
| d. National Board of Directors – 10 points x _____ terms | d. _____ |
| e. National Awards Program Committee – 5 points x _____ terms | e. _____ |

Additional FBLA Activities (Manuals written, Special Assignments)

Document each – 1 point x _____

TOTAL POINTS _____

AREA SCHOLARSHIP

DIRECTIONS: Consideration will be given only if an application is fully-completed, supporting documentation is provided and limited to two pages, a resume and short essay questions are attached, a social security number is provided, and verification is properly completed. Using the information supplied, a committee will review and judge the applications. The judge's scores will be combined to determine the one or two \$500 recipients from each area.

Applications must be posted on-line.

ELIGIBILITY:

- The local chapter and the applicant must be in attendance at the State Leadership Conference.
- Applicants must be a graduating senior planning to continue his/her education the following school year.
- Applicants must be a state and national member of FBLA.
- The number of applicants per chapter may not exceed the number of voting delegates for that chapter.

APPLICATION:

- Complete the application form.
- Include a resume with the following topics: Educational/Career Objectives, Education, Work Experience, FBLA Activities/Experience, Community Service, Honors and Awards, Reference Letters (at least three).
- Include a copy of your ACT/SAT scores.
- Answer the questions listed below. The document should be 1½ -- 2 typed pages using 12-point Arial or Times New Roman font. Double space between answers. The short essay questions (all must be answered) are:
 1. How have you benefited from your membership in FBLA?
 2. How have your local FBLA chapter, school and community benefited from your involvement in FBLA?
 3. How do you plan to utilize your FBLA experience in your future goals and plans?

NOTIFICATION: The Area Scholarship recipients will be announced at the Awards Ceremony of the State Leadership Conference.

REDEEMING THE SCHOLARSHIP: Recipients must follow the directions below to receive the scholarship. Checks will **not** be issued automatically. Mail a copy of the following **by September 15** to:

Renee Hancock, Treasurer, Texas FBLA, 706 Oak Lane, Grapevine, TX 76051

- A copy of your completed registration and fees paid.
- The name and mailing address of a representative from the financial aid office of the college or university.
- Your full name, mailing address, phone number, type of scholarship, and amount.
- A check may be made to you or to the college/university financial aid office as determined by the Board of Directors.

AREA SCHOLARSHIP APPLICATION

Name _____

Chapter _____ Area _____

Home Address _____

City _____ ZIP _____ Home Phone (_____) _____

SS No. _____ - _____ - _____ Adviser's Cell Phone (_____) _____

We certify that the activities claimed are an accurate record of FBLA functions in which the nominee has participated.

_____ Chapter Adviser _____ Nominee _____

CRITERIA	TOTAL POINTS
-----------------	---------------------

Extent of participation as a an officer/member

- | | |
|--|---------|
| 4 x _____ years as a paid member of FBLA | = _____ |
| 3 x _____ district and chapter office held (21 point maximum) | = _____ |
| 1 x _____ each committee chaired or served on (20 point maximum) | = _____ |
| 1 x _____ each article submitted to the Texan (10 point maximum) | = _____ |

Extent of participation in FBLA conferences:

- | | |
|---|---------|
| 2 x _____ Area Workshops and District Conferences | = _____ |
| 2 x _____ SLC, NFLC, NLC | = _____ |
| 2 x _____ District Events Entered | = _____ |
| 2 x _____ State Events Entered | = _____ |
| 2 x _____ NLC Events Entered | = _____ |

Extent of participation in the National Recognition Program

- | | |
|---------------------------------------|---------|
| 5 x _____ Achievement of the F Level | = _____ |
| 10 x _____ Achievement of the B Level | = _____ |
| 10 x _____ Achievement of the L Level | = _____ |
| 15 x _____ Achievement of the A Level | = _____ |

For Judges use ONLY! Do not write in this area!

All Documentation and Forms Included (if incomplete, disqualify)	YES	NO
Total Participation Points (200 point maximum)	= _____	
Total Essay Points (100 point maximum)	= _____	
Total Resume Points (100 point maximum)	= _____	
TOTAL POINTS	= _____	

Business Person of the Year Nomination

Applications are to be posted on-line. Each chapter may nominate one business person each year for recognition at the SLC during the Saturday morning Awards Ceremony. If the nominee will be present at the Awards Ceremony, a chapter member should be backstage prior to the session, will bring and read a short explanation presentation, and will award the plaque. Nominees are automatically submitted for recognition on the national level and, if attending, will be recognized during the NLC.

Nominating Chapter _____

City _____ **Adviser** _____

Chapter Member to Make SLC Presentation _____

Nominee: Mr./Ms./Dr. First _____ **Last** _____

Home Address _____

City _____ **ZIP** _____ **(Cell)** _____ - _____ - _____

Business _____

Address _____

City _____ **ZIP** _____ **Phone** _____ - _____ - _____

Position _____

Will the nominee attend the SLC? **Yes** **No**

Has this nominee ever been a member of **FBLA** **PBL** **Professional Division?**

How has this nominee been involved with your chapter. Check all that apply.

Been a guest speaker

Served on Advisory Board

Presented workshop

Aided in fund raising

Made donations

Sponsored a scholarship

Competitive event coach

Attended SLC or NLC

Administered competitive events

Other (list)

Served as an event judge

Describe why the chapter is nominating this individual:

ENDOWMENT SCHOLARSHIP

DIRECTIONS: Applications must be filed on-line. Consideration will be given only if the application is complete, supporting documentation is provided and limited to two pages, a resume and short essay questions are attached, a social security number is provided, and verification is properly completed. Using the information supplied, a committee will review the applications. The judges' scores will be combined to determine the \$500 recipient from each area.

ELIGIBILITY:

- The local chapter and the applicant must be in attendance at the State Leadership Conference.
- Applicants must be a graduating senior planning to continue his/her education the following school year.
- Applicants must be a state and national member of FBLA.
- The number of applicants per chapter may not exceed the number of voting delegates for that chapter.

APPLICATION:

- Complete the application form.
- Include a resume with the following topics: Educational/Career Objectives, Education, Work Experience, FBLA Activities/Experience, Community Service, Honors and Awards, Reference Letters (at least three).
- Include a copy of your ACT/SAT scores.
- Answer the questions listed below. The document should be 1½-2 typed pages using 12-point Arial or Times New Roman font. Double space between answers. The short essay questions (all must be answered) are:
 1. How have you benefited from your membership in FBLA?
 2. How have your local FBLA chapter, school and community benefited from your involvement in FBLA?
 3. How do you plan to utilize your FBLA experience in your future goals and plans?

NOTIFICATION: The Area Scholarship recipients will be announced at the Awards Ceremony of the State Leadership Conference.

REDEEMING THE SCHOLARSHIP: Recipients must follow the directions below to receive the scholarship. Checks will **not** be issued automatically. Mail a copy of the following **by October 15** to:

Renee Hancock, Treasurer, Texas FBLA, 706 Oak Lane, Grapevine, TX 76051

- A copy of your completed registration and fees paid.
- The name and mailing address of a representative from the financial aid office of the college or university.
- Your full name, mailing address, phone number, type of scholarship, and amount.
- A check may be made to you or to the college/university financial aid office as determined by the Board of Directors.

ENDOWMENT SCHOLARSHIP APPLICATION

DIRECTIONS: Applications are to be posted on-line. Consideration will only be given if a social security number is supplied, the application is completed, supporting documentation is provided and limited to two pages, a resume and essay are attached, and verification is properly completed. Using the information supplied, a committee will review the applications. The judges' scores will be combined to determine the **two** \$1,000 recipients.

Name _____

Chapter _____ SAT/ACT Scores _____

Home Address _____

City _____ ZIP _____ Home Phone (_____) _____

SS No. _____ - _____ - _____ Adviser's Cell Phone (_____) _____

We certify that the activities claimed are an accurate record of FBLA functions in which the nominee has participated.

_____ Chapter Adviser _____ Applicant

CRITERIA	TOTAL POINTS
-----------------	---------------------

Extent of participation as a/an member/officer	
4 x _____ years as a paid member of FBLA	= _____
3 x _____ district and chapter office held (21 point maximum)	= _____
1 x _____ each committee chaired or served on (20 point maximum)	= _____
1 x _____ each article submitted to the Texan (10 point maximum)	= _____

Extent of participation in FBLA conferences:	
2 x _____ Area Workshops and District Conferences	= _____
2 x _____ SLC, NFLC, NLC	= _____
2 x _____ District Events Entered	= _____
2 x _____ State Events Entered	= _____
2 x _____ NLC Events Entered	= _____

Extent of participation in the National Recognition Program	
5 x _____ Achievement of the F Level	= _____
10 x _____ Achievement of the B Level	= _____
10 x _____ Achievement of the L Level	= _____
15 x _____ Achievement of the A Level	= _____

For Judges use ONLY! Do not write in this area!

All Documentation and Forms Included (if incomplete applicant to be disqualified)	YES	NO
Total Participation Points (200 point maximum)	= _____	
Total Essay Points (100 point maximum)	= _____	
Total Resume Points (100 point maximum)	= _____	

Texas FBLA Board of Directors

(Areas 2, 4, and 6 - 2018 SLC)

The Board of Directors of Texas Future Business Leaders of America is to establish policy and long-range plans for the organization. The voting Board members consist of one elected adviser from each Area, and two business representatives. The State Chairman, State Adviser, State Officer Coordinator, current student State President, and the Middle Level Representative shall be ex-officio, non-voting members of the Board.

The Board shall **meet twice a year**, usually at the Career and Technology Education Conference each summer and at the Mid-Year Planning Meeting. Additional meetings may be called as necessary via the Internet. Meetings take place from noon Saturday – noon Sunday.

This is not an intense, time-consuming position as Board members are to set policy, not administer the daily operations of the organization. However, most Board members are active in the organization and see their position as a unique learning experience!

According to our Policy and Procedures, elections are held on odd SLC years to elect Board of Director representatives from odd-numbered areas (1, 3, 5, 7) and on even SLC years even-numbered areas are elected (2, 4, 6). Therefore, at the 2018 SLC, the even-numbered area reps will be elected.

Applications are to be posted on-line prior to the SLC.

Elections will be held within each Area at the State Leadership Conference during the **Friday Area Meetings**. Each high school chapter may cast **one** vote for the area representative position and one for a Business Representative. Middle Level chapters may cast -- vote for the middle level representative. An adviser will cast the one vote for a chapter, not students. Election is by a simple majority.

Qualifications for all Representatives:

- Have the desire and commitment to seek the best for the organization and its members
- Be willing to devote time to the organization
- Be willing to attend and participate in all Board Meetings
- Have access to email as most communications are conducted via email

Area Rep Qualifications:

- Must be a member of the area to be represented
- May serve four, two-year consecutive terms
- Three years' experience as an FBLA adviser preferred

Middle Level Qualifications:

- Three years of experience as an adviser preferred
- May serve two, two-year consecutive terms

Business Representative Qualifications:

- May serve two four-year consecutive terms

Candidates should complete the Board of Director's application (following) and **post it on-line.**

You'll find serving on the Board an interesting, learning experience where you will make new friends! Please consider joining us!

Application For Texas FBLA Board of Directors High School and Middle Level

Adviser Information:

NAME _____ ML or HS AREA _____

STREET ADDRESS _____

CITY _____ ZIP _____

E-MAIL ADDRESS _____

HOME PHONE (_____) _____ - _____ CELL PHONE (_____) _____ - _____

CURRENT FBLA ADVISER: YES NO PROFESSIONAL MEMBER: YES NO

NUMBER OF YEARS AS AN FBLA ADVISER _____ SCHOOLS? _____

FBLA POSITIONS HELD: _____

AWARDS/RECOGNITION _____

NUMBER OF DISTRICT / STATE / NATIONAL OFFICERS _____ / _____ / _____

School Information:

NAME OF SCHOOL _____

STREET ADDRESS _____

CITY _____ ZIP _____

PHONE (_____) _____ - _____ x _____

SCHOOL ADMINISTRATOR (Dr. / Ms. / Mr.) _____

Why are you interested in serving on the Texas FBLA Board of Directors?

Hotel Information

By Board policy, all schools and attendees (except local schools where ISD policy prohibits it) are required to stay in the conference hotel. This ensures that every chapter pays its fair share of the conference meeting room costs and enables TX FBLA to meet its contracted room block to avoid severe financial penalties.

Hotel Room Rates

All rooms are \$172. **\$172+ 15.26% tax** (with a Hotel Tax Exempt form, tax will be **9.26%**) for a total of \$187.93 per room per night.

Hotel Contact Information

Hyatt Regency Dallas, 300 Reunion Blvd., Dalas 75207. Phone: 214.651.1234

Our hotel contact is Brian Ruby at brian.ruby@hyatt.com.

Registration And Deposit

Reservations must be made on-line through the Hyatt Passkey Reservation System at <https://resweb.passkey.com/go/statelead>. You must complete the “**Organization**” field so that the hotel may filter the list by schools. This will assist with blocking your rooms.

A **credit card must** be furnished in order to reserve hotel rooms; the number and expiration date will be needed; however, no charges will be made to it until check-in. **School purchase orders will not be accepted.** Only ten rooms may be entered at one time on Passkey; if more rooms are needed, you must save, log out, and then return. You can go back in and edit information.

If you have issues trying to register, contact Elizabeth. If you need an invoice before requesting a check in payment, she can help you.

Maximum occupancy per room is four. Only King rooms may reserve a roll-away.

Virtual Chapter members and chaperones must make their own hotel reservations at the Hyatt.

Hotel Room Cancellations

Cancellations for hotel rooms must be made at least 72 hours prior to 3:00 pm the day of your conference arrival to avoid being charged for the first night or losing your deposit.

Hotel Check In

Check-in is 3:00 p.m. Earlier check-in may be possible on a room-available basis. One adviser should register the entire delegation. The hotel will try to give every school one room immediately and luggage may be stored in that room or with guest services. Delegates and advisers arriving late on a tight schedule should travel in attire suitable for conference sessions and may need to have luggage held.

Hotel Check Out

Check out is 12:00 noon; the hotel will allow one adviser per chapter to keep one room until 2:00 pm. Students may hold luggage in that room and may also change into traveling clothes after the Awards Ceremony. Please vacate on time to avoid additional charges.

Advisers should visually check each room before checking out to ensure that students have not trashed or destroyed the rooms in any way.

Transportation

Super Shuttle <http://www.supershuttle.com/1-800-258-3226>

\$14 per person from Love Field airport and \$16 per person from DFW airport to Hyatt Regency Dallas.

Bus Parking

Bus parking will be available at the Reunion Tower Parking Lot. I believe it is \$100 per night for each bus. You need to contact Parker at pchivington.pmsic.com to make arrangements.

Car/Van Parking

You have several options for parking at the hotel.

Garage valet parking is \$29 (plus 8.25% tax) per day, includes in/out.

Radish Lot – Intersection of Hotel Street and Reunion Blvd. W is \$19 per night.

B-Lot/Reunion Tower Lot - \$19 per night

Internet/Phones/Movies

A credit card will be required for internet, phone access, and movie rental. Room-to-room hotel phone calls between 10:00 p.m. and 7:00 a.m. are to be kept at a minimum in deference to other guests in the hotel. There are charges for both local and long-distance calls.

Free Wi-Fi Internet is available in sleeping rooms (last name plus room number). Wi-Fi is free in the Lobby level of the hotel.

Meals

Centennial Café – features flavors from the five regions of Texas, traditional favorites and signature Hyatt breakfast menu. I found that if I ate off the breakfast menu it was a little cheaper than getting the buffet. The buffet is \$21. <https://dallas.regency.hyatt.com/en/hotel/dining/CentennialCafe.html>

Parrino's Oven – serves flavorful and authentic Italian dishes, such as pastas and pizzas, in a relaxed bistro setting. <https://dallas.regency.hyatt.com/en/hotel/dining/ParrinosOven.html>

Monduel's – restaurant bar will serve light meals to the students. <https://dallas.regency.hyatt.com/content/dam/PropertyWebsites/regency/dfwr/Document/all/Monduels%2520Summer%25063017.pdf>. Share the first three pages of their menu with you students, only.

Coffee's Post - offers up your favorite Starbucks brews and a pastries, plus sandwiches, salads and fresh fruit to go. They are open 24 hours. <https://dallas.regency.hyatt.com/en/hotel/dining/CoffeesPost.html>.

Five-Sixty by Wolfgang Puck - Treat your senses to an extraordinary dining experience 560 feet above the glittering Dallas skyline. Open for dinner. Need reservations. <https://dallas.regency.hyatt.com/en/hotel/dining/FiveSixtybyWolfgangPuck.html>

The following link will allow you to see restaurants by neighborhood. The one that is closest to the hotel is Central Dallas. <https://www.visitdallas.com/things-to-do/restaurants/index.html?cid=1889&pid=32d24c03-c3a3-11e5-b9c7-bc764e04799c>.

Students may want to bring coolers and snacks to have available in their hotel room in order to reduce meal expenses. Pizza may be delivered to the hotel lobby. There is also, a microwave at the Coffee's Post that can be used to heat meals.

Please remind students to tip (15 – 20%, or 10% for a buffet, pre-tax) when dining in restaurants! Room service is available (remind students to tip their room server as it is not usually included in the tab). Students should

study the checks as a gratuity is often added automatically for youth groups and always for larger parties. Students should plan meal times so as not to miss meetings.

Elevator Courtesy

There will be other guests in the hotel in addition to FBLA attendees. Insist that students use good manners at the elevators. Please stand back and let people off the elevator before trying to enter yourself! Do not punch every button for every floor. Move to the rear of the elevator to make room for others.

Quiet Hours/Curfew

The hotels require quiet hours after 9:00 pm; violators will be warned then evicted if noise persists. The SLC Conference curfew is **midnight!** This means that all students are to be in their own rooms with the noise level not disturbing to others. **Advisers are responsible** for making sure that **all** students observe curfew. Our reputation and **future rates** depend on our control of curfew and students' actions! Security will patrol the halls. Curfew violators will be escorted to their adviser and may be sent home at parent's expense.

Use this form for planning purposes only, not to make hotel reservations. Registration must be done on-line through Hyatt's PassKey Reservation System. A credit card will be required to register, but no charges will be made unless it is to be used at check-in.

Reservations are due by Monday, February 5. A credit card will be required. The link to their Passkey system is <https://aws.passkey.com/e/49192305>. You must complete the "Organization" field so that the hotel may filter the list by schools. This will assist with blocking your rooms.

Texas FBLA Hyatt Regency Hotel

Hyatt Regency Hotel, Houston, 300 Reunion Blvd. E., Dallas 75207 (214) 651-1234

Brian Ruby, brian.ruby@hyatt.com

Bring a copy of this form with any changes to hotel check-in. Any cancellations should be made 72 hours in advance of arrival date. Room Rates: Single/Double/Triple/Quad \$172+ 15.26% tax (with a Hotel Tax Exempt form, tax will be 9.26%) for a total of \$187.93 per room per night.

A credit card is required to make and hold reservations. **Purchase orders are not accepted.** Room types are based upon availability; requested room types are not guaranteed until a confirmed reservation is provided by the hotel.-

School _____

Address _____ City _____ ZIP _____

School Phone (_____) _____ School Fax (_____) _____

Responsible Adviser _____ Cell (_____) _____

Arrival Date _____ Estimated time _____ Departure Date _____ Time _____

Method of Transportation (circle one): **School Bus** **Chartered Bus** **Car/Van** **Air**

Card Type _____ Expiration Date _____

Card Number _____

Room 1				Room 5			
Males	Females	Advisers (Circle)		Males	Females	Advisers	
			S				S
			D				D
			T				T
			Q				Q
Room 2				Room 6			
Males	Females	Advisers		Males	Females	Advisers	
			S				S
			D				D
			T				T
			Q				Q
Room 3				Room 7			
Males	Females	Advisers		Males	Females	Advisers	
			S				S
			D				D
			T				T
			Q				Q
Room 4				Room 8			
Males	Females	Advisers		Males	Females	Advisers	
			S				S
			D				D
			T				T
			Q				Q



TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE



NOTE: This certificate is for business only, not to be used for private purposes, under penalty of law. The hotel operator may request a government ID, business card or other identification to verify exemption claimed. Certificate should be furnished to the hotel or motel. DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid. Refer to Hotel Rule 3.161 for exemptions.

Check exemption claimed:

- United States government or Texas government official exempt from state, city, and county taxes.** Includes US government agencies and its employees traveling on official business, Texas state officials or employees who present a Hotel Tax Exemption Photo Identification Card, and diplomatic personnel of a foreign government who present a Tax Exemption Card issued by the US Department of State.
- Religious, charitable, or educational organization or employee exempt from state tax only.** Educational organizations include school districts, private or public elementary and secondary schools, and Texas institutions of higher education as defined in Section 61.003, Texas Education Code. Beginning October 1, 2003, non-Texas institutions of higher education (public and private universities, junior colleges, community colleges) must pay the state hotel occupancy tax. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim the exemption.
- Other. Organization exempt by law other than Chapter 156, Tax Code.** Specify reason for exempt status below. **Supporting Documentation Required.**

Name of exempt organization	Organization exempt status (<i>Religious, charitable, educational, governmental</i>)
Address of exempt organization (<i>Street and number, city, state, ZIP code</i>)	

GUEST CERTIFICATION: I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct.

Guest name (*Please print*) _____

**sign
here** ▶

_____ Date

FOR HOTEL/MOTEL USE ONLY (OPTIONAL)

Name of hotel/motel				
Address of hotel/motel (<i>Street and number, city, state, ZIP code</i>)				
Room rate	Local tax	Exempt state tax	Amount paid by guest	Method of payment

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. To review or correct your state tax-related information, contact the Texas State Comptroller's office.

Hotels may require verification before accepting a hotel occupancy tax exemption certificate. An organization may qualify for hotel occupancy tax exemption even when it does not have a Comptroller's letter of hotel tax exemption or cannot be found on the Comptroller's list of exempt organizations. Some examples include churches, public schools and community colleges.

You may need to pay the tax until verification of hotel tax exemption can be obtained from the Comptroller's office. You can apply to the hotel for a refund or credit.

A list of charitable, educational, religious and other organizations that are exempt from state and/or local hotel tax is online at http://window.state.tx.us/taxinfo/exempt/exempt_search.html. Other information about Texas tax exemptions, including applications, is online at <http://window.state.tx.us/taxinfo/exempt/index.html>.

You can also send an e-mail to exempt.orgs@cpa.state.tx.us or call (800) 252-1385.

Proposed Bylaw Amendment #1

Proposal to Amend the Texas FBLA Bylaws by the Johnson High School Chapter of FBLA

Article and Title:	ARTICLE IV. Dues and Finance Section 2.
Currently Reads As:	<i>Section 2.</i> Annual dues from 1990 through 1993 shall be \$5.00. Annual dues from 1994 until reconsidered shall be \$6.00.
Proposed Amendment:	Annual dues shall be \$7.00 until reconsidered.
Rationale:	The additional \$1.00 of annual dues will be used to offset the costs of the State Leadership Conference and other events as deemed appropriate by the Board of Directors.

<i>Pro's</i>	<i>Con's</i>
<ul style="list-style-type: none"> • Registration for SLC will not have to be increased significantly for the 2017-2018 school year. • Additional monies collected benefit students in that the competition and other events can be held • Allows for networking opportunities • Philanthropy • Scholarships 	<ul style="list-style-type: none"> • \$1.00 per person can add up in larger schools • Less money kept for chapter • Makes club seem it is about money