

NYS FBLA

2024 NFLC MAILING



2024 National Fall Leadership Conference
Columbus, OH
November 8-9, 2024

Questions?
Contact Maria Siciliano
NFLC Coordinator
msiciliano@mamkschools.org

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NFLC DEADLINES

Receipt Friday, Oct. 4	Hotel Registration Form and Travel Plans emailed to Maria Siciiano.
Receipt Tuesday, Oct. 15	Conference Registration due to the National Office.
Receipt Tuesday, Oct. 15	Hotel payment mailed with Code of Conduct forms emailed to Maria Siciliano.

IMPORTANT CONTACT INFORMATION

Maria Siciliano
NYS FBLA
Mamaroneck High School
1000 W. Boston Post Road
Mamaroneck, NY 10543
msiciliano@mamkschools.org

2024 Conference Schedule

COLUMBUS, OH

Friday, November 8

- 7:30-8:30 AM: Conference Check-In
- 8:30-9:15 AM: Opening General Session
- 9:15-11:45 AM: Business & Leadership Skill Labs – Morning Block
 - Business & Leadership Skill Labs are hands-on experiences designed for attendees to specialize in a skill of their choice.
 - Attendees will sign-up for labs during registration.
- 12:00-1:30 PM: Lunch & Future Leaders Expo Hall
- 1:30-4:00 PM: Business & Leadership Skill Labs – Afternoon Block
- 5:00-7:00 PM: (Optional) FBLA Night TBD

Saturday, November 9

- 8:00 AM-12:00 PM: Breakout Sessions and Expo Hall
 - Attendees will have the opportunity to attend a variety of sessions including networking opportunities, professional development workshops, and visit the expo hall.
- 12:00-12:45 PM: Closing General Session
- 1:00-5:00 PM: Explore the city!

NYS FBLA NFLC HOTEL REGISTRATION

ARRIVAL DATE: _____ DEPARTURE DATE: _____
 CHAPTER NAME: _____ DISTRICT: _____ ADVISER: _____
 CHAPTER ADDRESS: _____ ADVISER CELL: _____
 SCHOOL PHONE: _____ ADVISER E-MAIL: _____

ROOM TYPE	OCCUPANT	GENDER	STUDENT or ADVISER
<input type="checkbox"/> SINGLE	_____	_____	_____
<input type="checkbox"/> DOUBLE	_____	_____	_____
<input type="checkbox"/> TRIPLE	_____	_____	_____
<input type="checkbox"/> QUAD	_____	_____	_____
<input type="checkbox"/> SINGLE	_____	_____	_____
<input type="checkbox"/> DOUBLE	_____	_____	_____
<input type="checkbox"/> TRIPLE	_____	_____	_____
<input type="checkbox"/> QUAD	_____	_____	_____
<input type="checkbox"/> SINGLE	_____	_____	_____
<input type="checkbox"/> DOUBLE	_____	_____	_____
<input type="checkbox"/> TRIPLE	_____	_____	_____
<input type="checkbox"/> QUAD	_____	_____	_____
<input type="checkbox"/> SINGLE	_____	_____	_____
<input type="checkbox"/> DOUBLE	_____	_____	_____
<input type="checkbox"/> TRIPLE	_____	_____	_____
<input type="checkbox"/> QUAD	_____	_____	_____

RATES

QUAD \$57 per person, per night
 TRIPLE \$76 per person, per night
 DOUBLE \$114 per person, per night
 SINGLE \$228 per person, per night

HYATT REGENCY

350 N High Street
 Columbus, OH 43215

This form
 MUST BE EMAILED TO BE
RECEIVED NO LATER
FRIDAY, OCTOBER 4
msiciliano@mamkschools.org

Payment in full with checks made payable to NYS FBLA

to: Mamaroneck High School FBLA
 Maria Siciliano
 1000 W. Boston Post Road
 Mamaroneck, NY 10543

NYS FBLA NFLC TRAVEL PLANS

CHAPTER NAME: _____ DISTRICT: _____

ADVISER: _____ ADVISER CELL: _____

ADVISER EMAIL: _____

ARRIVAL

ARRIVAL DATE: _____ ARRIVAL TIME: _____

MODE OF TRANSPORTATION: _____

FLIGHT/TRAIN NUMBER: _____

ORIGINATING FROM: _____

NUMBER OF STUDENTS: _____ NUMBER OF ADULTS: _____

DEPARTURE

DEPARTURE DATE: _____ DEPARTURE TIME: _____

MODE OF TRANSPORTATION: _____

FLIGHT/TRAIN NUMBER: _____

ORIGINATING FROM: _____

NUMBER OF STUDENTS: _____ NUMBER OF ADULTS: _____

NOTE: Hotel check-in time for the Hyatt Columbus is 4:00 p.m. and check-out time is 11am. Luggage may be stored at the bell desk while you attend meetings or workshops. Self-parking at the Hyatt is \$22 per night. Rates subject to change without notice

COMPLETE THIS SECTION ONLY IF AN ADULT OTHER THAN THE CHAPTER ADVISER IS RESPONSIBLE FOR YOUR CHAPTER AT THE NFLC

CHAPERONE NAME: _____ CHAPERONE CELL PHONE: _____

Submit ALL forms for **receipt by email on Friday, October 4**
with hardcopy by Tuesday, October 15, 2024

NYS FBLA
c/o Maria Siciliano, NFLC Coordinator
Mamaroneck HS
1000 W. Boston Post Rd.
Mamaroneck, NY 10543

CONFERENCE INFORMATION

Online NFLC Registration Information - <https://www.fbla.org/2024-nflc/>

Conference Rates (Columbus, OH)

Registration Fee: \$115

Important Dates:

Registration Opens: September 5, 2024

Registration Closes: October 15, 2024 at 12:00 PM EST

Payment Receipt Deadline: November 1, 2024

What is included in the registration fee?

- 12 hours of professional development programming
- Lunch on Friday
- Future Leaders Expo Hall

Cancellation Policy

Please email conferences@fbla.org and msiciliano@mamkschools.org with all refund and/or cancellation requests by November 1, 2024. A 50% penalty will be applied if you cancel before November 1, 2024. There will be no refunds after November 1, 2024.

**Please Note: Any requests for refunds after payment has been made will result in a cancellation fee.*

**NEW YORK STATE FUTURE BUSINESS LEADERS OF AMERICA
STUDENT CODE OF CONDUCT**

Individual chapters or delegates violating any of the following rules while attending a district, state, or national conference will be dealt with in accordance with the procedures adopted by the Board of Trustees, and the penalties outlined below. The term "delegate" shall mean any FBLA member including State Officers. **ALL VIOLATIONS WILL BE REPORTED TO PARENT/GUARDIANS, SCHOOL DISTRICT, LOCAL CHAPTER ADVISER(S), AND THE BOARD OF TRUSTEES.** Any delegate while attending any FBLA functions, events, conferences (anything that represents FBLA) will be subject to disciplinary action.

VIOLATIONS OF ITEMS 1 THROUGH 7 WILL CAUSE DISQUALIFICATION OF THE STUDENT DELEGATE FROM INDIVIDUAL AND TEAM EVENTS AT THE CONFERENCE. STATE OFFICERS WILL ALSO RECEIVE A 30-DAY PROBATION PERIOD AND A PARTIAL LOSS OF STATE OFFICER DEPOSIT (\$100).

1. A delegate will conduct themselves in a courteous, safe, and respectful manner, refraining from language and actions that might bring discredit to the association.
2. **All delegates must remain inside their assigned room during the curfew hours, 12:00am – 6:00am.** Any area outside the room is a violation, including an adviser's room.
3. A one-day conference delegate must be off the grounds of the conference facilities by curfew.
4. A delegate must attend all general sessions and required activities at assigned times.
5. A delegate will wear appropriate business attire at workshops, leadership sessions, district meetings, competitive events, and meals. Refer to Dress Code.
6. A delegate must keep their adviser informed of their activities and whereabouts at all times.
7. No delegate will leave the conference facilities unless they have received permission from their chapter/state officer adviser. Parents or legal guardian(s) must transport a delegate returning home in an emergency.

VIOLATIONS OF ITEMS 8 THROUGH 16 WILL CAUSE DISQUALIFICATION OF THE DELEGATE FROM INDIVIDUAL AND TEAM EVENTS, LOSS OF CHAPTER POINTS WHERE APPLICABLE. ADDITIONALLY, THE STUDENT WILL BE DETAINED FOR THE DURATION OF THE CONFERENCE AND WILL NOT BE PERMITTED TO PARTICIPATE IN ANY ACTIVITIES. STATE OFFICERS WILL FACE REMOVAL FROM OFFICE AS WELL AS FULL FORFEITURE OF ANY TRAVEL GRANTS AND STATE OFFICER DEPOSIT.

8. Smoking/vaping, use of any tobacco-related products is not permitted.
9. A delegate will not use their personal transportation to, from, or during the conference unless accompanied by their parent(s), legal guardian(s), or authorized designee.
10. A delegate will not deface, change or remove public or private property. The student, chapter, and/or their parent/guardians will be held responsible and must pay damages of any property or furnishings.
11. Association among delegates will be limited to authorized conference activities. **Delegates of the opposite sex will not be allowed in the sleeping quarters unless a designated chapter adviser/chaperone is present in the room.**
12. No delegate will be permitted to participate in any sexual activities while at a hotel or conference site.
13. Any delegate who knowingly remains in a room where any prohibited activities occur will also be in violation of the Code of Conduct.
14. No delegate will use, possess, or sell illegal or controlled substances, or alcoholic beverages. No delegate will be permitted at a bar or in nightclubs.
15. No delegate will engage in any activity that involves wagering or gambling.
16. No delegate will engage in any activity that will result in a risk to health, safety, and/or welfare of self or others. No delegate will violate any local, state, or federal law. No delegate will engage in any form of bullying. Violators will be turned over to the appropriate law enforcement agency.

The discipline committee will act upon any misconduct not aforementioned, and an appropriate penalty will be determined and enforced. A chapter's unwillingness to abide by the decision of the Discipline Committee will result in the chapter's suspension from FBLA sponsored functions for one calendar year. Delegates shall respect and abide by the authority vested to the Board of Trustees and its designees, or authorized representative of the conference/hotel staff. Compliance and conduct of state officers will be under the purview of the state officer adviser(s), except in case of an emergency.

**NEW YORK STATE FUTURE BUSINESS LEADERS OF AMERICA
STUDENT PERMISSION, EMERGENCY FORM, AND CODE OF CONDUCT SIGNATURE FORM**

It is the responsibility of the local chapter adviser to submit this form for each student attending the following event:
EVENT _____ **LOCATION** _____

This form must be emailed as a PDF file to _____. The submission of the form is a safety issue; copies of forms are kept electronically at the conference. The information on the forms is kept confidential, and the forms are deleted after the FBLA event. Local Chapter Advisers/Chaperone must carry an original copy to the conference.

****PLEASE PRINT CLEARLY****

Participant's Full Name: _____

School Name: _____ Adviser Name: _____

On-Site Adviser/Chaperone Name: _____

Participant's Address: _____

Participant's Cell Phone: _____ Participant's Home Phone: _____ Participant's Date of Birth: _____

Parent/Guardian's Full Name(s): _____

EMERGENCY INFORMATION

Name of Emergency Contact Person: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Family Physician Name: _____ Physician Phone: _____

Insurance Company Name: _____

Plan Number/Group Number: _____

My/our child is allergic to the following drugs and/or medications (if none, so state): _____

List any medication that must be taken (if none, so state): _____

We/I hereby give permission for the FBLA Adviser or other responsible designee to transport my/our child to or from a doctor or hospital for emergency treatment. We/I hereby give permission for the FBLA Adviser or designee to sign any consents which may be necessary to allow hospital personnel and/or a licensed physician to examine my/our child and perform any emergency procedures, treatment, or surgery which may be necessary and to consent to the administration of any drugs or medication necessary to such emergency care.

We/I hereby agree to hold NYS FBLA free and harmless from and indemnify NYS FBLA for any expenses incurred in the rendering of such care and treatment and from any liability which may arise as a result of such care and treatment.

We have read and agree to abide by the NYS FBLA Code of Conduct as stated on the reverse side, also found in the NYS FBLA Handbook, or on the NYS FBLA website at www.nysfbla.org. We have read and clearly understand the NYS FBLA Dress Code for this event. We understand that damages to any property or furnishings in the hotel or convention center, any items taken from the guest room in the hotel, or any disrespect shown to other hotel guests will result in the student and their parents/guardians being held financially responsible for any associated costs. We also agree that the school officials, the FBLA Chapter adviser, the NYS FBLA conference staff, and the FBLA Board of Trustees have the right to disqualify and/or detain the above named student (participant) for the duration of the conference if the student (participant) is found to be in violation of the code of conduct.

The following signatures indicate that all parties have read, understand, and agree to all permission, health, dress code, student code of conduct guidelines, and that all information on this form is correct to the best of everyone's knowledge.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Adviser/Chaperone Signature: _____ Date: _____

Administrator Name: _____ Telephone #: _____

Administrator Signature: _____ Date: _____

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for conference attendees—students, advisers, and guests. Professional business attire is required at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated in conference materials.

Conference name badges are considered part of the dress code and must be worn at all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The dress code is gender neutral.

ACCEPTABLE ITEMS



BUSINESS PROFESSIONAL

Business Suit

- Suit pants and jacket
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Blazer

- Dress pants, including khakis, (or) dress (or) skirt
- Blazer
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Dress

- A business dress
- Dress shoes (or) dress boots

Other Professional

- Dress pants, including khakis, (or) skirt
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

BUSINESS CASUAL

- Dress pants, skirt, (or) khaki/chino-style pants
- Blouse, collared dress shirt, (or) polo shirt
- Dress shoes (or) dress boots

NOTE: Business Casual is only permitted during sessions specifically noted in conference materials.

UNACCEPTABLE ITEMS

The following items are prohibited in all conference areas, including competitive events.

- ⊗ Denim or flannel clothing
- ⊗ Shorts
- ⊗ Athletic clothing
- ⊗ Leggings or graphically designed hosiery/tights
- ⊗ Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- ⊗ Swimwear
- ⊗ Flip flops or casual sandals
- ⊗ Athletic shoes
- ⊗ Industrial work shoes
- ⊗ Hiking boots
- ⊗ Hats
- ⊗ Graphically printed clothing

No dress code can cover all contingencies, so FBLA members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local adviser, state leader, or conference staff.

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the special accommodation portion of the registration form. Requests made after registration closes must be made in writing.

June 2023