



Local Chapter Success Guide

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TABLE OF CONTENTS

Introduction.....	2
FBLA Contact Information	3
Washington State FBLA Office.....	3
FBLA National Office Staff.....	4
FBLA Resources.....	4
FBLA Advisers Duties.....	5
Job Description.....	5
Yearly Calendar and Meeting Agendas.....	5
Chapter Officer Duties.....	9
Job Description.....	9
Election/Appointment Process.....	11
Appendix A: Program of Work Example.....	12 & 13
Appendix B: Competitive Event Table.....	14 & 15
Appendix C: Winter Conference Parent Letter.....	16
Appendix D: FBLA Member Travel Code of Conduct.....	17
Appendix E: Chapter Membership Registration Form.....	18
Appendix F: FBLA National Parent Email.....	19, 20, 21

Introduction

Greetings!

It is with great pleasure that I extend this welcome to you as a fellow FBLA adviser. If it is your first year in this position, please know that this year for you is all about learning. There will be many things that seem confusing, dates and deadlines will come and go with the blink of an eye, and you will be sitting there asking yourself what you got yourself into. However, I do encourage you to stick with it and ask as many questions as needed to get the help you are looking for. It will all be worth it because you know the students are learning so much and have put so much effort into their events.

This chapter success guide is meant to be the first way of finding answers to questions you will probably be asking about. While it is geared and focused towards running and FBLA chapter, much of the information can be used for other CTSOs as well. It is just advised that you make sure to adjust the meeting agendas, etc. listed within this document for your specific CTSO. Within this document is ample amounts of information regarding FBLA programs, competitive events, deadlines (local, state, and national), as well as tips and tricks to running a successful chapter. Please remember that “successful” is what you and your chapter officers decide it is. Something that I have noticed throughout my time as an adviser is the atmosphere of schools, their students, and their FBLA chapters are completely different. At Hazen, we are very competitive events focused and spend many hours helping our members prepare for their events. While the competitive events are the primary learning points of this organization, there are many other aspects to be a part of. I encourage you to look at this guide and spend some time on the national website (www.fbla-pbl.org) in order to see what this organization is all about. Lastly, the difference between this chapter success guide and the version Washington FBLA publishes is the WAFBLA version mentions state and national programs and information. This document is made for local chapter advisers with ideas of meeting agendas, working with YOUR chapter officers, etc.

I want to be a resource for you as you navigate what can be a daunting year. FBLA teaches students so much more than just business skills. Please do not hesitate to contact me with any questions you may have at 425-204-4331 or peter.rustemeyer@rentonschools.us.

Best,

Peter A. Rustemeyer

Hazen High School FBLA Adviser

Washington FBLA Board of Directors Member

Western Region Local Adviser, FBLA-PBL Board of Directors

FBLA Contact Information

Washington State FBLA

Washington State FBLA is managed by an outside company called Tri Leadership Resources, LLC based out of Oklahoma. Please send all mail to the FBLA Operations Center at the following address:

Washington FBLA
PO Box 1440
Owasso, OK 74055
Phone: 206.801.0009 | **Fax:** 360.219.6342

Washington FBLA Management Team:

Mike Oechsner | *Executive Director*
Operations, Governance, Policy, Finance
Email: mike@wafbla.org

Dawne Schmidt | *Associate Director*
Adviser Support, Conference, Registration, Publications, State Officer Coach
Email: dawne@wafbla.org

Sarah Magney | *Association Director*
Conferences, Judge Recruitment, Web Site Maintenance, Regional Adviser Support
Email: sarah@wafbla.org

Regional Advisers 2019-2020:

Kelsey Moulton
Capital Region
Timberline HS

Garci Duncan
North Central Region
Eastmont HS

Adam Smith
Northeast Region
Cheney HS

Jodi Jorgensen
Northwest Region
Sedro-Woolley HS

Ariel Dykstra
Northwest Region
Mount Vernon HS

Laura Ramos
Puget Sound Region
Fife HS

Scott Reardon
Southeast Region
College Place HS

Kathy Scobba
Southwest Region
Washougal HS

Colby Dilling
West Central Region
Woodinville HS

National FBLA Office

National FBLA Headquarters:

FBLA-PBL National Center
1912 Association Drive
Reston, VA 20191-1591
Phone: 800.325.2946 | Fax: 866.500.5610

National FBLA Staff:

Alexander T. Graham | President & CEO | extension 116
Lisa Smothers | Director of Membership | extension 118
Kelly Scholl | Education Director | extension 122
Richard Bowen | Conference Director | extension 119

FBLA Resources

- **Teach FBLA:** NEW THIS YEAR!!! Bring FBLA into the classroom with teachfbla.org. Click on log-in in the upper right corner and enter the username (wafbla) and password (opportunity)! There are so many resources for you to use depending on what you need most!



[Home](#) [Login](#)

A blue banner with a geometric pattern. The text "Resources You Need to Teach FBLA" is prominently displayed in white. Below it, in smaller white text, is "Reduce Your Planning Time | Gain Valuable Resources | Increase Student Success". At the bottom center, there is a red button with the text "ACCESS RESOURCES" in white.

Resources You Need to Teach FBLA

Reduce Your Planning Time | Gain Valuable Resources | Increase Student Success

ACCESS RESOURCES

- **Quizlet:** Have a student wanting to compete in a testing event? Direct them to quizlet.com flashcards, study guides, practice questions, etc.
- **Tips and Trick Tuesday video:** The state officer team creates 60 second videos regarding multiple topics from scholarship announcement/applications, complying to dress code, competitive event preparations, etc. These are posted on

the Washington FBLA YouTube channel and all other Washington FBLA social media accounts.

Adviser Duties

Job Description:

Your task as FBLA adviser is to support the students in all their endeavors. Many people do this job differently, but my opinion is to let the students choose which path they want the chapter to take, correct them if needed, and then assist them in the implementation of the projects/events they choose to be a part of. The following is a list of the adviser job duties as listed in the Hazen FBLA Chapter Bylaws:

- Maintain an awareness of the activities and programs sponsored by the chapter.
- Facilitate Executive Board meetings, with the assistance of the chapter President, to discuss agenda for the next chapter meeting and bring the Executive Board's attention to any pressing items.
- Attend and facilitate in all regular meetings and executive board meetings.
- Assist in the orientation of new officers.
- Attend all conferences (Fall Leadership, Winter Regionals, State Business Leadership, and National Leadership) in which a chapter member is registered to attend.
- Maintain contact with the school ASB office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, and competitive event participation/planning.
- Assist the club Treasurer in monitoring expenditures, fundraising activities, and distribution of funds raised to appropriate members.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequences of said behaviors.

Yearly Calendar and Meeting Agendas:

In order to run a successful chapter, there are many things that you need to help facilitate. Here is an outline of the different things you should do and when you should do them.

August (prior to start of school):

Host a *Chapter Officer Planning Meeting*. This meeting doesn't need to be a multiple day thing, but it needs to be held prior to the start of school in order to make sure you don't have people skipping. This meeting needs to include the Program of Work (POW) for the chapter. A POW is a graphic organizer (table in word docs) that allows the chapter officers to figure out what they would like to focus on during the school year. Typically, when I lead chapter officer trainings, the three areas that schools always want to focus on are

Recruitment/Retention, Fundraising, and Competitive Events. A picture example of a POW can be found in Appendix A.

With past experience, it is best this meeting is two to three hours during the day and work with the students to develop goals. Start the meeting by introducing the main reason for being there, and then let the chapter President take lead. The adviser should only be to help answer questions and guide discussion if needed, but the students need to be the people driving this group.

September:

Host first chapter meeting. Introduce yourself, the chapter officer team, and other topics that could include what FBLA is, what opportunities are available with FBLA, etc.

- Meeting 1 should take place during the second week of September. The first meeting “theme” should be introduction.
- Meeting 2 should take place during the fourth week of September (thus, meeting every other week). This should be a deep dive into the different types of competitions.
 - o Maybe discuss fall conference depending on how early your fall conference is.

When you are not having chapter membership meetings, you should have officer meetings to plan the membership meetings.

October:

Regional Fall Conferences start this month. Depending on what region you are in, the dates of this conference will vary. If you follow this link (<https://wafbla.org/regional-conferences>), you will find conference dates and registration deadlines for your specific conference. Meeting topics should focus on:

- Meeting 1 agenda should include two topics: Fall Conference and competitive events
- Meeting 2 agenda should be all about trying to help everyone (especially new members) get started with their competitive events

October is the PERFECT month to get competitive events figured out with your members. In Appendix B, there is a table of events which briefly describes eligibility and overview. Chapters with large amounts of students and teams placing at state conference often mention their members are selecting events in October in order to be prepared for winter conference in last January/early February.

November & December:

November is an easy month. With Thanksgiving at the end, you can easily hold one-chapter meeting with the agenda being updates and identifying any changes with events.

December is another month that you only need one-chapter meeting. Here you should be reminding your students of the following information:

- Timeline of calendar for their competitive events
- Deadlines for competitive events and when YOU want them to be turned in
- Reminders about following rating sheets
- Timeline of calendar when you return from winter break

January:

The time to register for winter conference is here! This month's chapter meeting should include:

- Confirmation of winter conference registration
- Events presenting at winter conference
- Fines assessed
- Date of winter conference plans (travel, conference agenda, location, passing out permission slips, etc.)

Please see Appendix C for an example letter sent home to parents with permission slips attached. Please see Appendix D for an example of the code of conduct form all students and parents must sign.

February:

This month is BIG! There should be two-chapter meetings this month:

- Meeting 1 agenda needs to be the week of/before winter conference! Discussion needs to be:
 - o the time that you let all students know their presentation times
 - o let them know what rooms are going to be set up like (the more familiar they are with the room set up, the more comfortable they are while presenting and the better their chances are at placing)
 - o go over the dress code, go over final conference agenda
 - o make sure you have all permission slips
 - o remind students when the bus leaves, etc.
- Meeting 2 needs to take place AFTER winter conference and needs to have the following agenda:
 - o What's next: State Conference information (i.e. location, dates, cost, etc.)
 - o Event/Registration deadlines
 - o Fundraising Opportunities

March:

March is an incredibly busy month, as this is when all your deadlines are for state conference (typically around March 1). March meeting should have the following agenda:

- Tentative agenda while at state conference
- A list of people who will attend state conference

- Rules to adhere to while at state conference
- Your agenda while at state conference
- Dress code for state conference
- Chapter expectations while at state conference
- A reminder of when things (permission slips, etc.)

It is advised that you send out a parent email/letter for state conference as well. It is easy to create, just edit the winter conference letter in Appendix C and add a tentative agenda for your plans for state conference.

April:

April is going to have another month and is the month of state conference. This month needs to have two meetings (see agendas below). You also need to contact parents ASAP upon your return from state conference with information on nationals. All this information is listed under meeting 2 agenda.

- Meeting 1 needs to be held on the week of/the week before state conference and the agenda should consist of:
 - o Recap from March meeting, with finalized details
 - o Passing out of competition information
 - o Reminder of what the following competition rooms will look like
 - o When the bus will leave and return to school
 - o Collection of late permission slips
 - o Other details for state conference
- Meeting 2 needs to be held the week upon your return from state conference and needs to be directed mainly towards those who placed in the top 10 at state conference. Your agenda needs to be as follows:
 - o All those who placed in top 10 have the opportunity to attend the national conference. Those who received 1st – 4th place have an automatic bid to nationals. Those in 5th -10th have a very good opportunity of being asked to fill a spot.
 - o Competitors at nationals are limited on how many events they compete in. The rules for this at the national conference are as follows:
 - Competitors are only allowed to compete in one event at the national conference.
 - If a competitor qualified in more than one event, and one of those was a chapter event, then a competitor is allowed to compete in both the chapter event and ONE other event.
 - Substitutions on teams are allowed to be made, as long as one person on the new team is an original team member.
 - o The state will send out an Intent to Compete Form. This form will list each person who placed in top 10 and asks if they would like to be considered for national conference. SAY YES TO EVERYONE, EVEN IF THEY PLACED IN 10TH. This does not lock the students in to going and does not register them

for conference, this simply lets the state office know who they can call up to fill spots and who is not interested.

- Go over the location of nationals, a tentative agenda, an estimated cost, etc.
- Tell they need to go home and have this conversation with their parents/guardians. All of the information you give the students' needs to match all the information you have given their parents/guardians upon your return from state conference.

May/June:

Meetings in May should include information and finalized details regarding nationals. This should be included in June as well. Other meetings in May needs to be focused around officer elections/appointments (whichever process you choose to go through). In Appendix F, you will see a copy of the Hazen FBLA Officer Application.

Officer Duties

Job Description:

The following is a direct copy of the officer duties as listed in the Hazen FBLA Constitution. All student officers need to understand that we are all on a team and therefore are all responsible for helping our team and members succeed. Just because someone has the title of President doesn't mean they just sit back and tell people what to do,. In order for our chapter to be successful, we all need to help each other.

From the Hazen FBLA Constitution, the duties of chapter officers are as follows:

Section A: President- it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the chapter to the general public at appropriate school events
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Perform such other duties as ordinarily pertained to this office

Section B: Vice President- It shall be the duty of the Vice President to:

- Preside in the absence of the President
- Represent the chapter to the general public at appropriate school events
- Assist the chapter adviser(s) in organizing competitive events for each chapter member
- Assist the Executive Board in planning chapter events (bonding's, meetings, etc.)
- Attend all Executive Board and chapter meetings throughout the year

- Perform such other duties as ordinarily pertained to this office

Section C: Secretary- It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership and attendance list at all chapter meetings
- Attend all Executive Board and chapter meetings throughout the year
- Represent the chapter to the general public at appropriate school events
- Perform such other duties as ordinarily pertained to this office

Section D: Treasurer- It shall be the duty of the Treasurer to:

- Fill out the appropriate paperwork for all fundraisers and chapter purchases
- Work with the ASB Bookkeeper to keep an accurate record of finances throughout the year
- Keep an accurate record, with the chapter adviser, as to who participated in which fundraiser
- Assist the chapter adviser in dividing the money made from each fundraiser among the appropriate amount of students who earned that money
- Attend all Executive Board and chapter meetings throughout the year
- Represent the chapter to the general public at appropriate school events
- Perform such other duties as ordinarily pertained to this office

Section E: Public Relations Officer- It shall be the duty of the Public Relations Officer to:

- Manage all chapter social media accounts, posting information, pertaining to chapter operations
- Attend all Executive Board and chapter meetings through the year
- Keep an accurate, detailed, and permanent record of the activities of the chapter which will be available for reference throughout the years
- Take lead and be an active role in writing the Local Chapter Annual Business Report every year
- Represent the chapter to the general public at appropriate school events
- Perform such other duties as ordinarily pertained to this office

Section F: Fundraising Chair- It shall be the duties of the Fundraising Chair to:

- Take lead in planning all chapter fundraisers, one for every month, and bringing them to Executive Board meetings for approval
- Working as the liaison between the chapter and the business we are fundraising with
- Attend all Executive Board and chapter meetings throughout the year

- Represent the chapter to the general public at appropriate school events
- Perform such other duties as ordinarily pertained to this office=

Election/Appointment Process:

There are a couple options for you to select a new group of officers, and if done well it can help your chapter have a great group of officers. Whichever method is completely up to you and your chapter, just make sure you are following what is written in your chapter constitution/bylaws.

- **Option 1** is to hold officer elections. For this, have students fill out the application, and then prepare no more than a two minute speech for the general membership. Once all speeches have been given, allow your students to vote.
- **Option 2** is to hold interviews and appoint your officers. For this process, have them fill out the application again, and create an interview panel. There are many different panel forms you can create but the most common heard is a current member, a current chapter officer not applying for office, an alumni (if possible), another staff member, and yourself as the adviser. It is advised that you (the adviser) does not vote on the final decision, to avoid any discrepancy.

What is nice about conducting the interview and appointment process is you have the ability to place students in the best position for the chapter, not necessarily the position they want or are applying for. When coming up with a list of questions, you should share the turned in applications with your interview committee, read through the responses and create the questions based off of this. However, here are some generic questions you could add in for each person.

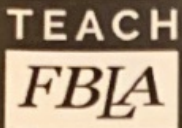
- What is your vision for our chapter this year? How do you plan to implement this vision and work with your team?
- What is an area of growth you would like to see for our chapter?

Appendix A: Blank Program of Work (POW)

FBI
Program of Work

Goal:					
Objectives <i>What do you want to accomplish?</i>	Activities <i>How are you going to accomplish the objective?</i>	Who <i>Who is responsible for the activities?</i>	When <i>When will the activity begin & end?</i>	Outcomes <i>What are the desired results?</i>	

Appendix A: Blank Program of Work (POW) continued



Chapter Program of Work Plan

Month	Activities	Officer Assigned	Due Date	Comments
August/September				
October				
November				
December				
January				
February				
March				
April				
May/June				

Appendix B: Competitive Event Table

The following table identifies national events- both high school and middle level- that will be offered during the 2019-2020 event year. Be sure to check out the competitive event page on the national FBLA website to check out updates.

Event:	Type:	Qualifier:	Max Entries:	Plus One:
3-D Animation	I/T	State	2	No
Accounting I	I	Region	Region Winners	Yes
Accounting II	I	Region	Region Winners	Yes
Advertising	I	Region	Region Winners	Yes
Agribusiness	I	Region	Region Winners	Yes
American Enterprise Project	C	Chapter	1	No
Banking & Financial Systems	I/T	Region	Region Winners	No
Broadcast Journalism	I	Region	Region Winners	Yes
Business Calculations	I	Region	Region Winners	Yes
Business Communication	I	Region	Region Winners	Yes
Business Ethics	I/T	Region	Region Winners	No
Business Etiquette (Middle Level)	I	Region	Region Winners	Yes
Business Financial Plan	I/T	State	2	No
Business Law	I	Region	Region Winners	Yes
Business Math & Financial Literacy (Middle Level)	I	Region	Region Winners	Yes
Business Plan	I/T	State	2	No
Career Exploration (Middle Level)	I	Region	2	Yes
Client Service	I	Region	Region Winners	No
Coding & Programming	I	State	2	No
Community Service Project	C	Chapter	1	No
Community Service Project (Middle Level)	C	Chapter	1	No
Computer Applications	I	Region	Region Winners	No
Computer Game & Simulation Programming	I/T	State	2	No
Computer Problem Solving	I	Region	Region Winners	Yes
Critical Thinking (Middle Level)	T	Region	Region Winners	Yes
Cyber Security	I	Region	Region Winners	Yes
Database Design & Applications	I	Region	Region Winners	No
Digital Video Production	I/T	Region	Region Winners	No
Digital Citizenship (Middle Level)	I	Region	Region Winners	Yes
E-Business	I/T	Region	Region Winners	No
Economics	I	Region	Region Winners	Yes
Electronic Career Portfolio	I	Region	Region Winners	No
Elevator Speech (Middle Level)	I	Region	Region Winners	No
Emerging Business Issues	I/T	Region	Region Winners	No
Entrepreneurship	I/T	Region	Region Winners	No
Future Business Leader	I	State	2	No
Global Business	I/T	Region	Region Winners	No
Graphic Design	I/T	Region	Region Winners	No
Health Care Administration	I	Region	Region Winners	Yes
Help Desk	I	Region	Region Winners	No
Hospitality Management	I/T	Region	Region Winners	No
Impromptu Speaking	I	Region	Region Winners	No
Insurance & Risk Management	I	Region	Region Winners	Yes
Introduction to Business	I	Region	Region Winners	Yes
Introduction to Business Communication	I	Region	Region Winners	Yes

Appendix B: Competitive Event Table continued

Event:	Type:	Qualifier:	Max Entries:	Plus One:
Introduction to Business Presentation	I/T	Region	Region Winners	No
Introduction to Business Procedures	I	Region	Region Winners	Yes
Introduction to Computer Science & Coding (ML)	I	Region	Region Winners	Yes
Introduction to FBLA	I	Region	Region Winners	Yes
Introduction to Financial Math	I	Region	Region Winners	Yes
Introduction to Information Technology	I	Region	Region Winners	Yes
Introduction to Parliamentary Procedure	I	Region	Region Winners	Yes
Introduction to Public Speaking	I	Region	Region Winners	No
Job Interview	I	Region	Region Winners	No
Journalism	I	Region	Region Winners	Yes
LifeSmarts	I/T	Recognition	N/A	N/A
Local Chapter Annual Business Report	C	Chapter	1	No
Management Decision Making	T	Region	Region Winners	No
Management Information Systems	T	Region	Region Winners	No
Marketing	T	Region	Region Winners	No
Mobile Application Development	I/T	State	2	No
MOS Excel	I	Recognition	N/A	N/A
MOS Word	I	Recognition	N/A	N/A
Multimedia & Website Development (ML)	I	State	2	N/A
Network Design	I/T	Region	Region Winners	No
Networking Concepts	I	Region	Region Winners	Yes
Organizational Leadership	I	Region	Region Winners	Yes
Parliamentary Procedure	I/T	Region	Region Winners	No
Partnership with Business Project	C	Chapter	1	No
Personal Finance	I	Region	Region Winners	Yes
Political Science	I	Region	Region Winners	Yes
Public Service Announcement	I/T	Region	Region Winners	No
Public Speaking	I	Region	Region Winners	No
Publication Design	I/T	Region	Region Winners	No
Sales Presentation	I	Region	Region Winners	No
Securities & Investments	I	Region	Region Winners	Yes
Social Media Campaign	I/T	Region	Region Winners	No
Sports & Entertainment Management	T	Region	Region Winners	No
Spreadsheet Applications	I	Region	Region Winners	No
Virtual Business Finance Challenge	I	Recognition	N/A	N/A
Virtual Business Management Challenge	I/T	Recognition	N/A	N/A
Website Design	I/T	Region	Region Winners	No
Who's Who in FBLA	I	Recognition	N/A	N/A
Word Processing	I	Region	Region Winners	No

Appendix C: Winter Conference Parent Letter



Oliver M. Hazen High School
Future Business Leaders of America
1101 Hoquiam Ave NE
Renton, WA 98059



January 2, 2018

What: FBLA Puget Sound Region Winter Conference

When: Saturday, February 3, 2018

Bus Departure: Saturday, February 3 @ 6:00 am **Return:** | Saturday, February 3 @ 4:00 pm

Where: Pacific Lutheran University

Teacher in charge: Mr. Peter A. Rustemeyer | (cell)

Attachments: Renton School District permission slip, Hazen FBLA Code of Conduct form

General:

Dear Hazen FBLA parent/guardian,

It is that time of year again, and I am super excited to be contacting you regarding the 2018 Washington FBLA Puget Sound Region Winter Conference. You are receiving this letter because your son/daughter has signed up for at least one event to compete in at this conference. Due to your son/daughter taking the initiative to work on and compete in a portion of the competition, they have been registered for conference already and a \$30.00 registration fee has been placed onto their account through the ASB office at Hazen High School. Please note that this fine need to be paid by the end of semester, **Friday, January 26, 2018**. Checks can be made out to Hazen ASB in the amount of \$30.00 with FBLA Winter Conference in the memo. Payments can be dropped off to Ms. Nolan in the ASB office or can be made online.

This conference and competition serves at the qualifying round for the annual state conference held in early April. Hazen has developed a strong tradition over the last couple years of performing extremely well at this conference. In order to qualify for the state conference, students have to place in the Top 6 Individuals/Teams and their respective events. FBLA offers numerous opportunities for students to grow and develop their skills in business and leadership through 70 plus competitions, and we are entered in 53 of those events. Lastly, Hazen is the largest chapter in the Puget Sound Region for a second consecutive year, and this is the sixth consecutive year we have had a state officer from Hazen FBLA. There is a lot for your son/daughter to be proud of. They have been working hard getting their presentations ready and I am excited to see all their hard work pay off.

With the ability to attend this conference comes a few simple rules that your son/daughter must follow in order to take part. All students **MUST** go to and from the conference by Renton School District provided transportation. There is no driving to/from Pacific Lutheran University via personal transportation. The buss will leave Hazen (pool doors) at 6:00 am and will return to Hazen (pool doors) hopefully around 4:00 pm, depending on what time awards session ends. If your son/daughter are not on the bus at 6:00 am, they will be left behind. Students are not permitted to leave Pacific Lutheran University's (PLU) campus. Lunch tickets are covered by part of the \$30 registration fee and is provided by PLU dining services. All other rules are outlined in the attached Code of Conduct form. Please sign and return both the permission slip, Code of Conduct form to me on or before **Friday, January 26, 2018**.

If you have any questions, please feel free to contact me at 425-204-4331 or peter.rustemeyer@rentonschools.us.

Best,

Peter A. Rustemeyer
Business Education Teacher
Hazen ASB/Leadership and FBLA Adviser

Appendix D: FBLA Member Travel Code of Conduct



Oliver M. Hazen High School
Future Business Leaders of America
1101 Hoquiam Ave NE
Renton, WA 98059



Hazen FBLA Traveling Code of Conduct

There are specific rules of conduct for Hazen FBLA students who travel to different conferences throughout the school year. These rules concern behavior (sexual and nonsexual), alcohol, drugs, tobacco, and related paraphernalia. These rules have been established because FBLA members serve as representatives of Hazen High School. You are viewed as leaders by both the on- and off-campus community and are held to a higher standard of conduct. The FBLA Code of Conduct applies to students' actions no matter whether the action takes place on campus, off campus, or at an FBLA conference.

Upon joining Hazen's FBLA chapter and signing our permission slips to travel to FBLA sponsored events, you agree to the following expectations:

- Serve as a role model to other students and the community on and off campus at all times
- Work as a member of cooperative teams
- Honor and follow through with any commitments made
- Sign a behavioral code of conduct, similar to the ASB code of conduct

Violation of this agreement has consequences: in addition to school disciplinary measures resulting from a student's inappropriate behavior, no Hazen FBLA member shall use or possess any form of alcohol, drugs, tobacco, or vape products. If over 18, tobacco products and paraphernalia must not be in your possession or used either on campus or at any FBLA sponsored event (this rule applies to both on your person and/or within your luggage). Any Hazen FBLA member found or reported with evidence to the use of, possession, or being in the presence of other students using or possessing any of these substances is subject to the following consequences, the severity of which will be taken into consideration by the context involved. Final discipline will be given by Hazen High School administration. Disciplinary actions will include, but are not limited to:

- Warning / parent conference
- Immediate removal from FBLA sponsored event
- Immediate removal from Hazen FBLA chapter (without dues and/or fee reimbursement)
- Ineligibility to travel to any other FBLA sponsored event for the remainder of the year
- Ineligibility to rejoin Hazen FBLA

Should a student find themselves in this situation while attending an FBLA sponsored activity, a parent or guardian will be notified immediately to find their son/daughter an immediate mode of transportation from the conference. This will be at the cost of the parent or guardian.

By signing below, you agree to have read and will follow the Hazen FBLA Code of Conduct and understood the consequences that may be applied.

Student Name (Printed): _____

Student Signature: _____

Parent Signature: _____

Date: _____

Appendix F: National FBLA Conference Parent email

Greetings!

It is with great pleasure that I am able to reach out to you upon returning from our recent trip to Bellevue for the annual Washington FBLA State Business Leadership Conference and competition. If you are receiving this email, it means your student has qualified to compete at the upcoming National FBLA Leadership Conference in their respective event. Attending the National Leadership Conference (NLC) is an experience that less than 4% of all FBLA students worldwide get to experience. This is an exciting, once in a lifetime opportunity that not every student has the chance to be able to be a part of throughout their high school career. Students have to work hard for it, and your students' hard work this year is paying off! Coming from someone that has qualified, competed, and placed in three past FBLA national conferences, this is truly an amazing opportunity and something completely valuable for each student who has the chance to attend.

With that said, there is some business to take care of and some deadlines that are quickly approaching. I am required to submit the Intent to Compete form to the Washington FBLA state office no later than **Friday, April 19, 2019 at 5:00 pm**. This does not lock in your student's registration for NLC; however, it just saves their spot in order to make sure that no one else can take their spot. Due to this date being so quick after we return to school, if a Hazen student placed in the top 10 in their events, I will be submitting a "Yes" answer on their intent to compete form. Remember... **THIS DOES NOT LOCK IN THEIR REGISTRATION NOR WILL THEY BE CHARGED FOR NLC BECAUSE OF THIS**. The only time your student will be required to pay is AFTER I submit registration and prejudged projects. Other important deadlines:

- **Monday, April 29-** Registration deadline
- **Monday, April 29-** Prejudged Projects deadline

Here is the specific information I know about in regard to our upcoming trip to FBLA NLC. Each school is required to use the state travel package in order to participate in NLC and it does help save some extra money. The details of this package are outlined below.

Date: Thursday, June 27 – Wednesday, July 3, 2019

Location: San Antonio, Texas

Lodging: Hyatt Regency San Antonio, 123 ~~Losoya~~ Street, San Antonio, TX 78209 | (210) 222-1234

Tentative Agenda:

- Thursday, June 27- Arrive San Antonio
 - Check-in to hotel
 - Pick up conference registration
 - Chapter night
- Friday, June 28- State trip to Six Flags San Antonio
 - Transportation, lunch AND dinner provided
- Saturday, June 29-
 - San Antonio tourist attractions for majority of day
 - Opening Session in the evening
- Sunday, June 30-
 - Preliminary Competition Day
 - Open Testing events
 - Conference workshops
 - San Antonio tourist attractions (only if competition schedule allows)
- Monday, July 1-

Appendix F: National FBLA Conference Parent Email continued

- Final Competition Day
- Open Testing events
- Conference workshops
- San Antonio tourist attractions (only if competition schedule allows)
- State Dinner at Dave & Busters (dinner provided)
- Tuesday, July 2-
 - San Antonio tourist attractions for majority of day
 - Closing Session/Awards Program
- Wednesday, July 3-
 - Return to Seattle

Pricing:

Traveling with the state travel package includes the following items: conference registration, hotel for **ALL SIX nights**, WAFBLA SWAG package, one day at Six Flags theme park, and all other activities listed above in the tentative agenda with exception to the San Antonio tourist attractions. Students will be in a quad room (two beds, four students). If we cannot fill a room (i.e. if we have a room of two boys), the state will fill the room for us. Below is the list of the **estimated** cost WITH NO FUNDRAISING. I have also found the Go San Antonio card, provided by Visit San Antonio which allows us admission tickets into numerous different attractions for one price. More information can be found at [this website](#). The Go San Antonio Card price varies between \$90ish (three attractions), \$100ish (four attractions), \$120ish (five attractions). My suggestion to the students will be to choose the 4 attractions option. However, if the students choose differently that is what we will go with. The only item that will not change in the pricing below would be the travel package.

Washington State FBLA travel package	\$867
Go San Antonio Card	\$120
Airfare	\$500
Total	\$1,487

I am extremely aware that this dollar amount is daunting, but please know the Go San Antonio Card and Airfare dollar amounts are estimations and are estimated on the **HIGH** end of the pricing scale. To ensure that we are all flying together and not traveling at different times, I will be asking the Career and Technical Education department at the school district to purchase our plane tickets. After doing some research, I believe either United or Delta have the cheapest prices. I will do my ABSOLUTE best to make sure that the prices don't go up, but the sooner decisions are made the sooner we can book plane tickets, etc.

Meals:

Please note that meals are not included in the cost list above. However, according to the hotel website, our rooms do come with a mini refrigerator. Also realize for the six nights we are in Texas, one lunch and two dinners will be paid for. Additionally, it appears there may be a grocery store just down the street from the hotel. In order to save some money, we can always go to the store for some groceries. Yet, I would suggest sending your students with around \$200 cash for meals.

Fundraising:

I totally understand that \$1,487 is an extremely large number... BUT we still have time to conduct some fundraisers to cut the price down. There are some activities your students can take part of to help

Appendix F: National FBLA Conference Parent Email continued

fundraiser for NLC as well. While payment plans can be made with the ASB Office at school, I am still working hard with students who qualified for nationals to get some fundraising done. Currently, I am in the process of setting up a meeting with someone from Great American Fundraisers (helped us run a successfully fundraiser at the beginning of the school year) to get some ideas, and we can always do some car washes, etc. We have worked with Over the Rainbow, Chipotle, etc. for their fundraising opportunities, and some students in the past have created GoFundMe pages. There are many individual activities you can also do to help bring the cost down. I do plan on meeting with students immediately once we return from spring break to present this information. I have already challenged your student to be thinking of some possible fundraising options.

What am I asking from you? I need to know AS SOON AS POSSIBLE if your students have permission to attend FBLA NLC in San Antonio, TX from Thursday, June 27 – Wednesday, July 3. The sooner I know your response, the faster I can get out variable cost items locked down at lower rates. By allowing your student to attend conference, you are allowing me to register your student and are agreeing to pay the fee added to your students account with this trip. Like I said, the dollar amount listed above is daunting, yes... But payment plans are available to be made through the ASB office at school, and if your students work hard over the next couple of months with fundraising that number can come down quickly.

Please be watching your emails closely as I will email you with any updates as they come across my desk. I will be filing out the Intent to Compete forms for each student that placed in the top 10 for their respective events and will file these forms with the state office as soon as I get them. Like I said, earlier, this intent to compete form DOES NOT lock your student in to being charged the registration fee. This just reserves your students spot in their respective competition.

If you have any questions, please feel free to contact me.

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