

State Leadership Conference Rules & Regulations

1. A chapter must be in good standing during the current school year to participate in the conference (must have paid both state and national FBLA dues).
2. Members must be housed in the conference hotel unless they stay with relatives in Atlanta. In such cases, each member must submit, before the conference, a statement signed by the parents and a school authority requesting permission to stay with relatives.
3. There must be one adult chaperone for every ten students attending.
4. Advisers will be held responsible for the FBLA members from their chapters. Please be selective in the members you allow to attend the conference. This should be an honor for members who have worked hard during the year. Choose members who are responsible, trustworthy and well behaved. The Georgia FBLA Executive Director, Executive Council, Board of Directors, and Program Specialist of Business Education for Georgia, will make every effort to provide a wholesome program of activities; however, they cannot be responsible for the conduct of the FBLA members.
5. Chapter members must check in at regular intervals with the adult to whom the members are responsible at SLC.
6. Only members, advisers, and guests registered for the conference are allowed to participate in scheduled activities. **ALL PARTICIPANTS MUST WEAR NAME BADGE AT ALL EVENTS.** Security guards will be posted at the entrance of all events to check for name badges. If a participant loses his/her badge, a replacement badge will be \$5.00. Only advisers will be allowed to purchase name badges.
7. Girls will not be allowed in boys' rooms and boys will not be allowed in girls' rooms unless accompanied by official chaperones.
8. All individuals are not permitted to be on balconies at any time during the conference.
9. All members attending the conference must be in their rooms by curfew. Advisers are responsible for checking rooms to be sure that their students adhere to curfew. If a FBLA member is outside their room after curfew for any reason, security will notify the adviser, and the student will be sent home at his/her own expense. Parents and school officials will be notified.
10. **NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS ARE ALLOWED. THE CITY OF ATLANTA POLICE WILL BE CALLED.**
11. At all times during the conference, **ALL PARTICIPANTS MUST BE APPROPRIATELY DRESSED IN BUSINESS ATTIRE.** Participants will not be allowed in meetings if not dressed appropriately. Security guards will send participants away from events if they are not dressed appropriately.
12. All attendees grant Georgia FBLA permission to use their images in any conference review or promotional video.
13. All members should refrain from using cell phones during any conference meeting, general session, or other activity.
14. Former members and other non-delegates are not permitted at the conference facility at any time unless approved by Georgia FBLA.

Advisers: Please have each conference participant read and sign on the reverse side. You will keep this form in their possession at SLC.

State Leadership Conference Code of Conduct

One of the goals of FBLA is to facilitate the transition from school to work. Individual conduct and appearance is a part of that training. It is a special privilege to attend a FBLA-PBL conference, and it is the responsibility of all delegates to conduct themselves in a proper, businesslike manner at all times.

Over the years, FBLA members have had an excellent reputation. Their conduct at every FBLA function should make a positive contribution to their reputation that has been established. Listed below are conduct rules of the State Leadership Conference.

1. All delegates shall behave in a courteous and respectful manner and refrain from language and/or actions that could bring discredit upon them, their school, and/or FBLA.
2. Conduct not conducive to an educational conference will not be tolerated. Examples of unacceptable conduct include, but not limited to, disrupting a businesslike atmosphere, consorting with non-conference individuals or any activities which endanger self or others.
3. Delegates must be dressed properly when leaving their hotel rooms. Members should not wear pajamas or other inappropriate clothing in the lobby, hallways, elevators, or other public areas.
4. Delegates shall keep their advisers informed of their activities and whereabouts at all times. Accidents, injuries, or illnesses must be reported to the local or state adviser immediately.
5. **TRADITIONAL BUSINESS ATTIRE IS REQUIRED FOR ALL SESSIONS.**
6. Curfew times are listed in the conference program and will be enforced by local and state advisers as well as security personnel. Curfew is described as being in your assigned room by the designated hour. If a FBLA member is outside of one's room after curfew, security will notify the adviser, and the student will be sent home at his/her own expense. Parents and school will be notified.
7. No alcoholic beverages, cigarettes, cigars, chewing tobacco, or drugs may be possessed at any time, under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
8. Conference local and state delegates are guests of the hotel and convention center and must not deface or destroy property. Do not throw anything, even water, out of windows or over balconies. Any damages to property or furnishings in the hotel or convention center will be paid for by the individual or chapter responsible.
9. Local and state advisers are responsible for the supervision of delegate conduct. Delegates who disregard the code of conduct will be subject to disciplinary action and will be sent home at their own expense. Parents and school officials will be notified.
10. Cell phones are not permitted to be used during any conference function unless they are permitted by the facilitator. Cell phones should remain in students' sleeping rooms, or they will be confiscated.

Advisers must have in their possession, dress code signed by each member attending, Delegate Code of Conduct signed, FBLA State Leadership Conference Regulations signed, medical information and proper forms required by your school system.

Georgia FBLA Dress Code

The Georgia FBLA Board of Directors has adopted a dress code that will be effective for the 2019 State Leadership Conference. All advisers are expected to share the dress code with their students and take responsibility for making sure their students follow the dress code when at a conference.

All delegates and advisers are expected to wear business attire to general sessions, competitive events, campaigning, and workshops. Competitive event participants will be disqualified if not dressed properly. Conference participants will not be allowed to participate in conference activities if not dressed properly. Georgia FBLA will attempt to monitor dress code at all conference activities. However, advisers are responsible for ensuring that students who attend the conferences are aware and follow the dress code prior to entering any conference function or activity.

By signing the Adviser Assurance Form, you, as the adviser, are accountable for your students' conduct and dress at the conferences listed above. Event administrators will be asked to enforce the dress code. If questions arise, a member of the board of directors will make the final decision.

Local advisers are expected to follow as well as enforce the dress code for their students.

Georgia FBLA Dress Code for Females

The following *is* considered **appropriate** business dress for meetings, workshops, competition, and general sessions:

- **Business Suit/Business Pantsuit** – A coordinated jacket may accompany a skirt or ankle-length pants. **An appropriate skirt length is 1” to 2” above the knee or longer.** (2” is approximately three fingers side by side). Skirts that end higher than 2” above the knee are not acceptable.
- **Business Dress** – An appropriate dress length is 1” to 2” above the knee or longer. (2” is approximately three fingers side by side.) The dress must have some type of a sleeve. Sleeveless dresses are NOT appropriate unless a jacket is worn at all times.
- **Skirt/Pants and Blouse** – An appropriate skirt length is 1” to 2” above the knee or longer. (2” is approximately three fingers side by side.) Skirts that end higher than 2” above the knee are not acceptable. Blouse must have some type of sleeve if worn without a jacket. A t-shirt is not acceptable as a blouse. Sleeveless blouses must always be worn with a jacket or suit. A two-piece sweater set with a skirt or pants would be appropriate. A business skirt may have a slit, but this slit may not be more than 2” above the knee. **If pants are worn, a jacket or blazer must also be worn.**
- **Dress Shoes** – Shoes may have **EITHER** an open toe or slingback, but *not both*. Slingback shoes that have an open toe hole larger than a penny are not appropriate. Slingback shoes must always have a strap around the heel. Dress boots will be allowed with pants (boots must be worn under the pants) and long skirts (skirt must be below the knee and long enough to cover or meet the boot). The following are examples of inappropriate types of shoes for females: flip flops, thongs, sandals, slides, clogs, athletic shoes, hiking boots, industrial work shoes, house shoes, and bare feet. Any shoe with a part that goes between the toes will be considered a sandal and will not be allowed.

Be careful when selecting your conference attire. The follow is inappropriate conference attire for meetings, workshops, competitive events, campaigning, awards programs, and general sessions and when walking around the conference hotel lobby, elevators, and restaurants: jewelry in visible body piercing, other than ears ♦ denim or chambray fabric clothing of any kind ♦ overalls ♦ shorts ♦ skirts ♦ capri pants without a matching suit jacket ♦ gauchos ♦ crop pants ♦ stretch or stirrup pants ♦ exercise or bike shorts ♦ backless, see-through, tight-fitting, halter or low-cut blouses/tops/dresses ♦ t-shirts ♦ lycra ♦ spandex ♦ midriff tops ♦ casual tank tops ♦ bathing suits ♦ hats ♦ flannel fabric clothing ♦ visible undergarments ♦ sandals of any kind ♦ tennis shoes ♦ pajama pants or shirts.

Jeans (with no frays or holes) and t-shirts are acceptable when not attending meetings, workshops, awards programs, or competitive events and when walking around the hotel/conference site.

Georgia FBLA Dress Code for Males

The following *is* considered **appropriate** business dress for meetings, workshops, competition, and general sessions:

- **Dress Shirt, Dress Pants, and Necktie** – A dress shirt buttons from top to bottom and has a collar. Knit or polo style shirts are inappropriate. Shirts made of denim or chambray or Hawaiian/flower print are inappropriate. Pants must be accompanied by a dress belt, suspenders, or braces. Cargo, painter, or carpenter pants are inappropriate. Dress pants must be neat without stains, frays, or holes. Pants must sit at the waist and may not drag on the floor. Dress pants should not have more than five pockets. A necktie IS mandatory.
- **Men's Business Suit** – Dress shirt, dress pants, and suit jacket made of the same fabric. **A necktie IS mandatory.**
- **Men's Business Sport Coat** – Dress shirt, dress pants, and sport coat made of different fabric than pants. **A necktie IS mandatory.**
- **Dress Socks** – Athletic socks are inappropriate.
- **Dress Shoes or Dress Boots** – Acceptable shoes include but are not limited to oxfords, captoe, wingtip, dress loafers. The following are examples of **inappropriate** types of shoes: flip flops, thongs, sandals, athletic shoes, industrial work shoes, hiking boots, mules, clogs, work boots, Birkenstock-style shoes, house shoes, and bare feet. Any shoe with a part that goes between the toes will be considered a sandal and will not be allowed.

Be careful when selecting your conference attire. The follow is inappropriate conference attire for meetings, workshops, competitive events, campaigning, awards programs, and general sessions and when walking around the conference hotel lobby, elevators, and restaurants: visible body piercing ♦ denim or chambray fabric clothing of any kind ♦ overalls ♦ shorts ♦ exercise or bike shorts ♦ t-shirts ♦ lycra ♦ spandex ♦ muscle shirts ♦ tank tops ♦ bathing suits ♦ hats ♦ flannel fabric clothing ♦ visible undergarments ♦ sandals of any kind ♦ tennis shoes ♦ pajama pants or shirts.

Jeans (with no frays or holes) and t-shirts are acceptable when not attending meetings, workshops, awards programs, or competitive events and when walking around the hotel/conference site.

2019 Georgia FBLA State Leadership Conference Dress Code/Code of Conduct Agreement Form

(Do not mail with conference registration – turn in at conference registration desk)

Advisers please have each conference participant read and sign this form. Advisers will need to submit this form at the conference registration desk and keep a copy of this form in their possession at the conference.

For each person attending any Georgia FBLA sponsored conference, he/she must read and sign the dress code/code of conduct agreement. A copy of the dress code/code of conduct agreement must be turned in for each person attending the conference. Failure to follow this code of conduct and dress code could result in the student/school being sent home from the Georgia FBLA conference.

Georgia FBLA wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing their schools and our organization.

Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. We are proud of our members and advisers and know that by signing this Dress Code/Code of Conduct Agreement, you are simply reaffirming your dedication to be the best possible representative of Georgia FBLA.

- I will, at all times, respect all public and private property, including the hotel/motel in which I am housed.
- I will, at all times, be respectful of all other guests staying and meeting at the conference facility.
- I will spend each night in the room of the hotel/motel to which I am assigned.
- I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
- I will not visit the sleeping room of the opposite sex.
- I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will at all times, have the orders of the physician on my person.
- I will not leave the hotel/motel without the express permission of my adviser. Should I receive permission, I will leave a written notice of where I will be. My conduct shall be exemplary at all times.
- I will keep my adviser informed of my whereabouts at all times.
- I will, when required, wear my official identification badge.
- I will attend & be on time for, all general sessions & activities that I am assigned to and registered for.
- I will adhere to the dress code at all required times.

I, _____ agree that I have read the dress code (page 12), conference regulations, and code of conduct (page 11). I understand that I will not be able to compete if I do not adhere to these guidelines. I also understand that I may be sent home or school administrators may be contacted if I violate the code of conduct or conference regulations. I agree to accept the penalty imposed on me. I understand that any penalty and the reasons for it will be explained to me before it is carried out. I further realize that this conference is designed to be an educational function and all plans are made with that objective. I understand that this dress code will be in effect from 12:00 pm on Friday until midnight on Saturday and the code of conduct will be in effect while I am at the conference facility.

SIGNATURE OF STUDENT ATTENDEE

DATE

SIGNATURE OF PARENT/GUARDIAN

DATE

As the adviser, I understand that I am responsible for explaining this form, the dress code (page 14) and the conference regulations, and code of conduct (page 13) to the students and ensuring that they abide by these rules.

SIGNATURE OF ADVISER

DATE

SCHOOL

SYSTEM

A copy of this form must be in your possession at the State Leadership Conference and must also be turned into the registration.