

# SLC Local Adviser Procedures & Responsibilities Form

It is required of each local adviser attending the SLC to read and sign a copy of this form. This form must be **submitted to the State Office by the first Wednesday in March** for all advisers in attendance.

- Due to public health restrictions, the Wisconsin FBLA State Leadership Conference directors have modified the 2021 State Leadership Conference (SLC) experience. This decision was made to provide all student members with the opportunity to continue participation with this annual event. Additional details about this event may be referenced online at <https://dpi.wi.gov/fbla/conferences/slc>. Student member state opportunities available through Wisconsin FBLA do not require any in-person participation either individually or as part of a team event. Local school officials are responsible in collaboration with local advisers to monitor student performance to comply with all school policies and public health orders. Communication of these expectations should be messaged to student, parent/guardian and any other party who may have involvement in supporting competitive event or any other state activities being offered to local members. Local school officials always retain the authority regarding participation decisions about optional FBLA state and national activities.***
- Local advisers are expected to assist in the administration of the State Leadership Conference competitive events, workshops, at SLC. If a student member will be participating in competitive events from home due to local school restrictions, then the adviser will be the primary contact for Wisconsin FBLA and the local adviser may be expected to coordinate with a parent/guardian proctor.
- Local advisers are responsible for distributing and reviewing competitive event guidelines and conference procedures to their student. Each local adviser should establish a local policy with students prior to the conference in order to meet this regulation.
- The local adviser acknowledges that all student members are registered paid members through the FBLA-PBL, Inc. national office with active state and national membership affiliation. Additionally, the local adviser is responsible to verify the identity of any conference participants are accurately reflected in the conference registration submitted prior to participation.
- Use of tobacco, consumption of alcohol, or illegal possession of controlled substances will not be allowed in association with direct or indirect participation with conference related activities. Any known violations must be addressed by the local school administration in accordance with local district policy and procedures.
- The local adviser is responsible for supervision of their delegates' conduct and shall be available to their students at all times. As displayed below, the FBLA-PBL Code of Ethics guides both adviser and responsibility for the oversight of student member conduct for any areas not explicitly referenced.
  - be honest and sincere.
  - approach each task with confidence in my ability to perform my work at a high standard.
  - willingly accept responsibilities and duties.
  - seek to profit from my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.
  - abide by the rules and regulations of my school.
  - exercise initiative and responsibility and will cooperate with my employer and fellow workers.
  - dress and act in a manner that will bring respect to me and to my school.
  - seek to improve my community by contributing my efforts and my resources to worthwhile projects.
- The local principal and/or designated administrator will be contacted in emergency situations if the local adviser cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include but are not limited to: accidents, possession of drugs or alcohol, breaking conference rules, student health, or family emergencies.

(continued on next page)

I have read and fully understand the FBLA State Leadership Conference LOCAL ADVISER PROCEDURES AND RESPONSIBILITIES and agree to comply with these guidelines.

Adviser's Signature	Principal's Signature
Adviser's Printed Name	Principal's Printed Name
Chapter Name	

In case of emergency, the following local administrators should be contacted:

1 <sup>st</sup> Contact	2 <sup>nd</sup> Contact
Name	Name
Title	Title
School Phone (Area/No.) (     )     -	School Phone (Area/No.) (     )     -
Home/Cell Phone (Area/No.) (     )     -	Home/Cell Phone (Area/No.) (     )     -

NOTE: A COPY OF THIS FORM MUST BE SUBMITTED FOR EACH ADVISER ATTENDING THE SLC. ORIGINAL FORMS MUST BE SUBMITTED TO THE STATE OFFICE BY THE **FIRST WEDNESDAY IN MARCH.**

**This signature page must be provided in a signed digital format to Wisconsin FBLA using this submission link:**

<https://wisconsinfbla.wufoo.com/forms/wisconsin-fbla-slc-adviser-form-submission-portal/>