

# RLC Local Adviser Procedures & Responsibilities Form

## RLC Local Adviser Procedures and Responsibilities

It is required of each local adviser attending the RLC to read and sign a copy of this form. This form must be **submitted to the Regional Host by the third Friday in January** for all advisers in attendance.

1. Local advisers and other chapter chaperones are expected to assist in the administration of competitive events, workshops, etc. onsite at RLC. This ensures that seamless management of competitive events; as well as the safety of all delegates at RLC. **This role is extremely important!**
2. Chapters must maintain a minimum 15:1 ratio of students to advisers/chaperones. Additionally, ML Chapters must have a minimum of 2 advisers/chaperones. The ratio is based on the number of registered members on the final day of conference registration. Failure to adhere to these minimums will result in disqualification of the Chapter.
3. Local advisers are responsible for knowing the whereabouts of all their students at all times. Each local adviser should establish a policy with his/her students prior to the conference in order to meet this regulation.
4. Local advisers must have with them at the conference a list of their students, as well as home telephone numbers and parent's or guardian's names.
5. Use of tobacco, consumption of alcohol, or illegal possession of controlled substances will not be allowed at any conference activities.
6. Nametags will be worn at all times.
7. Local advisers are responsible for supervision of their delegates' conduct and shall be available to their students at all times.
8. 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, family emergencies

## RLC Inclement Weather & Event Policy\*

Wisconsin FBLA expects all local chapter advisers to be in compliance with local school district policies regarding transportation and attendance at student activities.

The Regional Leadership Conference will run on the scheduled day. However, in the event that it is impossible for the schools to travel, the SLC place winners will be determined using the following criteria:

1. Online test scores
2. All prejudged event materials (without a presentation component)
3. If the host school has the capabilities to support web based conferencing, the student will still be able to interview or present during a mutually agreed upon time.

All results at the conclusion of the awards ceremony are final.

***The state office will need a written statement from principal or district administration saying their students are not allowed to travel due to weather and safety conditions in order for the above guidelines to be valid.***

In the event that the Regional Host School is unable to host due to an administrative directive, the Regional Host School will determine SLC place winners using the following criteria:

1. Online test scores
2. All prejudged event materials (without a presentation component)
3. If the state office can facilitate online testing for objective tests, the registered student would be responsible to take the test within a designated time at their home school
4. Any SLC slots not filled by the above criteria will be determined by random drawing of names from the registered event participants

All results at the conclusion of the awards ceremony are final. Refunds, if applicable, are only authorized by the RLC Host and Wisconsin FBLA Executive Board.

**RLC Local Adviser Procedures & Responsibilities Form continued**

I have read and fully understand the FBLA Regional 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:

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

NOTE: A COPY OF THIS FORM MUST BE SUBMITTED FOR EACH ADVISER ATTENDING THE RLC. ORIGINAL FORMS MUST BE SUBMITTED TO THE REGIONAL HOST SCHOOL BY THE THIRD FRIDAY IN JANUARY.