

Local Adviser Procedures & Responsibilities Form

SLC Local Adviser Procedures and Responsibilities

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.

1. **The local adviser is responsible to have all Student Delegate Code of Conduct forms at the State Leadership Conference and adhere to these expectations at all times. It is the responsibility of the school officials to verify that forms are fully completed and available upon request at the State Leadership Conference.**
2. Local advisers and other chapter chaperones are expected to assist in the administration of competitive events, tours, workshops, etc. onsite at SLC. This ensures that seamless management of competitive events; as well as the safety of all delegates at SLC. **This role is extremely important!**
3. 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.
4. Local advisers are responsible for making sure each student attending the SLC reads, discusses, signs and returns the STUDENT DELEGATE CONDUCT PRACTICES AND PROCEDURES form. It is recommended that each local adviser review this form with the entire chapter so that there is no misunderstanding of the rules, regulations and responsibilities of the conference participants.
5. 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.
6. 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.
7. Curfew will be enforced. "Curfew is defined as "all delegates in assigned room - lights out". Local advisers are responsible for room checks to ensure their students are in their assigned rooms.
8. Use of tobacco, consumption of alcohol, or illegal possession of controlled substances will not be allowed at any conference activities.
9. Nametags will be worn at all times.
10. Local advisers are responsible for supervision of their delegates' conduct and shall be available to their students at all times.
11. 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: accidents, possession of drugs or alcohol, breaking conference rules, family emergencies and any other situation designated as an emergency.
12. Lodging reservation information is posted online at <https://dpi.wi.gov/fbla/conferences/slc>.
 - All FBLA chapters must complete the Wisconsin FBLA lodging reservation system and submit all required information through our online submission site in collaboration with the Convention & Visitor Bureau lodging system.
 - Hotels have been directed to not accept reservations outside of our housing bureau.
 - If a chapter is discovered to not be in compliance with these expectations, then the chapter may be placed on probation by the state office with a notice being provided to local school administration. Repeated violations may result in the revocation of the local chapter charter.

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

1. Online test scores
2. All prejudged event materials (without a presentation component)
3. If SLC 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 State Leadership Conference is unable to host due to an administrative directive, the State Executive Board will determine NLC 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 NLC 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 Wisconsin FBLA Executive Board.

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 st Contact	2 nd 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. Due to required signatures, this form cannot be submitted electronically. Original forms must be **submitted to the State Office by the first Wednesday in March.**