

TO: FBLA Chapter Advisors and Presidents

FROM: Elizabeth Garofalo, NYS FBLA –
NYS FBLA Executive Treasurer

Nicole Aumell, NYS FBLA - Treasurer

DATE: August 29, 2023

SUBJECT: Fall District Meeting



District 7

Welcome, District 7, to the 2023-2024 FBLA year! Over the summer, your State Officer Team worked diligently to develop a brand-new Program of Work that reflects the state theme “**Flying to the Future**”.

We have scheduled our District 7 Fall District Meeting for **Friday, November 3, 2023** at Theodore’s Restaurant in Canastota. Attached is this year’s Fall District Meeting registration packet in addition to a copy of the District Officer Application. All interested members should fill out the District Officer Application form and return it to treasurer@nysfbla.org by October 15, 2023.

The fee for the meeting will be \$20.00 per person. This will cover breakfast snacks and lunch and will help to offset the cost of our Spring District Meeting in February, 2024. District 7 now has our own checking account so **checks will need to be made payable to NYS FBLA – District 7**. This fee also includes a \$1 surcharge for the NYS FBLA Foundation.

We will also be holding the Annual Coin Challenge to benefit the **NYS FBLA Foundation** as well. All chapters are encouraged to participate.

Our FDM serves as an informational meeting in order to connect, educate, and inspire members. Therefore, various workshops will be offered to all District 7 members that will help individuals learn leadership skills and a variety of business-related concepts.

We encourage any members who are interested in state officer positions to come with any questions they may have.

The dress code and code of conduct for our district meeting are also attached.

If you have any questions or concerns, please feel free to contact Liz Garofalo at egarofalo@canastotacsd.org or lizgarofalo5957@gmail.com. Thank you and we cannot wait to see everyone at our FDM!

Below, please find all necessary information regarding this year’s Fall District Meeting to be held on **Friday, November 3, 2023**

Location: Theodore’s Restaurant and Banquet Hall, 3231 Seneca Turnpike, Canastota, NY

Time: The meeting will start promptly at 9:15 A.M.
(8:30 – 9:15 Registration and Refreshments)
The meeting will conclude at approximately 1:00 P.M.

Opening Session:

During the session, the president of each chapter will be seated with their Chapter. On your registration forms, please identify the president of your chapter so that the names can be called properly. When called, each president will be required to stand up and must report the following:

1. His/her name and position in the chapter
2. Number of chapter members
3. Number of members in attendance

Lunch:

We will be providing a light breakfast and lunch during the day.

Closing Session & Battle of the Chapters:

A “Battle of the Chapters” will take place during the closing session at this year’s Fall District Meeting. A maximum of two members per chapter will be allowed to participate in this friendly competition.

DISTRICT 7 FALL DISTRICT MEETING REGISTRATION

Please email registration to Mrs. Garofalo at lizgarafalo5957@gmail.com or egarofalo@canastotacsd.org by **October 15, 2023**.
 Payment can be sent in advance to:
 Liz Garofalo
 8194 Lewis Point Road
 Canastota, NY 13032
 If you prefer, payment can be made directly at the FDM.
Checks should be made payable to NYS FBLA – District 7.

Chapter Name:

Advisor(s):

Chapter President:

Chaperone(s):

President(s):

No (#) of Members Attending (Please attach list of names)

_____ members attending at \$20.00 each = _____ total registration

_____ advisors attending

Please list advisors name(s):

We will be making name tags for all members in attendance so PLEASE PROVIDE A LIST OF STUDENT NAMES in an Excell or Sheets spreadsheet in two columns as follows:

Last Name	First Name

It is important to adhere to the deadline above so we can accurately and properly prepare for food and workshops.



New York State Future Business Leaders of America Dress Code

FBLA-PBL Members and advisors should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for ALL attendees, at all conference functions, including meals, unless otherwise stated. Conference name badges and SLC bracelets are part of this dress code and must be worn at all conference functions. For safety reasons, do not wear name badges when touring outside the conference facility.

ACCEPTABLE PROFESSIONAL ATTIRE FOR OFFICIAL FBLA ACTIVITIES:

- Business suit with:
 - o Blouse
 - o Collared dress shirt and necktie or bowtie
- Dress pants or skirt with:
 - o Blouse
 - o Collared dress shirt and necktie or bowtie
- Business dress
- Blazer/sport jacket with dress pants and:
 - o Blouse
 - o Collared dress shirt and necktie or bowtie
- Dress shoes/dress boots
- Belt or suspenders are to be worn unless there are no belt loops on the pants
- Banded collar shirt may be worn ONLY if sport coat or business suit is worn
- Dress shoes and socks
- Capris or gaudhos with coordinating jacket/suit, worn BELOW the knee

INAPPROPRIATE ATTIRE INCLUDES:

- Jewelry in visible body piercing, other than ears
- Denim or chambray fabric of any kinds, overalls, shorts, skirts, stretch or slimup pants, exercise or bike shorts
- Backless, see-through, tight fitting, spaghetti straps, strapless, or low cut blouses/tops/dresses/skirts or any other garment with a low neckline.
- Skirts & Dresses that are more than approximately 2 inches ABOVE the knee
- T-Shirts, Lycra, spandex, midriff tops, tank tops, and bathing suits
- Sandals, athletic Shoes, industrial work shoes, hiking boots, bare feet or over the knee boots.
- Athletic wear, including sneakers
- Hats or flannel fabric clothing
- Bolo ties
- Visible foundation garments

Clarification: Many women's two piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling back shoes, open toe shoes and sleeveless dresses are accepted.

Casual Attire is acceptable for some dances. Casual attire includes jeans, shorts (no more than 4 inches above the knee), nice t-shirts or denim/chambray shirts, sneakers or sandals. (Not Allowed are Lycra, spandex, midriff tops, pajamas, bathing suits). If there is doubt, select something else to wear. Be a professional.

A delegate must wear footwear in all public areas during non-conference FBLA activities (no socks or barefeet).

**NEW YORK STATE FUTURE BUSINESS LEADERS OF AMERICA
STUDENT CODE OF CONDUCT**

Individual chapters or delegates violating any of the following rules while attending a district, state, or national conference will be dealt with in accordance with the procedures adopted by the Board of Trustees, and the penalties outlined below. The term "delegate" shall mean any FBLA member including State Officers. ALL VIOLATIONS WILL BE REPORTED TO PARENT/GUARDIANS, SCHOOL DISTRICT, LOCAL CHAPTER ADVISOR(S), AND THE BOARD OF TRUSTEES.

Any delegate while attending any FBLA functions/events/conferences (anything that represents FBLA) will be subject to disciplinary action.

VIOLATIONS OF ITEMS 1 THROUGH 6 WILL CAUSE DISQUALIFICATION OF THE STUDENT DELEGATE FROM INDIVIDUAL AND TEAM EVENTS AT THE CONFERENCE. STATE OFFICERS WILL ALSO RECEIVE A 30-DAY PROBATION PERIOD AND A PARTIAL LOSS OF STATE OFFICER DEPOSIT (\$100).

1. All delegates must remain inside their assigned room during the curfew hours, 12:00am – 6:00am. Any area outside the room is a violation including advisor's room.
2. A one-day conference delegate must be off the grounds of the conference facilities by curfew.
3. A delegate must attend all general sessions and required activities at assigned times.
4. A delegate will wear appropriate business attire at workshops, leadership sessions, district meetings, competitive events, and meals. Refer to Dress Code.
5. A delegate must keep his/her advisor informed of his/her activities and whereabouts at all times.
6. No delegate will leave the conference facilities unless he/she has received permission from his/her chapter/state officer advisor. His/her parents or legal guardian(s) must transport a delegate returning home in an emergency.

VIOLATIONS OF ITEMS 7 THROUGH 15 WILL CAUSE DISQUALIFICATION OF THE DELEGATE FROM INDIVIDUAL AND TEAM EVENTS, LOSS OF CHAPTER POINTS WHERE APPLICABLE. ADDITIONALLY, THE STUDENT WILL BE DETAINED FOR THE DURATION OF THE CONFERENCE, AND WILL NOT BE PERMITTED TO PARTICIPATE IN ANY ACTIVITIES. ADDITIONALLY, STATE OFFICERS WILL FACE REMOVAL FROM OFFICE AS WELL AS FULL FORFEITURE OF ANY TRAVEL GRANTS AND STATE OFFICER DEPOSIT.

7. Smoking/vaping, use of any tobacco-related products is not permitted.
8. A delegate will not use his/her personal transportation to, from, or during the conference unless accompanied by his/her parent(s), legal guardian(s), or authorized designee.
9. A delegate will not deface, change or remove public or private property. The student, chapter, and/or their parent/guardians will be responsible and must pay damages of any property or furnishings.
10. Association among delegates will be limited to authorized conference activities. **Delegates of the opposite sex will not be allowed in the sleeping quarters unless a designated chapter advisor/chaperone is present in the room.**
11. No delegate will be permitted to participate in any sexual activities while at a hotel or conference site.
12. Any delegate who knowingly remains in a room where any prohibited activities occur will also be in violation of the Code of Conduct.
13. No delegate will use, possess, or sell illegal or controlled substances, or alcoholic beverages. No delegate will be permitted at a bar or in nightclubs.
14. No delegate will engage in any activity that involves wagering or gambling.
15. No delegate will engage in any activity that will result in a risk to health, safety, and/or welfare of self or others. No delegate will violate any local, state, or federal law. No delegate will engage in any form of bullying. Violators will be turned over to the appropriate law enforcement agency.

Compliance with curfew and conduct of state officers will be under the purview of the state officer advisor(s), except in case of an emergency.

The discipline committee will act upon any misconduct not aforementioned and an appropriate penalty will be determined and enforced. A chapter's unwillingness to abide by the decision of the Discipline Committee will result in the chapter's suspension from FBLA sponsored functions for one calendar year. Delegates shall respect and abide by the authority vested to the Board of Trustees and it designees, or authorized representative of the conference/hotel staff.

FBLA Code of Conduct to be used for FDM and SDM

FBLA members have an excellent reputation. Your conduct at every FBLA function should make a positive contribution to extending that reputation. Listed here are rules of conduct for the Fall and Spring District Meeting. All delegates will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and action that might bring discredit upon themselves, their school, other delegates, advisers, or upon FBLA.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, association with non-conference individuals, or activities that endanger self or others (running in the General Sessions, standing on chairs, using laser points during workshops, etc.)
4. Keep their advisors informed of their activities and whereabouts at all times. Accidents, injuries, and illnesses must be reported to the local or state advisers immediately. Delegates are not allowed to leave the facility and to be in designated areas only.
5. Avoid alcoholic beverages and controlled illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
6. Delegates must attend all workshops and general sessions, and competitive events.
7. Students cannot drive themselves.
8. Act as guests of the facility. Delegates must obey the rules of these facilities. The facilities have the right to ask a delegate or delegates to leave. Do not throw anything out of windows or on floor. Do not run down hallways. Noise should be kept at a reasonable volume. Remember there are other people in the facility and they have rights as well. Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in proper receptacles and not left on the floor. Individuals or chapters responsible for damages to any property or furnishing will be responsible for its repair or replacement.
9. Local advisers are responsible for the supervision of delegate conduct.

Disregarding or Violating the Code of Conduct Delegates who disregard or violate this code will be subject to disciplinary action Students will be expected to adhere to the NYS dress code. Violations including, but not limited to, forfeiture of privileges to attend further events, dismissal from the conference, and being sent home at your own expense. Students who violate this will be sequestered for the remainder of the conference and will be disqualified from their comp

District Officer Application

Applicant Information:

Date:

Last name:

First name:

School:

City:

Grade:

Contact Information:

Phone:

Email:

Position Desired:

Position Applying for:

What the position entails:

Experience:

Have you had any previous experience in a leadership position, if so please state below:
