



NEW YORK STATE ASSOCIATION FUTURE BUSINESS LEADERS OF AMERICA



TO: New York State Middle Level FBLA Advisers
FROM: New York State FBLA Board of Trustees
DATE: January 31, 2025
SUBJECT: 2025 State Leadership Conference (SLC)

The NYS FBLA Board of Trustees and State Officer Team look forward to welcoming you to the 2024 NYS FBLA State Leadership Conference on Wednesday-Friday, April 9-11, at the Joseph A. Floreano Rochester Riverside Convention Center in Rochester, where our members will be "Leading Beyond Limits".

PLEASE MAKE SURE YOU CAREFULLY REVIEW THE 2024-2025 NYS FBLA COMPETITIVE EVENT GUIDELINES. There are new events and event modifications this year. Please go to the NYS FBLA website to download a copy for your chapter:
<http://www.nysfbla.org/conferences-competitions/slc>

The Competitive Event Registration and Conference Registration are to be submitted via online forms. The links for those forms are located on the state homepage. This is the only way we will accept this information. The deadline for online form submission is 11:59 pm on Saturday, March 1. The links will not work after that.

This mailing contains templates for all SLC-related forms that you can download/print for your use in developing your registration prior to entering it online. **You will not be able to save the online form; you have to submit all at once.** You can also use these forms to submit to your school for payment. All payments will still need to be made via mail.

Online Submission by March 1 at 11:59 pm

Competitive Event Registration
Conference Registration

Postmark March 1 - 50% Hotel Payment:

Lauren Stipo
NYS FBLA Executive Treasurer
8 Foxwood Dr Unit 1
Pleasantville, NY 10570

Upload by March 28 at 11:59 pm as one PDF file

- Student Permission/Emergency/Code of Conduct Form (one form per student)
- Adviser/Chaperone Responsibilities Form (one form per adult)

Checks are to be made payable to NYS FBLA. Please mail via US Mail First Class or Priority Mail (so you can track). **DO NOT SHIP VIA CERTIFIED, EXPRESS OR OTHER FORMAT WHERE A SIGNATURE IS REQUIRED!**

ADVISERS/CHAPERONES MEETING - MANDATORY

All advisers and chaperones **must** attend this online meeting on Tuesday, April 1 at 7 pm. Essential information regarding the conference (including schedule changes, etc.) will be disseminated.

CALENDAR OF DEADLINES

A one-page calendar of SLC-related deadline dates is included with this mailing. Please print this calendar and keep it posted where you can see it on a daily basis to make certain you don't miss a filing deadline.

CURFEW SIGN-IN

At curfew every night, **all** advisers/chaperones will check **all** chapter members' rooms and have **each** member sign the curfew sign-in form for their chapter. The adviser will then turn the completed form in to the security guard assigned to the floor by 12:30 am. This procedure is taken as a legal precaution. The curfew sign-in forms will be included in the registration packet you receive when you check-in to your assigned hotel. The forms will be collected each night by the Discipline Committee. Should any students be found out of their assigned rooms after curfew, the curfew sign-in sheet for the chapter will be obtained and checked to verify that the students signed in and agreed to remain in their assigned rooms until 6:00 am. The matter will then be subject to the Discipline Committee.

DINING ASSIGNMENTS FOR DINNER

Meals will be served buffet-style; chapters will have assigned seating in the Lilac Ballroom. Meals include dinner on Wednesday, breakfast and dinner on Thursday, and breakfast on Friday. Lunch items can be purchased from the hotel restaurants or from local area restaurants.

HOTEL INFORMATION

The NYS FBLA sanctioned hotels are:

Hyatt Regency Rochester
125 East Main Street
Rochester, NY 14604
Phone: 585-546-1234

DoubleTree by Hilton Hotel Rochester
1111 Jefferson Road
Rochester, NY 14623
Phone: 585-475-1510

All housing assignments are made at the discretion of Ms. Halstead. **NO ROOM OR HOTEL CHANGES ARE TO BE MADE WITHOUT THE PERMISSION OF MS. HALSTEAD.**

When advisers pick up their keys upon check-in at their assigned hotel, a Room Arrival Inspection Form and a Room Departure Inspection Form will be provided for each hotel room their chapter occupies. The advisers are to complete the arrival forms and turn them in at conference headquarters so that NYS FBLA is aware of any problems. These forms will serve as a record of the condition of the rooms at arrival. Upon checking out, advisers are asked to conduct a departure inspection of the rooms and complete the departure forms. These forms must be turned in to the front desk of the chapter's assigned hotel along with all hotel keys. If NYS FBLA is charged for damage or extra cleaning of a room, the chapter(s) assigned to that room will be billed.

All students must remove all luggage from their assigned hotel rooms between 7:00 am and 8:30 am on Friday morning. Luggage is to be moved to the adviser's room, where it will be kept until the chapter's departure.

SLC INTERN PROGRAM

Members have the opportunity to apply for our SLC Intern Program. Interns help state staff with conference logistics. Interested members must be available from 8:00 am – 5:00 pm during the conference. Applications are to be uploaded in PDF format by March 1.

MEDICAL SERVICES

The conference will have a Certified Emergency Medical Technician (EMT) on staff throughout the conference. The EMT will be available through the hotel switchboard, hotel front desk, or conference headquarters.

PARENTS' GUIDE TO THE SLC

This guide provides excellent information for parents about the SLC: facilities, rates, competitions, and dress code.

The Student Permission/Emergency/Code of Conduct Form, and the Special Needs (dietary, medical) forms are included in the Parents' Guide. **These forms must be uploaded in PDF format by March 28.**

2025 SLC THEME BASKET AUCTION

NYS FBLA will be conducting our annual Theme Basket Auction to benefit the NYS FBLA Foundation. All chapters are encouraged to participate by submitting a theme basket. Theme ideas could include movie night, kids crafts, coffee/tea lover basket, pamper yourself basket, an Italian dinner basket, candy crazy, sports, etc.

2025 SLC TALENT SHOW AND DANCE

We will be holding a talent show on Wednesday evening (casual within dress code rules). Thursday night we will be having a Neon Dance (casual attire within dress code rules).

NYS FBLA Adviser/Chaperone Responsibilities

Due to liability, the following form must be completed by each adult (adviser and chaperone) attending the State Leadership Conference and/or the National Leadership Conference.

Adviser/Chaperone Requirements:

- Chapters attending state and national conferences are suggested to have a 15:1 ratio of students to advisers/chaperones for high school groups and a 12:1 ratio for middle school groups.
- Chaperones can be advisers, school employees, parents, or guardians, but they must be at least 21 years of age and approved by the district.

Registration

All chapters must have at least one fully registered adult adviser/chaperone.

Hotel Conference Check-In

The school's adviser/chaperone must be present at hotel and conference check-in. Students will not be provided hotel keys or conference materials without an adult adviser/chaperone present.

On-Site Expectations of Advisers/Chaperones

Advisers/Chaperones are assuming a 24-hour-a-day responsibility from the time they arrive until they leave. Therefore, advisers/chaperones should:

- This is a professional conference, and proper etiquette includes refraining from engaging in side discussions. Let's all contribute to a respectful and productive environment.
- All advisers/chaperones are expected to attend an **adviser meeting** and be in attendance at the conference activities for supervision of the student(s), or be in close proximity if they are an additional chaperone.
- Each adviser/chaperone is expected to fulfill assigned tasks and responsibilities during the conference.
- Be attentive to the needs of the students and be the students' primary adult contact.
- Know the locations and whereabouts of each student assigned to them during the trip.
- Keep an accurate check of their students at all times during the conference; students should not be left unattended including outside of the conference hotels and convention centers.
- Promote FBLA as a positive student experience and therefore act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
- Follow the FBLA Dress Code themselves during all conference activities, including the workshops, opening/closing sessions and Future Leaders Expo Hall (at Nationals).
- Provide completed nightly check-in sheets to security guard by 12:30am on assigned floor (at SLC) which ensures all students are checked in to their hotel room for the night at curfew, remain quiet and respectful of other hotel guests, and not leave their rooms until 6:00am.

Professional repercussions may include warnings or a formal letter to the represented school district.

**NEW YORK STATE FUTURE BUSINESS LEADERS OF AMERICA
ADVISER/CHAPERONE RESPONSIBILITIES AND EMERGENCY FORM**

It is the responsibility of the local chapter adviser to submit this form for **each adult** attending the following event:
EVENT **LOCATION**

This form must be emailed as a PDF file to _____. The submission of the form is a safety issue; copies of forms are kept electronically at the conference. The information on the forms is kept confidential, and the forms are deleted after the FBLA event. Local Chapter Advisers/Chaperone must carry an original copy to the conference.

****PLEASE PRINT CLEARLY****

Circle one: Adviser Chaperone School Name: _____

Participant's Full Name: _____

Participant's Address: _____

Participant's Cell Phone: _____ Participant's Home Phone: _____ Participant's Date of Birth: _____

EMERGENCY INFORMATION

Name of Emergency Contact Person: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Family Physician Name: _____ Physician Phone: _____

Insurance Company Name: _____

Plan Number/Group Number: _____

I am allergic to the following drugs and/or medications (if none, so state): _____

List any medication that must be taken (if none, so state): _____

I hereby give permission for an FBLA designee to transport me to or from a doctor or hospital for emergency treatment. **I hereby give permission for the FBLA designee to sign any consents which may be necessary to allow hospital personnel and/or a licensed physician to examine me and perform any emergency procedures, treatment, or surgery which may be necessary and to consent to the administration of any drugs or medication necessary to such emergency care.**

I hereby agree to hold NYS FBLA free and harmless from and indemnify NYS FBLA for any expenses incurred in the rendering of such care and treatment and from any liability which may arise as a result of such care and treatment.

We have read and agree to abide by the NYS FBLA Adviser/Chaperone Responsibilities as stated on the reverse side, also found in the NYS FBLA Handbook, or on the NYS FBLA website at www.nysfbla.org. We have read and clearly understand the NYS FBLA Dress Code for this event. We understand that damages to any property or furnishings in the hotel or convention center, any items taken from the guest room in the hotel, or any disrespect shown to other hotel guests will result in the adult being held financially responsible for any associated costs. We also agree that the NYS FBLA conference staff and the FBLA Board of Trustees have the right to inform the school district in writing if above named adult is found to be in violation of the adviser/chaperone responsibilities.

The following signatures indicate that all parties have read, understand, and agree to all health, dress code, adviser/chaperone responsibilities, and guidelines, and that all information on this form is correct to the best of everyone's knowledge.

Adviser/Chaperone Signature: _____ Date: _____

Administrator Name: _____ Telephone #: _____

Administrator Signature: _____ Date: _____

CHECKLIST OF DEADLINES FOR 2025 SLC REGISTRATION

All uploads/submissions are to be done at www.nysfbla.org

DUE DATE	ITEMS DUE	DONE?
Online submission by February 15	Intent to Attend SLC Form	<input type="checkbox"/>
Online submission by March 1 at 11:59 pm	<ul style="list-style-type: none">• Competitive Event Registration• All alternative testing form(s)• Conference and Hotel Registration Forms	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Upload March 1 by 11:59 pm	Materials for the following events: <ul style="list-style-type: none">• Businessperson of the Year• Outstanding Local Chapter Adviser• Outstanding New ML Member	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Postmark March 1	50% conference registration payment via check to Lauren Stipo	<input type="checkbox"/>
Postmark March 28	Any balances due for Conference Registration to Lauren Stipo	<input type="checkbox"/>
Upload by March 28 by 11:59 pm	<ul style="list-style-type: none">• Student Permission/Emergency/Code of Conduct Form (one form per student)• Adviser/Chaperone Responsibilities Form (one form per adult)	<input type="checkbox"/> <input type="checkbox"/>
Upload by April 1 by 11:59 pm	Completed Production Home-Site Test Components: <ul style="list-style-type: none">• Exploring Computer Applications	<input type="checkbox"/>

COMPETITIVE EVENT REGISTRATION

Online Registration Deadline:

March 1 at 11:59 pm

with all required transcripts and alternative testing forms

1. Before completing this form, please review the 2024-2025 NYS FBLA Competitive Events Guidelines to familiarize yourself with the eligibility requirements for each competitive event. No individual student may enter more than three events. The competitive event guidelines can be viewed on the NYS FBLA website at <http://www.nysfbla.org/conferences-competitions/slc>.

The competitive event registration form must be submitted as follows:

- Online submission deadline date for all items listed is March 1 at 11:59 pm (links will not be available after March 1)
 - You must submit Alternative Testing Forms per student if needed via PDF upload by March 1.
2. Based on the Competitive Event Registration form, students will be assigned specific times for each competitive event in which they are entered. You will receive a list of these assignments before the SLC. Conflicts are to be resolved before April 8. **A MAXIMUM OF TWO (2) CONFLICT CHANGES PER CHAPTER MAY BE MADE.**
 3. **Objective Test Events** will be administered online. Members will be required to bring a Wi-Fi enabled device (not a cell phone) to their assigned event time. Log-in information and passwords will be given to members when they check in for their event.
 4. **Production Event** (Exploring Computer Applications) have a home-site testing component part of the event. Upon receipt of your online competitive event registration, the chapter adviser will receive, via email, a downloadable copy of the production section of this event. The completed home-site test needs to be uploaded to the state website by **April 1 at 11:59 pm**. There can be no substitutions of students taking the test once your chapter has submitted its competitive event registration. The registered student must also attend the SLC and take the second part of the production event test, a 50-question objective test which will be online and the student must bring a Wi-Fi enabled device (not a cell phone) to their assigned event time. The results of the objective test and the home-site performance section will be combined to determine the winners in each of the production events.

SLC COMPETITIVE EVENT REGISTRATION TEMPLATE

This template to assist you in completing the online submission. The online submission form for competitive event registration and all necessary transcripts must be submitted by March 1 at 11:59 pm.

Chapter Name: _____ District: _____

Adviser Name: _____ Email Address: _____

Cell Phone: _____ Best Time to Call: _____

Time of Arrival at Conference: Please be as specific as possible, as this assists us in scheduling the students for their events.

_____ Tuesday, April 8 by _____ am/pm

_____ Wednesday, April 9 by _____ am/pm

_____ Thursday, April 10 by _____ am/pm

ADVISER EVENT PROCTOR REGISTRATION

All advisers and chaperones attending the conference must be listed below. Each person will be assigned to assist with competitive events, monitor social events, or enforce dress code. Assignments are for Wednesday afternoon, Thursday morning, and/or Thursday afternoon. Advisers and chaperones are required to attend an online meeting on April 1 to communicate any last minute information. Assignments are made at the discretion of the SLC Chairperson. **These are mandatory activities for all advisers and chaperones as outlined in the Adviser/Chaperone Responsibilities Form.**

1. _____

3. _____

2. _____

4. _____

DIRECT ENTRY SLC CHAPTER EVENTS

Please check the events that your chapter will be entering for the SLC.

Annual Chapter Activities Presentation _____

Businessperson of the Year _____ Application uploaded to the state website by March 1

Community Service Presentation _____

No individual student may enter more than two competitive events.

PERFORMANCE EVENT WITH OBJECTIVE TEST TO BE TAKEN AT SLC

Chapters may enter one individual or one team of 2-3 members for these events. The objective test will be taken individually. The scores of all team members will be averaged to determine the average team score. The top 5 individuals/teams will move on to the performance round of competition. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.

Exploring Business Ethics

Member #

SEE GUIDELINES FOR 2025 TOPIC

1. _____ (_____)

2. _____ (_____)

3. _____ (_____)

PRODUCTION EVENT WITH HOME-SITE PRODUCTION TEST AND OBJECTIVE TEST TO BE TAKEN AT SLC

Chapters can enter one individual for this event. The home-site production component that will be emailed to the adviser upon receipt of the Competitive Event Registration. Completed productions must be uploaded by April 1. Competitors will also take an objective test at the SLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.

Exploring Computer Applications	1. _____	Member # (_____)
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DIRECT ENTRY INDIVIDUAL/TEAM PERFORMANCE EVENTS

Chapters can enter either one individual or one team of 2-3 members for these events. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.

Critical Thinking		Member #
	1. _____	(_____)
	2. _____	(_____)
	3. _____	(_____)

Exploring Business Issues		
SEE GUIDELINES FOR 2025 TOPIC	1. _____	(_____)
	2. _____	(_____)
	3. _____	(_____)

Exploring Website Design		
SEE GUIDELINES FOR 2025 TOPIC	1. _____	(_____)
	2. _____	(_____)
	3. _____	(_____)

Marketing Mix Challenge		
	1. _____	(_____)
	2. _____	(_____)
	3. _____	(_____)

Video Game Challenge		
SEE GUIDELINES FOR 2025 TOPIC	1. _____	(_____)
	2. _____	(_____)
	3. _____	(_____)

DIRECT ENTRY INDIVIDUAL PERFORMANCE EVENTS

Chapters can enter one individual for these events. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.

Career Research	1. _____	Member # (_____)
Exploring Public Speaking	1. _____	(_____)
SEE GUIDELINES FOR 2025 TOPIC		
FBLA Mission and Pledge	1. _____	(_____)

Outstanding New ML Member

This is a state-only event.

____ Report must be uploaded to the state website by March 1

1. _____ (_____)

DIRECT ENTRY INDIVIDUAL WRITTEN TEST EVENTS

Chapters may enter two members in these following events. There will be multiple written test sessions offered on Wednesday and Thursday; students will be assigned to specific test session. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.

		Member #
Business Etiquette	1. _____	(_____)
	2. _____	(_____)
Career Exploration	1. _____	(_____)
	2. _____	(_____)
Digital Citizenship	1. _____	(_____)
	2. _____	(_____)
Exploring Computer Science	1. _____	(_____)
	2. _____	(_____)
Exploring Economics	1. _____	(_____)
	2. _____	(_____)
Exploring Leadership	1. _____	(_____)
	2. _____	(_____)
Exploring Parliamentary Procedure	1. _____	(_____)
	2. _____	(_____)
Exploring Technology	1. _____	(_____)
	2. _____	(_____)
FBLA Concepts	1. _____	(_____)
	2. _____	(_____)
Financial Literacy	1. _____	(_____)
	2. _____	(_____)
Interpersonal Communication	1. _____	(_____)
	2. _____	(_____)
Learning Strategies	1. _____	(_____)
	2. _____	(_____)

**NEW YORK STATE FBLA
STATE LEADERSHIP CONFERENCE
ALTERNATIVE TESTING REGISTRATION FORM
(Complete one online form per student)**

STUDENT NAME: _____

CHAPTER NAME: _____

ADVISER: _____

ADVISER HOME PHONE: _____

Please check the testing modifications needed for your student at the State Leadership Conference:

- Extended Time
- Test Read
- Enlarged Print
- Scribe
- Other: _____

List the competitive events for THIS student:

Event One: _____

Event Two: _____

Event Three: _____

CONFERENCE REGISTRATION

Online Registration Deadline:
March 1 at 11:59 pm

All forms are to be uploaded to the www.nysfbla.org website. Please follow the instructions carefully! A school check, certified check, or money order **made payable to NYS FBLA**.

The deadline for conference registration is March 1 at 11:59 pm and will not be available after this date. A 50% housing deposit must be mailed by March 1 to.

**Lauren Stipo
NYS FBLA Executive Treasurer
8 Foxwood Drive Unit 1
Pleasantville, NY 10570**

**Please mail via US Mail First Class or Priority Mail
Do not send via certified or express mail as it cannot be signed for**

All balances due must be mailed no later than March 28.

ALL ATTENDEES MUST REGISTER FOR THE CONFERENCE AND HOUSING THROUGH NYS FBLA. THE HOTEL WILL NOT ACCEPT RESERVATIONS FROM INDIVIDUALS ATTENDING THE CONFERENCE. ALL MEMBERS, ADVISERS, AND CHAPERONES MUST STAY AT SANCTIONED NYS FBLA HOTELS.

Room availability: Hotel rooms will be available on Tuesday, April 8 after 3:00 pm and Wednesday, April 9 after 3:00 pm. Competitive Events on Wednesday will start promptly at 1:00 pm. Students may need to use the hotel's public bathrooms in order to change into their business attire if they have competitions starting prior to their hotel rooms being available. WE WILL NOT CHANGE COMPETITION TIMES.

CANCELLATION POLICY

- a. Once conference registration materials are received (deadline March 1), cancellations will be accepted up to March 15, **with penalty of \$5 per change**. After March 15, any cancellations will result in loss of chapter's deposit and there will be **NO** refunds given for any aspect of the conference. However, boy for boy, girl for girl, or adviser for adviser substitutions can be made.
- b. The one-day registrant/chapter cancellation policy follows the same refund and cancellation dates as noted above.
- c. Cancellations/changes/substitutions must be made via email to **both** Anita Halstead and Jennifer Judge (anitalhalstead@gmail.com and judge@nysfbla.org)

2025 State Leadership Conference

at the

Joseph R. Floreano Rochester
Riverside Convention Center



2-Night Rates (Wednesday-Friday)

April 9-11, 2025

Includes conference registration fee, use of all designated hotel/conference space, room for two nights, dinner on Wednesday and Thursday, and breakfast on Thursday and Friday.

QUAD	\$550/person
TRIPLE	\$575/person
DOUBLE	\$620/person
SINGLE	\$765/person

3-Night Rates (Tuesday-Friday)

April 8-11, 2025

Includes conference registration fee, use of all designated hotel/conference space, room for three nights, dinner on Wednesday and Thursday, and breakfast on Thursday and Friday.

QUAD	\$585/person
TRIPLE	\$620/person
DOUBLE	\$690/person
SINGLE	\$895/person

IMPORTANT DEADLINES

February 15

- **Intent to Attend SLC Form** complete on website

March 1

- **Competitive Events Registration** complete on website
- **Prejudged Competitive Events Materials** upload to website
- **Conference Registration** complete on website
- **50% Deposit** to Lauren Stipo

March 28

- **Balance of Conference Costs** to Lauren Stipo
- **Student Permission/Health Forms** upload to website
- **Adult/Chaperone Responsibilities** upload to website
- **All Cancellations** due in writing to Anita Halstead

April 1

- **Skilled Events** upload to website

One Day Registrants—Chapters who register as one-day chapters MUST be within a one-hour drive of the conference facility. One-day registrants pay a \$125 registration fee for EACH day they are at the conference. If a student is competing on Wednesday and Thursday, they will pay \$250 in registration fees. (This applies to all students and advisers.) The one-day rate DOES NOT include any meals. One-day registrants must go back to their personal homes at the end of the day, and cannot stay at an offsite hotel (this is for liability and code of conduct reasons).

THE FULL SLC PACKET WILL BE AVAILABLE AT www.nysfbia.org IN JANUARY. BE SURE TO DOWNLOAD IT AND COMPLETE ALL OF THE NECESSARY FORMS. CONTACT JENNIFER JUDGE WITH ANY QUESTIONS — jjudge@nysfbia.org

CONFERENCE REGISTRATION TEMPLATE

Use this template to assist you in completing the online submission that must be submitted by March 1 at 11:59 pm.

IS YOUR CHAPTER PARTICIPATING AS:

_____ Full Conference Attendees (Wednesday to Friday)

_____ ONE DAY Attendees (chapter must be within one-hour drive of the Convention Center)

_____ Extra Night Attendees ARRIVAL AFTER 6:00 P.M. on Tuesday and staying through Friday

Arrival at Conference: _____ Tuesday, April 8 after 6 pm _____ Wednesday, April 9 after 11 am

One Day Registration: _____ Wed. and Thur., April 9 and 10 _____ Wednesday, April 9 Only

_____ Thursday, April 10 Only

Arrival Time: _____

Departure Time: _____

Chapter Name: _____ District: _____

Adviser Name: _____

E-mail Address: _____

Cell Phone Number: _____

Best Time to Call: _____

Chapter President's Name: _____

E-mail Address: _____

HOTEL ROOM ARRANGEMENT

Complete this form so that those students who wish to room together are listed together in the room block. If you have a room that you would like to be a quad or a triple, but you do not have enough students to complete the room, we will **attempt** to complete the room. Please indicate that you wish a roommate to be found by writing the words "find roommate" in the spaces you cannot fill. **If NYS FBLA cannot fill the space, we will bill your chapter for the difference.** If you do not wish us to fill a room by finding a roommate, please write "do not find roommate".

Arrival Date/Time: _____ Depart Date: _____ School: _____

ROOM TYPE	OCCUPANT	MALE OR FEMALE	STUDENT OR ADVISER
<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quad			
<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quad			
<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quad			
<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quad			
<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quad			
<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quad			
<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quad			

IMPORTANT NOTES: Quad and triple accommodations may be a mix of bed types (including double/double and queen/queen beds). Cots, if available, can only be placed in a king-bedded room to make a triple room.

TRAVEL INFORMATION

Will You Require Overnight Parking For:

☐ School Bus

☐ School Van

☐ Charter Bus

☐ No

NON-CONFERENCE GUEST OR BUS DRIVER REGISTRATION

Does your chapter require hotel room space for a non-conference guest or bus driver?: ☐ Yes (Complete Below) ☐ No

Name of Person: _____	Arrival Date: _____	Departure Date: _____
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Room Type Wanted: <input type="checkbox"/> Single <input type="checkbox"/> Double	Suggestion for Roommate if Double: _____
---	--

Name of Person: _____	Arrival Date: _____	Departure Date: _____
-----------------------	---------------------	-----------------------

☐ Yes ☐ No

Room Type Wanted: <input type="checkbox"/> Single <input type="checkbox"/> Double	Suggestion for Roommate if Double: _____
---	--

Please make sure that full payment for above is included with your chapter's conference registration. Checks payable to NYS FBLA. Contact Anita Halstead (anitahalstead@gmail.com) for special pricing. These individuals do not receive meals or registration packets.

NEW YORK STATE FBLA SLC INTERN PROGRAM

The New York State FBLA Foundation will continue its SLC Intern Program at the 2025 State Leadership Conference.

The SLC Intern Program is a great way for members to learn more about the fields of Hospitality Management, Event Planning, and Project Management as well as the behind the scenes work that makes a State Leadership Conference successful. Students will assist SLC State Staff with event planning (including some activity preps and set-ups), hospitality management (assisting staff in making sure judges are taken care of and that competitive event activities stay on schedule) and small project management (including the set-up and management of the SLC Theme Basket and Souvenir Sales Tables).

If you are interested in serving as an SLC Intern, please complete this form and upload it along with the requested letters of recommendation in PDF format by March 1 at 11:59pm.

The SLC Intern Coordinator will select 12 interns from the applications submitted. You and your adviser will be notified via email of the final list of interns by March 15.

Please Note:

1. Any current member may apply.
2. Throughout the SLC, interns will be evaluated by the SLC Staff with whom they work. Evaluations will be collected by the SLC Intern Coordinator and compiled to determine the 2025 SLC Outstanding Intern. All SLC interns will be awarded a certificate on stage at the closing session and a plaque will be awarded to the one selected as the Outstanding Intern.
3. The SLC Intern Coordinator will write each intern a letter of participation for their use in developing an electronic career portfolio.
4. Interns are required to dress in business attire, as per the NYS FBLA Dress Code, throughout the conference.

NEW YORK STATE FBLA
SLC INTERN PROGRAM APPLICATION

Eligibility: NYS FBLA dues-paid members who will attend the 2025 SLC.

Student Name	
Student Email Address	
Student Cell Phone — to be used at SLC only	
Chapter Name	
Chapter Address	
Adviser Name	
Adviser Email Address	
Adviser Cell Phone — to be used at SLC only	
Student Grade Level	
Competitive Event You Will Compete In at SLC	

Applicant's Signature _____

Adviser's Signature _____

Parent Signature _____

Please write a 200-word essay describing your interest in serving as an SLC Intern and what skills you possess that would be useful as an intern. **Essay must not exceed 200 words.**

Please upload this completed form and the essay as a PDF document by March 1 at 11:59 pm to the state website.



2025 STATE LEADERSHIP CONFERENCE

PARENTS' SURVIVAL GUIDE

The Student Permission/Emergency/Code of Conduct must be read and signed by the student, parent/guardian, adviser, and school administrator. The Emergency Form gives NYS FBLA representatives permission to obtain emergency medical care for the student should the need arise during the conference.

All Student Permission/Emergency/Code of Conduct Forms must be uploaded in PDF format by March 28.

Forms should be submitted as one document. However, if you have many students attending, you may need to split the files.

Name/title the files with the school or chapter name.

What is the SLC?

The State Leadership Conference, or SLC as it is commonly known, is an annual state-wide conference held to fulfill these objectives.

- Provide members the opportunity to test their business skills in competitions with those of fellow members across NYS.
- Elect the 2025-2026 New York State FBLA Officer team.
- Provide members with motivational and social learning experiences.
- Provide career/leadership workshops

Why should your son or daughter attend the SLC?

The SLC is an excellent way for FBLA members to gain valuable leadership experience that will be of benefit to them throughout their lives. Competition, socializing, and networking are all part of FBLA, and a great motivating experience for all members.

Facilities

The 2025 New York State Leadership Conference will be at the Joseph A Floreano Rochester Riverside Convention Center. Overnight accommodations will be at the Hyatt Regency Rochester and the DoubleTree by Hilton Hotel Rochester. Chapters will be assigned their hotel by the FBLA SLC Coordinator. Chapters will not be split between hotels. Competitions and other activities will take place in the Convention Center. Although telephones are available in every sleeping room, there are surcharges for using them for outgoing calls. In the case of a fire, the elevators will be closed and evacuation will take place via the stairs. There are restaurants in both hotels and numerous small eateries within the walking area between the two hotels.

Security

The hotels have security guards stationed throughout the facility. There is a curfew check-in procedure followed by all advisers and a security guard stationed on every FBLA-occupied floor of the hotels from 10:00 pm to 6:00 am throughout the duration of the conference. An Emergency Medical Technician (EMT) is on duty throughout the conference in case of a medical emergency.

Conference Rate: What Does It Include?

As a part of the per person quad room rate (other room rates apply for triple or double) a conference delegate will receive four meals, (dinner on Wednesday, breakfast and dinner on Thursday, and breakfast on Friday), hotel room for two nights, and a conference souvenir. Chapters may opt to arrive a day early (Tuesday) for an additional fee. Quad occupancy is designated as four people to two double sized beds.

Transportation to the SLC

Student transportation to the SLC will vary by school. Many chapters travel by school bus; however, public transportation is also available. Students are not allowed to drive themselves. All student delegates attending the conference must be chaperoned by an FBLA adviser, parent, or authorized designee of the school district.

Dress Code

There is a dress code for the conference. Appropriate business attire is required by all attendees for competitions, general sessions, meals, workshops, and meetings. A copy of the Dress Code is included in this guide for you to review with your child. Casual attire is permissible only for free time. Good taste should be exercised when selecting casual attire for the conference.

Student Permission/Emergency/Code of Conduct Form

The last page of this packet is the New York State FBLA Student Permission/Emergency/Code of Conduct Form which is required to be read and signed by every conference delegate, their parent/guardian, adviser, and school administrator. The Code of Conduct details what is expected of every student, what constitutes a violation of the Code of Conduct, and the consequences of the violation for the individual student and the local chapter. The Permission & Emergency Form requests the information and permission necessary to seek medical assistance should the need arise. At curfew, each chapter adviser will have their students sign a curfew check-in sheet. Students must remain in their rooms from 12 am until 6 am. Should a student break curfew, it will be considered a violation of the Code of Conduct and will be handled as outlined in the Code of Conduct.

Special Needs Form

If your child has a special need such as dietary restrictions, a handicapped-accessible room, etc., please complete the attached form and return it to the adviser. Please be as specific as possible about the special needs, especially as it pertains to food.

Competitions

New York State FBLA offers 25 different skilled, performance, team, and chapter events for FBLA ML members to participate:

- Annual Chapter Activities Presentation
- Business Etiquette
- Career Exploration
- Career Research
- Community Service Presentation
- Critical Thinking
- Digital Citizenship
- Exploring Business Ethics
- Exploring Business Issues
- Exploring Computer Applications
- Exploring Computer Science
- Exploring Economics
- Exploring Leadership
- Exploring Parliamentary Procedure
- Exploring Public Speaking
- Exploring Technology
- Exploring Website Design
- FBLA Concepts
- FBLA Mission & Pledge
- Financial Literacy
- Interpersonal Communication
- Learning Strategies
- Marketing Mix Challenge
- Outstanding New ML Member
- Video Game Challenge

**By placing in
the Top 4
in most
Competitive
Events,
FBLA
members
advance to the
National
Leadership
Conference
in
Anaheim on
June 29-July 2.**

If a delegate places first through fourth in a competition, that is also considered a National FBLA event, the delegate would be the NYS FBLA representative in that event at the National Leadership Conference, which begins on June 29 in Anaheim.

Miscellaneous

The State Leadership Conference is a **NON-SMOKING CONFERENCE**

If you have any questions regarding the conference, please contact your child's adviser.



New York State Future Business Leaders of America Dress Code

FBLA and Middle Level Members and advisers 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 gauchos 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 stirrup 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).

Updated July 2018

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 ADVISER(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 7 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. A delegate will conduct themselves in a courteous, safe, and respectful manner, refraining from language and actions that might bring discredit to the association.
2. **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 an adviser’s room.
3. A one-day conference delegate must be off the grounds of the conference facilities by curfew.
4. A delegate must attend all general sessions and required activities at assigned times.
5. A delegate will wear appropriate business attire at workshops, leadership sessions, district meetings, competitive events, and meals. Refer to Dress Code.
6. A delegate must keep their adviser informed of their activities and whereabouts at all times.
7. No delegate will leave the conference facilities unless they have received permission from their chapter/state officer adviser. Parents or legal guardian(s) must transport a delegate returning home in an emergency.

VIOLATIONS OF ITEMS 8 THROUGH 16 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. STATE OFFICERS WILL FACE REMOVAL FROM OFFICE AS WELL AS FULL FORFEITURE OF ANY TRAVEL GRANTS AND STATE OFFICER DEPOSIT.

8. Smoking/vaping, use of any tobacco-related products is not permitted.
9. A delegate will not use their personal transportation to, from, or during the conference unless accompanied by their parent(s), legal guardian(s), or authorized designee.
10. A delegate will not deface, change or remove public or private property. The student, chapter, and/or their parent/guardians will be held responsible and must pay damages of any property or furnishings.
11. 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 adviser/chaperone is present in the room.**
12. No delegate will be permitted to participate in any sexual activities while at a hotel or conference site.
13. Any delegate who knowingly remains in a room where any prohibited activities occur will also be in violation of the Code of Conduct.
14. 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.
15. No delegate will engage in any activity that involves wagering or gambling.
16. 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.

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 its designees, or authorized representative of the conference/hotel staff. Compliance and conduct of state officers will be under the purview of the state officer adviser(s), except in case of an emergency.

Updated July 2024

**NEW YORK STATE FUTURE BUSINESS LEADERS OF AMERICA
STUDENT PERMISSION, EMERGENCY FORM, AND CODE OF CONDUCT SIGNATURE FORM**

It is the responsibility of the local chapter adviser to submit this form for **each student** attending the following event:

EVENT
NYS FBLA SLC

LOCATION
Rochester, NY

This form must be uploaded as a PDF file by March 28. The submission of the form is a safety issue; copies of forms are kept electronically at the conference. The information on the forms is kept confidential, and the forms are deleted after the FBLA event. Local Chapter Advisers/Chaperone must carry an original copy to the conference.

****PLEASE PRINT CLEARLY****

Participant's Full Name: _____

School Name: _____ Adviser Name: _____

On-Site Adviser/Chaperone Name: _____

Participant's Address: _____

Participant's Cell Phone: _____ Participant's Home Phone: _____ Participant's Date of Birth: _____

Parent/Guardian's Full Name(s): _____

EMERGENCY INFORMATION

Name of Emergency Contact Person: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Family Physician Name: _____ Physician Phone: _____

Insurance Company Name: _____

Plan Number/Group Number: _____

My/our child is allergic to the following drugs and/or medications (if none, so state): _____

List any medication that must be taken (if none, so state): _____

We/I hereby give permission for the FBLA Adviser or other responsible designee to transport my/our child to or from a doctor or hospital for emergency treatment.

We/I hereby give permission for the FBLA Adviser or designee to sign any consents which may be necessary to allow hospital personnel and/or a licensed physician to examine my/our child and perform any emergency procedures, treatment, or surgery which may be necessary and to consent to the administration of any drugs or medication necessary to such emergency care.

We/I hereby agree to hold NYS FBLA free and harmless from and indemnify NYS FBLA for any expenses incurred in the rendering of such care and treatment and from any liability which may arise as a result of such care and treatment.

We have read and agree to abide by the NYS FBLA Code of Conduct as stated on the reverse side, also found in the NYS FBLA Handbook, or on the NYS FBLA website at www.nysfbla.org. We have read and clearly understand the NYS FBLA Dress Code for this event. We understand that damages to any property or furnishings in the hotel or convention center, any items taken from the guest room in the hotel, or any disrespect shown to other hotel guests will result in the student and their parents/guardians being held financially responsible for any associated costs. We also agree that the school officials, the FBLA Chapter adviser, the NYS FBLA conference staff, and the FBLA Board of Trustees have the right to disqualify and/or detain the above named student (participant) for the duration of the conference if the student (participant) is found to be in violation of the code of conduct.

The following signatures indicate that all parties have read, understand, and agree to all permission, health, dress code, student code of conduct guidelines, and that all information on this form is correct to the best of everyone's knowledge.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Adviser/Chaperone Signature: _____ Date: _____

Administrator Name: _____ Telephone #: _____

Administrator Signature: _____ Date: _____

NYS FBLA 2025 STATE LEADERSHIP CONFERENCE SPECIAL NEEDS FORM

Please complete this form and have the chapter adviser submit to NYS FBLA if your child has a special need such as a dietary restriction or physical/medical condition that requires a certain accommodations (ie. handicap-accessibility, low floor, etc.). Please provide as much information as possible regarding the requirements, especially as it relates to food restrictions. **This form must be uploaded by March 28.**

Student Name: _____

Chapter Name: _____

Adviser Name: _____

Parent/Guardian Name and Emergency Contact #: _____

_____ Dietary Restriction – special meals can be provided by the Convention Center for Kosher, Gluten Free, Vegan, Dairy Free, etc. Please state the type of restriction your child has; be specific as to the types of food they CAN and CANNOT eat.

Our regular dinner menu will include salad choices, rolls and butter, vegetables, a selection of starches (either rice, pasta, or potato), entrees consisting of chicken and beef, and a dessert with water and soda available.

_____ Physical/Medical Restriction – please state any special needs to accommodate a physical or medical restriction (ie. handicap-accessible room, use of a wheelchair on site, etc.)

FBLA'S *got* TALENT!

WEDNESDAY, APRIL 9
AFTER GENERAL SESSION
EMPIRE NORTH

ACTS CAN SUBMIT AN APPLICATION THROUGH
THE NYS FBLA WEBSITE. CHAPTERS MAY ONLY
SUBMIT ONE ACT, BUT MAY INCLUDE ALL
MEMBERS.

YOU MUST ADHERE TO THE FBLA CODE OF
CONDUCT AT ALL TIMES.

NEON NIGHT

THURSDAY, APRIL 10

AFTER GENERAL SESSION

EMPIRE SOUTH

WEAR ANY WHITE/NEON APPAREL AND
ACCESSORIES. APPROPRIATE ATTIRE REQUIRED.

YOU MUST ADHERE TO THE FBLA CODE OF CONDUCT AT ALL TIMES.

