

**FBLA LEADERSHIP DEVELOPMENT CAMP
FOR LOCAL, REGIONAL, AND STATE OFFICERS**

Lindsey Wilson College
Columbia, KY

June 10-12, 2009

PRE-REGISTRATION MUST BE MAILED BY MAY 11, 2009

Cost: \$96.00 Per Officer (includes T-Shirt)
\$96.00 Per Adviser (includes T-Shirt)
\$ 5.00 Chapter Fee
\$ 1.50 Extra cost for XXL Shirt

(Do **NOT** send registration fee for **Regional or State Officers**
--but **DO** include them on Registration Form.)

For further information, see enclosures:
Memorandum
Information Sheet
General Regulations
Supplies and Materials Needed
Medical Release/Parent Permission Form
Pre-Registration Form

REGISTRATION: WEDNESDAY – NOON – 1:00 (CDT)

ADVISERS' MEETING: 12:45 P.M. (CDT)

OPENING SESSION: 1:30 P.M. (CDT)

MEMORANDUM

TO: All FBLA Chapters

FROM: Steve Small, FBLA State Adviser

DATE: April 10, 2009

SUBJECT: FBLA Leadership Development Camp

A week of learning, fun, and recreation await your chapter members this summer when they attend a session of the FBLA Leadership Development Camp. The Camp program includes officer training in handling the responsibilities of each FBLA office, parliamentary procedure, working with committees, public speaking, and other leadership topics. In addition to the learning, fun is provided through dances, the talent show, entertainment, and the recreation program. Your chapter members will have the opportunity to hear motivational and entertaining speakers as well as make many new friends from FBLA chapters across the state. Advisers also have the opportunity to learn more about FBLA and what is working best for other chapters. Attending FBLA camp is the best thing that could happen to your FBLA chapter.

Please read the attached **Information Sheet and General Regulations** carefully. If there are further questions, write me or call me at 502-564-3775. **Remember, there will be no refunds.**

Pre-registration and remittance for camp must be mailed by **May 11**. The \$96 registration fee includes meals, lodging, a T-shirt, insurance, and the cost of conference operation.

Have a good summer, and I hope to see many of you at camp.

FBLA LEADERSHIP DEVELOPMENT CAMP
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INFORMATION SHEET

1. The primary purpose of FBLA Leadership Development Camp is to provide officer training for local, regional, and state officers. The program includes officer responsibilities, parliamentary procedure, working with committees, public speaking, and other leadership and motivational activities. There is also a recreational program which includes swimming, softball, volleyball, basketball, tennis, ping-pong, horseshoes, badminton, and other activities.
2. Each chapter may bring up to **10** local officers, state and regional officers, and one or two advisers to camp. Members must have an adviser from their own chapter. Children of advisers may not attend camp unless they are active members/officers of FBLA.
3. If local officers will not be elected in the spring, interested local members may attend. You should assign an office to each member in attendance, so they can attend the sessions for that particular office.
4. **Chapters must be pre-registered;** the Pre-Registration Form and remittance must be sent by **May 11.**
5. The camp fee is \$96.00 for each member and adviser. This fee includes **a camp T-shirt**, all meals, lodging, camp insurance, and conference materials/speakers. There is an additional **Chapter Fee of \$5.00** to help with camp expenses. Payment must accompany the Pre-Registration Form. **Do not include camp fee for the state or regional officers.** Regional treasurers have been requested to send one check to cover all regional officers, except the Regional Presidents. However, **do include state and regional officers on the Pre-Registration Form so we will know they plan to attend.**
6. **No camp fees will be refunded.** If a local officer is unable to attend, another officer may be substituted. **Please inform the State Office of any changes or substitutions.**
7. Make check payable to **Kentucky FBLA.**
8. Pre-Registration Form and payment must be submitted by **May 11.**
9. Discuss all camp rules and regulations with prospective campers before requesting reservations. **Bring only those students who will willingly abide by the regulations and who will participate in the total camp program.**
10. Officers from a local chapter will be assigned to groups for recreation and some training sessions.
11. Regional and State Officers are required to attend Leadership Development Camp. Those who do not attend will be replaced.
12. Advisers are to arrange transportation for the group. **Members are NOT to bring cars to camp.**

INFORMATION SHEET--PAGE 2

13. A medical Release/Parent Permission Form must be completed by **all** members and advisers; advisers must complete the medical information requested on the form. A copy of the form is attached. **BRING THESE FORMS TO CAMP, ALPHABETIZED IN A FOLDER LABELED WITH THE SCHOOL NAME; TURN THEM IN AT REGISTRATION.**
14. A recreation program is an integral part of the camp program. Members should bring appropriate clothing, shoes, and equipment they might want, such as ball gloves, tennis rackets, etc.
15. **Registration for Camp on Wednesday 12:00 to 1:00 p.m. (CDT).**
16. **Please note in planning your travel that Columbia is in the Central Daylight Time Zone.**
17. There will be a meeting of **all advisers** at 12:45 p.m. (CDT) on Wednesday.
18. An FBLA Camp T-shirt is included in the Registration Fee. **Be sure to include the size needed for each participant.** Additional T-shirts may be ordered on the Registration Form.
19. Attire for all camp activities is casual. Jeans, shorts, sweats, swimsuits, jackets, athletic shoes, etc., are recommended attire. There will be no occasion for "business" attire.
20. **The closing session should be concluded around 11:45 AM. (CDT).**

ATTENTION HISTORIANS: PLEASE BRING AT LEAST 3 PICTURES TO CAMP.

IN THE HISTORIANS' CLASS YOU WILL BE PREPARING 2 PAGES YOU CAN TAKE HOME AND USE FOR YOUR CHAPTER SCRAPBOOK OR AT LEAST AS AN EXAMPLE FOR A SCRAPBOOK.

FBLA LEADERSHIP DEVELOPMENT CAMP
Lindsey Wilson College
Columbia, Kentucky

June 10-12, 2009

GENERAL REGULATIONS

1. Advisers and FBLA officers must arrive and register between 12:00 and 1:00 p.m. (CDT) on Wednesday and remain through the final meeting the last day of camp, which should end by 11:45 a.m.
2. Bring only those officers or members who are willing to participate in the complete camp program and **remain through the last session.**
3. Each FBLA chapter is entitled to bring up to **10** local officers plus one or two advisers to camp. **These seven may be in addition to State and Regional Officers.**
4. Members must have an adviser present from **their own local chapter.** The adviser must be responsible for the conduct and welfare of their members at all times.
5. Students attending camp will be under the supervision of **all** the advisers in their dorm. Advisers are expected to supervise all the students in their dorm.
6. **Students and advisers will be assigned housing by the State Staff.**
7. **Students may not bring cars to camp.**
8. Students will be assigned to specific groups for instruction and recreation and must meet with those groups at all scheduled times.
9. **Lindsey Wilson is a smoke-free campus.**
10. All advisers will be expected to remain at Lindsey Wilson during the entire camp. If it becomes necessary for any reason for an adviser to leave, the adviser **must sign out** with the State Staff. Should an adviser leave without approval; the adviser's students may be sent home.
11. Advisers may be assigned specific responsibilities while at Camp and are expected to attend classes and meetings for advisers, as well as all General Sessions.
12. Only in the case of an emergency may students leave Camp and then only if accompanied by their adviser and with approval of the State Staff.
13. No one, advisers or students, will be permitted to go to town during or after the night program or during meals.

GENERAL REGULATIONS -- PAGE 2

14. There will be no alcohol or drugs used or possessed by any student or adviser. Non-compliance will result in the individual being sent home with notification of superintendent, principal, parents, and other officials. It may also result in revocation of a chapter's charter.
15. Students must be dressed appropriately; this includes wearing shirts and shoes, and **excludes caps and hats. Johnson t-shirts and others of the same type are prohibited.**
16. Dorms and grounds must be kept clean.
17. CURFEW is 11:17 p.m. each night, with all lights out by 11:32 p.m. **An adviser shall see that students are in their dorm room and quiet and that the lights are turned out by the designated time.**
18. All students are under the direction of chapter advisers, the Camp Director and staff, and the State Staff.

FBLA LEADERSHIP DEVELOPMENT CAMP

SUPPLIES AND MATERIALS NEEDED

Each person should bring:

Linens, including 2 sheets (twin size-extra long), blanket, and pillowcase

A Pillow

Bath and hand towels, soap, toothbrush, deodorant, and other personal items

Swimming suit-cannot be used for other recreation, and "cut-offs" may not be worn in the pool

Clothing and shoes for recreation

Casual clothing, including sweater or jacket

Paper and pencils for taking notes

Other items that you might want to bring:

Softball glove (if desired)--should have name printed or sewn in it

Tennis Racket (if desired)--should have name on it

Camera, film, and accessories

DO NOT bring large sums of money, valuable jewelry, expensive radios, etc. The Staff is not responsible for lost or damaged property.

FBLA LEADERSHIP DEVELOPMENT CAMP
PRE-REGISTRATION FORM
(To Be Submitted by May 11, 2009)

Enclosed is our check for \$ _____, **payable to the Kentucky FBLA**. This amount represents camping fees* for _____ officers and _____ advisers to attend the FBLA Leadership Development Camp, and a **\$5.00 Chapter Registration Fee**.

_____ CHAPTER _____ ADVISER

ADVISER(S)' SUMMER ADDRESS: _____ **ADVISER(S)' SUMMER E-MAIL ADDRESS:** _____

Summer Phone Nos. () _____ School Phone No. () _____
Cell Phone No.() _____

The above registration is for the following Officers and Advisers: (Please type or print legibly)

MALE	FEMALE	NAME	INDICATE OFFICE HELD (OR ADVISER)	T-SHIRT SIZE (S, M, L; XL; *XXL)

The fee for each FBLA member and adviser is \$96, including Camp T-shirt. **Fees will not be refunded, but substitutions may be made.**

**Do not include fee for a State Officer or Regional Officers, but do list them on this form.

Total Number of Members and Advisers Registered** _____ x \$96 = \$ _____
 Chapter Fee \$ 5.00
 XXL Shirts _____
 Enclosed for Registration \$ _____

*XXL Shirt is \$1.50 additional per shirt.

ADDITIONAL T-SHIRTS:

____S; ____M
 ____L; ____XL x \$8.00 = \$ _____
 ____XXL x \$9.50 = \$ _____

MAIL BY MAY 11 TO:

MR. STEVE SMALL
KENTUCKY FBLA
21ST CAPITAL PLAZA TOWER
500 MERO STREET
FRANKFORT, KY 40601

TOTAL ENCLOSED \$ _____

**CAREER AND TECHNICAL STUDENT ORGANIZATION ACTIVITY
MEDICAL RELEASE/PARENT PERMISSION FORM**

Local Education Agency (original to educational records)

INSTRUCTIONS: Students, parents/guardians and chapter advisors must complete this form for each student participant as a prerequisite for the student to attend a career and technical student organization activity. Each chapter advisor must bring the completed forms to the student activity.

Student _____	Parent/Guardian _____
Spouse (if married) _____	Address _____
Home Address _____	Phone: (W) _____ (H) _____
_____	Alternate Contact _____
Phone: (W) _____	Address _____
Student's Doctor _____	Phone (W) _____ (H) _____
Address _____	Advisor _____
_____	School _____
Phone: _____	Administrator _____
School Phone _____	School Fax: _____

Student covered by group or other medical insurance as follows:

Name of Insured _____	Insurance Co. _____
Group # _____	Policy # _____

Please describe completely any medical condition (past or present) being treated, which may recur or be a factor in medical treatment (include allergies, medicine reactions, disease of any kind, physical handicap, heart or lung problems, seizures, convulsions, blackouts, etc.) If currently taking medication, state the medication and prescribing physician and phone number: _____

(Attach separate form if necessary)

Parent/Guardian please check one and sign:

_____ I give permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any person listed above as soon as possible.

_____ I do not give permission for medical treatment until I have been contacted.

Parent/Guardian Signature: _____ Date: _____

I CERTIFY THAT THE INFORMATION DESCRIBED ABOVE IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT EACH INDIVIDUAL IS RESPONSIBLE FOR HIS/HER OWN INSURANCE COVERAGE DURING THIS ACTIVITY. I GIVE PERMISSIONS FOR

TO ATTEND A KENTUCKY CAREER AND TECHNICAL STUDENT ORGANIZATION CONFERENCE AND HEREBY RELEASE THE STATE AND LOCAL ORGANIZATION AND ANY ADULT IN CHARGE OF THE GROUP FROM ANY LEGAL OR FINANCIAL RESPONSIBILITY WITH RESPECT TO MY PERSONAL OR MY STUDENT'S PARTICIPATION.

Signature of Parent/Guardian _____ Date: _____

Signature of Student _____ Date: _____

CHAPTER/SCHOOL