

**2012**  
**CECF/BPA**  
**State Leadership Conference**  
*Orlando, Florida*



February 23-26, 2012



## CONFERENCE HOTEL

Wyndham Orlando Resort  
8001 International Drive  
Orlando, FL 32819  
Phone: 407-351-2420  
Fax reservations to: 407-248-9732

This year's meeting will be held Thursday, February 23 - Sunday, February 26, at the Wyndham Orlando Resort in Orlando, FL. Room rates will be **\$115.00**. A hotel reservation form is included in the SLC packet.

The Hotel Reservation Form **and** payment must be sent directly to the Wyndham Orlando Resort.

Your hotel cut-off date is January 27, 2012. The hotel will accept reservations on a space available basis only after January 27, 2012.

In order to qualify for tax exempt status you must pay with a school check or credit card, and send a copy of the tax-exempt ID form. Your Hotel Reservation Form should include one night's deposit on all rooms. Credit cards are for room guarantee only. Your card will not be charged once payment is made by check.

**Please note that you cannot pay with a personal check or credit card upon arrival at the hotel and receive the tax exemption. It is against the law for the hotel to allow this.**  
**Also, make sure that you request a Final Bill with a zero balance listing the school and name of advisor for reimbursement.**

All SLC participants/chapters are required to stay at the Wyndham. A \$100 conference facility fee will be charged to those participants/chapters **not** staying at the Wyndham.

Please reserve early to ensure hotel room availability.

## CECF/BPA STATE LEADERSHIP CONFERENCE

PURPOSES - The basic purpose of the State Leadership Conference is to provide students from each club, district contest winners, state candidates, coordinators, and selected guests the opportunity for personal and leadership development. Highlights will include speakers, activities, presentations, competitive events, and the election of a new state officer team.

### ATTENDANCE -

1. Each chapter will provide at least one chaperone for each ten (10) students attending SLC. It is advisable to include male chaperones for male students. No student will be allowed to attend the conference without an assigned advisor.
2. To be eligible to attend the SLC, students must meet these basic criteria:
  - a. Be an active, dues paid member of CECF,
  - b. Have the approval of their chapter advisor,
  - c. Have the approval of their school , and
  - d. Have the approval of their parents or guardians, if under the age of eighteen.
3. Each chapter to be represented at the conference will determine its own participants, register, and submit housing forms, including both students and advisors, and will assume all responsibility for the conduct of their participants while attending the conference.
4. All conference attendees must stay in designated conference housing during the conference.

Join CECF/BPA members from all over the state for a leadership experience that you won't soon forget! While in Orlando you will experience a keynote speaker, interesting and exciting exhibits, an off-site excursion, the election of the 2012-2013 CECF/BPA state officers, an awards ceremony and banquet, and the opportunity to compete in the various competitions.

## NEW ELECTION GUIDELINES

### VOTING PROCEDURES:

Each chapter will be assigned Voting Delegates this year based on the number of affiliated members. This was determined by the CECF Board of Directors. The assignments are as follows:

Number of Members	Voting Delegates
1-50	1
51-100	2
101-150	3

**\*All student participants must attend meetings and elections.**

**\*Chapters must be in attendance at the conference to be eligible to vote.**

**The Voting Delegate(s) will be the voice of your chapter. Responsibilities of the Voting Delegate(s) are as follows:**

- **The VOICE of your chapter-** candidates will give their speeches, you will review each candidate with your chapter and then caucus with your chapter members to determine your choice and cast the vote in the Presidential and Secretarial election.
- **Cast chapters vote for candidates (President and Secretary)**
- **Participate in Voting Roll Call**
- **Voting Delegates will sit by district**
- **Voting Delegates will speak for themselves-even if they are from the same school**

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### Voting Delegate Responsibilities at SLC

#### Thursday, February 23:

7:30 – 11:00 p.m.

At the Opening General Session, you will listen to the candidate speeches and discuss candidates with your chapter members.

#### Friday, February 24:

5:00 – 5:30 p.m.

Visit Candidate Displays and talk with candidates.

8:00 – 10:00 p.m.

During the Second General Session, Voting Delegates will be separated from their chapters and voting will occur for President and Secretary.

**\*Voting delegates and club members must remain in the room until votes are counted in the event of a run-off.**

**\*Regional Meeting and Elections will remain as they have been in the past.**

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**CECF By-Laws Article IV-Section 4:**

Elections

A. The President and Secretary shall be elected at the Annual Business Meeting of the State Leadership Conference.

B. Vice Presidents shall be elected in their respective regional meeting at the State Leadership Conference.

C. State Officers shall be elected by a roll call vote of the voting delegates. A majority of the votes cast shall be required for election. If no candidate for an office receives a majority vote on the second roll call, the candidate receiving the lowest number of votes shall be dropped from subsequent roll calls. If necessary this process will be repeated through additional roll calls until a candidate has secured a majority.

## CECF REGISTRATION FEE

Each student and coordinator attending the SLC must prepay their conference registration fee to CECF and the hotel fee to the hotel. The conference registration fee will include participation in all conference activities, general sessions, socials and trip insurance. Trip insurance will be in force for the entire workshop, as well as travel to and from the workshop site.

The registration fee is \$105.00 per person attending the conference. This year this will be an option of a short sleeve t-shirt or a long sleeve t-shirt. The price of the short sleeve t-shirt is included in the registration fee, however if you require a 2XL or 3XL size, there is an added fee of \$3.00. If you choose the long t-shirt there is an added fee of \$ 5.00.

**The registration fees must be received by January 27, 2012.** After the January 27, 2012 deadline, there is a late fee of \$20 added to the registration fee.

### **The SLC registration fee covers the following expenses:**

- General sessions featuring keynote speaker,
- CECF Written, Performance, Display, and Chapter Events and awards,
- Conference t-shirt,
- Communication and promotion (postage and telephone),
- Printing (SLC registration packet, name badges, conference program, etc.),
- Contractual services (security, decorating services, audio-visual, secretarial, management),
- Speakers and presenters (honorariums, travel, lodging, and meal expense),
- Media presentations and equipment rental,
- Shipping expenses/transportation,
- SLC staff travel, lodging, and meals (national officers, staff, and special guests),
- Social and recreational expenses, and
- Meeting space rental/site visitations and planning meetings.

### **ADDITIONAL COSTS TO CONSIDER**

- Excursion fee
- Cost of food **and** a 15-20% gratuity
- Touring and shopping expenses
- Room charges (i.e. local telephone calls)

# SLC COMPETITIVE EVENTS

The top six district winners in all written competitive events are eligible to compete at the State Leadership Conference.

**The items listed below must be sent to Henri Cepero and postmarked by Friday, January 27, 2012.**

**The address is:**

Henri Cepero

Miami-Dade County Public Schools, CTE

1100 NW 71<sup>st</sup> Street, Ste. 2-095

Miami, FL 33150

(305) 693-3021 / [Hcepero@dadeschools.net](mailto:Hcepero@dadeschools.net) / (305) 696-9346 fax

\*Please refer to WSAP for guidelines.

1. Career Research Project
2. Digital Media Production
3. Presentation Management Team
4. Graphic Design Promotion
5. Website Design Team (The website documentation form must be mailed and the site must be available for viewing by Friday January 27, 2012.)
6. Digital Portfolio
7. Entrepreneurship—Business Plan
8. Interview-Two Letters of Application and Resume  
(Generic Job Application will be completed at SLC.)
9. Prepared Speech—Outline of Speech, Bibliography, and the Statement of Purpose and Originality Form
10. Sales Demonstration & Product Description
11. Video Production Team
12. Chapter Media

**\*LATE SUBMISSIONS, REGARDLESS OF CIRCUMSTANCES, WILL NOT BE CONSIDERED.**

It is recommended that all entries be sent by UPS, Federal Express or USPS Return Receipt.

**The following items will be collected at SLC registration:**

1. Club Albums
2. Recruiting Posters
3. Photography
4. Affiliation Pin
5. Chapter Media
6. Chapter Brochure

Send questions concerning competitive events to Henri Cepero at [hcepero@dadeschools.net](mailto:hcepero@dadeschools.net).

**One judge volunteer and DCT Coordinator is required for a chapter to be eligible to compete at the conference. This information is required to complete the registration. All assignments will be sent out by Mr. Cepero.**

## CECF/BPA COMPETITIONS

During SLC 2012 students can compete in Written competitions, Performance competitions, Display Competitions and Chapter Events. Students can participate in Written Events which include Fundamental Accounting, Automotive Technician, Banking & Finance, Business Communications, Business Law, Career Skills, Child Care, Civics/Government, Criminal Justice, Customer Service, Economics, Financial Math & Analysis, Food and Nutrition, Hospitality, Human Resources, Information Technology Concepts, Legal Office Procedures, Medical Office Procedures, and Parliamentary Procedure Concepts. Students can also compete in Performance Events which include Administrative Support Team, Administrative Support Research Project, Desktop Publishing, Entrepreneurship, Extemporaneous Speech, Interview Skills, Prepared Speech, Presentation Management Team, Sales Demonstration, and Word Processing. The Display Events are Affiliation Pin, Career Research Project, Chapter Brochure, Digital Media Production, Digital Portfolio, Graphic Design Promotion, Photography-Black & White, Photography-Color, Recruiting Poster, Video Production Team, and Web Site Design Team. The Chapter Events include Chapter Media and Chapter Album.

The Performance Contest Registration will take place on Thursday, February 23 beginning at 4:00 pm. **Participants in Performance Events must register in person to receive appointment times.** Top finishers in each event will be recognized and receive awards during the Awards Ceremony and Banquet.

## OFFICER CANDIDATES

Congratulations to our officer candidates! Please be sure that we have your **State Officer Notice of Intent to Run** form postmarked to us by January 27, 2012. The Intent to Run form is located in the Excel Registration Packet. You have worked hard to reach this point. The challenge is still yet to come, as **personal responsibility** and **self-discipline** are needed to surpass opposing candidates and exceed basic expectations.

Consult the tentative agenda for candidate meeting times. **It is your responsibility to adhere to the times outlined in the final agenda.** An Officer Candidate Confirmation Form will be included in the packet. Please return the required information by January 27.

Congratulations! You have chosen to go where few have gone before!

## PROGRAM GREETINGS

Send special greetings, shout-outs, or dedications to your favorite Class of 2012 graduate, friend, family, student, alumnus, advisor or supervisor. Members can also advertise local business. Submit your orders to the CECF state office at CECF, P.O. Box 1806, Bushnell, FL 33513, soon, as space is limited. Form can be found in the registration packet.

## EXHIBITS/VENDORS

The exhibits/vendors will be open on Thursday from 5:00 pm until 9:00 pm. They will be open Friday from 9:00 am until 5:00 pm and on Saturday from 9:00 am until 11:00 am.

## NAME BADGES/WRIST BANDS

Name badges and wrist bands will be provided and must be worn at all times for security and identification for ALL conference functions. You **must** have your name badge and wrist band to be admitted to all sessions. ALL students must have photo ID at all times.

## DELEGATES WITH DISABILITIES

CECF will make reasonable accommodation for our members with disabilities. The Delegates with Disabilities Request Form is provided to ensure this occurs. Please use the request form to note special needs so that accommodations may be provided. If you have special needs at the hotel, please be sure to include that with your hotel reservation form.

## CONDUCT

The very nature of the SLC demands that all delegates conduct themselves as "leaders." The state office has established guidelines that contribute to the learning experience of the delegates. Please ensure that these guidelines are followed. Please make sure that all students understand the conduct code prior to signing it. Infractions will not be tolerated.

## SUPERVISION

You must provide one registered adult for each ten (10) students you register. Please be sure that every adult you are bringing to assist you with the supervision of your delegates understands that they must be in the sessions, at the dances, checking rooms periodically during the day, checking all rooms at curfew, walking the halls for a period after curfew, and are subject to the same conduct code and dress as are the teachers and students.

## HOTEL CHECK-IN

Hotel check in time is 4:00 pm on Thursday, February 23. **Rooms will not be available before that time, so chapters should plan their arrival with this in mind. There will be a holding room for early arrivals near the bus drop-off.** Coordinators are responsible for checking student rooms for any damages prior to student occupancy. Please report any questions or concerns on the rooms to Patrick Grady.

## HOTEL CHECK-OUT

Hotel check-out time is 11:00 am. All participants must check-out prior to this time on the day of their departure. Each coordinator must assume responsibility for settling such accounts before departure from the hotel on Sunday, March 6. CECF will not assume or be responsible for any additional charges to rooms, checks not clearing, other hotel charges, or credit problems. **The hotel will be instructed to block any and all charges to rooms unless provided with a credit card by the coordinator to secure such incidental charges.**

While the majority of students will likely have cell phones, please remind those that do not that using lobby pay phones, a prepaid phone card, or a calling card saves money and problems later as calls from

hotel rooms to outside lines are very expensive. **All** incidental charges must be paid upon departure. No incidentals will be allowed to the master bill. **PERSONAL CHARGES ARE THE RESPONSIBILITY OF THE INDIVIDUALS WITHIN EACH ROOM.** Coordinators are required to inspect all guest rooms prior to checking out with the hotel. Chapters will be liable for any damage done to rooms or excessive cleaning charges from the hotel for rooms left in an out of the ordinary condition. Prior to leaving the conference, each coordinator should pick up all hotel receipts needed for reimbursement by their district from the hotel desk.

### MESSAGES

Should a parent or guardian need to reach a student during the workshop he/she should:

- A. Call the Wyndham Orlando Resort at 407-351-2420, and
- B. Provide name, school, city, CECF District, and coordinator of the student to be located.

### TIPPING

When students or coordinators use the services of a bellman or other services of the hotel, it is expected that they will give him/her an appropriate gratuity, traditionally \$1.00 per item. Additionally, it is customary to leave \$1.00 per night per person for the housekeeping staff. This gratuity must be left on the pillow; hotel employees are forbidden from taking money from any place else in the room.

### MEDICAL EMERGENCIES

Coordinators must have a notarized Medical Release Form signed by a parent or guardian for each student in attendance at the SLC. The coordinator must also have telephone numbers where a parent or guardian can be reached and copies of hospitalization/accident insurance cards. Admittance to a hospital for treatment requires authorization of parents.

**A Medical Release Form is included in the Excel Registration Packet. Please copy this form for each student and have it completed, signed by the parent or guardian, and notarized. THIS FORM, PROPERLY COMPLETED, SIGNED, AND NOTARIZED FOR EACH STUDENT MUST BE BROUGHT TO THE SLC BY THE COORDINATOR.**

### SPECIAL GUESTS

If you are aware of any special guests (county superintendents, directors, etc.) who plan to attend the workshop, please notify Patrick Grady prior to the workshop or during the workshop registration so that they will be recognized at an appropriate time.

## 2012 CECF/BPA STATE LEADERSHIP CONFERENCE

### *Reach New Heights*

#### Tentative Agenda

#### **THURSDAY, FEBRUARY 23, 2012**

##### **Note: Business Dress**

4:00—6:00 pm

Hotel Registration and SLC Check-in  
Student Performance Events Registration

5:00—7:00 pm

Dinner (On Your Own)

6:00—6:30 pm

State Officer Candidate Meeting

7:30—8:00 pm

District Advisors & Coordinators Meeting

7:30—11:00 pm

Opening General Session - \*Business Dress

State Officer Campaigning/Networking Opportunity

11:30 pm

Curfew

#### **FRIDAY, FEBRUARY 24, 2012**

##### **Note: Business Dress**

7:00—8:00 am

Breakfast (On Your Own)

7:00—8:00 am

Orientation - Judge & Event Proctors

8:00 am—12:00 pm

State Competitive Events

9:00 am

Buses Leave for DeVry

12:00—1:00 pm

Lunch (On Your Own)

1:00—4:30 pm

State Competitive Events

5:00—5:30 pm

State Officer Campaigning/Networking Opportunity

5:30—7:00 pm

Pick-up Display Events

5:00—8:00 pm

Dinner (On Your Own)

8:00—10:00 pm

Second General Session- \*Business Dress

Campaigning/Regional Meetings and Elections

10:15—11:15 pm

Dance/Networking Opportunity/Advisor Workshop

11:30 pm

Curfew

#### **SATURDAY, FEBRUARY 25, 2012**

##### **Note: Business Dress**

8:00—9:00 am

Breakfast (Students On Your Own)

8:00—9:00 am

Advisors' Breakfast (Sponsored by Johnson & Wales)

9:00—10:00 am

Buses Depart to Universal/Islands of Adventure

\*SLC T-shirts must be worn

9:00 am—4:00 pm

Educational Tour of Universal/Islands of Adventure

4:00—5:00 pm

Buses return from Universal/Islands of Adventure

5:00—7:00 pm

Prepare for Grand Awards Ceremony and Banquet

7:00—11:00 pm

Grand Awards Ceremony, Banquet and Ball

11:30 pm

Curfew

#### **SUNDAY, FEBRUARY 26, 2012**

##### **Note: Leisure Dress**

8:00—9:00 am

BPA/NLC Coordinator Orientation Meeting

9:00 am

Departure

## CODE OF ETHICS FOR ADULT ADVISORS

Career Education Clubs of Florida (CECF) / Business Professionals of America (BPA) mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic and technological skills. **Individual conduct and appearance is a part of this mission.**

Since a good example is one method of teaching, and students participating in the conference are impressionable, a **Code of Ethics** is set for adult advisors.

It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of these practices and procedures will be referred to the president of the Board of Directors for the Career Education Clubs of Florida (CECF).

- Advisors shall conduct daily meetings with participants for progress reports, time schedules and other activities.
- Advisors shall conduct nightly curfew checks to ensure that their students are in by curfew and remain in their rooms through the night.
- Advisors shall keep an agenda for each student so that they may be reached at any time during the conference.
- Each advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures.
- The rules as stated in the **Student Conduct (starting on page 13)** and the **Dress Code** are called to your attention for review and should govern the behavior of **advisors** as well as students.

## CONDUCT CODE FOR STUDENTS ATTENDING CECF SPONSORED ACTIVITIES

Attendance at any CECF sponsored conference or activity is a privilege. The following conduct policies will apply to all students, advisors, coordinators, and any other authorized persons attending the activity. This form must be signed by each student attending the SLC and brought to the conference site during the conference.

All attendees shall abide by the rules and practices of CECF at all times, to and from the designated point of origin of the activity. All attendees shall respect and abide by the authority vested in the CECF organization. Determination of penalties for violations will be at the discretion of the Executive Director. Additional penalties may be imposed by the state association and/or local school district.

**The following shall be regarded as severe violations of the CECF Conduct Code:**

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home.

1. **Alcohol, Drugs and Tobacco:** A student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood,

perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the adviser. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties. All local and state laws concerning personal behavior will be honored.

2. **Curfew:** Committing serious violations of curfew regulations as outlined in item 9 below.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. **Personal Conduct:** Participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); other serious violations of personal conduct regulations.
5. **Serious Violations** of the student conduct code of the school district or school that the student represents.
6. **Private Transportation:** No driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor (delegates are to be housed at the conference site). Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference.
7. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual or obscene act or expression. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.

**The following shall be other violations of the CECF Conduct Code:**

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other conference during that school year. Determination of penalties for violations will be at the discretion of the Executive Director, or the appropriate Advisor.

8. **Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure from the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time).
9. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing

any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.

10. **Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
11. **Personal Conduct:** Failing to keep adult advisors informed of activities and whereabouts at all times; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., a garbage can may be used to adequately prop open a door); having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open; or for behavior unbecoming of a delegate.
12. **Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations; inappropriate noise or verbal abuse; and not demonstrating respect for hotel guests not participating with the CECF conference.

## **REGISTRATION INFORMATION**

### **Registration Deadline**

Registration forms and deposits for SLC must be received by **January 27, 2012**. Registrations received after this date will be assessed a late fee and are subject to availability of space. Please note the exact amount of the conference fees. Failure to submit materials by the specified deadlines may result in not being able to participate.

All payments for each chapter should be paid with one check. Individual checks from student participants will not be accepted.

### **Late Fees**

All registrations are due **January 27, 2012**. Any registration received after this date will incur a \$20.00 per participant late fee.

**If your registration is late, you will NOT be guaranteed t-shirts or sizes since we need sufficient time to order the shirts and have them printed.**

### **Changes/Substitutions**

All changes to original registration must be made in writing via email. No changes will be accepted after **February 10, 2012**. Drops are not allowed. Once a student is registered their registration fees are due and are non-refundable.

## Hotel Reservations

This year's meeting will be held Thursday, February 23 - Sunday, February 26, at the Wyndham Orlando Resort in Orlando, FL. The address is 8001 International Drive. The phone number is 407-351-2420 and the fax number is 407-248-9732. Room rates will be \$115.00 per night. A hotel reservation form is included in the Excel Registration packet. The Hotel Reservation Form and payment must be sent directly to the Wyndham Orlando Resort. Your cut-off date is January 27. The hotel will accept reservations on a space available basis only after January 27. (In order to qualify for tax exempt status you must pay with a school check or credit card, and send a copy of the tax-exempt ID certificate. Your Hotel Reservation Form should include one night's deposit on all rooms. Credit cards are for room guarantee only. Your card will not be charged once payment is made by check.) Please reserve early to ensure hotel room availability.

## Registration Process

To register for SLC the following must be completed:

DESCRIPTION	DEADLINE	DONE (✓)
"CECF SLC 2012 Excel Registration File" which can be found on our website at <a href="http://www.cecf.org">www.cecf.org</a>	January 27, 2012	
Registration check made payable to "CECF" and mailed to P.O. Box 1806, Bushnell, FL 33513. Only one check per chapter registering for the conference.	January 27, 2012	
Acknowledgment of Rules Agreement	January 27, 2012	

\*The "CECF SLC 2012 Excel Registration File" is a separate file that must be completed and can be found on our website at [www.cecf.org](http://www.cecf.org). There are ten separate tabs included in the spreadsheet. Please be sure to review and, where necessary, complete the requested information on each tab. The fourth tab is an invoice that should automatically populate with the necessary information as you complete each tab of the worksheet and is formatted so that it can be printed and presented to your school treasurer when you request your check for payment. Please do not make any changes to the formatting, orientation, or size (including adding or deleting rows, cells, or columns) of the spreadsheet as this will impact the functionality of the sheet.

## CECF/BPA STATE LEADERSHIP CONFERENCE 2012-STUDENT GUIDELINES

As a participant at the Annual State Leadership Conference, you have been given one of the highest honors your chapter can give its members. Please be sure to take your responsibility seriously and to follow the guidelines below, so that everyone will have an enjoyable and rewarding conference.

## RESPONSIBILITIES

Each CECF member selected to represent his/her local chapter at the SLC will:

- Be on time for all sessions and stay until each session ends. (This includes not leaving the main meeting area during a general session once it has begun.)
- Cell phone use during sessions is not appropriate.
- Give speakers respectful treatment and attention. Refrain from talking and whispering when anyone is at the podium.
- Listen for the many ideas that will be presented. Take notes and share ideas with your chapter.
- Demonstrate leadership skills at all times.
- Actively help your chapter select State Officers.

## ATTIRE

Be sure to dress in a way that reflects a positive, professional image of CECF/BPA. Expect the State Advisor or authorized adult to send you to your room to change if clothing does not meet the guidelines attached.

- Avoid wearing shorts, jeans, leggings, mini-skirts, sneakers, T-shirts, spaghetti straps, halters, midriff shirts, bedroom shoes, and other inappropriate attire to any general session or workshop.
- Any clothing that reveals one's anterior or posterior torso, midsection, or chest is not acceptable attire for the conference.
- Dress for the banquet will be semi-formal, with either long or short dresses that are at least fingertip length for ladies. Formal banquet dresses with spaghetti straps or strapless may be acceptable providing one's chest nor shoulder blades are exposed. Ladies may wear a wrap, shawl or appropriate cover. Suits or blazers with ties are appropriate for men. Delegates should avoid attire that is too short, tight, or revealing. Dress for all delegates attending the dance will be the same as their attire for the banquet.
- Modified casual dress is appropriate if there is a Dance Party. Jeans are acceptable at this activity. Pajamas are not acceptable.
- Beach robes with swimsuits and shoes must be worn to and from the pool. This is also the hotel's policy.

## EXPECTATIONS

- Notify your chapter advisor immediately, day or night, in the event of an accident or illness. In the event you cannot reach your advisor, notify hotel security.
- Bring a minimum amount of valuables to the conference. Keep money and jewelry with you at all times.
- Discuss with your advisor the amount of money needed. Bring only what you need. Traveler's checks are recommended.
- **Be sure your advisor knows where you are at all times.**
- Keep your room doors locked at all times. If someone knocks, ask who it is before opening the door. Do not open the door for any stranger.
- Students will avoid playing loud music or exhibiting other loud noises from their rooms after curfew.
- **MEMBERS OF OPPOSITE GENDERS ARE NOT PERMITTED IN EACH OTHER'S ROOMS** except in the presence of an advisor or chaperone. Violators will be subject to stringent disciplinary action.
- Under no circumstances should you give your room key to a stranger.
- Conference name badges must be worn to all sessions. Remove your badge if you leave the hotel.
- If you do not have a cell phone, use pay phones for personal calls.
- Students are **prohibited** from purchasing, possessing, or consuming tobacco products, alcoholic beverages, or other illegal substances during the conference. This includes your travel to and from the hotel, in your room, on hotel property, and the Excursion. Violators will be subject to stringent disciplinary action.
- Smoking is prohibited. Theft and vandalism is also prohibited.
- Fun, **clean dancing** will be acceptable at the scheduled dances. Inappropriate "moves" will result in the student being ejected from the dance. The music will cease if inappropriate behavior persists.

- Students violating conference policies will be referred to their advisor and school for disciplinary action. This may include being sent home at your parents' expense after notification of your parent/guardian. This may also result in chapter(s) being denied participation in future events (e.g., If a State Officer Candidate or Competitive Event Participant are in violation, they will neither be allowed on stage nor in the competition.)
- **Students are to be in their assigned rooms by scheduled CURFEW times** and should remain there until 6:00 a.m. Violators will be picked up by security and taken to their chapter advisor. Security will also notify the State Advisor of the violation. Students not in their rooms past curfew may be subject to discipline. **The student's advisor will be notified (and possibly awakened) during that time.**
- Delegates will avoid pressing all the buttons on the elevators, disrupting the efficiency of the elevators, or misusing the fire alarm system. Remember, the comfort of other guests at the hotel should be considered.
- Delegates must be accompanied by their advisor when leaving the hotel.
- In the past, CECF members have impressed hotel management with our general good behavior. We challenge you to not only maintain our positive standard, but also exceed our expectations.

Each student attending the SLC must sign the "Acknowledgement of Rules Agreement" located in the Excel Registration Packet which verifies that they have read and understood the above guidelines. They must agree to follow these guidelines during the 2012 CECF/BPA State Leadership Conference. They must understand that the State Advisor has the responsibility to legislate and implement these guidelines. They are acknowledging that when they follow these guidelines they contribute to the safety and enjoyment of this conference.

**Advisors will keep a copy of this "Acknowledgement of Rules Agreement" for their records and will send the original, signed form in with their registration.**

## **CECF/BPA 2012 STATE LEADERSHIP CONFERENCE DRESS CODE:**

### OFFICIAL BUSINESS ACTIVITIES

During official business activities of the State Leadership Conference, students are to adhere to the following dress code criteria:

#### **Young Women:**

Young women are to dress in appropriate business-like attire which includes the following:

Business dresses, coordinated skirt outfits, or a business suit (matching jacket with skirt, skort, or slacks).

Hemlines on business dress for women should be no longer than mid-calf and no shorter than three inches above the knee. **Mini-skirts are inappropriate.**

Stockings or pantyhose are appropriate business attire and will be expected.

Professional blouses appear in many styles, colors and fabrics. Unacceptable blouses include see-through fabrics, low-cut fronts, midriff tops, and spaghetti strap tops.

Business shoes include pumps or flats with the toes and heels closed. Unacceptable shoes include sandals and tennis shoes.

Sunglasses worn indoors are not appropriate.

#### **Young Men:**

Young men are to be dressed in appropriate business-like attire which includes the following:

Conservative suit, sports coat, or waistcoat with dress slacks.

Conservative dress shirt with a tie.

Socks, preferably dark in color.

Shoes of a traditional business type. Loafers, lace-up shoes, or dress boots are fine. Unacceptable shoes include tennis shoes and sandals.

Sunglasses, hats, or caps worn indoors are not appropriate.

**NOTE: The dress code will be strictly adhered to and enforced for all official business activities. Any participant not adhering to the dress code will be denied entrance or participation in activities and assigned to a holding area or special seating.**

**LEISURE DRESS**

**Young Women:** Sundresses, slacks, jeans, shorts or skirts with coordinated tops.

**Young Men:** Slacks, shorts, jeans with sport shirts.

**POOL ATTIRE**

Men and Women: Bathing suits. Thongs are not acceptable. Proper bathing suit cover-ups, not towels, must be worn to and from the pool area.

**NAME TAGS**

Name tags and wristbands must be worn at all times except when swimming. A replacement name tag will cost the student \$1.00.