



**Oklahoma Association of
Future Business Leaders of America – Phi Beta Lambda**

**STUDENT/ADVISER
PARTICIPATION FORMS**

*Covering all In-State Oklahoma FBLA-PBL Sponsored
Events for the 2017-2018 School Year*

2017-2018

STUDENT/ADVISER PARTICIPATION FORMS

Why do we have this packet?

Risks cannot be eliminated, but can be managed. CTE has worked with the Oklahoma Division of Risk Management and the Attorney General's office to determine what risks are covered by the State and what risks are our responsibility with Career Technical Student Organizations. There is now in place an insurance policy designed to cover the types of activities inherent in CTSOs, such as program management (Executive Council and Board of Directors) and event management (district conferences, our State Leadership Conference and officer trainings).

Why do we need to have additional forms and why so many?

These forms show, when completed and assurances provided, that due diligence has been taken to prepare participants for Oklahoma FBLA-PBL State sponsored events. In the past, advisers requested that we reduce the paperwork as much as possible, which we did. However, it left Oklahoma FBLA-PBL without the protection needed for the State Association. When advisers fulfill the requirements of their school district by filling out school district forms, these forms protect only the school district. School district forms do not protect the State Association for our State sponsored activities.

We have worked to make this process as easy for you as possible. We've tried to make the directions easy to follow and minimize duplication where possible. We have also added the Dress Code Policy to help keep event requirements all in one packet.

The Four Forms

Form	Purpose	When it is Due	Where it is to be Sent/Kept
<u>Form 1</u> Oklahoma FBLA-PBL Delegate Permission/Medical Release Form	To make sure students and parents understand requirements and to provide releases for medical care, etc.	Before attendance at any FBLA-PBL State sponsored event/activity	Keep in your possession and bring to the FBLA-PBL State sponsored event
<u>Form 2</u> Adviser Conduct Code Form	To ensure that each adviser, chaperone, guest and /or alumni understand his/her role and responsibilities as an adviser at a Oklahoma FBLA-PBL State sponsored event	Two weeks before adviser's attendance at their first State sponsored event of the school year <i>School year refers to July 1-June 30</i>	<u>Adviser Conduct Code Form</u> needs to be sent to the Oklahoma FBLA-PBL State Director at statedirector@OklahomaFBLA-PBL.org
<u>Form 3</u> Chaperone/Guest/Alumni Conduct Code Form			<u>Chaperone/Guest/Alumni Conduct Code Form</u> needs to be kept in adviser's possession
<u>Form 4</u> Adviser Statement of Assurance Form	To assure Oklahoma FBLA-PBL that the adviser has collected and will be bringing the Oklahoma FBLA-PBL Delegate Permission and Chaperone/Guest/Alumni signed forms	Two Weeks before attendance at each State sponsored event of the school year <i>School year refers to July 1 – June 30</i>	This form needs to be sent to the Oklahoma FBLA-PBL State Director at statedirector@OklahomaFBLA-PBL.org

Oklahoma FBLA-PBL Student, Chaperone/Guest/Alumni and Adviser

Participation Forms Instructions

The Student Permission/Medical Release Form, Chaperone/Guest/Alumni Conduct Code Form and Adviser Conduct Code Form contained in this packet apply to all Oklahoma FBLA-PBL sponsored events for the 2017-2018 school year.

For each State sponsored event, (District and State conference, Executive Council Meetings, CTSO Summit officer training) advisers are required to indicate they have in their possession the combined Student Permission/Medical Release Form and Chaperone/Guest/Alumni Conduct Code form by completing the Adviser Statement of Assurance form in this packet and sending a copy of it to the State Director two weeks before each state-sponsored event.

The following guidelines govern the process to be used with these four forms:

1. **Each FBLA-PBL member must complete and submit to their adviser the Student Permission/Medical Release Form** contained in this packet. This form encompasses the Conduct Code Endorsement, Permissions to Attend Oklahoma FBLA-PBL sponsored activities, authorization for Oklahoma FBLA-PBL to use pictures or student name in publications, Release of Claim for Damages and Emergency Medical Treatment Authorization.

Advisers do not have to submit the signed Student Permission /Medical Release Form to Oklahoma FBLA-PBL, but must bring them with them to each in-State Oklahoma FBLA-PBL event and keep them in their possession throughout the event. Once a *student has completed this form the same form can be used for the duration of the school year in which it is submitted. A new form must be collected at the start of the school year for returning students (i.e. the previous year's form cannot be used). *When a student turns 18 during the school year a new Student Permission/Medical Release Form must be filled out by the student. This new form should not have a parent/guardian's signature.

2. Each adviser must **submit the Adviser Conduct Form** before participating in their first Oklahoma FBLA-PBL sponsored event of the year. Once this form is submitted it is valid for the duration of the school year. A new form must be submitted at the start of the next school year. **Submit via E-mail to statedirector@OklahomaFBLA-PBL.org, two weeks prior to the first event of the year.**
3. Each chaperone, guest and alumni must submit to you the **Chaperone/Guest/Alumni Conduct Code Form**. Once completed, it can be used for all events during the school year. A new form must be collected at the start of each school year. The signed form is to be kept by the adviser and brought to each State-sponsored event.
4. Each adviser **must submit a separate Statement of Assurance Form** two week prior to each in-state Oklahoma FBLA-PBL sponsored event. This Statement indicates that the adviser has the Permission/Medical Release Form and the Chaperone/Guest/Alumni Conduct Code form for every delegate who will be participating in that event and that he/she will bring those forms with them to the event.

Submit the Statement of Assurance Form via E-mail to statedirector@OklahomaFBLA-PBL.org, two weeks prior to each event.

******Please note that National FBLA-PBL sponsored events (e.g. NFLC, National Leadership Conference, etc.) have their own required forms, which means that different forms are required for National events.***

As leaders and teachers of young professionals, it is important that we prepare our students for the events to come. The intent of these forms is to protect you, your students and Oklahoma FBLA-PBL.

On-site Chaperoning During Oklahoma FBLA-PBL Sponsored Events

It is the responsibility of the local adviser to oversee the conduct of their students throughout the event. Advisers are responsible for ensuring that their students stay engaged, fully participate, and abide by the Student Code of Conduct for every event.

Having your **students check in with you at least three times per day** is vital when participating in FBLA-PBL-sponsored activities. As their Adviser, you can help to eliminate frustrations on the part of your students. It also makes things run more smoothly for your chapter. It is important that you ask your students how things are going and about any challenges or frustrations they are experiencing. Asking your officers to help with chapter management can be a great support.

Let your students know of your whereabouts. Be sure that they are aware of your event assignments so that they can quickly locate you if a challenge arises. Have your students work together to help each other in case of conflicts and to remind each other of the times and locations for their activities. When you are assisting with an activity, have your students mark their programs as to where you will be located.

For overnight trips, advisers are responsible for **conducting curfew checks** and ensuring that their students know of the requirement that they remain in their rooms throughout the night.

Remind students to **thank** those who conduct their events. All event staff and judges are volunteers. If you plan to use chaperones, let your officers plan a special way to thank them at the conference.

Publicity

Your chapter and Oklahoma FBLA-PBL need all of the positive publicity we can get. Use participation in Oklahoma FBLA-PBL sponsored activities to generate some publicity. A news release for your chapter distribution to local and school press outlets is always a good idea.

Students with Special Needs

Oklahoma FBLA-PBL makes every attempt to accommodate students with special needs at state events. If you contact us prior to any scheduled event, we can make the conference and competition as barrier-free as possible. If possible, two weeks advance notice would be helpful.

Standards of Behavior

A concern at any student event is the standard of conduct. State staff has worked hard to let the facilities staff know how important their role is in making our event a success, so the **image** students and advisers present during FBLA-PBL events **is vital**. It is extremely important that our members exhibit a business-like image to all facilities staff, other chapters' members, alumni, presenters, judges, school district administrators, volunteers and guests.

Visibility

Drop in and check on your students. Performing a "head count" from time to time is important. Be sure to physically see every student during each session/activity of the event. Ask questions about events and have a conversation with them so you can see how things are going.

Listed below are discipline guidelines that FBLA-PBL State staff will follow

Cheating

- 1) Adviser notification
- 2) Parent and school notification
- 3) Disqualification from event (could include removal from State or chapter office)
- 4) Possible disqualification from participation in future Oklahoma FBLA-PBL events

Leaving Conference Area During Scheduled Event Times without Adviser Permission

- 1) Adviser, parent and school notification
- 2) Student sent home at school or parent expense
- 3) Disqualification from event (could include removal from State or chapter office)
- 4) Possible disqualification from participation in future Oklahoma FBLA-PBL events

Stealing/Shoplifting

- 1) Adviser, parent and school notification
- 2) Student sent home at school or parent expense
- 3) Disqualification from event (could include removal from State or chapter office)
- 4) Possible disqualification from participation in future Oklahoma FBLA-PBL events

Use, Possession of, or in the Presence of Others Using or Possessing Drugs/Alcohol/Smoking

- 1) Adviser, parent and school notification
- 2) Student sent home at school or parent expense
- 3) Disqualification from event (could include removal from State or chapter office)
- 4) Possible disqualification from participation in future Oklahoma FBLA-PBL events

Vandalism (including pulling fire alarms)

- 1) Adviser, parent and school notification
- 2) Student sent home at school or parent expense
- 3) Disqualification from event (could include removal from State or chapter office)
- 4) Possible disqualification from participation in future Oklahoma FBLA-PBL events

Decisions made by the State Director in consultation with State Management Team are final.

Oklahoma FBLA-PBL Delegate Permission/Medical Release/ Claim Release/Publicity Authorization Form

This Student Permission/Medical Release Form Document Contains Four (4) Total Pages Including the Student Permission/Medical Release Form for All Oklahoma FBLA-PBL Sponsored Activities for 2017-2018

Code of Conduct

Attendance at any Oklahoma FBLA-PBL sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: Students, alumni, advisers, chaperones, guest and any other authorized persons attending the activity. This form must be signed by each student attending a Oklahoma FBLA-PBL activity and be submitted to his/her chapter adviser two weeks prior to the registration deadline of the first State sponsored event of the school year. (The school year is July 1st –June 30th.) The chapter adviser must have a completed copy of the Student Permission/Medical Release Form for each student attending in their possession for the duration of the event, including during travel to and from the event. *This form must be kept on file in the local school district after the conference/activity.*

The following shall be regarded as severe violations of the Oklahoma FBLA-PBL Code of Conduct:

Should a Code of Conduct violation occur for item 1 through 8 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement will be notified. Determination of penalties for violations will be at the discretion of the State Management Team and/or Board of Directors.

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. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substances in any form (including tobacco), at any time, or under any circumstances, on public or private properties. Any prescribed or over-the-counter medications must be on record with the adviser.
2. **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 adjoining rooms or 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.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the Code of Conduct, or failing to report any direct knowledge (other than hearsay) of Code of Conduct violations.
4. **Personal Conduct:** 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. the door may be propped wide open); having an adviser, chaperone, or guest of the opposite sex in a room without a third person present and the door visibly open.
5. **Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; 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); breaking the law; other serious violations of personal conduct regulations.
6. **Severe Violations:** Violations of the student conduct code of the school district or school that the student represents.
7. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. Students are prohibited from engaging in verbal, physical or sexual harassment, hazing, or name-calling against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability.

8. **Private Transportation:** Delegates are encouraged to stay at the official event site to foster conference participation and reduce the risk of injury which may occur as students travel to and from the event site. Driving or riding in a private automobile during an event is discouraged. Occasionally a chapter adviser, under special circumstances, may allow a student to drive or ride in a private automobile to an event. Student drivers are required to follow their school district policies. Students must give any (school district) Permission to use Private Transportation forms to their chapter adviser prior to the event.

The following shall be considered serious violations of the Oklahoma FBLA-PBL Code of Conduct: Should a conduct code violation occur for items 9-13 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees or local adviser.

9. **Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times in the conference facility from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of Oklahoma FBLA-PBL or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
10. **Dress:** Failing to abide by the dress code established for the conference, as outlined in the Dress Code above.
11. **Serious Violations:** Violation of the conduct of code of the school district or school that a student represents.
12. **Personal Conduct:** Failing to report accidents, injuries or illnesses immediately to the chapter adviser; failing to keep adult advisers informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive events results/processes (including personally confronting judges or event administrators).
13. **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. Disturbing non-FBLA-PBL guests who are staying in the hotel.

More stringent school district policies may supersede this code of conduct.

National FBLA-PBL Dress Code

Adopted by Oklahoma FBLA-PBL

FBLA-PBL 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—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program.

Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

If you have any questions about the FBLA-PBL National Dress Code, please speak with your adviser.



Acceptable Attire

Males

- Business suit with collar dress shirt, and necktie or
- Sport coat, dress slacks, collar shirt, and necktie or
- Dress slacks, collar shirt, and necktie
- Banded collar shirt may be worn only if sport coat or business suit is worn
- Dress shoes and socks

Females

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress
- Capris or gauchos with coordinating jacket/suit, worn below the knee
- Dress shoes

Inappropriate Attire

Inappropriate attire, for both men and women, includes:

- Jewelry in visible body piercing, other than ears
- Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- Backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts
- T-shirts, Lycra™, spandex, midriff tops, tank tops, 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.

Revised 1/9/2009

Form 1

Oklahoma FBLA-PBL Delegate Permission/Medical Release/ Claim Release/Publicity Authorization Form

*Students and Alumni (Alumni under age 21) who are invited by a chapter to attend events
are collectively referred to as "Delegate" in this document*

Conduct Code Endorsement | Permission to Attend Oklahoma FBLA-PBL Sponsored Activities, and Authorization to use pictures or student/alumni name in publications Emergency Medical Treatment Authorization and Release of Claim for Damages:

Name of Delegate _____ Date: _____
Home Address _____ Phone: _____
_____ Date of Birth: _____
Name of School _____ Adviser Cell Phone: _____
Adviser(s) in Charge _____

This is to certify that the above-named delegate has my permission to attend Oklahoma FBLA-PBL State sponsored activities during the 2017-2018 school year. (The school year is considered July 1, 2017- June 30, 2018.) I also do hereby, on behalf of the above-named delegate absolve and **release** Oklahoma FBLA-PBL, the school officials, the FBLA-PBL chapter advisers, conference staff, and Oklahoma FBLA-PBL staff from any **claims** for personal injuries/damages which might be sustained while he/she is en route to and from or during the FCLA sponsored activity.

I **authorize** the above-named adviser or the Oklahoma FBLA-PBL staff to secure the services of a doctor or hospital for the above named delegate. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I **grant permission** to Oklahoma FBLA-PBL and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consider, and acknowledge the right of Oklahoma FBLA-PBL to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also **understand** that the chapter adviser determines the criteria at the local site, for individual students and alumni to attend and participate at all FBLA-PBL activities.

We **have read and agree to abide by** the supplied Oklahoma FBLA-PBL Conduct Code and Dress Code. Should a conduct code violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is to be sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the delegate's home community. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent signature is not needed if delegate is 18 years of age.

Chapter Adviser Signature _____ Date _____

School Official Signature _____ Title _____ Date _____

Medical Information

Known allergies (drug or natural) _____

Medication being taken _____

Date of last tetanus shot _____

History of heart condition, diabetes, asthma, epilepsy or rheumatic fever _____

Any physical or food restrictions _____

Other conditions _____

Family doctor _____ Phone _____

Insurance Information

Health Insurance Company Name _____ Policy Number _____

Health Insurance Company Phone Number _____ Policy Holder's Name _____

Form 2

Adviser Conduct Code Form

Oklahoma FBLA-PBL's programs offer training and leadership development opportunities to students who have educational goals in the areas of Business Education and related career and technical fields. Individual conduct and appearance is an integral part of this training. Attendance at any Oklahoma FBLA-PBL sponsored conference or activity is a privilege. Setting a good example is an essential part of teaching. Students participating in Oklahoma FBLA-PBL conferences and activities are impressionable; therefore, a code of conduct is set for advisers. By signing this agreement, the adviser also agrees to the tenants of the Adviser Conduct Code and the Dress Code. Violations of these practices and procedures, as established, will be referred to the State Director, State Director, the Oklahoma FBLA-PBL Board of Directors and/or the adviser's school administrator.

1. Advisers or school designees must be on-site for the entire Oklahoma FBLA-PBL State-sponsored event.
2. Each chapter is required to have a minimum of one adviser/designee/chaperone for every 15 students attending, (Your district/school/or the event may require fewer students per adult.)
3. Advisers are responsible for being available to their students and other delegates 24 hours per day. This responsibility begins from the time parents/guardians leave students with the adviser until the time they pick them up after the activity.
4. Advisers are responsible for knowing the whereabouts of all of their students at all times.
5. Advisers are responsible for following and communicating to students, chaperones and guests, all behavior, conduct and dress code requirements.
6. Advisers who are sent/come to learn more about the FBLA-PBL program, even without students, are expected to attend all sessions and workshops and to fulfill all assigned responsibilities.
7. Advisers are responsible for their delegates' actions. Advisers are required to take appropriate disciplinary steps when members of their delegation are not following requirements.
8. Advisers must ensure that all of their student delegates attend and participate in all sessions, workshops and activities.
9. Each primary chapter adviser must attend all adviser meetings.
10. When an adviser is assigned a job duty it is his/her responsibility to promptly carry out those duties or advise the State Director that he/she will not be able to fulfill the responsibility.
11. Each adviser must have with them at all Oklahoma FBLA-PBL State Sponsored events:
 - Each participant's signed Oklahoma FBLA-PBL Delegate Permission/Medical Release Form;
 - A list of each student's name, parent/guardian names, and phone numbers; and
 - Each chaperone, guest or alumni's signed Chaperone/Guest/Alumni Conduct Code form.
12. Advisers must report any conduct violations to the Oklahoma FBLA-PBL State Director or State Director.
13. No alcohol is to be consumed by any adviser during the event/activity, even if the adult is not "on duty" or responsible for student delegates.
14. All judges' decisions are final.
15. Concerns about event management and/or judging may be communicated through writing to the State Director no later than one month from the last day of the event.

By signing the Oklahoma FBLA-PBL Adviser Conduct Code, the adviser agrees to abide by the rules set forth in this document. Additionally, the adviser agrees to abide by the judgment set down by the Oklahoma FBLA-PBL State Director in any disciplinary action. Advisers may appeal a ruling with a letter to the State Executive Director giving an explanation of circumstances that may have been outside of the adviser's control, within one month after the ruling. In addition to the consequences stated in the Advisers Conduct Code, any violation of these codes will also result in the adviser to student ratio being reduced for a period of time to be designated. This signed form is required in order to attend all recognized Oklahoma State FBLA-PBL activities.

Typing/writing your name in the box below serves as your signature and confirmation of understanding.

Adviser Signature:	
Chapter Name:	
Date:	

Form 3

Chaperone/Guest/Alumni Conduct Code Form

Oklahoma FBLA-PBL's programs offer training and leadership development opportunities to students who have educational goals in the areas of Business Education and related career and technical fields. Individual conduct and appearance is an integral part of this training. Attendance at any Oklahoma FBLA-PBL sponsored conference or activity is a privilege. Setting a good example is an essential part of teaching. Students participating in Oklahoma FBLA-PBL conferences and activities are impressionable; therefore, a code of conduct is set for advisers. By signing this agreement, the adviser also agrees to the tenants of the Chaperone/Guest/Alumni Conduct Code and the Dress Code. It is important that participants understand that although it may have cost a substantial amount of money for you to participate in this event it is a leadership development opportunity for our student delegates and not a personal vacation. Violations of these practices and procedures, as established, will be referred to the State Director, State Director, the Oklahoma FBLA-PBL Board of Directors, and/or the adviser's school administrator.

1. Chaperones, guests, and alumni must be on-site for their entire assigned responsibilities for the Oklahoma FBLA-PBL State-sponsored event.
2. Chaperones, in concert with their chapter adviser, are responsible for being available to their students and other delegates 24 hours each day. Supervision responsibilities begin from the time parents/guardians leave students with the adviser until the time they pick them up after the activity.
3. Chaperones, guests, and alumni are responsible to follow all behavior, conduct, and dress code requirements set forth for delegates at this event.
4. No alcohol is to be consumed by any chaperone, alumni or guest on the event site during the event, even if the adult is not "on duty" or responsible for student delegates.
5. When a chaperone, guest or alum is assigned job duties it is his/her responsibility to promptly carry out those duties or advise their chapter adviser or the State Director that he/she will not be able to fulfill their responsibility.
6. The Ice Cream Social and The Dance are activities for student delegates. Invited chaperones, guests, and alumni must behave in the role of an adult chaperone and not as a student delegate if assigned to attend these events.

By signing the Oklahoma FBLA-PBL Chaperone/Guest/Alumni Conduct Code, the adviser agrees to abide by the rules set forth in this document.

Typing/writing your name in the box below serves as your signature and confirmation of understanding.

Chaperone/Guest/Alum Signature (Please print):	
Chaperone/Guest/Alum Signature:	
Chapter Affiliation:	
Date:	

Form 4

Oklahoma FBLA-PBL Adviser Statement of Assurance Form

Advisers attending Oklahoma FBLA-PBL events must review, sign, and **return this statement of assurance** along with their registration materials **for each** Oklahoma FBLA-PBL State Sponsored event.

Event: _____ Date: _____

As the adviser responsible for the students, chaperones and guests attending this event I confirm that:

- I have reviewed this Student/Adviser Participation Forms packet with all delegates attending this event from my chapter.
- I have review the delegate Permission/Medical Release Form with my delegates who are under age 21 and I will have a completed copy, of the fully signed form for each student attending in my possession for the duration of the above event, including travel to and from this event.
- I have reviewed the Chaperone/Guest/Alumni Conduct Code Form with each participant who will be attending in this capacity and I will have a signed copy of the form in my possession at this event.
- I will ensure that chaperones who will be assisting me will:
 - Be 21 or older;
 - Follow the Chaperone/Guest/Alumni Conduct Code and Dress Code
 - Act responsibly and interact appropriately with students
- I understand that proper completion of the Delegate Permission/Medical Release/Publicity Authorization Form provides the best protection for my delegates' needs and my liability during this Oklahoma FBLA-PBL event.
- I understand that Oklahoma FBLA-PBL will not collect the individual delegate forms for this event, that they are to be kept in my possession, and the Oklahoma FBLA-PBL State Director or State Director might ask to see them.
- I have reviewed, signed and sent the State Director a copy of the Adviser Conduct Code before the first FBLA-PBL State sponsored activity during this year, (July 1 - June 30).
- If this is not the first State sponsored event of the year, I have recently reviewed the Adviser Conduct Code to refresh my memory on my responsibilities as an adviser for this event.
- I understand that students attending the above event may have the opportunity to participate in activities outside of the conference facility, thus requiring walking or further public transportation. If this is the case for this event, I have discussed this with my students and their parents/guardians and have also informed them of proper etiquette and safety precautions while traveling in/around metropolitan areas.
- I have checked with my administrator and have secured authorization for my chapter to travel to this event. I have reviewed and complied with all school/district policies regarding travel and supervision of students on trips and will abide by them.
- Oklahoma FBLA-PBL requires a minimum chaperone to student ratio of 1:15 at all events. Our delegation meets this minimum requirement, unless our district has a lower chaperone to student ratio.
- I understand the responsibility for the safety of the delegates from this chapter rests with the adviser who signs this Statement of Assurance.
- I will participate in all general sessions, workshops and scheduled activities as well as fulfill all my assigned responsibilities during the conference.
- I will patrol the halls (even during the day, if necessary), stay up until students and/or halls are quiet, enforce the conference student Conduct Code and Dress Code, and regularly check-in with my students.
- I will ensure that my chaperones who will be assisting me will:
 - Be 21 or older;
 - Follow the Chaperone/Guest/Alumni Conduct Code and Dress Code
 - Act responsibly and interact appropriately with students

I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated on the Conduct Forms as indicated by my signature appearing below.

(Typing/writing your name in the box below serves as your signature and confirmation of understanding):

Adviser Name (Please print):	
Adviser Signature:	
Chapter Name:	
Date:	