

School Name and School Phone

Student's Name

Adviser Name and Adviser Home Phone

Grade

NOTE: All 4 pages must be completed and submitted

Please Type or PRINT LEGIBLY, all information.

Birthdate

FBLA Arizona -- COMPREHENSIVE CONSENT FORM

PURPOSE: This form, complete with all information and signatures required, must be submitted by each Business Education student prior to attending any area, state, or national FBLA conference. It is recommended that this form be on file in each local school by September 15th and that it be maintained on file. Additionally, the Business Education instructor/chapter adviser is asked to bring this form to each area, state, and national conference. Completion and signing of this document indicates that the student, parent or guardian, and school administrator have read this form and approve of its contents. Completion/signing of this document provides consent for:

1. Student attendance at and travel to and from conferences/activities as specified below.
2. Emergency medical treatment.
3. Student abiding by the Conduct Code.
4. Student abiding by the Dress Code.
5. Waiver of Liability.

PHILOSOPHY: It is a *privilege* and an honor for a student to attend area, state, and national FBLA conferences. As such, each student has the unique opportunity to represent his/her school, community, and family as a business professional. Students are expected to follow all Rules and Regulations stated herein. In cases of uncertainty, the student should confer with his/her adviser or chaperone *prior* to acting, since ignorance of Rules and Regulations will not be considered an acceptable excuse. Teachers, chaperones, and State Staff assume the responsibility of enforcing all Rules and Regulations to ensure, to the degree possible, the safety and well-being of the student.

CONFERENCES: Consent and approval indicated by the signing parties are applicable to the following activities:

- | | |
|---|---|
| 1. FBLA/PBL Nat'l Leadership Conference (NLC) | 7. FBLA Executive Council Meetings (ECM) |
| 2. FBLA Fall Leadership Conference (FLC) | 8. FBLA/PBL ASU Business Skills Day (BSD) |
| 3. FBLA Chapter Officer Training (COT) | 9. AzCTE Advisers' Info Meeting |
| 4. FBLA Regional Conferences (RC) | 10. All other workshops, seminars, and activities sponsored by Arizona FBLA |
| 5. FBLA State Leadership Conference (SLC) | |
| 6. FBLA State Officer Training (SOT) | |

MEDICAL CONSENT (*Please Type -- Fill in all blanks -- put "N/A" if no insurance, etc.*):

I, as indicated by my signature below, _____
(Name of Parent or Guardian) (Relationship to Student)

of _____
(Student Name) (Age)

of _____
(Complete Home Address, Including Zip Code) (Home Phone) (Emergency Phone)

hereby authorize in advance any necessary medical treatment required while traveling to and from and while attending the conferences/activities referenced on this form.

He/she is insured for medical coverage by _____
Insurance Company Policy No.

Medical conditions of which you should be aware are (i.e., heart condition, allergies, diabetes, asthma, epilepsy, rheumatic fever, etc.) _____

Medication currently being taken is _____

Personal physician is _____
Name Address Phone No.

SPECIAL NEEDS: Arizona FBLA recognizes the special needs of our members. If any member has a special need that will require accommodation, the member is requested to inform Arizona FBLA of such needs so accommodation can be made.

DRESS CODE: FBLA is, first and foremost, a *professional* organization for students enrolled in Business Education. Just as in a business where company policies related to dress and grooming are maintained, FBLA has developed its own policies. Essentially, proper dress and grooming for any occasion is a matter of exercising good judgment; thus, should a question arise concerning the Dress Code, contact your chapter adviser or refer to this form *prior* to making a decision. Help us to build and maintain a positive image of FBLA! All FBLA activities must be attended in appropriate business attire; absolutely no jeans or shorts.

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.

Professional attire acceptable for FBLA activities include:

Males

- Business suit with collar dress shirt, and necktie or
- Sport coat, dress slacks, collared shirt, and necktie or
- Dress slacks, collared shirt, and necktie.
- Banded collar shirt may be worn only if sport coat or business suit is worn.
- Dress shoes and socks.
- Neatly trimmed facial hair permitted.

Females

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress.
- Dress shoes
- Dresses with "long" slits in back only.
- Skirts no more than two inches above the knee (must reach fingertips or lower).

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
- No capri or cargo slacks
- No visible tattoos

CLARIFICATION – Many women's two-piece suits currently are 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.

POOL ATTIRE: If a swimming pool, jacuzzi, sauna, etc., is available for student use, the following dress is appropriate **ONLY** when traveling to and from and when using such facilities: Robe or tee-shirt, swimming suit, shoes or sandals. **NOTE: Under no circumstances are students permitted in the hotel lobby or in any other portion of conference facilities or surrounding area in Pool Attire.**

CONDUCT CODE: Participation in Arizona FBLA activities provides an opportunity for students to interact with business professionals, adult FBLA supporters, other FBLA members, and the general public. As a result of establishing a positive, ethical and professional image many businesses, civic organizations, and individuals provide financial and human resources to FBLA and its student members. Once again, should you have a question concerning what constitutes acceptable behavior, ask your adviser or chaperone **prior** to making a decision. FBLA values its reputation and asks that you help maintain it. The following Conduct Code has been established and is enforced at all area, state, and national FBLA conferences and activities.

LEVEL ONE VIOLATIONS: The following have been identified as “**extremely serious**” violations:

1. Rudeness or insubordination.
2. Violation of any city, state, or federal law.
3. Possession, consumption, transportation, or purchase of any alcoholic beverage or illegal drug. If alcoholic beverages and/or illegal drugs or evidence of their use are found in a hotel room, all occupants of that room shall be **subjected to the penalties** prescribed below.
4. Defacing, damaging, or stealing public or private property.
5. Failure to attend conference activities, including competitive events, general sessions, and special meetings.
6. Male in female's room or female in male's room **WITHOUT AN OPEN DOOR** and without the permission of a chapter adviser or chaperone.
7. Missing curfew by more than 30 minutes. Curfew means being in your assigned room with the door closed and noise kept at a minimum. If you are not staying in the hotel, curfew means that you have left the hotel grounds by the stated time.
8. Throwing any object from a hotel window or vehicle.
9. Inviting or having non-FBLA members or unregistered individuals in your hotel room at a conference or activity.
10. Repeated violation of Level Two Conduct Codes.
11. Violations not mentioned as identified by the adviser, chaperone, state staff, and/or school official.

LEVEL ONE PENALTIES:

1. Expulsion from the conference.
2. Notification of the parent or guardian.
3. Notification of a school official.
4. Student, parent/guardian, and Adviser must immediately arrange and pay for alternate travel plans to return home. If Adviser or Chaperone refuses to compile, the state office will finance the trip home and invoice the chapter for reimbursement.
5. Forfeiture of all awards, moneys, scholarships, travel grants, and future opportunities to participate in Arizona FBLA activities. National Conference travel scholarships shall be returned to Arizona FBLA.
6. Other penalties at the discretion of the adviser, chaperone, school official, or state staff.

LEVEL TWO VIOLATIONS: The following have been identified as less serious violations **but, if repeated**, student may be subjected to penalties similar or equal to those prescribed for Level One Violations:

1. Failure to follow the Arizona FBLA Dress Code.
2. Smoking in public during the conference.
3. Failure to wear identification badges during the conference.
4. Tardiness to conference activities. If tardy by 30 minutes or more, a Level One penalty applies.
5. Leaving the conference site without the knowledge of your adviser or chaperone.
6. Missing curfew by less than 30 minutes and by not being in your assigned room with the door closed and noise kept to a minimum.
7. Other violations not mentioned above but identified by the adviser, chaperone, state staff, or school official.

LEVEL TWO PENALTIES:

1. Verbal and written warning and immediate compliance with conference rules.
2. Notification of chapter adviser and State FBLA Staff.
3. Repeat violations or the violation of another Level Two Code may result in Level One penalties.

TRAVEL AND ATTENDANCE: We, as indicated by our signatures below, hereby give my son/daughter permission to attend and travel to and from the conference/activities referenced on this form.

CONDUCT CODE: We, as indicated by our signatures below, have read, will comply and assist with the enforcement of the Conduct Code.

DRESS CODE: We, as indicated by our signatures below, have read, will comply and will assist with the enforcement of the Dress Code.

Photography and Sound Release:

I hereby grant the FBLA Arizona and national FBLA offices permission to make still or motion pictures and sound recordings, separately or in combination, and also give a production company approved by the FBLA Arizona office and/or FBLA national office permission to use the finished silent or sound pictures, and/or sound recordings as deemed necessary. I also grant FBLA Arizona and national FBLA offices permission to share silent or sound pictures with other organizations deemed appropriate, including but not limited to Arizona Department of Education, Career and Technical Education, Association of Career and Technical Education, Association of Career and Technical Education Arizona, Arizona Technology and Industrial Education Association.

WAIVER OF LIABILITY: We, as indicated by our signatures below, agree to waive the liability of Arizona FBLA and its staff, the Arizona Department of Education, the Business Education instructor/adviser and chaperones for accident or illness occurring during transit or while participating in the conferences/activities listed on this form.

SIGNATURES:

_____	_____
Student Signature	Date
_____	_____
Parent Signature	Date
_____	_____
Teacher Signature	Date
_____	_____
Administrator Signature	Date