2015-2016 FLBA Guidelines

In order to have a successful year in FBLA and avoid misunderstandings, the following guidelines have been outlined for your review. Students and parents should understand the guidelines, sign and return this form by the **October 9**. Please email questions to Mr. Lee at [rlee@wcpss.net](mailto:rlee@wcpss.net)

* **Attendance** is expected at all general meetings. (there will be about 4 this year) However, in the event of a conflicts, it is the member’s responsibility to inform Mr. Lee prior to the meeting.
* Active members must currently be **enrolled** in an approved business class at FVHS or have already completed successfully at least 2 approved business classes. There are participation requirements for active members in order to compete in the FBLA Competitive Events program and attend competitions.
* Chapter local, state, and national dues, field trip costs, and conference down payments are expected to **be paid on time**. Students are expected to pay all dues and activity costs by set deadlines. Chapter dues of $20 are due by Friday October 9, 2015.
* Members are expected to turn in **signed permission slips ON TIME** for off campus club activities.
* Members are expected to **show leadership qualities** at all times at FVHS including demonstrating the highest level of respect towards classmates and teachers. Repeated lack of good judgment will not be acceptable in FBLA.
* **Appropriate student behavior** is expected. Students with a pattern of discipline issues (ISS, OSS, In-house suspension, or repeated detentions) will be asked not to return to FBLA meetings.
* **Unauthorized use of the Internet** during meetings is not allowed per WCPSS Computer Use Policy. Students abusing the privilege will be suspended from all FBLA activities indefinitely.
* All members are expected to participate in at least one club sponsored **community service activity** per semester. Signed verification is required in order to receive credit for the hours. More information will be provided at meetings.
* Participation in the chapter Calendar/Scholarship fund-raiser is mandatory. Members are expected to participate in at least one other fund-raiser each semester.
* Members should arrange for their **own transportation** home from meetings at school and to and from off campus events.
* **Appropriate dress** is required at all official FBLA off campus functions. See FBLA guidelines.
* **Cash or personal checks may be used to pay for FBLA club dues or activities this year.** Checks should be made out to **FV-FBLA Boosters, Inc** with FBLA (activity name) written in the memo line**.**  All monies should be given to Mr. Lee or Melissa Craemer (FBLA treasurer) BEFORE 2:30 pm daily. Students will be given a receipt for any monies turned in for FBLA dues and activities.

**I have read the above guidelines and agree to the terms of membership for the FVHS FBLA Chapter**.

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Student Signature Date

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Parent Signature Date