



Nebraska Future Business Leaders of America Delegate Conduct/Procedures Code

Nebraska Future Business Leaders of America (FBLA) requires each delegate attending any conference, meeting or activity to read and complete this form as partial completion of attendance requirements.

CONDUCT

1. The term “delegate” shall mean any member, student, or guest participating in an activity.
2. Appropriate dress of business attire will be expected.
3. There shall be no defacing of property. Any damages to any property or furnishings in hotel rooms, meeting rooms or conference locations must be paid by the individual or chapter responsible and may subject the individual to criminal prosecution.
4. Delegates shall keep their advisers/sponsors informed of their activities and whereabouts at all times.
5. Delegates shall be prompt and prepared for all activities.
6. Delegates shall be financially prepared for all possibilities.
7. Delegates must be in their sleeping rooms and quiet at curfew. Curfew will be enforced by local advisers/sponsors and security personnel (if applicable).
8. No alcoholic beverages or narcotics of any form shall be possessed at any time, under any circumstances, while representing the local school and career student organization. Use or possession of such substances may subject the individual to criminal prosecution.
9. No use of tobacco or simulated tobacco products will be permitted while a delegate is representing his/her local school and career student organization.
10. Delegates are required to attend all sessions and activities assigned, including workshops, competitive events, committee meetings, delegate assemblies, etc., for which they are registered.
11. Identification badges will be worn at all times while participating in any state approved conference, meeting, or activity.
12. Male and female delegates shall not be in the same sleeping room unless an adviser/sponsor is present in the room.
13. Conduct not conducive to an educational conference will not be allowed. Such conduct includes actions disrupting a businesslike atmosphere, association with non-conference individuals, or activities which endanger self/others.

PROCEDURES

1. Chapter advisers/sponsors will be responsible for supervision of delegates’ conduct.
2. Delegates violating the conduct code may be subject to a meeting with the local adviser and state adviser.
3. Delegates violating the conduct code may be sent home at their own expense after consultation with the local adviser/sponsor, parents/guardians, and local school administration.
4. Delegates violating the conduct code may be disqualified from competition.
5. Violations of the conduct code will be reported to the local school administration and the parents/guardians by the local adviser.

“I have read and fully understand the career student organization Delegate Conduct/Procedures Code and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.”

_____	_____	_____
FBLA Delegate’s Signature	Date	Event (SLC, NLC, NFLC, etc.)

We approve the student named above to attend the career student organization activity. We agree to the provisions as stipulated in the Conduct/Procedures Code.

_____	_____
Parent/Guardian’s Signature	FBLA Chapter Adviser’s Signature

_____	_____
Cell Phone	Cell Phone

_____	_____
Work Phone	Work Phone