**Revised January 2010 (To be completed by each participant)**

**CODE OF CONDUCT**

**FBLA Regional, State, National Fall, National, and Officer Development Leadership Conferences**

**(This form, when completed, may be utilized for all conferences, except Nationals.)**

1. All chapter members and advisers attending the FBLA Leadership Conferences are expected to attend all sessions of the conferences.
2. All members, advisers, and guests shall behave at all times as ladies and gentlemen, refraining from actions that might bring discredit upon themselves, their school, their family or friends, the conference, or upon the FBLA organization.
3. At FBLA Leadership Conferences all members, advisers, and guests shall abide by the rules and regulations of the conference.
4. All conference participants shall wear their conference name badge at all times.
5. Conference participants shall not possess or consume alcohol, drugs, or any form of artificial stimulant while traveling to, during, or returning from the conference site. (Drugs prescribed by doctors are permissible.) Violators will be expelled from the conference and turned over to the proper authorities. The State Adviser and/or the chapter adviser will notify parents/guardians and school principal of the action taken.

 6. Proper Conduct and Dress Attire for **Kentucky Regional and State Leadership Conferences**

 a. After registration and hotel check-in, business attire is required when away from the hotel room. Business attire or semi-formal does not necessarily mean coat and tie or Sunday dress, but it does exclude jeans.

b. Jeans or casual clothing may be worn when at the swimming pool, or when in the "living" area of the hotel-away from the lobby, restaurants, meeting rooms, etc. **The following are not to be worn to general sessions, competitive events, or special interest sessions: Jeans, denim or chambray clothing of any kind (ties, skirts, shirts, pants, etc.), overalls, cargo pants, shorts, skorts, stretch or stirrup pants, exercise or bike shorts, banded collar shirts, T-shirts, polo style shirts, flannel fabric clothing, lycra, spandex, midriff tops, bathing suits, tank tops, sundresses, backless/see-through/tight fitting/low cut blouses/tops/dresses, visible foundation garments, hats, sunglasses, clogs, flip flops, industrial work shoes, hiking boots, barefeet, or over-the-knee boots, casual sandals, casual shoes, athletic street shoes, and other casual attire. Cover-ups must be worn to and from the pool area.** Swimming attire is not permitted in the hotel lobby area or the convention center at any time. **No visible body piercing, other than ears, on either men or women.**

c. The proper attire for dances is listed in the conference packet and must be followed.

d. Proper competitive event/business dress code follows on next page.

**FBLA-PBL® NATIONAL DRESS CODE**

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 official FBLA-PBL® activities include:

**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, 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*.*

* Members improperly attired will not be permitted to enter FBLA functions nor to be presented an award at the Regional or State Conference.
* Use of tobacco products is prohibited by all conference participants in business sessions, workshops, and other conference activities and while in official dress.
* Male and female members will not visit each other in their rooms at any time without an adviser being present.
* Members shall not yell, talk, or disturb others in the hotel, nor throw or drop anything from hotel windows or balconies.
* At FBLA Conferences **all members shall be in their own rooms by designated curfews and will not leave the rooms after curfew**.
* Medical Release Forms are required for all conference participants. Participants are to report any accidents, injuries, or illnesses to an adviser or to conference headquarters immediately.
* Students shall not participate in any activity that might cause personal injury to themselves or to another person. Any participant found in violation of hotel safety codes or criminal laws may be sent home at the student's/parent's/ guardian's expense. The State Adviser and/or the chapter adviser will contact the parent/guardian and school principal.
* Unless specifically stated, any infraction listed or not listed will be dealt with as follows:

 FIRST OFFENSE State Adviser will meet with student(s) and adviser.

 SECOND OFFENSE State Adviser will address the problem with local adviser, and State Adviser will make final decision on the action to be taken.

* The State Adviser has the right to take immediate action when violations occur, including sending individuals home at their own expense. In the event this occurs, the parents/guardians and school personnel will be contacted by the state and/or local adviser or assigned chaperon.
* Serious misconduct shall be reported to the principal and parents/guardians who shall be advised that a member may be barred from participating in FBLA activities and that the misconduct may constitute grounds for canceling the school's FBLA charter.
* State and Regional Officer conduct: See "Regional and State Officers" on page 6-1 of the Kentucky Future Business Leaders of America Policy Handbook.
* Each participant must sign a conference Code of Conduct form.
* I agree that, upon violation of the Code of Conduct, I will vacate the room and/or withdraw from the conference activities if requested to do so by the FBLA Conference staff or local adviser. Serious misconduct on my part shall be grounds for being sent home from the conference at my own expense and shall be reported to my principal and parents/guardians who shall be advised that I may be barred from participating in FBLA activities and may constitute grounds for the cancellation of my school's FBLA charter.

 Parent/Guardian Member

 Date Adviser