



Today's students. Tomorrow's business professionals.

September 6, 2011

MEMORANDUM

TO: Middle Level Chapter Advisors
Business Professionals of America, Delaware Association

FROM: Lisa Stoner-Torbert, State Advisor *LT*

SUBJECT: **2011 Fall Leadership Registration**
DEADLINE: October 14, 2011

The 2011 Delaware Business Professionals of America (BPA), Family, Career and Community Leaders of America (FCCLA) and Technology Student Association (TSA) Joint Fall Leadership Conference will be held **Monday, October 31, 9:00 a.m. – 3:00 p.m.** (registration beginning at 8:30 a.m.), at Sheraton Dover Hotel. The State Officers from all three organizations have planned an informative and exciting day with individual and team building leadership sessions.

Registration is **\$30.00** per student and advisor. This fee includes all training activities (FOCUS Training, LLC and State Officer led workshops), materials and lunch for each participant. *Please note that in an effort to reduce costs, breakfast will not be served.* Each middle level chapter may register up to **EIGHT (8) student leaders**. Please note that student workshop attendance is *mandatory* during the conference. Advisors are also required to attend the workshops to aid in facilitation. Your assistance is greatly appreciated.

FOCUS Training representatives will provide interactive, hands-on, results driven workshops that will help students develop leadership skills in all aspects of their lives. Delaware BPA State Officers will provide training regarding specific BPA topics. **This format will require all participants to be in attendance until 3:00 p.m.** Please make arrangements for your delegation to stay until that time.

FOCUS workshops are all activity based, therefore the *dress code* for this conference is *business casual*. The State Officers ask that participants dress in slacks or khaki pants, knee-length (or longer) skirts, collared or acceptable business shirts/blouses and closed-toed shoes. Participants should not wear denim, shorts, hats, t-shirts, low-cut shirts, sneakers, sandals or flip-flops.

Registration will be available online from **September 23 – October 14, 2011** via the following link: <http://www.registermychapter.com/flc/de-ms/>. Enclosed you will find the: 1) Parent/Guardian Permission Form; 2) Photo Release Form; 3) Agenda; and 4) Advisor Certification Form. Please return the **Advisor Certification Form** to Jennifer Roussell, jroussell@doe.k12.de.us, no later than 4:00 p.m., **Friday, October 14, 2011**.

Registration fees should be mailed to the State Office and received no later than October 28, 2011. **Please note the October 14 deadline for electronic registration.** Due to the large number of conference participants, no registration will be accepted after that time! Should you have any questions, please feel free to contact me at 857-3320 or lstoner@doe.k12.de.us.

Enclosures: Parent/Guardian Permission Slip ~ *BPA_FLC11_ParentPermission_ML*
Photo Release Form ~ *BPA_FLC11_PhotoRelease*
Agenda ~ *BPA_FLC11_Agenda*
Advisor Certification Form ~ *BPA_AdvisorCertification*