



Today's students. Tomorrow's business professionals.

September 6, 2011

**MEMORANDUM**

TO: Secondary Chapter Advisors  
Business Professionals of America, Delaware Association

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

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

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The 2011 Delaware Business Professionals of America and DECA Joint Fall Leadership Conference will be held **Tuesday, November 1**, 9:00 a.m. – 3:00 p.m. (registration beginning at 8:30 a.m.), at Sheraton Dover Hotel. The State Officers from both organizations have planned an informative and exciting day with individual and team building leadership sessions presented by FOCUS Training, LLC.

Registration is **\$30.00** per student and advisor. This fee includes all training activities, materials, and lunch for each participant. *Please note that in an effort to reduce costs, breakfast will not be served.* Each secondary chapter may register up to **EIGHT (8) student leaders**. Please note that student workshop attendance is *mandatory* during the conference. In addition, the BPA State Officer Team will be offering an hour-long **BPA Bootcamp** Workshop for up to **FOUR 4** (of each chapter's eight total registered participants - see agenda for details). 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. **This year's 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 **September 23 - October 14, 2011** via the following link: <http://www.registermychapter.com/flc/de/>. 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](mailto: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](mailto:lstoner@doe.k12.de.us).

Enclosures: Parent/Guardian Permission Slip ~ *BPA\_FLC11\_ParentPermission\_SEC*  
Photo Release Form ~ *BPA\_FLC11\_PhotoRelease*  
Agenda ~ *BPA\_FLC11\_SEC\_Agenda*  
Advisor Certification Form ~ *BPA\_AdvisorCertification*