

CHAPTER ADVISOR SHOULD KEEP ORIGINAL
Send Advisor Certification and Sign-Off to State Office Only

PARENT/GUARDIAN PERMISSION FORM

Student's Name: _____

School: _____

Home Address: _____

_____ has my permission to attend the following
Business Professionals of America, Delaware Association activity:

Business Professionals of America, Delaware Association
Middle Level State Leadership Conference
February 29, 2012
Sheraton Dover Hotel, Dover, Delaware

Parents are asked to list any allergies or possible illnesses for which medicine or treatment that may be needed during the above conference period.

Please Print:

Allergies: _____ Type of Medicine Carried: _____

Currently being treated for: _____

Name, Address and Telephone Number of Family Physician:

Please specify the person to be contacted in case of illness:

Name _____

Address _____

Telephone # _____ City _____ State _____ Zip _____

Permission is given for emergency treatment by a physician should it be necessary.

(Parent/Guardian Signature)

(Notary Signature, as applicable)

(Date)

(Date Notarized, as applicable)

I understand that the school and the State of Delaware assumes no responsibility beyond normal chaperoning and advisory activities. I further understand that _____
(Student Name)

will strictly adhere to all rules of conduct as defined in the Business Professionals of America, Delaware Association, *Conduct Practices and Procedures* and *Dress Code and Code of Conduct* documents.

*Advisors are requested to keep the completed original form with them at all times during the scheduled conference activity.

December 2, 2011

MEMORANDUM

TO: Local Chapter Advisors

FROM: RULES COMMITTEE
Lisa Stoner-Torbert, State Advisor

RE: **Demerit Report at SLC**

Following are the general "Conduct Practices and Procedures" expected of all members while attending any state or national Business Professionals of America activity and Delaware's guidelines for "Dress Code and Code of Conduct". This code has been adopted by the Advisory Board for the following purposes:

1. To encourage proper behavior of all Business Professionals of America members at official Business Professionals of America functions.
2. To develop professional standards for our organization.
3. To develop a respect and acceptance for proper business attire.

The Rules Committee's purpose is to properly enforce the dress and conduct codes established by the Advisory Board. **Delaware's Dress Code** is attached and can be found at www.delawarebpa.org.

It is the local chapter Advisor's responsibility to make sure the students not only know the rules, but also agree to follow them. It is recommended that **all students attending the State Leadership Conference and their parent/guardian be required to sign a statement** that they abide by these rules.

It is the responsibility of all chapter advisors attending the SLC to enforce the rules and regulations. There are certain rules that must be enforced such as: wearing name badges at all times, following the established dress code, maintaining appropriate and respectful behavior, abiding by the curfew, etc. Advisors should take copies of demerit reports and the "Dress Code and Code of Conduct" to the SLC. If a chapter advisor witnesses a violation from any student attending the conference, a Demerit Report should be completed. The report should be turned into Conference Headquarters. All reports issued at the SLC should be turned in by noon on Friday.

All local Chapter Advisors attending SLC should **monitor the hotel floors for at least one hour after curfew**. At least one chaperone should be assigned to the hotel hallway of your chapter's cluster of rooms so your students can report their whereabouts at all times.

All chaperones attending the SLC with a local chapter should also be registered and wear their name tags. The Rules Committee strongly urges each local chapter attending the SLC to inform Business Professionals of America chaperones of rules and regulations of Business Professionals of America.

The Rules Committee greatly appreciates your cooperation and wishes everyone the best of luck at SLC.

**CONDUCT PRACTICES AND PROCEDURES
FOR
BUSINESS PROFESSIONALS OF AMERICA, DELAWARE ASSOCIATION**

1. The term "delegate" shall mean any Business Professionals of America member attending state or national conferences.
2. Delegates shall abide by all conference rules.
3. Delegates shall keep their adult advisors informed of their activities and whereabouts at all times. The advisors should keep their students informed of their whereabouts at all times.
4. Delegates and advisors can only stay at the Business Professionals of America, Delaware Association, approved hotels to attend the conference.
5. Delegates shall not use their own cars or ride in cars belonging to other delegates during the conference unless accompanied by an authorized adult advisor.
6. Dating and / or associating is permitted at authorized activities only and between official delegates only.
7. No alcoholic beverages and / or illegal drugs, in any form, shall be possessed or used by any delegate at any time.
8. Delegates are not permitted in public dance halls, bars, or clubs.
9. Delegates shall respect and abide by the authority designated to the Executive Council, Board of Directors, presiding officers, committee chairmen, and any adult advisor or authorized representative of the aforementioned.
10. Delegates shall attend all general sessions and activities assigned including competitive events, committee meetings, workshops, etc. for which they have pre registered.
11. Conference identification badges are to be worn at all times.
12. The hotel will assign certain rooms to male and female delegates. Delegates shall not be allowed in the rooms of the opposite sex unless accompanied by an official conference advisor. **THIS WILL BE STRICTLY ENFORCED.**
13. Delegates shall not throw items off balconies or out windows.
14. Non-delegates (persons not registered) are not permitted to attend any conference activity and are not permitted on hotel sleeping room floors.
15. Curfew will be designated in the conference program, and all delegates shall be in their assigned rooms by curfew. Those students found outside their rooms will be subject to disciplinary action.
16. Delegates will give particular attention to other guests in the hotel. Be a mature Business Professionals of America representative. Loud talking, boasting, vulgarity, profanity, kid-stuff and horseplay are unbecoming behavior and not appropriate for Business Professionals of America members.
17. There will be no smoking at any conference function. Conference function is defined as: From the time you enter transportation taking you to the conference till the time you return to your departing point.
18. Swimming will not be permitted during general sessions and workshops. Swimmers will swim at their own risk.
19. Delegates shall not be seen in public places which would bring reproach to the organization and themselves.
20. Delegates violating or ignoring any of the above rules will be subject to the demerit system which may jeopardize participation of the delegate and his / her chapter in Business Professionals of America activities during the year.

**BUSINESS PROFESSIONALS OF AMERICA, DELAWARE ASSOCIATION
DRESS CODE AND CODE OF CONDUCT**

The dress code for the organization as defined in the Demerit system professional and / or casual attire as defined by the local chapter advisor. *Please refer to Delaware's Business Professionals of America Dress Code for guidelines.* The official dress is the Business Professionals of America blazer and complementing slacks, skirts, shirts, blouses, ties, dresses, etc. The official dress is appropriate at all activities.

1. All local advisors, Board of Directors members, and the State Advisor and Staff have the right and authority to issue demerits at any Business Professionals of America function. The assessment of demerits (points) must be reported immediately to the proper authority. The Rules Committee has the authority to hear appeals. This Committee, appointed annually by the Board of Directors consists of three current State Officers, two current Board of Directors members and the State Advisor (or designee).
2. The dress code will be followed at region, state, national activities, including travel to and from conferences, plus any activities as determined by the local chapter advisor. (see item 7 for dress code).
3. If a swimming pool is available, prudent choice of attire to and from the pool areas should be used.
4. Demerits (points) are assessed as follows:

Violation of the dress code	2	demerits and member will not be permitted to participate in the function until properly dressed.
Unbecoming behavior	2	demerits
Curfew violation	2	demerits
Consumption of alcohol and/or illegal drugs	5	demerits and member immediately sent home
Damage to hotel balconies or out of windows	5	demerits and member immediately sent home
*Setting off false fire alarm	10	demerits; plus applicable fine & possible arrest

***Delaware Fire Code Title: Falsely Reporting an Incident**

Conviction of committing a false report will result in a permanent criminal record (finger printing and photographing the offender). This offense is a class B misdemeanor. A class B misdemeanor is punishable by a maximum of \$500 fine and six months imprisonment.

5. If any chapter accumulates a total of 10 demerits in a year, that chapter must forfeit chapter awards.
6. Any individual accumulating 5 demerits or more in a year must forfeit any individual awards, will be eliminated from consideration as an officer candidate, and will forfeit the privilege of attending further Business Professionals of America activities for that year. A year is defined as being from National Leadership Conference to National Leadership Conference.
7. The dress code is described as follows:

Professional and Casual Attire (as appropriate), as designated by the Local Chapter Advisor. *Please refer to Delaware's Business Professionals of America Dress Code: www.delawarebpa.org.*