Form B: Permission & Medical Release

(4 PAGES TOTAL)

ALL CALIFORNIA FBLA SPONSORED ACTIVITIES

CODE OF CONDUCT

Attendance at any California FBLA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisers, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending a CALIFORNIA FBLA activity and submitted to the chapter adviser prior to the respective registration deadline. The chapter adviser must have a completed copy of the permission/medical release form for each student attending in their possession for the duration of the event, including travel to and from the event. This form must be kept on file in the local school district after conference.

Delegates shall abide by the rules and practices of *CALIFORNIA FBLA and school district policies* at all times to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the CALIFORNIA FBLA organization. The standards outlined in this document constitute the California FBLA Code of Conduct.

The following shall be regarded as severe violations of the CALIFORNIA FBLA Code of Conduct:

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

1. **Alcohol, Drugs and Tobacco:** a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the adviser. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. **Curfew**: Committing serious violations of curfew regulations as outlined in item 9 below.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. **Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing, or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. **Serious Violations** of the student conduct code of the school district or school that the student represents.
6. **Private Transportation:** Driving or riding in a private automobile during a conference, unless accompanied by an authorized adviser. (Delegates are to be housed at the conference site). Occasionally a chapter adviser, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter adviser prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.
7. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

The following shall be other violations of the CALIFORNIA FBLA Code of Conduct:

Should a conduct code violation occur for items 8-13 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees or local Adviser.

1. **Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of FBLA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
2. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
3. **Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
4. **Personal Conduct:** Failing to report accidents, injuries or illnesses immediately to the local FBLA Adviser; failing to keep adult advisers informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g.. the door may be propped wide open), having a delegate or adviser of the opposite sex in a room without a third person present and the door visibly open.
5. **Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.
6. **Social Media & Online Presence:** In the online environment, students must follow The California FBLA Code of Conduct and conduct themselves online as they would in person. Think before you post and use discretion when posting online as you will leave a long-lasting impression of yourself, your school and FBLA. Social media venues are public, and information can be shared beyond your control. Never post confidential or personal information. Do not misrepresent yourself by using someone else's identity. Be respectful and avoid comments that may be hurtful. Never use profane, obscene, or threatening language. Never use slurs based on the gender, race, disability, or orientation of another person. Never post sexually explicit pictures, videos, or content. Cyberbullying is considered an act of harassment and will not be tolerated. Use of FBLA logos or images on your personal social networking sites is prohibited. If you wish to promote a specific FBLA activity or event, you may do so only by means of a link to the official FBLA social media accounts.

Individual School District Policies may supersede the Code of Conduct.

DRESS CODE FOR DELEGATES ATTENDING CALIFORNIA FBLA SPONSORED ACTIVITIES

The following guidelines have been developed to clarify the dress code used at all FBLA conferences (regardless of locations).

Professional appearance is an important aspect of the overall preparation of FBLA members for the business world. To that end, FBLA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between genders.

OFFICIAL FBLA DRESS CODE

California FBLA adheres to the official FBLA dress code set by National FBLA. The dress code for conferences and competitive events is available here: https://www.fbla-pbl.org/dresscode/

This dress code is to be followed for all conference activities (unless otherwise noted) and within the conference areas. Example of conference activities include Opening/ Closing Sessions, candidate/scholarship interviews, workshops. Examples of conference areas include the competition area, general session spaces, workshop rooms, common areas (lobby and hallways near conference activities.)

ACCEPTABLE BUSINESS CASUAL AND CASUAL ATTIRE

California FBLA also has expectations for casual attire during the duration of FBLA conferences. (Travel to/from conferences, social activities designated as casual attire, and non-conference activities such as shopping, sightseeing, or going out for meals, and throughout the hotel during non-conference activity hours).

In addition to the official FBLA dress code, the following attire is also acceptable:

- Casual slacks, blouse or shirt, socks, and casual shoes for business casual attire
- Jeans, t-shirts, and athletic shoes are not included in business casual attire, but acceptable for casual attire

CALIFORNIA FBLA DELEGATE PERMISSION & MEDICAL RELEASE FORM

(Students and Alumni are collectively referred to as "Delegates" in this document)

Conduct Code Endorsement, Permissions to Attend California FBLA Sponsored Activities, and Authorization to use pictures or student name in publications.

Release of Claim for Damages, Emergency Medical Treatment Authorization

Name of Delegate:_____ Date: _____
Home Address: _____ Phone: _____
_____ Date of Birth: _____
Name of High School: _____ Phone: _____
Adviser(s) in Charge: _____

This is to certify that *the above-named delegate* has my permission to attend all California FBLA sponsored activities. I also do hereby, on the behalf of *the above-named delegate* absolve and release California FBLA, the school officials, the FBLA chapter advisers, conference staff, and California FBLA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the FBLA sponsored activity.

I authorize the above-named adviser or the California FBLA staff to secure the services of a doctor or hospital for *the above-named delegate*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to California FBLA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of California FBLA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter adviser determines the criteria at the local site, for individual students and alumni to attend and participate at all FBLA activities.

We have read and agree to abide by the supplied California FBLA Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature*: _____ Date: _____

Parent/Guardian Signature*: _____ Date: _____

Chapter Adviser Signature*: _____ Date: _____

School Official Signature_____ Date: _____

MEDICAL INFORMATION

Known allergies (drug or natural): _____

Special medication being taken: _____

Date of last tetanus shot: _____

History of heart condition, diabetes, asthma, epilepsy, or rheumatic fever: _____

Any physical restrictions: _____

Other conditions: _____

Family doctor: _____ Phone: _____

INSURANCE INFORMATION

Company Name: _____ Policy Number: _____

*** This form consists of four total pages. Signatures on this page apply to the content included on all four pages.**