



Traveling with Students

Start planning now for upcoming FBLA-PBL Activities. Good preparation will not result in stressful and unhappy experiences. Below are hints for successful travel to Fall, District, State, and National Conferences.

Before You Go.....

Communicate with Parents: Inform parents of the activity. Send home written information about the conference and its purpose (All Conferences)

Adviser Standards: Make certain that students and parents are aware of your standards, what will be allowed and what will not. Be specific, be direct, and leave no doubt about consequences for breaking your rules (All Conferences).

Parent Meeting: Conduct a meeting with parents and students prior to an overnight conference (State and Nationals).

Contact Information: Parents should have your contact information including cell phone numbers for you and your chaperones, as well as the front desk at your hotel, location of conference (All Conferences).

School District Forms and Colorado FBLA Forms: Have in your possession all the necessary travel forms from your school district. FBLA forms include the Medical Release form and Code of Conduct Verification form. These forms are located on the Colorado Web Site, www.fbla-pbl.cccs.edu, Conference Page. All forms should be readily accessible for you and/or other adults who would assist you in the event of an emergency. Code of Conduct Verification forms must be submitted to the State office by December 31. (All Conferences)

Copies of Forms and Materials: Make a copy of every form that you receive from or submit to Colorado FBLA, hotels, travel agent. Documentation will go a long way toward stopping a dispute (All conferences)

Notebook with Tabs: A notebook is very helpfully in organizing all materials for your travel. Include the following tabs: Registration, Hotel Confirmations, Tours/Entertainment, Restaurants/Meals, Transportation, Medical Release Forms, Miscellaneous to include Hospitals, School Administration Contact Information, Photocopy of Insurance Cards. (All Conferences)

Hotel Check-In: Have students inspect their room and notify you of any damages, so they can be reported to front desk. Consider coming up the night before to get acquainted with their surroundings before the conference begins. Yes, this will mean more money, but it beats leaving at the crack of dawn (State and Nationals)

Examples:

- Letter to all CTE students and parents:
 - Guidelines and expectations for CTE trips.
 - Statement: If a student gets in trouble for anything, they are not allowed to go on any overnight trips with the school for the rest of the year
 - Form required with signatures of parents, student, superintendent and all CTE teachers, principal.
- Behavior Deposit: \$100 for each trip. You will keep the check or money and give back after you return.



After You Have Arrived.....

Contact Information: Make certain you can be reached at all times. Make sure that every student has your room number and your cell phone number. Place student's cell phone numbers into your phone. (All Conferences)

Chaperones: Do not go alone. Bring HELP! Schedules make it impossible to be with your kids and assigned duties at the same time. Bring at least one other adult you can count on. Do not leave this chaperone solely in charge of your students unless you know and trust that person and they know the students (All Conferences). It is stated that there should be one (1) adviser to twelve (12) students. It is strongly suggested that the ratio be less, for your sanity.

Curfew Violations: Plan in advance exactly how you will deal with curfew violations. Check every room every night and insist on "SEEING" every student assigned to that room. You cannot see much from the hallway. Wait for those in the bathroom, and you may have to wake up that sleeping student (State and National Conferences)

Consequences: Develop the most drastic, nasty consequences you can for students who violate rules and tampering of mini bars in hotel room...and be prepared to follow through (All Conferences)

Supervision: Take control of the hallway outside of your rooms. Keep your door open when you can. Question kids from other schools who are near your rooms, and then chase them away. Do not allow your students in other rooms, and do not allow others in their rooms (State and National Conferences)

Hotel Check-Out: Inspect every room. Collect keys. Do not let kids back into rooms after they have been checked out (State and National Conferences)

Reminders to Students: Remind your kids why they are there. If you treat the conference as serious business, so will your students. Remind them that their actions not only reflect up you, but themselves, the chapter, the school and Colorado FBLA-PBL (All Conferences).

Chapter Recruitment: Utilize your conference activities as recruitment for next year. Take stamps and send postcards to potential members at your high school. Take a camera and use their pictures for bulletin boards, chapter newsletters and school and community publications.



ENJOYING YOUR CONFERENCE LOCATION...

Hotel Guests: Encourage your students to act like they want to be treated by the Hotel. Guests do not play games in parking lots, or race through the hallways. They do not climb from balcony to balcony and they don't act like high school kids away from home for the first time. Take time to explain respect issues of the conference site. Remind students that they are not the only guests in the hotel and they should be considerate of other guests (State and National Conferences)

Tipping: Teach students how and when to tip. Take care of the housekeepers; tip them a minimum of \$1 per kid per day. Ask them for trash bags, and that they pick up after themselves. Do not move furniture. Teach empathy (State and National Conferences).

Hotel Rooms: Many hotels have adjoining rooms. Under no circumstances should males and females be in adjoining rooms. Inform hotel of this situation if it occurs (State and National Conferences)

Memorable Experience: Help your students have a memorable experience. Spend some "quality time" with them. Help them enjoy their conference by having a chapter lunch/dinner to celebrate their accomplishments (All Conferences).

Workshops and Activities: Make it mandatory that your students attend at least two to three workshops. Use scavenger hunts to make the best of their location and the conference (All Conferences).



RETURNING FROM THE TRIP....

Correspondence:

- Promote your trip (win or lose) in your school newspaper, community paper, radio, etc.
- Send a letter home after conference saying thanks to parents that their kids behaved.
- Post your pictures on a bulletin board.

Your professional approach to your job is crucial. Paying close attention to details will help ensure an enjoyable and successful conference for your students, more support from your administrators, fewer parental concerns and misgivings, and reduced legal exposure for you.

Take your blinders off—every student has the potential to get into trouble.

This document was developed from information given in "*Traveling with Students*", prepared by Mark Stevens, DECA Adviser of Chaparral High School, and distributed at the 2007 Summer CACTE Conference.

FBLA State Treasure Hunt (Change to fit your needs)

Get into a team of 2-4 people. Find a different person for each square. Have them write their initials on the square that fits them the best. The team with the most initials will win! **Each person may only sign one square and you may only have one signature from someone from our school.**

All initials need to be turned into Mrs. Flummerfelt or Mrs. Larson by curfew on Monday night or disqualification will occur. *Prizes will be given to top 2 teams!*

Find the following people:

Someone that was born in the same city as you.	Someone that has the same birth date as you.	A person that is competing in a chapter event.	A conference observer. (A person that did not qualify in an event.)	An advisor that has taught at Platte Valley High School sometime in their career.
An advisor that is a PVHS graduate.	Someone that is celebrating their birthday today (either Sunday or Monday.)	Someone that has traveled out of the United States.	2006 State Officer	Find someone that can sing the Colorado FBLA song and have them sing it.
Someone that has seen President Bush in person.	Someone that has the same initials as you.	Someone that has won a state championship.	Someone that has been to a NFL, NBA, or MLB game.	Someone that lives on the western slope.
Someone that lives on the eastern plains.	Someone that has attended nationals.	Someone that has qualified for nationals.	Someone that took 1 st place at districts.	Someone that knows where nationals are held this year. (Write where it is here.)
Someone that is a red head.	Someone that has the same favorite color.	Someone that has been to the same state.	Someone that has the same color of hair.	Someone that has the same shoe size.
Someone that plays the same sport(s).	Someone that same number of siblings.	Someone that has the same favorite season.	Someone that has the same number of pets as you do.	Someone that has a snake as their pet.
A student that has gone to Platte Valley (Elem. MS. or HS.)	Someone that has the same name as one your parents.	Someone that had toured Invesco Field.	Someone that has been on a tour of the Pepsi Center.	Someone that has been on a tour on Channel 9 news.