

**WELLSBORO AREA SCHOOL DISTRICT
Field Trip Transportation Request Form**

1. Teacher: Denise Route School: RLBMS
2. No. of Students: 9 Adults: 2 Class or Organization: FBLA Middle Level
3. Date of Trip: 11/5 & 11/6/17 Destination: State Leadership Workshop Poconos Total Miles: 155.4 each way
4. Estimated departure time: 7am on 11/5/17 (Sunday) From: RLBMS Back Parking Lot

5. Estimated return time (arrival in the district): 7pm on 11/6/17 (Monday)
6. Meal Plans (if applicable): Breakfast and Dinner on own - Lunch provided at conference

7. Is school bus transportation required? Yes No How many? _____
8. Will a coach bus be required? Yes No How many? _____
9. Are private cars to be used? Yes No If yes, how many cars will be used? _____

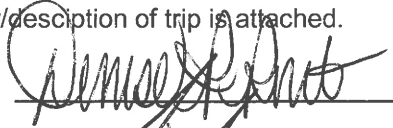
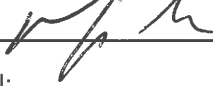
Overnight!

Who are the drivers? _____
Are all of the cars to be used covered by at least \$50,000 - \$100,000 (preferably \$100,000 - \$300,000) of insurance, and do you have proof? Yes No

10. The district is requested to pay \$ _____ out of the total cost of \$ _____
Account Code Number _____

11. If the district is not expected to pay all of the costs, what other funds are going to be used?
FBLA (hotel and registration), RLBMS (transportation Account Code, if appropriate: L540S

Notes: Will need to utilize school van on 11/5 and 11/6 for transportation needs

12. For overnight field trips, a list of Students and Chaperones is attached.
13. A brief itinerary/description of trip is attached.
14. Signature of Teacher:  Date Submitted: 10/2/17
15. Principal's Approval:  Date: 10/3/17
16. Superintendent's Approval: _____ Date: _____
17. Received by Transportation Coord.: _____ Date: _____
18. Estimated Cost: _____ Bus Contractor: _____

Distribution: Original - Superintendent/Transportation Coordinator Copy 2 - Building Secretary
 Copy 1 - Business Office (SS, FS, AA) Copy 3 - Faculty Member

Attachment X-3A-1

****TENTATIVE** 2017 Pennsylvania FBLA State Leadership Workshop Schedule **TENTATIVE****
Monday, November 6, 2017

6:30 - 8:00 am	BREAKFAST - ON YOUR OWN	
7:30 - 10:30 am	Charity Fundraiser: Alzheimer's Association Basket Auction Convention Center Lobby - Foyer	
7:30 - 10:15 am	EXHIBITORS Convention Center Lobby - Foyer	

LAUNCH YOUR LEADERSHIP: THE PROGRAM FINALE												
Workshop Sessions												
Leadership Tracks			Workshop Sessions									
Entrepreneurship Track	The Business Leadership	Chapter Officer Track	State Project/Community Service	FBLA Opportunities	FBLA Competition Boot Camp	Middle Level Leadership	Presentations	Finance	College & Career	Technology	Marketing	Advisers
Orange (200 MAX)	SageWood (100 MAX)	Salon H (150 MAX)	Ironwood (100 MAX)	AloesWood (100 MAX)	Salon A (200 MAX)	Ebony (20 MAX)	Salon B (200 MAX)	Salon G (200 MAX)	Salon E (20 MAX)	Rosewood (100 MAX)	Nile (200 MAX)	Zambezi
Entrepreneurship	Business Leadership	Chapter Management	Pennsylvania State Project: Alzheimers Association	FBLA Opportunities	Win in Performance Events	Middle Level Leadership	Communication	Finance	College & Career	Technology	Marketing	PA FBLA Updates, Discussions, Q & A, and More: Part 2
Entrepreneurship	Business Leadership	Chapter Management	Pennsylvania State Project: Alzheimers Association	FBLA Opportunities	Win in Performance Events	Middle Level Leadership	Communication	Finance	College & Career	Technology	Marketing	8:15-9:50a
Entrepreneurship	Business Leadership	Chapter Management	Pennsylvania State Project: Alzheimers Association	FBLA Opportunities	Win in Performance Events	Middle Level Leadership	Communication	Finance	College & Career	Technology	Marketing	Please bring your laptop, tablet, etc. for this session and be ready to work on PA FBLA program items!

CLOSING SESSIONS											
ELEVATE YOUR FUTURE: THE CLOSING (All Members & Advisers) Kalahari Ballroom C-F											
CLOSING GENERAL SESSION Closing General Session Charity Fundraiser and Charity Auction Results (All Members & Advisers) Kalahari Ballroom C-F											

Notes:

TENTATIVE 2017 Pennsylvania FBLA State Leadership Workshop Schedule **TENTATIVE**

November 5-6, 2017

Sunday, November 5, 2017

	EXHIBITORS Convention Center Lobby - Foyer
	SLW REGISTRATION Convention Center Registration Desk D
	Charity Fundraiser: Alzheimer's Association
	Basket Auction Convention Center Lobby - Foyer (Sunday - 10:00a-5:30p; Monday - 7:30a-10:00a)
	OPENING SESSION

@PAFBLASLW Opening General Session | Kalahari Ballroom C-F

Keynote Speaker: Jeff Kaylor

LAUNCH YOUR LEADERSHIP: THE PROGRAM

		Workshop Sessions										Advisers			
		Leadership Tracks					Workshop Sessions					Adviser Sessions			
		Entrepreneurship Track	The Business Leadership	Chapter Officer Track	State Project / Community Service	FBLA Opportunities	FBLA Competition Boot Camp	Middle Level Leadership	Presentations	Finance	College & Career	Technology	Marketing	Adviser Sessions	
Room	Time	Orange (150 MAX)	Sagewood (100 MAX)	Salon H (150 MAX)	Ironwood (100 MAX)	Alpenwood (100 MAX)	Salon A (200 MAX)	Ebony (20 MAX)	Salon B (200 MAX)	Salon G (200 MAX)	Salon E (Max 150)	Rosewood (100 MAX)	Mile (200 MAX)		
		Entrepreneurship	Business Leadership	Chapter Management	Pennsylvania State Project: Alzheimers Association	FBLA Opportunities	Win in Performance Events	Middle Level Leadership	Communication	Finance	College & Career	Technology	Marketing	Adviser Professional Development Session	
		Entrepreneurship	Business Leadership	Chapter Management	Pennsylvania State Project: Alzheimers Association	FBLA Opportunities	Win in Team Events	Middle Level Leadership	Communication	Finance	College & Career	Technology	Marketing	PA FBLA Updates, Discussions, Q & A, and More: Part 1	
		Entrepreneurship	Business Leadership	Chapter Management	Pennsylvania State Project: Alzheimers Association	FBLA Opportunities	Win in Speaking Events	Middle Level Leadership	Communication	Finance	College & Career	Technology	Marketing	2:45-4:40pm	
		Entrepreneurship	Business Leadership	Chapter Management	Pennsylvania State Project: Alzheimers Association	FBLA Opportunities	Win in Online Objective Events	Middle Level Leadership	Communication	Finance	College & Career	Technology	Marketing	Please bring your laptop, tablet, etc. for this session and be ready to work on PA FBLA program items!	
		Entrepreneurship	Business Leadership	Chapter Management	Pennsylvania State Project: Alzheimers Association	FBLA Opportunities		Middle Level Leadership	Communication	Finance	College & Career	Technology	Marketing	~ continued tomorrow~	

All FBLA Members & Advisers - TEAMTRI - IMAGINATION FORCES | Kalahari Ballroom C-F

All FBLA Members & Advisers to Battle of the Chapters! | Kalahari Ballroom C-F

Hotel Check-in & Dinner (on your own)

Dodgeball Tournament

SKILL SET. MIND SET. HEART SET. ACTIVITIES!

CURFEW

PA FBLA State Leadership Workshop

BASKET AUCTION

November 5-6, 2017

Kalahari Resorts and Conventions | Pocono Manor, PA

All Proceeds Benefit:

alzheimer's  association®

THE BRAINS BEHIND SAVING YOURS:

Memories Matter

Procedure:

- Chapters are encouraged to create a basket prior to the SLW. You may choose a theme for the basket. Ideas can include, but are not limited to: music, sports, and even money. **All food items MUST be in their original packaging and unopened.**
- Chapters may donate two baskets for two service projects for the Outstanding Chapter Criteria Award.
- Upon arrival at the SLW, chapters should report to the Basket Auction table to register their respective basket(s).
- After the basket(s) has been registered, documentation will be given to your chapter that can be used if the individual chapter wishes to use the basket raffle points in the Outstanding Chapter Criteria Award.
- At the SLW, all members & advisers will be permitted to buy tickets and enter them to win the basket of their choice. A designated area will be set up where tickets may be purchased.

Ticket Prices:

3 tickets -- \$1.00 | 20 tickets -- \$5.00

- The winners of the basket auction will be announced during the Closing Session of the SLW. The winning tickets will be drawn at random and the winner must be present to claim their prize. If the winner is not at this session, a new ticket will be drawn. This process will be repeated until a winner is eligible to claim his/her prize.

Rules:

- Chapters may donate multiple baskets; however, only two baskets can be used to claim points for Outstanding Chapter Criteria.
- The suggested price range per basket is \$30-\$40.
- All baskets must be wrapped in a see-through material (Ex. Cellophane, netting, etc.) in order to ensure that no materials are damaged, stolen, or lost.
- All food items must be in the original packaging and unopened.

Rewards:

- Each basket donated is worth 5 service points on the Outstanding Chapter Criteria (Chapters MUST have documentation to receive the points).
- Chapters who participate in the basket auction will be giving back to a fantastic organization, this year's state project—The Alzheimer's Association.

Questions? Contact:

Taylor Slicker

PA FBLA Vice President at Large #3

Email: vpatlarge3@pafbla.us

8th Annual PA FBLA SLW Dodgeball Tournament

Proceeds Benefit 2017-18 State Project

alzheimer's  association®

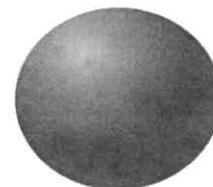
THE BRAINS BEHIND SAVING YOURS:

How to Enter:

- Assemble a team of 8-10 players
 - Team members **can** be from different schools
 - Members **cannot** be on multiple teams
 - **One Team** per school until the week prior to the SLW
- Be one of the **FIRST 32 teams** to fill out the Entry Form at the following link

<https://pafbla.wufoo.com/forms/x1c0fwzs0p64z0p/>

- Fundraise **at least \$75** to enter the tournament
 - Teams are encouraged to find sponsors from local businesses, teacher, faculty, and other students
 - Teams raising the most money will receive recognition and may receive a bye in the tournament



ALL PROCEEDS BENEFIT THE ALZHEIMER'S ASSOCIATION

- Make sure **ALL TEAM MEMBERS** complete the Dodgeball Liability Waiver portion of the SLW Emergency form.

Rules

- **32 Teams** will face each other in a **DOUBLE ELIMINATION** Bracket
- **2 teams** will play at a time
- Games will be **5 minutes** each
 - If game is not over after 5 minutes, team with most players still in wins.
- Adviser **MUST** be present during each game

General Info

- **Where-** Pocono Mountain East High School
- **When-** Sunday, November 5
- **Time-** 8:00 PM





Pennsylvania
Future Business Leaders of America



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Mon Oct 02, 2017

Revision Date: This Page Was Last Modified On 10/2/117

Original Invoice

Membership Information

Wellsboro Rock L. Butler Middle-level FBLA (ML)
 9 Nichols Street
 Wellsboro, PA 16901
 Phone: 570.724.2306
 Fax:

Middle-Level Chapter #: 17663

Advisors:

Advisor ID	First Name	Last Name	CellPhone	E-Mail Address	Date Entered
1783	Denise	Route	570.447.7210	droute@wellsborosd.org	2017-09-29

Chaperone/Guest:

First Name	Last Name	Date Entered
Michael	Pietropola	2017-09-29

Students:

Student ID	First Name	Last Name	Grade Level	Office Held	Check Rec'd	Date Entered	Type of Pass
192688	Alyssa	Bisbing	7	President	No	2017-09-29	One-Day Pass
192690	Grace	Hines	8	Vice President	No	2017-09-29	One-Day Pass
192694	Alexxis	Whitney	7	Secretary	No	2017-09-29	One-Day Pass
192696	Sienna	Cushing	7	Treasurer	No	2017-09-29	One-Day Pass
192700	Edward	McKenna	8	Parliamentarian	No	2017-09-29	One-Day Pass
192707	Emma	Coolidge	8	Reporter	No	2017-09-29	One-Day Pass
192712	Lily	Covert	6	Historian	No	2017-09-29	One-Day Pass
192715	Reed	Covert	8	Other	No	2017-09-29	One-Day Pass
192720	Timothy	Meyer	8		No	2017-09-29	One-Day Pass

State Leadership Workshop Calculation

PA FBLA State Leadership Workshop:

of advisor attendees: 1 x \$40.00 = **\$40.00**
 # of chaperone/guest attendees: 1 x \$40.00 = **\$40.00**
 # of student one-day pass attendees: 9 x \$40.00 = **\$360.00**
 # of student two-day pass attendees: x \$40.00 = **\$0.00**

Grand total attendees: 11

Grand total amount due: **\$440.00**

Please send a separate check (made payable to: PA FBLA) for registration to:

Mr. Bruce E. Boncal
 PA FBLA Executive Director
 P.O. Box 5085
 Jersey Shore, PA 17740

Registration Deadline:
 September 30, 2017

NAVIGATION: [pafbla.org home](#) / [SLW Advisor Registration](#) / [SLW Chaperone/Guest Registration](#) / [SLW Student Registration](#) / [SLW Registration Invoice](#) / [SLW Registration Report](#)

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Pennsylvania Future Business Leaders of America

SLW LODGING RESERVATION FORM

2017 State Leadership Workshop
November 05-06, 2017

Mail registration form and check to:	Mr. Bruce Boncal, Executive Director P.O. Box 5085 Jersey Shore, PA 17740
E-MAIL registration and lodging forms AND Credit Card Processing Form to bboncal@pafbpa.us ONLY if paying by credit card.	

Reservations RECEIVED BY Deadline: September 30, 2017

PLEASE MAIL FORM AND PAYMENT DIRECTLY TO PA FBLA
Person Responsible for Group's Billing

Adviser Name:	Denise Route	Home / Cell Phone Number:	570.323.2593 / 570-447-7210
School Name:	Wellsboro Rock L. Butler Middle-level FBLA	School Phone Number:	570.724.2306
School Address:	9 Nichols Street	E-mail Address:	droute@wellsborosd.org
School City/State/ZIP:	Wellsboro, PA 16901	School Fax Number:	

Acceptable forms of payment:

School Checks/Personal Checks made payable to: **PAFBLA**

Purchase Orders, Money Orders

Credit Cards - use PayPal on the PA FBLA web site (<http://www.pafbpa.org>)

If using a credit card for payment, please log on to www.pafbpa.org to enter the Credit Card Processing Menu. Select the SLW Credit Card Processing Form. Complete the Credit Card Processing Form first, and then follow the steps outlined on the page. A 3% convenience fee is automatically charged for each credit card transaction.

Lodging reservations WILL BE accepted now through September 30, 2017, without payment. The final day to make lodging payment is October 11, 2017, which is also the **POSTMARK date**. Payments not postmarked by October 11 will result in a late fee added to your account of \$10 per person. Reservations may also be canceled without notice.

Saturday Lodging Information

Rooms Rates

Check-In: 4:00 PM

Kalahari Resort Poconos

Saturday, November 4, 2017 -- \$170--single, double, triple, or quad (sales tax included). (\$170.00)

*PA FBLA has reserved 90 rooms for Saturday night that will be sold on a first-come, first-serve basis. After the 90 rooms are filled, rooms will be sold on an availability basis.

Sunday Lodging Information

Rooms Rates

Check-In: 5:30 PM

Kalahari Resort Poconos

Sunday, November 5, 2017 -- \$170 -- single, double, triple, or quad (sales tax included). (\$170.00)

250 Kalahari Boulevard

Pocono Manor, PA 18349

570.580.6000

Special Note: Reservations will not be accepted by phone. All reservations will be assigned by the postmarked date.

****continue****

School Name: **Wellsboro Rock L. Butler Middle-level FBLA**

Sharing With: _____

Saturday Night Section:

Saturday, November 4, 2017 - Payment Calculator

0	# of single rooms @ \$170 per room (sales tax included)	
0	# of double rooms @ \$170 per room (sales tax included)	
0	# of triple rooms @ \$170 per room (sales tax included)	
0	# of quad rooms @ \$170 per room (sales tax included)	
0	# total number of rooms @ \$170 per room + 0.0% =	\$0.00

Sunday Night Section:

Sunday, November 5, 2017 - Payment Calculator

2	# of single rooms @ \$170 per room (sales tax included)	
0	# of double rooms @ \$170 per room (sales tax included)	
3	# of triple rooms @ \$170 per room (sales tax included)	
0	# of quad rooms @ \$170 per room (sales tax included)	
5	# total number of rooms @ \$170 per room + 0.0% =	\$850.00

Total Amount Due: \$850.00

Make all lodging checks payable to: PA FBLA

LODGING

Room Type	Arrival Date	Departure Date	Adviser/Student	Male/Female	Name of individual(s) who will occupy room.
Single 1	Nov 5, 2017	Nov 6, 2017	A	-	Denise Route
Triple 2	Nov 5, 2017	Nov 6, 2017	S	M	Edward McKenna
	Nov 5, 2017	Nov 6, 2017	S	M	Reed Covert
	Nov 5, 2017	Nov 6, 2017	S	M	Timothy Meyer
Triple 3	Nov 5, 2017	Nov 6, 2017	S	F	Alyssa Bisbing
	Nov 5, 2017	Nov 6, 2017	S	F	Grace Hines
	Nov 5, 2017	Nov 6, 2017	S	F	Sienna Cushing

School Name: Wellsboro Rock L. Butler Middle-level FBLA

Sharing With: _____

Room Type	Arrival Date	Departure Date	Adviser/Student	Male/Female	Name of individual(s) who will occupy room.
Triple 4	Nov 5, 2017	Nov 6, 2017	S	F	Alexxis Whitney
	Nov 5, 2017	Nov 6, 2017	S	F	Emma Coolidge
	Nov 5, 2017	Nov 6, 2017	S	F	Lily Covert
Single 5	Nov 5, 2017	Nov 6, 2017	A	-	Michael Pietropola

Special Needs

