

## **Maryland FBLA**

### **Policy regarding student overnight accommodations for conferences or activities**

Students attending a Maryland FBLA sponsored activity or conference with overnight accommodations are not permitted to stay alone in their own hotel room (i.e. single room). There are many safety and liability issues associated with one student in a single hotel room and that is why this policy is in place. There are no exceptions to this policy.

Every student participating in the conference/activity must be registered through the local chapter using the conference registration system either at the double, triple, or quad rate. It is likely that each student will be sharing a bed with another student. Rooms with two beds are given in priority order in the following manner: Quads, then triples, then doubles. Booking a double room does not guarantee that there will be two beds in the room. Whether there are two beds or one bed is a function of all chapters' demand for rooms and the hotel's supply of rooms.

The following are alternatives for those students in a situation where sharing a room is not a viable option based on medical, religious, or other reasons:

#### **Option 1: Parent/Legal Guardian shares hotel room with student and participates in the conference**

The student's parent or legal guardian will accompany the student to the conference and participate in conference events. The parent/legal guardian will receive a name badge, be assigned a seat at the general sessions/dinners, and be allowed to participate in the other activities of the conference. The student and parent/legal guardian will be assigned their own hotel room. The parent/legal guardian will be responsible for the student when they are in their hotel room and during conference activities. If this option is chosen, both the parent/legal guardian and the student must register for the conference through the conference registration system. This is accomplished through the local chapter advisor, who is the only individual who can enter and submit registration information for their chapter. The local chapter advisor will register the parent/legal guardian and the student each at the double rate. The registrant type in the registration system for the parent/legal guardian is "guest." The local chapter is responsible for collecting the fees from the parent/legal guardian and student and submitting the money as part of their chapter's registration payment remittance.

*Example:* If one parent/legal guardian and one student are participating under this option, for the 2017 SLC the cost would be \$310 for the parent/legal guardian and \$310 for the student, for a total of \$620. The parent/legal guardian and student will be assigned their own hotel room by Maryland FBLA.

#### **Option 2: Parent/Legal Guardian shares hotel room with student but does not participate in the conference**

The student's parent or legal guardian will secure a hotel room directly with the conference hotel. The local chapter will register the student for the conference and assign them to a room with other students. The student is responsible for paying the registration fee at the rate of the room the local chapter assigns them to (either double, triple, or quad). Instead of sleeping in the hotel room assigned by the local chapter, the student would sleep in the parent/legal guardian's room. Because the parent/legal guardian is not registered for the conference, they will not receive a name badge and are not permitted to participate in the activities of the conference. The parent/legal guardian will be responsible for the student when they are in their hotel room.

*Example:* If the student participates under this option and the chapter assigns them to a room with three other students (for a total of four in the room—quad rate), for the 2017 SLC the cost would be \$265. The parent/legal guardian would then be responsible for reserving and paying for a hotel room at the conference hotel for the duration of the whole conference directly with the hotel. After checking in for the conference with the local chapter, the student (along with the parent/legal guardian) will sleep in the hotel room that the parent/legal guardian secured themselves.

**If either of these options is chosen, the parent/legal guardian must, in addition to all other required forms for the conference, submit the attached "Parent/Guardian Acknowledgement Statement for students rooming separately from their FBLA Chapter." The local chapter advisor must have the completed form with all required signatures before checking in for the conference. The local chapter advisor will turn the original form in at conference check in and will retain a copy of their records.**

**Maryland FBLA**  
**Parent/Guardian Acknowledgement Statement for students rooming separately from their FBLA Chapter**

**(This form must be completed in addition to the Parental Authorization-Medical Form)**

School: \_\_\_\_\_

Activity/Conference Name: 2017 Maryland FBLA State Leadership Conference

Date of Event: March 23-25, 2017

Location: The Hunt Valley Inn Baltimore, 245 Shawan Road, Hunt Valley, MD 21031, (410) 785-7000

IN CONSIDERATION OF the Participant's having the privilege of attending and participating in the Activity described above, the Participant and the Participant's parent or legal guardian hereby:

1. State that \_\_\_\_\_, is the parent or legal guardian of \_\_\_\_\_.  
(Print parent/legal guardian's name) (Print participant's name)
2. Agree that the Participant's parent or legal guardian and the Participant will share a hotel room at the conference hotel for the duration of the entire conference.
3. Agree that the Participant's parent or legal guardian will be responsible for the Participant while the Participant is in the hotel room and assume liability for the Participant's personal safety while the Participant is in the hotel room.
4. Agree that the Participant will not be permitted to stay in the hotel room without being accompanied by the Participant's parent or legal guardian.
5. Agree to hold harmless from and against any and all cost, claims, demands, charges, liabilities, obligations, judgments, executions, costs of suit and actual attorneys' fees incurred or suffered by the Maryland FBLA-PBL association resulting from or arising out of the Participant's or Participant's parent or legal guardian not complying with the terms of this document.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent or Legal Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of School Advisor/Chaperone**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of School Principal**

\_\_\_\_\_  
**Date**