



State Fall Leadership Conference Guide

High School
2023

Updated: 8/14/23



Checklist

A recommended checklist for local advisers as they prepare for the State Fall Leadership Conference.

- Review the ~~State Fall Leadership Conference guide~~
- Print the State Fall Leadership Conference guide for future reference
- Set chapter deadlines for registration, payment, parent meeting, etc.
- Submit school paperwork information (request for travel, sub request, etc.)
- Provide members with necessary conference information, including registration cost and dates
- Send a letter or schedule a meeting with parents to share event details
- Discuss dress code requirements with members
- Register all attendees (members, advisers, and guests) for the conference by the state deadline
- Collect member payment before registration deadline
- Print conference invoice – check, double-check, triple-check for accuracy
- Submit invoice to business office/secretary for payment
- Mail conference payment to Iowa FBLA
- Follow the important dates checklist for the State Fall Leadership Conference
- Review State Fall Leadership Conference tentative agenda with attendees
- Ensure all forms are completed before the State Fall Leadership Conference
- Follow Iowa FBLA on social media (@iowafbla) for important event updates
- Develop a group chat (Text message, GroupMe, or Remind) with attendees for event communications
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Important Dates

A recommended list of important dates and actions needed for the State Fall Leadership Conference. Please note this list does not supersede any dates or deadlines published by the state or national office.

Timeline	Item	Notes
Sept 1, 2023	Registration Opens	iowafbla.org/sflc
Oct 4, 2023	Registration Deadline	5 PM CT
Oct 4 - 20, 2023	Registration Modification Window	iowafbla.org/sflc
Oct 29, 2023	Payment Deadline	RECEIVED DATE
Oct 29-30, 2023	State Fall Leadership Conference	Des Moines, IA

Revision History

Created: August 14, 2023

Printing Instructions

The State Fall Leadership Conference Guide can be printed in its entirety for reference. Certain page ranges can also be printed for quick reference or to disseminate to members, parents, or other individuals.

- Page 1 - Print the checklist for advisers
- Pages 10 - Print to share with attendees Iowa FBLA's policies
- Page 11 - Print to obtain adviser and administrator signatures
- Pages 12-15 - Print and provide to attendees to obtain signatures from attendees and parental consent.

2023 New Features & Activities

Member Workshop Tracks

Members will rotate through a series of six workshops during the conference. All members will experience all workshops at least once during the conference.

Adviser Professional Development Track

A dedicated series of workshops meant solely for advisers has been added. These workshops will happen concurrently with the member workshops focusing on adviser driven topics.

Sunday Optional Activities

Iowa FBLA has curated a list of optional activities that chapters can register for or choose to participate in.

Business Casual Attire for Conference

Iowa FBLA has updated the conference dress code to include an approved casual attire. Attendees can purchase an optional FBLA polo or wear professional dress.

General Information

The Iowa Future Business Leaders of America’s State Fall Leadership Conference is designed as an educational leadership conference that includes leadership development activities, career awareness programs, business meetings, networking, and general sessions. All of the conference rates include complimentary meals on Sunday evening and Monday morning.

Registration

The conference rate is based on the number of nights the attendee stays at an official Iowa FBLA hotel. Iowa FBLA is obligated to meet conference and venue requirements by having a certain percentage of attendees stay on site during the entire conference.

Attendee Registration Rate - Hotel Stay

\$75 - Member
 \$75 - Adviser
 \$75 - Adult/Guest

Attendee Registration Rate - No Hotel Stay

\$100 - Member
 \$100 - Adviser
 \$100 - Adult/Guest

Conference registration is open from September 1, 2023 through October 4, 2023 at 5 PM CT in the conference management system, Blue Panda. Registration can be assessed at app.gobluepanda.com by using your FBLA Connect login. For assistance, view the registration guide located at www.iowafbla.org/sflc. One adviser/adult must be registered per chapter.

Registration Dates

Registration Opens: September 1, 2023
 Registration Deadline: October 4, 2023
 Payment Deadline: October 29, 2023

Information for Registration

Attendee Name, Gender, Email, Phone Number*
 Attendee Grade (members only)

**Students are not required to be a member to attend the State Fall Leadership Conference. Members and non-members will auto-populate in the chapter list of attendees.*

Attendee Eligibility

Chapter advisers, parents, alumni, local administrators, teacher educators or other interested individuals are eligible to attend the State Fall Leadership Conference. Local school systems may have restrictions for registration, contact your local adviser for more information. Every event attendee at the State Fall Leadership Conference MUST be registered and paid by the registration deadline.

Special Accommodations

For members that require special accommodations, complete this portion in the registration system for each member/attendee. Example reasons that students may need special accommodations would include wheelchair access, interpreter services, food allergies or restrictions, or IEP determined accommodations.

Conference Hotel & Lodging

The official conference hotel is designated as the primary location of the conference events and activities. Overflow hotels are used for additional lodging locations and are typically located within walking distance of the conference hotel. Chapters will be assigned lodging in only approved conference hotels or overflow hotels. Hotel selection is not guaranteed and based on availability at the close of conference registration. Room types are based on number of occupants and not number of beds. Attendees can only be lodged in rooms with the same travel block as all other room occupants.

Room Type	Daily Rate (per occupant, per night)
1 Occupant	\$140.00
2 Occupants	\$70.00
3 Occupants	\$46.67
4 Occupants	\$35.00

Official Hotel Property

Iowa Administrative Code 80.45A requires all lodging facilities in Iowa to complete human trafficking training to accept public funds. The Iowa Office to Combat Human Trafficking certifies lodging facilities that have completed the required training. To find out more about certified lodging facilities, please visit stopthiowa.org. All conference hotels are certified by the Office to Combat Human Trafficking through the end 2024.

Property Name	Location	Stop Human Trafficking
Des Moines Marriott Downtown	700 Grand Ave Des Moines, IA 50309	Facility #126142 Certificate #1640606400-648

Check-in & Check-out Procedure

Advisers will be responsible for obtaining room keys from the front desk and distributing them to their chapters. Hotel check-in begins at 4 PM. **The recommended check-in time is 6:30 PM.** Prior to departure, each chapter adviser must make certain that all incidental room charges for their rooms are paid. Check-out is 12:00 PM (noon). **The recommended check-out time is 7:30 AM.**

Parking

Two choices of parking are available for standard vehicles. Additional charges may apply for larger vehicles like vans and oversized cars. If parking a school bus, please contact Iowa FBLA to secure specific parking information.

Marriott Hotel Parking

Valet: \$35 per day
Hotel cannot accommodate oversized vehicles.
Garage height limit is 6'3".

City Public Parking

Rate: \$10 per day
801 Locust St, Des Moines, IA 50309
Entrance: Locust & 9th

Overnight self-parking is available at Des Moines parking ramps. More information can be found at the [Park Downtown Des Moines website](#).

Payments

All payments have a deadline of October 29. Iowa FBLA's W-9 is available at www.iowafbla.org/advisers.

Checks

Checks should be made out to Iowa FBLA:
Iowa FBLA
Attn: Financial Coordinator
723 Curtis Ave
Chariton, IA 50049

Credit Card Payments

A 1.5% credit card convenience fee will be added to the invoice. This fee will reflect on the invoices generated by Blue Panda. **Credit card payment link and instructions will be sent after the registration deadline.**

Late Fee

A 10% late fee will be added to the invoice if payment is not RECEIVED by October 29.

Registration Additions, Modifications, and Refunds

Please note that after the conference registration deadline of October 4, 2023, you will need to contact Iowa FBLA to make any changes or edits. Any changes or edits completed between October 4, 2023 and October 20, 2023 will be charged \$25 per change or edit in addition to any conference fees. This includes, but is not limited to, adding an attendee, adding or modifying registration, substituting attendees, etc. Dropping an attendee from registration will not be charged the \$25 fee; however, no refunds will be granted after the October 4, 2023 registration deadline regardless of actual conference attendance. No changes can be made after October 20, 2023.

Travel insurance may be purchased by individuals, parents, or schools outside of and separate from Iowa FBLA's registration costs and lodging fees. Iowa FBLA does not endorse or recommend any specific travel insurance company. One potential travel insurance coverage is offered by Travel Guard Group, Inc., Insurance is underwritten by National Union Fire Insurance Company of Pittsburgh, Pennsylvania. Coverage is subject to the terms and conditions of the Travel Guard insurance policy. Iowa FBLA is not licensed to sell insurance, and cannot answer technical questions about the benefits, exclusions, and conditions of this insurance and cannot

evaluate the adequacy of existing insurance. Travel insurance is the responsibility of the participant and not Iowa FBLA. The purchase of travel insurance is not required in order to purchase any other products or services from Iowa FBLA. Contact Travel Guard directly at 1-800-826-5248.

Chaperone Ratios and Requirements

A ratio of one adult for every ten (10) members is recommended. In the event your district has a different chaperone policy, your district's policy should be followed. When attending Iowa FBLA conferences and events, advisers are expected to provide adequate supervision for their student members. All advisers, chaperones, and guests must follow the Iowa FBLA code of conduct. Advisers are expected to attend all sessions.

Accommodations Requests

Iowa FBLA meets the criteria specified in the Americans with Disabilities Act for all participants who submit a request through Blue Panda. FBLA will provide reasonable accommodations for competitors to enable equitable access to FBLA programs. The Accommodation Policy is in place to:

- Provide reasonable accommodations to attendees to enable safe and responsible access to the program
- Recognize and facilitate the learning accommodation of students, including those with IEPs and Section 504 accommodations

FBLA recognizes the need to enable students whose first language is not English to have equitable access to the competitive events program. FBLA will provide reasonable accommodations, which may include translation services and interpreters, to those who submit a request through Blue Panda.

Conference Activities

Conference Program

The conference schedule, activities, and workshop descriptions will be available on the Iowa FBLA website and the conference mobile application. All conference attendees are encouraged to download the mobile application on their phone and plan out their personal schedule for the conference. This will be the most up-to-date information on times of events, locations of workshops, etc.

Adviser Professional Development Track

A new Adviser Professional Development Track will take place during the conference. The track runs concurrently with the member workshop track. Advisers will receive a professional development certificate upon completion. Check the Tentative Schedule for the exact locations and times. The adviser(s) are strongly encouraged to attend the track. This is a required track for advisers using Perkins funds to pay for their conference registration, lodging, and/or meals.

Tentative Schedule

The schedule is tentative and is subject to change prior to the conference. The official conference schedule is located in the conference program on the Iowa FBLA State Fall Leadership Conference webpage or conference mobile application. Please note: This schedule does not include activities, events, and deadlines that happen prior to or after the conference.

Sunday, October 29, 2023	
1:00 PM	Registration
2:00 PM	Opening Session
3:00 PM	Workshops
4:00 PM	Workshops
5:00 PM	Workshops
6:00 PM	Dinner
8:00 PM	Sunday Optional Activities
11:00 PM	Curfew
Monday, October 30, 2023	
7:00 AM	Breakfast
7:30 AM	Community Service Project
8:00 AM	Workshops
9:00 AM	Workshops
10:00 AM	Workshops
11:00 AM	Closing Session
12:00 PM	Hotel Check-out

Curfew is 11:00 PM to 6:00 AM. No student members should be out of their room during the curfew hours. Additionally, no food is allowed to be delivered to any room after 11:00 PM.

Dress Code

FBLA members and advisers should develop an awareness of the image of one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare members for the business world.

Conference attendees are required to adhere to and follow one of the two dress codes outlined below.

Business Casual Attire

Clothing should be appropriate for a professional conference. Approved FBLA branded polos can be purchased on www.iowafbla.org/shop or during the registration process.

- Approved FBLA branded polo
- Dress pants, skirt, (or) khakis/chino-style pants
- Dress shoes (or) dress boots

Business Professional Attire

Attendees should follow the National FBLA Dress Code. The dress code can be found at www.fbla.org/dresscode

- Business Suit Section
- Blazer Section
- Dress Section
- Other Professional Section

Unacceptable Attire

The following are unacceptable during any activities: skin-tight or revealing clothing, athletic clothing, midriff-baring clothing, swimwear and clothing with printing that is suggestive, obscene or promotes illegal activities, leggings, sweatpants, shorts or joggers.

Sunday Optional Activities

Iowa FBLA has curated a list of optional activities chapters can choose to participate in on Sunday evening. All activities are optional for chapters and some activities have an additional cost. Activities include downtown dining, exploring downtown, touring the Pappajohn Sculpture Park, and going to Dave & Busters in West Des Moines.

Downtown Dining

Downtown Des Moines has a wide variety of dining options including fast food, quick-casual, delivery, and exciting full service establishments. For a full list of Downtown Dining choices, [click here](#).

Explore Downtown Des Moines

With hundreds of things to do and explore, navigate downtown with ease! Find the skywalk maps, trails, running routes, and even the downtown scavenger hunt! To download maps and start exploring, [click here](#).

Pappajohn Sculpture Park

Over four acres of awe-inspiring art, tour the crown jewel of downtown Des Moines, the [Pappajohn Sculpture Park](#). Take the self-guided audio tour and see one of the most selfied spots in the whole state, *Nomade* by Jaume Plensa.

Dave & Busters

With hundreds of games and prizes, enjoy an evening at [Dave & Buster's](#) in West Des Moines with your chapter. Enjoy food, games, and unlimited soda and network with chapters across Iowa.

Health and Safety

While participating in State Fall Leadership Conference functions, attendees understand there is a risk of exposure to communicable diseases. At all times, attendees are encouraged to practice health and safety measures including monitoring themselves for symptoms, practicing good hygiene, and limiting person-to-person contact. By registering, all attendees agree to acknowledge that Iowa FBLA cannot guarantee that its attendees and other participants will not be exposed to communicable diseases.

In case of an emergency, medical services are within minutes of your hotel.

Hospital

UnityPoint Health - Iowa Methodist Medical Center
1200 Pleasant St, Des Moines, IA 50309
515-241-6212
Hours: 24/7
0.6 miles from venue

Urgent Care

UnityPoint Clinic Urgent Care - Ingersoll
2103 Ingersoll Ave Ste 2, Des Moines, IA 50312
515-323-5680
Hours: Sun: 8 AM - 4 PM & Mon: 8 AM - 8 PM
1.1 miles from venue

Optional & Miscellaneous Items

Throughout the conference, Iowa FBLA offers discounted rates and optional items that can be purchased for an enhanced conference experience. All items are optional and not required to purchase to participate in the conference. Some items require pre-registration, cash only, or conference exclusive, please see each section for specific information.

Conference Themed Shirt

Iowa FBLA offers an exclusive conference themed shirt for purchase via the registration process. Shirts must be pre-purchased and will not be sold on-site.

Shirts cost \$10 each (\$15 for 2XL and larger) and range in sizes from small to 3XL.

FBLA Branded Polo

Iowa FBLA offers branded polos for purchase via the registration process or on the online store at www.iowafbla.org/shop

Polos cost \$23 each and range in sizes from small to 3XL. All polos are navy blue and are a unisex fit.

Dave & Busters

Iowa FBLA offers an optional social at Dave & Buster's in West Des Moines on Sunday, October 29 from 7 PM - 11 PM. Attendees will receive a game card (\$25 value), snacks, and unlimited soda, coffee and tea for \$35 an attendee (snacks and soda 8 PM - 10 PM only). Chapters are responsible for their own transportation.

Forms, Policies, and Procedures

To create a safe and meaningful educational environment and experience for all attendees, Iowa FBLA has adopted the following forms, policies, and procedures.

Statement of Respect

Iowa FBLA is committed to creating and maintaining a healthy and respectful environment for each attendee. Our philosophy is to ensure each attendee, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form of discrimination, harassment, or bullying will not be tolerated. It is the responsibility of each attendee to uphold and contribute to this climate.

Conflict of Interest Policy

Iowa FBLA requires all board members, officers, volunteers, and key employees to act in the best interest of Iowa FBLA at all times. To view the full policy, click [here](#) or go to iowafbla.org/advisers.

Non-Discrimination Statement

Iowa FBLA will not discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices. To view the full statement, click [here](#) or go to iowafbla.org/advisers.

Online Integrity Policy

Iowa FBLA is committed to providing a safe, productive, and welcoming environment for all meeting participants and Iowa FBLA staff. To view

the full policy, click [here](#) or go to iowafbla.org/advisers.

Whistleblower Policy

Iowa FBLA aims to provide employees with an avenue for raising such concerns, and to reassure such employees that they'll be protected from reprisal or victimization as a consequence of reporting the alleged wrongdoing of any officer, director, employee, or agent of Iowa FBLA. To view the full policy, click [here](#) or go to iowafbla.org/advisers.

Comprehensive Consent Form

A form required to be signed by conference attendee and parent or legal guardian acknowledging and understanding the Personal Liability, Code of Conduct, FERPA Directory Information, the Photography, Video, and Sound Release, and COVID Waiver of Liability agreements. To read or complete the full consent form, click [here](#) or go to iowafbla.org/advisers.

Adviser Assurance Form

A form required to be signed by the local adviser and school administration and turned in when arriving at the event. The form assures the supervising local adviser will carry and maintain all attendees Comprehensive Consent Forms during the event. To read or complete the assurance form, click [here](#) or go to iowafbla.org/advisers.

Appendix A: Adviser Assurance Form

Iowa FBLA

Adviser Assurance Form (for the Comprehensive Consent Form)

I, _____, Chapter Adviser for _____, verify that:
(Name of Adviser) (FBLA Chapter)

All conference-registered school representatives (including but not limited to students, instructors, advisers and observers) participating in Iowa FBLA sponsored conferences, have completed the Comprehensive Consent Form & COVID Waiver of Liability Form.

The Comprehensive Consent Forms & COVID Waiver of Liability Forms of all conference-registered school representatives (including but not limited to instructors, advisers and observers) will remain in my possession at all times during any Iowa FBLA sanctioned conference.

I understand that, under no circumstances (other than those approved by the State Adviser and/or State Chair) I may not leave the conference premises for the entire duration of the conference. I agree to be the responsible party for my students and their actions.

I recognize and understand that Iowa FBLA will NOT collect the Comprehensive Consent Forms and COVID Waiver of Liability Forms of my conference-registered school representatives (including but not limited to students, instructors, advisers and observers). I also have communicated the complete contents of this signed Assurance page with all Conference-registered school representatives (including but not limited to students, instructors, advisers and observers).

(Signature of School Adviser) (Date) (E-mail)

(Signature of Principal/Director/Dean) (Date) (E-mail)

Appendix B: Comprehensive Consent Form

This is to certify the named **Member/Participant** listed below has my permission to attend all Iowa FBLA sponsored activities. I also release Iowa FBLA, the school officials, the chapter advisers, conference staff, and Iowa FBLA staff and volunteers from any claims for personal injuries/damages which might be sustained while they are traveling to and from an event or during an Iowa FBLA sponsored activity.

I authorize the below named **Educator/Adviser** or Iowa FBLA staff to secure the services of a doctor or hospital for the named **Member/Participant**. I will pay the expenses for necessary services in the event of accident or illness.

Member/Participant Name	Name: Age: DOB: Gender:
Local Chapter (School) Name	Name:
Name of Educator/Adviser/Supervising Member	Name:
Parent(s)/Guardian Name(s) & Phone	Name: Phone Number: Name: Phone Number:
Emergency Contact Name/Phone Number	Name: Phone Number:
Member/Participant Home Address	Address: City, State Zip:
Swimming Permission	<input type="radio"/> Yes, my child can/may swim <input type="radio"/> No, my child cannot swim/isn't permitted to swim
Medical Information	Known Allergies: Current Medication: Chronic Conditions: Physical Restrictions:

I have read and completely understand the **Personal Liability**, the **Code of Conduct**, **FERPA Directory Information**, and the **Photography, Video, and Sound Release** agreements, and by signing, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release Iowa FBLA's national, state, regional, and local associations. **NOTE:** All participants must sign this form.

Member/Participant Signature

Parent/Guardian Signature

Iowa FBLA Personal Liability

I hereby agree to release FBLA Inc. and Iowa FBLA, its representatives, agents, servants and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending the Iowa FBLA event indicated on the other side of this page, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of representatives, agents, servants and employees.

Having read and understood completely the “Code of Conduct” of Iowa FBLA, I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing Iowa FBLA.

NOTE: All persons under legal age must have a parent or guardian sign this form (see other side). Otherwise, this form will be returned for a parent or guardian signature. All participants must sign this form.

Code of Conduct Agreement

The Iowa FBLA Leadership Conferences are designed to be an educational function and all plans are made with that objective. The Conferences represent Iowa FBLA’s most significant meetings of the year. Iowa FBLA wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing the nation’s greatest student organization. In order that everyone may receive the maximum benefits from their participation, the “Code of Conduct,” as established by the Iowa FBLA Iowa FBLA Board, must be followed at all times. Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. We are proud of our students and know that by signing this “Code of Conduct” you are simply reaffirming your dedication to be the best possible representative of your school and chapter.

1. I will, at all times, respect all public and private property, including the hotel or motel in which I am housed.
2. I will spend each night in the room of the hotel or motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not be in the sleeping room of the opposite sex.
5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
6. I will not leave the hotel or motel without the express permission of my local chapter adviser.
7. My conduct shall be exemplary at all times.
8. I will keep my adviser informed of my whereabouts at all times.
9. I will, when required, wear my official identification badge.
10. I will respect the official FBLA dress.
11. I will attend and be on time for all general sessions and activities that I am assigned to and registered for.
12. I will adhere to the dress code at all required times

Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the conference I am attending, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense.

1. Violations of Items 1 through 6 of the “Code of Conduct” will be grounds for disqualification, immediate removal from competition and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant’s local school district and parents/guardians. The participant’s entire voting delegation could be unseated and the candidates or competitors from the participant’s local chapter could be disqualified as well.

2. Violations of Items 7 through 12 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant’s local school district administration and parents or guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at his/her own expense.

It is within the spirit of being a proud and meaningful member of FBLA that I agree to these rules of conduct by signing my name on the other side of this page.

Photography, Video and Sound Release

I hereby grant the Iowa FBLA permission to make still or motion pictures and sound recordings, separately or in combination and also give a production company approved by the Iowa FBLA permission to use the finished silent or sound pictures and/or sound recordings as deemed necessary.

Further, I so hereby relinquish to the Iowa FBLA all rights, title, interest in and income from the finished sound or silent motion pictures, still pictures and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates and prints and further grant the Iowa FBLA the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network or governmental agency or to any of their assignees, without payment or other consideration to me.

My agreement to perform under camera, lighting and stated conditions is voluntary and I do hereby waive all personal claims, causes of action or damages against the Iowa FBLA and the employees thereof, arising from a performance or appearance.

I hereby authorize Iowa FBLA to display my picture, school information (school, address and telephone number) and e-mail address on the Iowa FBLA website.

Appendix C: FERPA Waiver

Family Educational Rights and Privacy Act (FERPA)

Iowa Future Business Leaders of America

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Iowa Future Business Leaders of America**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, **Iowa Future Business Leaders of America** may disclose appropriately designated “directory information” without written consent, unless you have advised the **Iowa Future Business Leaders of America** to the contrary in accordance with **Iowa Future Business Leaders of America** procedures. The primary purpose of directory information is to allow the **Iowa Future Business Leaders of America** to include information from your child’s education records to higher education institutions, the military and Iowa FBLA partners.

Who may receive directory information?	Purpose for which directory information may be used?
Higher Education Institutions	Scholarship opportunities, open house events, Phi Beta Lambda communications, admissions contact
Military Recruiters	Military opportunities, scholarship opportunities, ROTC programs
Additional Iowa FBLA Partners	Internship, apprenticeship and job opportunities

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that partner with **Iowa Future Business Leaders of America** for the promotion of college and career readiness. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. **[These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want **Iowa Future Business Leaders of America** to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the **Iowa Future Business Leaders of America** in writing 30 days before the event. **Iowa Future Business Leaders of America** has designated the following information as directory information.

- Student's name
- Telephone listing
- Electronic mail address
- Photograph
- Dates of participation
- Grade level
- The most recent educational agency or institution attended
- Student membership number used to communicate in electronic systems