

Adviser Code of Conduct

FBLA's programs offer training to those students who have career objectives in the fields of business, management, entrepreneurship, and technology. Individual conduct and appearance is a portion of this training. Attendance at any Nevada FBLA sponsored conference or activity is a privilege. Setting a good example is a goal of teaching and students participating in Nevada FBLA conferences and activities are impressionable; therefore, a code of conduct is set for advisers. By signing this agreement, the adviser also agrees to the tenants of the Participant Code of Conduct and the Dress Code. Violations of these practices and procedures, as established, will be referred to the Executive Director, the Nevada FBLA Board and the adviser's school administrator.

1. Advisers will be held accountable for communicating the responsible behavior, conduct, and attire of all students, chaperones, and guests from their chapter. The codes govern the behavior of advisers as well as students.
2. As stated in the Participant Code of Conduct, item seven, advisers will serve as role models and ensure that all of their participants attend and actively engage in all sessions at conferences in which they attend.
3. Advisers are held responsible for their students' actions. An adviser must take the appropriate disciplinary steps as defined in the Participant Code of Conduct and/or as directed by the Board of Trustees or the Conference Conduct Committee.
4. When advisers are assigned job duties during activities, it is the responsibility of that adviser to promptly carry out those duties.
5. Advisers are responsible for being available to their students and other advisers 24 hours per day. This responsibility begins from the time parents/guardians leave students with the adviser until the time they pick them up after the activity.
6. Advisers are responsible for knowing the whereabouts of all of their students at all times. Each adviser must have with them at all activities and conferences:
 - a. Each participant's signed Participant Code of Conduct;
 - b. Each participant's signed Emergency Medical Treatment Authorization Form; and
 - c. A list of each student's names, parent/guardians' names, and phone number.
7. Each adviser and supervising adult must attend designated adviser meetings at conferences.
8. Advisers must report any conduct violations to a current member of the Nevada FBLA State Staff.
9. All judges' decisions are final. Concerns about event management and/or judging may be communicated through writing to the State Staff no later than one month from the last date of the event.
10. Advisers MUST abide by the policy of the Executive Director and State Director before conducting out-of-state travel for the National Leadership Conference (NLC).

By signing the Nevada FBLA Adviser Code of Conduct, the adviser agrees to abide by the rules set forth in this document. Additionally, the adviser agrees to abide by the judgment set down by the Nevada FBLA State Staff in any disciplinary action. Advisers may appeal a ruling with a letter to the State Staff giving an explanation of circumstance that may have been outside of the advisers control, within one month after the ruling. In addition to the consequences stated in the Participant Code of Conduct, any violation of these codes will also result in the adviser to student ratio being reduced for a period of time to be designated. This signed form is required in order to attend all recognized Nevada FBLA activities.

(Typing/writing your name in the box below serves as your signature and confirmation of understanding):

Adviser Signature:	
Chapter Name:	
Date:	