



*TEACHING TODAY'S
YOUTH TO BE
TOMORROW'S
PUBLIC SERVANTS*

STATE LEADERSHIP CONFERENCE

2021



Florida Public Service Association, Inc.

OVERVIEW

This year's State Leadership Conference will be different from past conferences. We will conduct fourteen of our competitions before the first day of the conference. We will host two of our competitions virtually as well as in person.

You can choose to attend the competition in person or virtually. If you choose virtual, you will be given instructions on how to register your students. No matter which way you choose to attend, seniors are all eligible for the \$1,000 scholarships. State Officers will also be allowed to run for office in person or virtually. We will have State Officer speeches virtually for those who are not attending in person.

Monday night we will have our first Chapter Showcase along with our career and college expo. Each chapter will be given a table to decorate and showcase their school and program. First through fifth place will be awarded. No points will go towards the overall chapter score this year, but next year they will count.

Tuesday night will be our first SLC dance. It will be hosted by a DJ who will take requests! (Clean versions)

Wednesday night we are bringing back the talent show contest. Get your act ready to perform for the group. First through fifth place will be given out. Sorry, no points towards the overall chapter score.

I. PLANNING INFORMATION

Location:

Wyndham Orlando Resort & Conference Center – Celebration
3011 Maingate Lane
Kissimmee, FL 34747

Dates:

March 8 – 12, 2021

Conference Attendees:

High school students, advisors, and chaperones

Registration Information

\$172.00 per person – in person (Paid to FPSA – does not include cost of lodging)
\$80.00 per person – virtual (Paid to FPSA)

All chapters must register online at www.myfpsa.us by Friday February 26, 2021. Payment will be accepted by PayPal, QuickBooks Invoice, Check or Cash at the door. Please inform the State Director if you will bring



Florida Public Service Association, Inc.

payment the day of the event. Checks should be made out to the Florida Public Service Association, Inc. and should accompany an invoice. A W-9 is available upon request.

Registration fees do not include lodging, transportation, lunches, and snacks. Those are paid by the school or student.

To reduce the cost of your attendance, the following meals are provided in the registration fee.

- Breakfast Tuesday, Wednesday, Thursday, and Friday
- Dinner Tuesday, Wednesday, and Thursday
- **Lunch will not be provided** (The hotel will provide a lunch cart for cash purchases)

Tee shirts can be ordered separately at the time of the event registration. To keep the cost of the conference down tee shirts are not included in the cost of the conference.

Please send registration invoice and payment to:

Florida Public Service Association, Inc.
950-23 Blanding Blvd #111
Orange Park, FL 32065

If you have questions regarding registration, please contact the Harold Rutledge at 904-704-4222 or director@myfpsa.us

Cancellations:

To cancel an individual registration for the conference (not the hotel reservation), the deadline is Friday February 26, 2021. Cancellations must be in the form of an email sent to director@myfpsa.us to receive a refund.

Substitutions:

Substitutions are permitted if a registered student(s) is unable to attend the conference. The deadline for substitutions is Friday February 26, 2021. Please forward the name(s) of all individuals who will attend as substitutes so that the competitions can be updated.

II. LODGING INFORMATION

Room Rates:

\$89.00 per night

The above rate is offered for guests arriving three days before and three days after the event depending on availability.



Florida Public Service Association, Inc.

There will be complimentary self-parking for overnight guests, buses, and vans during the dates of the conference.

State sales taxes will not be assessed when payment is made with a school check and a copy of the district's certificate of tax exemption is provided to the hotel. Payments made with credit card are subject to a credit card authorization form on file.

Reservations Method

Rooming List: The following indicated procedure will be in effect for the reservation of rooms by attendees. A rooming list is required by each individual school and the Board of Directors to assign the Group's attendees' accommodations. This list should include the School Name, Advisor name, Advisor email address, attendees name, requested type of room, requested bed type check-in and check-out dates, and the Group's designation of any attendees to be given a "VIP" status. Any requests for special room arrangements should be indicated on the rooming list. The Hotel does not confirm reservations to the individual in writing. Individual reservations will not be accepted from participants, travel agents or via the internet for the Event.

Please send rooming lists to:

Area Sales Manager: Jennifer Corso

Direct: 407-653-7258

Email: jennifer.corso@adlglobal.com

Due: Monday **February 28, 2021.**

A credit card is on file for deposit to hold the Group guestroom block. Group contains subblocks of schools that will pay for their students upon arrival. Individual schools will have a final payment check based on a folio received by the Hotel prior to arrival. Individual reservations may be cancelled outside of 72 hours prior to arrival. If cancelled within 72 hours of arrival the Hotel will charge for the 1st night's room and tax. A no-show reservation or early departure will be charged 1st night's room.

Cut-Off Date

Group room blocks will be held until 5pm on the day of your Reservation Cut-off date **Monday February 28, 2021.**

Check-In / Check-Out

Guests may check into the Hotel after 4:00 pm. All Group guestrooms are **exempt** from offering a credit card at check-in. All Group guestrooms will be non-postable to avoid requesting a credit card. Attendees that would like to charge to their guestroom will be required to offer a credit card and subject to the daily incidental fee. Guests may be required to present a valid form of identification. Room and tax will be fully charged upon check in for individual school sub block guestrooms with a final payment check on day of arrival.

A one-night room and tax fee will be charged for early check outs. Any requests for late checkout must be made with the Front Desk on the night prior to checkout and, if granted, is subject to a late checkout fee. Any late check outs after 1:00 pm are charged one-night room, tax, and service fee unless prior approved by the Manager on Duty.



Florida Public Service Association, Inc.

III. ADVISOR AND STUDENT INFORMATION

Attendance Ratio:

Advisors and adult-chaperones must accompany high school chapters and monitor students during all on-site and off-site activities. There may be no more than eight students per chaperone, or the ratio determined by your school district.

Students:

All high school students are required to return to their hotel rooms no later than the curfew time of 11:00 p.m. While away from the hotel, all students should be alert and remain with their group. While in the hotel rooms, all students should be quiet to avoid disturbing other hotel guests.

Insurance:

Each participant is responsible for his/her own insurance coverage. The FPSA does not obtain insurance coverage for individuals at the event. The contact information requested through the registration form is collected solely in the event of an emergency.

Dress Code:

Monday: Opening Ceremony – chapter uniform. This may include a polo type shirt and khakis if no dress uniform is issued.

Tuesday: competition appropriate style dress.

Wednesday: competition appropriate style dress.

Thursday: competition appropriate style dress.

Thursday Night Installation Banquet: Chapters wear either a Class A uniform, or business attire.

Friday Awards ceremony: Chapter tee shirt or appropriate dress (casual)

Wrist Bands:

Students and advisors are required to wear the wristband while on the hotel property. This allows staff to identify who is with the event in case of an emergency or a compliment. This wristband is also your entrance into meals, competitions, and meetings.



Florida Public Service Association, Inc.

IV. DEADLINES

| | |
|--|-------------------|
| State Officer Election Application | January 31, 2021 |
| Chapter State Leadership Conference Competition Roster | January 31, 2021 |
| Scholarship Applications | January 31, 2021 |
| Job Seeking Skills Application | January 31, 2021 |
| Reservation Deadline for Hotel | February 28, 2021 |
| Group Room Block | February 28, 2021 |
| Last Day to Register for SLC | February 26, 2021 |
| Last Day to Complete On-Line Competitions | February 26, 2021 |
| Last Day to Cancel SLC Registration | February 26, 2021 |
| Hotel Cancellations | March 4, 2021 |

V. COVID PRECAUTIONS

The Florida Public Service Association, Inc. takes the risk of COVID-19 seriously. After consultation with the board and using the CDC guidelines, the FPSA will implement the following:

1. Recommend only 2 students per sleeping room.
2. Daily recorded temperature checks by the chapter advisor or designee.
3. Hand sanitizer stations throughout the event.
4. Cloth masks with the FPSA logo provided to each participant, advisor, and chaperone
5. All competitions will be no longer than 15 minutes in length, except for Forensic Investigation where the participants wear PPEs.
6. All sessions and awards ceremonies will be limited to allow for social distancing. Each session will be live streamed for those that cannot attend in person.
7. Meals will be staggered to allow social distancing. Chapters will be assigned either A, B, or C mealtimes. This will apply for breakfast and dinners.
8. Students should stay with their chapter and not cohort with other groups.
9. Handwashing with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
10. Staff, students, advisors, and chaperones should cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
11. The hotel staff will clean and disinfect common areas throughout the day on a regular schedule.
12. Designated COVID-19 Contact is the State Director and will respond to COVID-19 concerns.
13. Make sure that advisors and students know that they should not come to the conference, and that they should notify FPSA officials (e.g., the designated COVID-19 point of contact) if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case.
14. Immediately separate advisors and students with COVID-19 symptoms (such as fever, cough, or shortness of breath) at the hotel to their individual room. Individuals who are sick should be cared for following CDC guidance for caring for yourself or others who are sick. A parent or guardian will



Florida Public Service Association, Inc.

immediately be notified and respond to take the student home. If one student in the room becomes symptomatic, the other student sharing the same sleeping room will be required to leave the conference whether they are symptomatic or not.

15. The FPSA director, hotel, or other healthcare providers will identify an isolation room or area to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms. This will be the persons hotel room.
16. If a person becomes sick and needs to be transported, the advisor will be responsible for safely transporting them. If you are calling an ambulance or bringing someone to a healthcare facility, try to call first to alert them that the person may have COVID-19.

VI. Tentative Agenda

| Pre-Conference | | | |
|----------------|-----------|--------------------------------|-----------------------|
| Start Time | End Time | Function | Due to State Director |
| | | Criminal Justice Exam | 2/28/2021 |
| | | criminal Justice Chapter Video | 2/28/2021 |
| | | Firefighting Exam | 2/28/2021 |
| | | Firefighting Chapter Video | 2/28/2021 |
| | | Teacher Exam | 2/28/2021 |
| | | Teacher Chapter Video | 2/28/2021 |
| | | Digital Bulletin Board Display | 2/28/2021 |
| | | Digital Marketing Display | 2/28/2021 |
| | | Digital Poster Display | 2/28/2021 |
| | | Marketing Video | 2/28/2021 |
| | | 911 Dispatch Exam | 2/28/2021 |
| | | Virtual Speech | 2/28/2021 |
| Virtual | Interview | Job Seeking Skills | 2/28/2021 |
| Virtual | Interview | Mr. and Miss Public Service | 2/28/2021 |



Florida Public Service Association, Inc.

Monday March 08, 2021

| Start Time | End Time | Function | |
|------------|----------|--|-------------------|
| 4:00 PM | 8:00 PM | Registration | Registration Desk |
| 6:00 PM | 8:00 PM | Dinner on your own | |
| 8:00 PM | 8:30 PM | Advisors Meeting | Oleander |
| 9:00 PM | 10:00 PM | Opening Ceremony | Royal Palm AB |
| 4:00 PM | 9:00 PM | Prepared Poster Display | Sawgrass |
| 4:00 PM | 9:00 PM | Prepared Marketing Poster | Sawgrass |
| 4:00 PM | 9:00 PM | Prepared Bulletin Board Display | Sawgrass |
| 4:00 PM | 9:00 PM | Classroom Emergency Kit | Sawgrass |
| 4:00 PM | 9:00 PM | Emergency Go Kit | Sawgrass |
| 4:00 PM | 9:00 PM | Community Service Project | Sawgrass |
| 4:00 PM | 9:00 PM | Scrapbook | Sawgrass |
| 4:00 PM | 6:00 PM | Career / College Fair / Chapter Displays | Royal Palm E / D |
| 6:00 PM | 8:00 PM | Brain Bowl - CJ | Royal Palm C |
| 6:00 PM | 8:00 PM | Brain Bowl - Holding | Royal Palm D |
| 8:00 PM | 9:00 PM | Brain Bowl - FF | Royal Palm C |
| 8:00 PM | 9:00 PM | Brain Bowl - Holding | Royal Palm D |
| 8:00 PM | 9:00 PM | Brain Bowl - TA | Royal Palm C |
| 8:00 PM | 9:00 PM | Brain Bowl - Holding | Royal Palm D |

Tuesday March 09, 2021

| Start Time | End Time | Function | |
|------------|----------|---------------------------------------|--------------------|
| 6:30 AM | 7:30 AM | Breakfast | Pre-Function Area |
| 7:00 AM | 7:30 AM | President Breakfast | |
| 8:00 AM | 5:00 PM | Evidence Packaging | Royal Palm C |
| 8:00 AM | 5:00 PM | Latent Lift | Royal Palm C |
| 8:00 AM | 5:00 PM | Criminal Justice Obstacle Course | Pavilion |
| 8:00 AM | 5:00 PM | Traffic Stops | Parking Lot |
| 8:00 AM | 5:00 PM | Defensive Tactics | Oleander |
| 8:00 AM | 5:00 PM | Use of Force Teams | Royal Palm E |
| 8:00 AM | 5:00 PM | Forensic Investigation | Suite 200 |
| 8:00 AM | 5:00 PM | Forensic Investigation Report Writing | Royal Palm D |
| 12:00 PM | 1:00 PM | Lunch | Salon AB |
| 8:00 AM | 5:00 PM | Traffic Crash Report Writing | Royal Palm D |
| 8:00 AM | 5:00 PM | CPR | Hotel Room 1 Empty |
| 8:00 AM | 5:00 PM | Firefighter Search and Rescue Maze | Suite 700 |
| 8:00 AM | 10:00 AM | BREAKOUT - Starting a 911 Program | Sawgrass |
| 10:00 AM | 12:00 PM | BREAKOUT | Sawgrass |
| 1:00 PM | 3:00 PM | 911 Simulator Training | Sawgrass |
| 3:00 PM | 5:00 PM | Composite Drawing Training | Sawgrass |
| 6:00 PM | 7:00 PM | Dinner | Salon AB |
| 7:00 PM | 11:00 PM | Dance Night | Salon AB |
| 7:00 PM | 11:00 PM | Chapter Time | |
| 11:00 PM | 5:00 AM | Curfew | |



Florida Public Service Association, Inc.

Wednesday March 10, 2021

| Start Time | End Time | Function | |
|------------|----------|---------------------------------------|-------------------|
| 6:30 AM | 7:30 AM | Breakfast | Pre-Function Area |
| 7:00 AM | 7:30 AM | President Breakfast | |
| 8:00 AM | 5:00 PM | Forensic Investigation | Suite 200 |
| 8:00 AM | 5:00 PM | Forensic Investigation Report Writing | Royal Palm D |
| 8:00 AM | 5:00 PM | Criminal Response | Pool Side |
| 8:00 AM | 5:00 PM | Criminal Response Report Writing Room | Royal Palm D |
| 8:00 AM | 5:00 PM | Incident Report Writing | Royal Palm D |
| 8:00 AM | 5:00 PM | DUI Traffic Stop | Back Parking Lot |
| 8:00 AM | 5:00 PM | Firefighter Physical Agility Course | Back Parking Lot |
| 8:00 AM | 5:00 PM | Room Clearing | Suite 700 |
| 8:00 AM | 5:00 PM | Honor Guard | Tennis Court |
| 8:00 AM | 10:00 AM | 911 Simulator Training | Sawgrass |
| 10:00 AM | 12:00 PM | BREAKOUT - Stress Reduction Training | Sawgrass |
| 12:00 PM | 1:00 PM | Lunch | |
| 1:00 PM | 3:00 PM | BREAKOUT - Yoga Training | Sawgrass |
| 8:00 AM | 12:00 PM | Ideal Prison | Royal Palm C |
| 8:00 AM | 12:00 PM | Fire station Design | Royal Palm C |
| 8:00 AM | 12:00 PM | Ideal Classroom | Royal Palm C |
| 1:00 PM | 5:00 PM | Fingerprint Comparison | Royal Palm C |
| 8:00 AM | 5:00 PM | Firefighter Bunker Gear Race | Oleander |
| 3:00 PM | 5:00 PM | Composite Drawing | Sawgrass |
| 8:00 AM | 5:00 PM | Use of Force | Royal Palm E |
| 6:00 PM | 6:30 PM | Dinner | Salon AB |
| 6:30 PM | 7:00 PM | General Session | Royal Palm AB |
| 7:30 PM | 9:00 PM | Talent Show | Royal Palm AB |
| 9:00 PM | 11:00 PM | Chapter Time | |
| 11:00 PM | 5:00 AM | Curfew | |

Thursday March 11, 2021

| Start Time | End Time | Function | |
|------------|----------|---|-------------------|
| 6:30 AM | 7:30 AM | Breakfast | Pre-Function Area |
| 7:00 AM | 7:30 AM | President Breakfast | |
| 8:00 AM | 12:00 PM | Parliamentary Procedures | Royal Palm C |
| 1:00 PM | 5:00 PM | Team Dynamics | Royal Palm C |
| 12:00 PM | 1:00 PM | Lunch | |
| 1:00 PM | 3:00 PM | Public Information Officer (Virtual at same time) | Royal Palm AB |
| 8:00 AM | 5:00 PM | High Risk Traffic Stop | Back Parking Lot |
| 8:00 AM | 12:00 PM | 911 Dispatch Competition | Sawgrass |
| 8:00 AM | 5:00 PM | Criminal Response | Pool Side |
| 8:00 AM | 5:00 PM | Criminal Response Report Writing Room | Royal Palm D |
| 8:00 AM | 5:00 PM | Crime Scene Diagram | Royal Palm D |
| 8:00 AM | 5:00 PM | Referral Writing | Royal Palm D |
| 8:00 AM | 5:00 PM | Teacher Lesson Plan | Royal Palm D |
| 8:00 AM | 5:00 PM | Test Construction | Royal Palm D |



Florida Public Service Association, Inc.

| | | | |
|------------------------------|-----------------|--|--------------------|
| 8:00 AM | 5:00 PM | Firefighter Stair Climb Challenge | Hotel Stairwell |
| 8:00 AM | 5:00 PM | Firefighter Skills Challenge | Oleander |
| 8:00 AM | 5:00 PM | Use of Force | Royal Palm E |
| 1:00 PM | 5:00 PM | Extemporaneous Opening Statement | Hotel Room 1 Empty |
| 1:00 PM | 5:00 PM | Extemporaneous Opening Statement / Speaking Preparation Room | Sawgrass |
| 1:00 PM | 5:00 PM | Extemporaneous Speaking | Hotel Room 2 Empty |
| 1:00 PM | 5:00 PM | Prepared Speaking (Virtual at same time) | Suite 700 |
| 6:00 PM | 7:00 PM | Dinner | |
| 7:00 PM | 8:00 PM | Installation of Officers | Royal Palm AB |
| 8:00 PM | 11:00 PM | Chapter Time | |
| 11:00 PM | 5:00 AM | Curfew | |
| Friday March 12, 2021 | | | |
| Start Time | End Time | Function | |
| 6:30 AM | 7:30 AM | Breakfast | Pre-Function Area |
| 7:00 AM | 12:00 PM | Luggage Storage | Oleander |
| 9:00 AM | 11:30 AM | Awards Ceremony | Royal Palm ABCDE |