

2024

# Optimize & Chapter Excellent Institute

Florida Public Service Association



Florida Public Service Association, Inc.

1/1/2024



## 2024 Student Board Development Conference Guide

### Optimize and Chapter Excellence Institute

November 8-9, 2024

Kissimmee, Florida

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## **THE BASICS**

Who: All FPSA Chapter Officers and Advisors

What: 2024 Student Board Development Conference - Optimize

When: November 8, 2024, at 8:00 p.m. to November 9, 2023, 3:00 p.m.

Where: Wyndham Orlando Resort & Conference Center Celebration Area  
3011 Maingate Lane  
Kissimmee, FL 34747

Cost: Student registration - \$125.25  
Advisor registration - \$125.25

Hotel: Cost for one night - \$99.00

### Registration Includes:

- All conference activities and workshop materials
- Breakfast and lunch on Saturday (Friday dinner on your own)

## **IMPORTANT DATES AND DEADLINES**

Registration opens: August 7, 2024

Registration closes: October 18, 2024, at 5:00 p.m.

Rooming list due: October 16, 2023 (due to the hotel)

Payment due: October 25, 2024

## **PAYMENT INFORMATION**

FPSA appreciates payment by check whenever possible. Contact the state director if you require an invoice. Payment by credit card is available. There is a 3% fee for credit cards. Please contact the state director.

Mail check payment to:

Florida Public Service Association  
950-23 Blanding Blvd, PMB 111  
Orange Park, FL 32065

Download our W-9 [HERE](#)

## **THE VENUE**

The Wyndham Orlando Resort & Conference Center / Celebration, FL, will host all conference activities and accommodations. The hotel provides free Wi-Fi, free parking, an onsite café, Starbucks, and business center.

All participants must be registered and stay at the Wyndham. Each school must email a rooming list to [lberastain@wyndhamcelebration.com](mailto:lberastain@wyndhamcelebration.com) by October 16, 2024.

Download the Rooming List Form [here](#):

## **OPTIMIZE (For Students)**

Introducing "Optimize" - FPSA's Annual Student Board Development Conference. This highly anticipated event is designed exclusively for chapter leaders, encompassing esteemed positions such as the chapter president, vice president, secretary, historian, parliamentarian, sergeant at arms, and chaplain, all of whom are strongly encouraged to participate.

At Optimize, students will be immersed in a dynamic learning environment where they will nurture and hone essential skills vital to their roles as leaders. Through meticulously crafted sessions, participants will undergo comprehensive training in teamwork, communication, strategic planning, organizational proficiency, effective management, and the ability to adapt and remain flexible in the face of challenges.

This conference promises to be an enriching experience that empowers students with the knowledge, tools, and techniques to excel in their leadership roles and make a lasting impact within their chapters. With a focus on personal growth and skill development, Optimize is set to propel the leaders of FPSA's chapters toward success and achievement.

## **CHAPTER EXCELLENT INSTITUTE (For Advisors)**

We cordially invite advisors to join us at the Chapter Excellence Institute, held concurrently with Optimize, FPSA's annual Student Board Development Conference. As students engage in learning about their roles in chapter operations, advisors will have the invaluable opportunity to collaborate with FPSA facilitators in developing a diverse toolbox of resources specifically tailored for their chapters and classrooms.

During this Institute, advisors will actively participate in interactive sessions, meticulously designed to assist them in planning and establishing robust and sustainable FPSA chapters. These sessions will encompass various critical aspects, ranging from organizing chapter meetings and conducting officer elections to adeptly preparing for regional and state competitions. With these comprehensive guidelines, advisors will gain the knowledge and skills required to build a thriving and successful chapter in partnership with their student leaders.

Whether you are a new or experienced advisor, or somewhere in between, the Chapter Excellence Institute caters to individuals at all stages of their advisory journey. We kindly request

that advisors become Professional Members before attending the conference to ensure they have full access to the rich and beneficial content offered at this esteemed event. Don't miss this chance to enhance your expertise and make a lasting impact on your students and chapters. We look forward to welcoming you to this remarkable learning experience.

## **CONFERENCE SCHEDULE**

Friday, November 8, 2024

8:00 p.m. Registration and Packet Pickup

9:00 p.m. Opening Ceremony

10:00 p.m. Workshops

11:00 p.m. Curfew

Saturday, September 23, 2023

7:00 a.m. Breakfast and General Sessions  
Breakfast Buffet – scrambled eggs, bacon, potatoes, fresh fruit  
Fresh Juice, coffee and tea

8:00 a.m. Check-out and luggage storage

9:00 a.m. Workshops

12:00 p.m. Lunch  
Premade sandwiches/wraps  
Smoked turkey, ham, tuna, American, Swiss cheese, lettuce, tomatoes and pickles  
Chips, fresh baked cookies, iced tea and water

12:30 p.m. Workshops

3:00 p.m. Closing Ceremony

## REGISTRATION INSTRUCTIONS

1. Click on the conference [link](#)
2. Complete the registration form for you and each student
3. Provide a shirt size for each student and adult registration
4. Click on register
5. You will receive an email confirmation
6. If you prefer to pay with a credit card, email the state director and he will send you an invoice. There is a 3% credit card fee applied to all payments online.
7. Once you have completed the registration process with FPSA, you must send an email with the rooming list to the hotel. Email Lavi Berastain at [lberastain@wyndhamcelebration.com](mailto:lberastain@wyndhamcelebration.com)

## CONFERENCE RULES AND REGULATIONS

1. FPSA member behavior always should be such that it reflects credit to them, their school and their FPSA organization.
2. Student conduct is the responsibility of the local chapter advisor. Students shall keep their advisors always informed of their activities and whereabouts and will not leave the hotel under any condition without their advisors' approval. (Conference name badges shall be worn in the hotel and must be worn for admission to any FPSA function.)
3. FPSA members are expected to attend all business meetings, workshops, and other scheduled conference activities. Please be prompt and prepared for sessions.
4. FPSA members should dress appropriately for the occasion. Official Uniform or appropriate business attire should be worn at all business meetings unless otherwise stated,
5. Students are to report any accidents or injuries or illnesses to their advisor immediately.
6. Students will observe the designated curfews. Curfew is described as in your own assigned room by the designated hour.
7. FPSA members should be considerate of others and their property. This includes correct behavior in the halls, elevators and public areas and expects appropriate attire to be worn when outside your room.
8. Students will sleep in their assigned rooms with their assigned roommates.
9. If an FPSA member is responsible for stealing or vandalism, the member and/or their parents will be expected to pay for damages.
10. No illegal drugs or narcotics, including marijuana, can be purchased, sold or used at any time under any circumstances.
11. No alcoholic beverages shall be possessed or consumed by conference participants at any time under any circumstances.
12. No smoking is permitted.
13. Males are not to be in females' rooms and females are not to be in males' rooms.
14. Swimming is permitted in the hotel pool only with chapter advisor permission. The chapter advisor, or chaperone, must be at the pool while their students are swimming.