



Family, Career & Community Leaders of America  
**Missouri FCCLA**

---

573/751-7964

TO: National Leadership Conference Delegates  
FROM: Dr. Cynthia K. Arendt, Director  
Family Consumer Sciences and Human Services  
RE: National Leadership Conference Information  
DATE: May 17, 2011



**2011 National Leadership Conference**

We are glad you will be joining the Missouri delegation in Anaheim! You are encouraged to visit [www.fcclainc.org](http://www.fcclainc.org) to review the National Leadership Conference materials posted online.

**STAR EVENTS**

STAR Events registration and orientation is scheduled for Sunday, July 10, from 5:00 -7:00 p.m. **This is mandatory.** STAR Events participants must make STAR Events activities their first priority.

Please note that if you are a STAR Events volunteer, the orientation meetings for evaluators, room consultants, assistant and lead consultants are mandatory. Please be sure you are able to attend.

In early June, all registered STAR Events participants and their chapter advisors will receive information regarding participation in the national events. **The information will direct students to the National FCCLA website for more information.**

**Participants requiring audiovisual equipment will need to provide their own or contact an audiovisual company to arrange for rental of equipment. You will receive information on obtaining the equipment in your June mailing from national headquarters. Also, read through the national rules, in most instances wall space is not available, making the use of a LCD projector not possible, unless you rent a screen. Just a warning – equipment will be expensive if you have to rent it.**

**EXPENSES**

Included in this mailing are invoices for costs associated with the state and national registration. Seventy-five dollars (\$75) is being allowed from the state FCCLA treasury for the expenses of advisors registering and being housed with the delegation. \$200 is being allowed to assist with costs for the State Executive Council Members. Each Regional President receives a \$100 credit toward their registration total from the Missouri Association FCCLA Alumni & Associates group. The \$40.00 per person STAR Events registration fee has already been paid by Missouri FCCLA. The other delegates will have to provide the total cost. Refer to the "National Leadership Conference Invoice" enclosure indicating each delegate's final balance.

Send a check payable to Missouri FCCLA for the balance by **Wednesday, June 15** to:

Missouri FCCLA  
Department of Elementary and Secondary Education  
P.O. Box 480  
Jefferson City, MO 65102-0480

In order for Missouri FCCLA to pay the balance due for our National Leadership Conference registrations, it is necessary that all balances are paid by June 15. If there are extenuating circumstances, please contact Jamie Iler at 573-751-7964 or via email at [jamie.iler@dese.mo.gov](mailto:jamie.iler@dese.mo.gov) to discuss payments if needed.

### **REFUND POLICY**

Individuals or chapters who have overpaid to Missouri FCCLA will receive refund checks after National Leadership Conference. National headquarters will not honor any refunds after June 1.

### **LUGGAGE INFORMATION**

Remember that if you choose to have your luggage handled by the hotel bellman, **you need to take care of the baggage tip/fee as you arrive.** It is NOT to be billed to the state account.

### **TOUR OPTIONS**

Delegates choosing to attend any of the optional tours provided through The Meeting Connection ([www.the-meeting-connection.com](http://www.the-meeting-connection.com)) should contact Dwight Loken with any questions about the tours. It is your responsibility to make arrangements that do not conflict with obligations at National Leadership Conference. If you notice a conflict, notify the state office and Dwight Loken immediately. **THESE ARE NOT THE SAME TOURS AS OFFERED BY NATIONAL FCCLA.**

### **MEALS**

You will be on your own for all meals except for the Saturday evening Missouri Group Event.

### **HOUSING FOR DELEGATES**

**Everyone attending and staying for the duration of the National Leadership Conference is to be a part of the assigned housing block at the Sheraton Park Hotel in Anaheim.**

The Missouri delegation will be housed according to the room assignment list (enclosed). Delegates are to stay in their group and are not to change rooms. Students are **NOT** to go outside of the hotel without an adult. In case of failure to adhere to rules and/or the group advisor, the delegate will be sent home at delegate's cost. Room assignments were made to try to keep school groups together while still trying to honor triple or quad lodging requests. Any concerns with the rooming list should be directed to Dwight Loken with The Meeting Connection.

Delegates should not have outside telephone calls, movies, video games, or room service charges placed on their room account. Pay or cell phones should be used for all outside calls. Movies and room service are on a cash basis only.

Hotel check-in time is 3:00 p.m. When you arrive, look for a table with The Meeting Connection staff – they will have your keys. If they aren't available, the front desk will have your keys ready for you.

### **HEALTH SERVICES**

Emergency medical assistance is available on a 24-hour basis by dialing the hotel operator. If transportation is needed to an urgent care clinic or hospital, the hotel staff can assist with providing directions and information. If possible, call the medical facility to confirm their location and services **BEFORE** leaving the hotel.

**It is the responsibility of the delegate and the chapter advisor to collect health forms, and to keep one copy with the student delegate and one copy with the adult delegate in charge of the chapter.** Emergency medical facilities will not treat minors without parental permission. A sample health form is enclosed.

Please remember to bring sunscreen and to drink plenty of water, especially if you are visiting an outdoor attraction during the heat of the day.

### **BEHAVIOR IN THE HOTEL AND SAFETY TIPS**

National Leadership Conference will be an exciting and rewarding experience. It will be safe, too, if each delegate uses good judgment. Hotel room doors must be locked at all times. **Missouri youth may not leave the hotel at anytime without an advisor or adult.** Valuables and money should not be left in hotel rooms. The hotel has safety deposit boxes where money and other valuables may be kept. Do not take valuables such as expensive jewelry to the meeting. Under no circumstances should strangers be admitted to rooms. Fire escapes should not be used for going up and down floors.

Remember to remove your nametag when leaving the hotel. While in the hotel, your nametag serves to identify you for the meeting. It is safer to stay with groups and walk in public, well-lighted areas. Do not talk to or give any money to strangers you may encounter on the streets.

### **DELEGATE RESPONSIBILITY**

Each delegate will want to gain as much as possible from the National Leadership Conference. It is very important to attend all sessions and participate in the workshop sessions. In return, each of you will be able to grow and develop your own activities when returning home to your chapters.

Be sure to bring this mailing as well as other information about National Leadership Conference with you to Anaheim. Another mailing will be sent giving more details about our schedule and may include additional meeting responsibilities.

**Adult Responsibilities:** It is important to keep in contact with your delegates while in Anaheim. The adult in charge of each student is responsible for his/her behavior.

### **Student Responsibilities: The following conduct code applies to all participants attending the National Leadership Conference:**

1. Behavior at all times should be such that it reflects a positive, professional image of you, your school, Missouri FCCLA and National FCCLA.
2. **You are expected to attend all general sessions, workshops, and activities.** Many of you have received financial contributions from your school, businesses, organizations, family and friends to attend this meeting. **It is not ethical to accept donations to attend the National Leadership Conference and then skip sessions or workshops.** Attendance at sessions will be kept for state officers and voting delegates. Adults should also attend every session.
3. Any accidents, injuries, or illnesses should be reported to the adult chaperone or state advisor immediately. The state advisor will make the national staff aware of such incidents.
4. Students will observe the **12:00 midnight** curfew.
5. If anyone is found responsible for stealing or vandalism, the person or persons will be expected to pay all damages.
6. Anyone attending the National Leadership Conference may not purchase, possess, consume, or be under the influence of alcohol or illegal drugs at anytime. Violators will be subject to stringent disciplinary action.
7. Smoking is prohibited.
8. Students who disregard the rules will be subject to disciplinary action and may be sent home at their own expense. Parents/guardians will be notified.
9. Attendees should wear appropriate attire for all events as outlined in the Dress Policy.

## **UNIFORMS AND DRESS POLICY**

The National Leadership Conference is an excellent opportunity for members to convey to others the positive, professional image of FCCLA. The following are examples of appropriate dress throughout the meeting. Delegates are expected to **always** dress appropriately because they will be representing Missouri FCCLA during the entire trip. This includes ALL workshops and general sessions.

The State Executive Council will be wearing official dress for the Missouri delegation picture and throughout National Leadership Conference. Clothing with offensive messages or that advertises alcohol or other drugs should be left at home. Please use some common sense and remember that you are not dressing for summer camp, but for a professional meeting. Attendees are encouraged to wear the official blazer if available. If you are not appropriately dressed, the state advisor or assistant to the state advisor will ask you to change.

What's appropriate? Slacks and dress shirts are appropriate male dress. Dresses, skirts, blouses, and dress pants are appropriate for females.

What's not appropriate? Don't wear jeans, shorts, tank tops, halter tops, tube tops, cutoffs, t-shirts, ragged clothing, or flip flops to the sessions. Save your flip flops and bare feet for poolside!

Travel to and from National Leadership Conference: This is yet another opportunity to make a good impression to the general public regarding our organization, and youth, in general. State Leadership Conference t-shirts, chapter shirts and khaki pants would be a good choice for travel to and from national meeting.

Saturday State Event - Enjoy a spectacular presentation of international performers, captivating dancers, and fantastic food. Battle of the Dance is an international dance competition and dinner show fashioned after the long-running dinner show Son Amar in Mallorca, Spain. This is a casual event. Wear your state t-shirt and shorts, and comfortable walking shoes.

### Wednesday Evening Gala

Semi formal dress is suggested – jackets and ties for males; dresses for females, length determined by personal preference.

## **BACKPACKS AND TRADING PINS**

Missouri FCCLA backpacks and trading pins were handed out at the state leadership conference to meeting delegates. Delegates that did not receive the backpacks at the state leadership conference should contact the state office. Extra trading pins are included in this mailing for those that purchased them. Please note that we have an abundance of Missouri membership pins and are using these pins for trading purposes.

## **JUNE MAILING**

All delegates will receive a third and final mailing about National Leadership Conference in mid-June. Additional details, including schedule information, will be sent at that time. In the meantime, please contact the state office with any questions you might have regarding National Leadership Conference. The meeting will be a great experience for all involved!

Enclosures – Health Form (Sample for local use)  
National Leadership Conference Invoice (not included if you are paid in full)  
Delegates to National Leadership Conference List  
Responsibilities of Delegates  
Rooming Assignment Sheets  
Trading Pins (if additional were ordered)