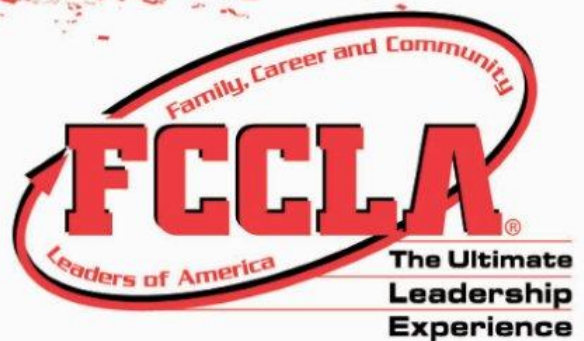
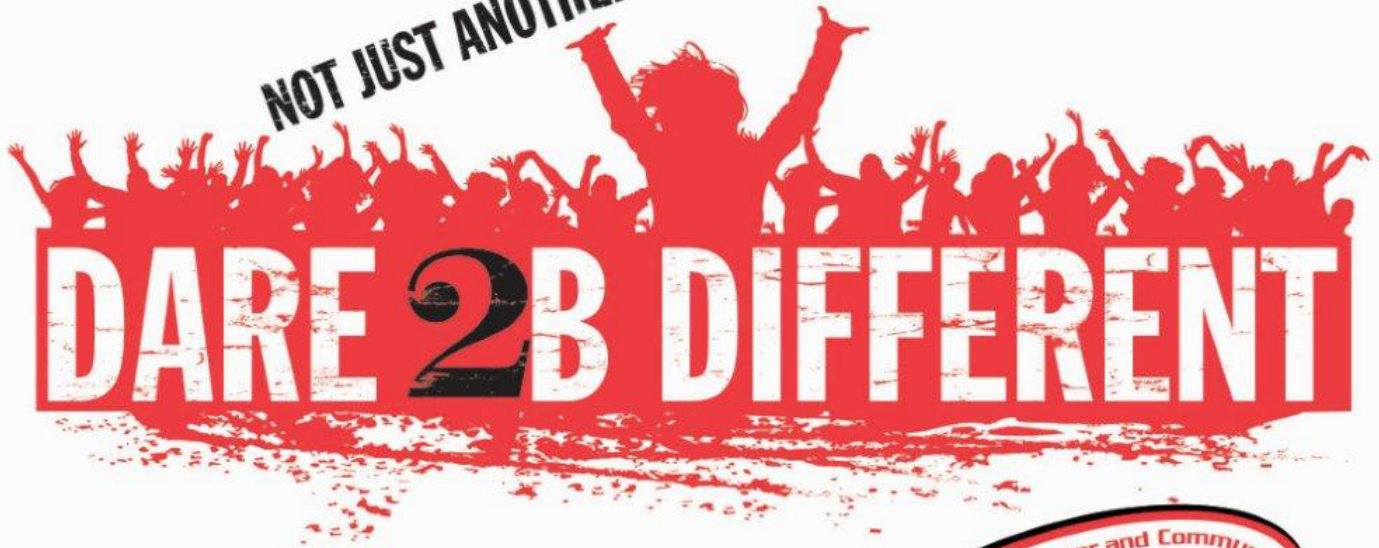


NOT JUST ANOTHER TEEN CONFERENCE



Missouri Family, Career and
Community Leaders of America

STATE LEADERSHIP CONFERENCE

March 25-27, 2012 • Columbia

Program Information

Date: March 25-27, 2012
Place: General Sessions held at Holiday Inn Select Executive Center
2200 I-70 Drive, S.W., Columbia MO 65203
Housing and STAR Events at multiple locations
Theme: “Not Just Another Teen Conference: Dare to Be Different”

Registration Information and Deadlines

The conference registration fee is **\$75** per person (this is unchanged from the previous year). This includes one boxed lunch and the official conference t-shirt*. Lodging and other meals **are not** included in the registration fee. A fee of **\$20** will be charged to **each participant** in State STAR Events to cover event expenses including certificates, facility fees, medals, evaluator and recognition session expenses.

***See page 5 for more information about conference t-shirts.**

For late registrations (mailed after March 1) add **\$10 per person** for conference registration fees.

Payment: Please complete the registration form and return it with one check from each chapter made payable to the **University of Missouri by March 1, 2012**, to:

FCCLA
University of Missouri
344 Hearnes Center
Columbia, MO 65211

No refunds will be honored after March 14, 2012. Refund requests must be in written form. No phone requests will be accepted. Cancellation of an entire chapter delegation for an extreme emergency is the exception, but must be approved in writing by Gayla Westergaard no later than the first day of the conference. If a delegate is unable to attend the conference, a substitution is encouraged. The FCCLA 2012 Substitution Form **must** be completed and returned to the MU Conference Office/FCCLA. To contact the FCCLA staff during the conference, call the hotel at 573/445-8531.

Upon arrival, one advisor from each chapter should check in at the registration desk. Registration will take place in the Holiday Inn Select Executive Center Atrium Lobby. Registration will be open from Noon – 8:00 p.m. on Sunday, March 25, and from 8:00 a.m. – Noon on Monday, March 26. STAR Events registration **must** be picked up on Sunday, March 25, by 4:00 p.m. (If a chapter is unable to pick up these packets due to a travel emergency, please call the hotel at 573/445-8531 and ask to be transferred to the conference registration desk.)

All Missouri FCCLA chapters are encouraged to send a chapter delegation to the State Leadership Conference. Chapters should choose delegates based upon interest in FCCLA and the student’s ability to be a positive representative of the school and chapter. There is no limit on the number of members that a chapter may bring. Please note the following policy for supervision of students:

There shall be one chaperone (advisor, parent or other adult) for every four student delegates or major fraction thereof. Any chapter with delegates in attendance must have at least one advisor delegate.

Voting Delegate Information

According to the *State Bylaws, Revised 2009*, each affiliated chapter is eligible to have voting delegates according to the following quota:

Up to 49 affiliated members — 1 voting delegate
50 to 99 affiliated members — 2 voting delegates
100 to 199 affiliated members — 3 voting delegates
200 or more affiliated members — 4 voting delegates

The voting delegate ribbon(s) will be in each advisor's envelope picked up at registration. **Voting delegates must wear their voting delegate ribbon to participate in “Meet the Candidates.”** Each voting delegate will receive a dot that will be placed on their nametag during “Meet the Candidates.” The dot will indicate that the voting delegate attended and participated in “Meet the Candidates” and will be eligible to vote following the Business, Program, and Membership Recognition Session. **Please make sure voting delegates are at the “Meet the Candidates” session by 4:30 p.m. The doors to the “Meet the Candidates” session will be closed at 4:35 p.m. so latecomers will be ineligible to vote.**

Because of the important role of voting delegates, criteria for the selection of voting delegates have been prepared. Voting delegates should be interested, be responsible, willing to listen attentively, take the time to attend the “Meet the Candidates Session,” confer willingly with other chapter delegates, and think of possible questions to ask candidates during the “Meet the Candidates” session. When selecting voting delegates, please remember that their decisions will affect the future of our organization. Voting delegates should not be Regional Presidents, STAR Events participants, or have any other responsibilities that may conflict with voting delegates responsibilities. Discuss responsibilities with chapter voting delegate(s) **prior** to “Meet the Candidates.” Information will be in the advisors packet to share with the voting delegate(s).

Meal Arrangements

With the exception of the boxed lunch on Monday, March 26 (included in conference registration fee), conference delegates are “on their own” for meals during the conference. The Holiday Inn Select Executive Center will be providing ala carte items as well as a full menu in the hotel restaurant (Sports Zone). There are a variety of fast food restaurants near the hotel. Chapters are reminded to plan accordingly for meals so that they do not miss meetings during the conference.

Emergency Medical Care

There are three hospitals in Columbia: the University of Missouri Hospital (573/882-4141); Boone Hospital (573/815-8000); and Columbia Regional Hospital (573/875-9000). Conference/camp insurance covers the first \$200 of cost of any medical emergency during the conference. A claim form will be in each advisor’s packet. In case of emergency, please complete this form, attach to the paperwork from the health care facility, and return to Jennifer Hartwick, MU Conference Office, 344 Hearn Center, Columbia, MO 65211.

Posted on the Missouri FCCLA website is a health form that may be adapted and completed by each delegate prior to the State Leadership Conference. Once completed, the local advisor should collect and bring the form(s) with them, in case it is needed during the State Leadership Conference. **Do not send the health form to the state office or conference office.**

Headquarter Hotel and Conference Lodging

All conference activities and sessions take place in the Holiday Inn Select Executive Center, the headquarters hotel. There is ample parking in the hotel parking lot. FCCLA chapters attending the State Leadership Conference are encouraged to make lodging reservations as early as possible. Reservations may be made by phone beginning January 2012. One night's deposit will be required by credit card or through direct billing, per the policy of the hotel. Rooms are at a first-come, first-served basis. **Rooms risk cancellation if a rooming list is not received by the cut-off date specified by each hotel.** Each room rate is subject to a 4% city tax. Schools that direct bill to the school or pay with a school check or credit card will be exempt from the state tax of 7.35%. Other methods of payment will be subject to state tax. **Contracted rooms are provided as a convenience and service to the Missouri FCCLA chapters. Reservations outside the contracted hotels could position the state association to pay attrition rates if the rooms are not used.**

➤ *2011-12 and 2012-13 state officers' schools: See related information on p. 5*

Holiday Inn Select Executive Center (headquarters hotel)

2200 I-70 S.W., Columbia, MO 65203

Reservations – 1-800-HOLIDAY (1-800-465-4329). Ask for FCCLA group block and give arrival date.

Rate: \$94.95 per room, per night – Single, Double, Triple or Quad

Drury Inn (This hotel is within walking distance of the headquarters hotel.)

1000 Knipp Street

(I-70 & Stadium), Columbia, MO 65203

Reservations – 1-573-445-1800. Ask for FCCLA group block. **Cut-off date is 3/9/12** – reservations made after this date are subject to availability.

Rate: \$109.99 per room, per night for double rooms – Single, Double, Triple or Quad

LaQuinta Inn & Suites, Columbia #609 (This hotel is within walking distance of the headquarters hotel.)

2500 I-70 Drive, SW, Columbia, MO 65203

Reservations – 573/445-1899. Ask for the FCCLA group block. **Cut-off date is 2/26/12** – reservations made after this date are subject to availability.

Rates: \$71.25 to \$90.25 per night

Comfort Suites

1010 Business Loop 70 West, Columbia, MO 65202

Reservations – 573/443-0055. Ask for the FCCLA group block. **Cut-off date is 3/11/12** – reservations made after this date are subject to availability.

Rate: \$89.00 per room, per night – Single, Double, Triple or Quad

Hampton Inn

3410 Clark Lane, Columbia, MO 65202

Reservations – 573/886-9392. Ask for the FCCLA group block. **Cut-off date is 2/24/12** – reservations made after this date are subject to availability.

Rate: \$94.00 per room, per night – Two queen beds

Stoney Creek Inn

2610 S. Providence Road, Columbia MO 65203

Reservations – 800/659-2220. Ask for FCCLA group block. **Cut-off date is 2/25/12** – reservations made after this date are subject to availability.

Rate: \$83.00 per room, per night – Single, Double, Triple or Quad

Wingate Inn

3101 Wingate Court, Columbia MO 65201

Reservations – 573/817-0500. Ask for FCCLA group block. **Cut-off date is 2/25/12** – reservations made after this date are subject to availability.

Rate: \$79.00 per room, per night – Two double beds

Lodging for 2011-2012 State Executive Council Chapters and 2012-2013 State Officer and Candidate Chapters

The 2011-2012 State Executive Council chapters and 2012-2013 State Officer chapters must make reservations **directly** with Jim McNeil of the Columbia Holiday Inn Select Executive Center at 573/445-8531 (do not use the 800 number). Turn in rooming lists at the Holiday Inn Select Executive Center no later than February 15 to be in the state officers' block of rooms. After February 15, unused rooms in this block will be released to other FCCLA chapters on a first-come, first-served basis. The 2012-2013 candidates (National Officer and Occupational Representative) are **not** part of the state officers' block of rooms and should be included in the chapter's lodging arrangements. Contact Gayla Westergaard at the state office for detailed instructions, if needed. The 2011-2012 SEC members and the 2012-2013 State Officers will be included on a housing list provided by the state advisor. Candidates for National Officer and Occupational Representative should be roomed with their chapters.

Conference T-Shirts

The official conference t-shirt promotes with the FCCLA emblem on the front, with the conference logo on the back. Delegates will be allowed to 'dress down' for the **Closing General Session only if they are wearing these shirts**. Without the official conference t-shirt, the regular dress code applies. T-shirts should be worn with khaki-style pants or nice jeans. No shorts, flip-flops, or other items as listed in the inappropriate attire section of the dress code

Please note that registrations received after March 1 are not guaranteed to receive the conference t-shirt.

Additional size "Large" shirts are generally ordered for late registrations. When the "extras" run out, we are unable to order additional shirts due to the tight turn-around time. There is no registration fee adjustment for late registrations that do not receive a t-shirt.

Photography Guidelines

Chapters are encouraged to bring cameras to take pictures for publication back home. **No flash pictures are to be taken during the General Sessions, please!** Flash pictures create a distraction for program participants and the audience. Advisors, please remind delegates of this rule, and please refrain from coming to the stage to take pictures. The program participants will remain on stage following each session for picture taking.

During STAR Events, no audio or video recording devices may be used, and no pictures may be taken during presentations. STAR Events participants may take photos following the Closing General Session.

FCCLA Media Team

Are you into blogging, social networking, photography, or journalism? If so, then the FCCLA Media Team is a fun opportunity for you to work on behalf of the state association. This six-member team will be responsible for utilizing social media to report the conference as it is happening. Members interested in being part of the Missouri FCCLA Media Team should completed the Media Team application and submit it to Gayla Westergaard by **February 1**. The application is found at www.mofccla.org in the State Leadership Conference forms section.

FCCLA Conference Store

There will be a conference store where delegates may purchase Missouri FCCLA promotional items. Items include pens, pencils, notebooks, drawstring bags, and other miscellaneous products. The national emblematic supplier does not provide for consignment sales of chapter supplies, so those kinds of items will **not** be available for purchase. Thanks to the Missouri Alumni & Associates members who staff the Missouri FCCLA store!

STAR Events

Advisors will pick up their registration materials from Noon – 4:00 p.m. on Sunday, March 25. No STAR Events orientation sessions are held (with the exception of Culinary Arts). STAR Events Lead Consultants will be available for informal questions and answers from 4:30 – 5:00 p.m. Culinary Arts participants are required to attend their event orientation session to become familiar with the event facilities. A fee of \$20 to cover event expenses and awards will be charged to each participant in STAR Events. The payment is submitted with the chapter registration form to the Conference Office. STAR Events will be held on Monday, March 26.

There will be a STAR Events Information Center on Monday, March 26, in the Picadilly meeting room.

The following STAR Events will be held in the Holiday Inn Select, LaQuinta Inn, Drury Inn, or MSBA building (all within walking distance of the headquarters hotel):

Advocacy	Applied Technology	Career Investigation
Chapter Service Project	Chapter Showcase	Early Childhood
Entrepreneurship	Environmental Ambassador	Focus on Children
Hospitality	Illustrated Talk	Impromptu Speaking
Interior Design	Interpersonal Communications	Job Interview
Knowledge Test	Leadership	Life Event Planning
National Programs in Action	Nutrition and Wellness	Parliamentary Procedure
Promote and Publicize FCCLA!	Teach and Train	Toward New Horizons

The following events will be held on the campus of Stephens College:

Culinary Arts

The following events will be held at the Stoney Creek Hotel:

Fashion Construction	Food Innovations
Fashion Design	Recycle & Redesign

Transportation between hotels and these event locations is *not* provided by Missouri FCCLA and is the responsibility of the local chapter.

Any changes in location made as the result of increased entries will be announced on the Mo-FACS list serve and on the Missouri FCCLA website.

Alumni & Associates

Alumni & Associates will be sponsoring activities for members and advisors during the State Leadership Conference. Graduating seniors, advisors and other adults may become A&A members at any time, but membership is tied to the school year.

Alumni & Associates memberships are perfect gifts to graduating seniors, chapter parents, and administrators. This would be an excellent way to give recognition to individuals who have supported Missouri FCCLA!

To join Alumni & Associates, please visit their website at <http://fcclaalumni.org>.

Retiring Advisors Recognition

The State Executive Council Advisors will recognize retiring FCCLA advisors during the Advisor's Session at the State Leadership Conference. If you are retiring or know of a retiring FCCLA advisor, please complete the "Recognition of Retiring Teachers" form by **March 1**. **The link to the online form is on the Missouri FCCLA website.**

Missouri FCCLA Chapter Hall of Fame Induction

In 2005, Missouri FCCLA established a Chapter Hall of Fame. Chapters that have affiliated by March 1, have not previously been recognized, and meet the following milestone criteria will be inducted this year:

Gold Chapters — Chapters that have affiliated for 50 or more years

Silver Chapters — Chapters that have affiliated for 25-49 years

All inductees will receive a framed certificate. Only chapters reaching the 25 and 50-year milestones will be recognized.

National Program Recognition Awards

Chapters desiring to receive state recognition for completing national programs must submit program application awards via the national FCCLA website. **Power of One — Five Unit** completers desiring state and national recognition may complete the Power of One Recognition Form found on the Missouri FCCLA website under "form downloads." This form is to be postmarked by March 1 and sent to the **state office**.

Students receiving state recognition for completing all five Power of One units and who are attending the State Leadership Conference will have reserved seating in front of the Expo Center for the Business, Program and Membership Recognition Session. All certificates will be placed in the chapter advisors' packets.

Code of Conduct, Conference Etiquette and Dress Code Requirements

All chapter advisors are expected to review the Code of Conduct and the Dress Code Requirements with their students PRIOR to arrival at the conference. This information will be repeated in a form that advisors will sign and turn in at conference registration. The form will be sent with your conference confirmation receipt.

CONDUCT CODE

The following conduct code applies to all conference delegates.

- Behavior at all times should be such that it reflects positively on you, your school, and FCCLA.
- Attend all general sessions, workshops and activities. Be courteous to conference and hotel staff, presenters, and other attendees.
- Students of the opposite sex are not to occupy lodging rooms at the same time unless an adult chaperone is present.
- Smoking by conference participants is not allowed during any conference sessions, workshops or other activities.
- Use of alcoholic beverages, illegal narcotics, firearms or fireworks is not allowed by delegates.
- The dress code will be adhered to throughout the conference.
- Students will observe the designated curfew time as printed in the conference program.
- Delegates are guests of the hotel and must not deface or destroy property. Damages to any property or furnishings in the hotels will be paid for by the individual or chapter responsible.
- Accidents, injuries or illnesses should be reported to the local or state advisor immediately.

- Students who disregard the code of conduct will be subject to disciplinary action and may be sent home at their own expense. Parents/guardians will be notified and may be required by the local school district to escort their son/daughter home.
- Student conduct is the responsibility of the local chapter advisor and chaperones. Students shall keep their advisors informed of their activities and whereabouts at all times.

Be sure to follow the hotel and safety procedures as outlined.

- Remove name badges when outside the hotel or convention area.
- Never travel alone outside the hotel.
- Never give out your room number to anyone you don't know or have just met.
- Use pay phones or cellular phones for long distance and local calls.
- Room service, if used, must be paid when service is rendered. A tip of 15-20% should be included.
- Do not prop hotel doors open.
- Check your room carefully before departure. Be sure all personal items have been removed.
- Report any problems or damages with the hotel room immediately to the front desk.

CONFERENCE ETIQUETTE

Everyone attending the State Leadership Conference should be respectful and courteous to those around them. Here are some general rules to help ensure everyone has the “ultimate conference experience.”

1. Arrive 10-15 minutes early for sessions. Late arrivals are disruptive to those who made it there on time. If you arrive late, please be as quiet as possible as you find your seat.
2. Come prepared — do you have your nametag, paper, pens, etc.?
3. Don't eat or pop gum loudly when in sessions.
4. Seating at most sessions is limited, so please don't leave empty seats between groups. When possible, sit close to the front and in the middle of a row so others don't have to climb over you to reach empty seats.
5. Don't sit in the hallways. We understand you might be tired, but sitting in the hotel hallways with legs blocking the area is a safety hazard. Please sit on a chair, bench, or stand up.
6. Respect the speaker and those around you by being quiet, turning your cell phone off or on silent, and by turning off iPods or other music devices. Please refrain from texting.
7. Lead by learning — you paid to attend this conference and in order to get the most out of it, you will need to do your part by listening, being respectful, and participating in workshops and sessions.
8. Laugh, smile and have fun! Please remember to do this at appropriate times.

DRESS CODE

Members and advisors of Family, Career and Community Leaders of America are representing an outstanding student organization and should project the image of a leader. Part of the FCCLA mission is to focus on the multiple roles of family member, wage earner, and community leaders. One of the eight purposes of FCCLA is as follows: “To prepare for the multiple roles of men and women in today's society.” Therefore, an important part of the educational experiences provided by FCCLA includes developing an understanding of appropriate behavior and dress for business meetings and functions.

Demonstrating a professional image, extending courtesies, and acting in a professional manner will lead to a pleasant and rewarding meeting experience. Members, advisors, and guests should remember the guidelines listed below when preparing for FCCLA events. FCCLA officers should wear the FCCLA uniform at regional, state, and national events, unless otherwise indicated.

All members and advisors are expected to follow the published “Missouri FCCLA Dress Code,” which is found on the state website at www.mofccla.org. All delegates to the meeting are expected to follow the guidelines for

Professional attire and/or business casual

Download the Missouri FCCLA Dress Code for a detailed explanation of what defines professional attire and business casual, as well as what is not acceptable to wear at any time during the conference.

Please note: On Tuesday, conference participants may choose to wear the official conference t-shirt for all events. T-shirts should be worn with khaki style pants or nice jeans. No shorts, flip-flops, or other items as listed in the “inappropriate attire” section of the dress code. Delegates not wearing the official conference t-shirt are expected to wear professional attire or business casual.

2012 FCCLA National Leadership Conference

The 2012 National Leadership Conference will be held July 8-12, 2012 in Orlando, Florida. You are invited to visit the meetings section on the national FCCLA website to view the posted information about the conference.

Missouri registers as a state association, and Missouri delegates may choose to arrive as early as Friday, July 6, but must arrive by Saturday, July 7. The state office will continue to coordinate the registration for the Missouri delegation. The vendor coordinating the housing reservations will be announced at a later date. All delegates will be housed with the Missouri group — **no exceptions**. Transportation to and from Orlando may be coordinated by the chapter advisor or with the vendor coordinating the housing reservations (TBA). The conference schedule allows chapters to leave either Wednesday, July 11, following the Closing General Session and Gala, or on Thursday, July 12, following the STAR Events Recognition Session.

The 2012-13 State Executive Council Members, Regional Presidents, National Officer Candidates, and their advisors are expected to attend the conference. Each region is also encouraged to have delegates-at-large. State STAR Events winners who indicate they will attend National Leadership Conference are also expected to participate in National STAR Events. It is strongly recommended that advisors attend the conference with their chapter members. Advisors choosing to send delegates to the conference but who are unable to attend themselves **MUST** arrange appropriate adult supervision for those delegates. This could include sending other adults or making arrangements with another advisor. No provisions are made for these situations by the state office.

The state FCCLA treasury will credit (\$200) of the National Leadership Conference expenses for the 2012-13 State Executive Council, will credit (\$100) for each regional president, and will credit (\$75) for each advisor attending the conference as a part of the Missouri delegation. The remaining delegates are responsible for their own expenses, including the STAR Events registration fee for National STAR Events participants. National Leadership Conference mailings will be sent directly to delegates after April 2012. Registration forms and additional information will be available in late March.

Costs per delegate attending the national conference will fluctuate depending on location, travel and housing arrangements, optional events, etc. More detailed information on National Leadership Conference will be provided after State Leadership Conference.



STOP! Your information isn't complete until you download the following essential forms from www.mofccla.org.

Registration Form
Missouri FCCLA Dress Code
Recognition of Retiring Teachers Form
Media Team Application

Tentative Program Schedule
Sample Health Form
Safety Guidelines