



Family, Career & Community Leaders of America
Missouri FCCLA

TO: National Leadership Conference Delegates

FROM: Donna Sharpe, State Adviser
Missouri Association Family, Career and Community Leaders of America

RE: National Leadership Conference Information

DATE: May 29, 2015

2015 National Leadership Conference

At this time we are unaware of the total numbers registered for the National Leadership Conference in Washington, D.C., July 5-9. We currently have 176 students who qualified for STAR Events. The national conference materials are available at: <http://www.fcclainc.org/content/2014-national-leadership-conference/>. Please review the information in this letter and share it with your students.

STAR EVENTS

STAR Events participant orientation is scheduled for Sunday, July 5, from 6:00 -7:00 p.m. **This is mandatory.** STAR Events participants must make STAR Events activities their first priority. Participants receive 2 points for attending their event orientation session.

Any STAR Events packets not picked up during the specified STAR Events Registration times will result in participants not receiving the 3 points for registration. Participants are still eligible to compete at their scheduled time. Any packets not picked up during the specified times will be returned to the Competitive Events Information Center.

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.

Notification of STAR Events Participants and Volunteers

In early June, all STAR Events participants and volunteers will receive an email from natfccla@registermychapter.com directing them to go to the national FCCLA website to download important event information. All chapter advisers will receive a copy of these emails. Please let your STAR Events participants and volunteers know this correspondence is not spam and to be looking for it. The email address used is the one provided to FCCLA during conference registration. **No paper materials will be mailed to participants.** It's very important that participant and volunteer contact information provided during registration is accurate, and can be accessed by both participants and advisers prior to National Leadership Conference.

National STAR Events participants should read not only their event rules in the Competitive Events Guide, but also pages 72 (Eligibility and General Rules for All Levels of Competition) and pages 74-75 (Requirements/Policies for National Leadership Conference Participants). **Access to an electrical outlet will not be provided** unless required for a participant classified under the provisions of the Individuals with Disabilities Education Act. Participants are encouraged to bring fully charged electronic devices such as laptops, tablets, etc., to use for presentations, as allowed per event guidelines.

Please note that most events will take place in large ballroom/exhibit spaces and will not be in individual competition rooms.

STATE MEETINGS AND GROUP PHOTO

One state meeting will be held during the NLC. All Missouri delegates and guests are encouraged to attend the state meeting. Important information and announcements will be shared about the program, schedule and how the state will vote for officer candidates.

- State Photograph – Monday, July 6, at 9:30 a.m. (location TBA)
- State Meetings – Sunday, July 5, 8:45-9:45 p.m. (Washington Marquis, Independence D/E)
Monday, July 6, 10:00-10:45 p.m. (Washington Marquis, Independence D/E)

EXPENSES

The state FCCLA treasury will provide the following leadership stipends: \$200 for each State Executive Council member, \$100 for each Regional President, and \$75 for each state officer's and regional president's advisor/chaperone. These stipends will be issued to the members' chapter 2-4 weeks *after* successful completion of the National Leadership Conference. Delegates are responsible for their own expenses, including the registration fee for National STAR Events participants and the technology fee per entry/team for the online events.

If paying by purchase order or check, full payment must be received by National FCCLA by **June 15**. Please make checks payable to Family, Career and Community Leaders of America. Send payment to:

Family, Career and Community Leaders of America
ATTN: Meetings
1910 Association Drive
Reston, VA 20191

REFUND POLICY

Cancellations, refund requests, and name changes (substitutions) must be submitted via e-mail to meetings@fcclainc.org by 11:59 p.m. EDT June 1. (See p. 20 in the NLC brochure at <http://www.fcclainc.org/assets/files/nlc/2015/2015%20NLC%20Guide.pdf>).

TOURS

A wide variety of tours are offered by National FCCLA. You should select the tour(s) you wish to participate in during the registration process. It is your responsibility to make arrangements that do not conflict with obligations at National Leadership Conference.

MEALS

You will be on your own for all meals.

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 Marriott Marquis Washington D.C.

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. If there are any concerns with the rooming list, contact National Travel Systems.

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 National Travel Systems staff — they will have your room keys. If they aren't available, check at the front desk.

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.

SAFETY TIPS

Remind your students to use good judgment when traveling during the trip. Students should be reminded of basic safety precautions for large cities and to never venture out alone. 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 develop and expand 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 Washington, D.C. 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 Washington, D.C. 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 also should 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 in-room 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 State Executive Council will be wearing official dress throughout the National Leadership Conference. Attendees are encouraged to wear the official blazer if available.

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.

FCCLA is implementing the following **mandatory** dress code at the 2015 National Leadership Conference. Advisers, please make the students aware of the dress policy.

National Leadership Conference Mandatory Dress Code

Approved by FCCLA's Board of Directors, July 2011

The National Leadership Conference is an excellent opportunity for members to convey to others the positive and professional image of FCCLA. Members' behavior in the hotels and throughout the National Leadership Conference is the only image others in the hotel and host city may ever have of our organization. Student conduct and dress should contribute to the positive and professional image of FCCLA. The FCCLA official uniform is a red blazer, which may be single or double breasted, worn with a black skirt, black slacks, or a black sheath dress. The FCCLA official uniform is always appropriate and strongly encouraged. If not wearing the FCCLA official uniform the mandatory dress code below should be worn. Thank you for your cooperation and support in putting forth a positive image of FCCLA throughout the National Leadership Conference!. **Advisers are responsible for enforcing the dress policy with their students. Delegates and guests not adhering to the dress policy will not be admitted into sessions.**

Mandatory Attire for: General Sessions | Business Session | Exhibits | Workshops | STAR Events Recognition Sessions

Delegates, advisers, and guests not adhering to the dress policy will not be admitted into sessions.

FEMALES

- Red, black, or white polo or oxford shirt (long or short sleeves)*
- Black dress slacks or khaki pants or capris (no shorts)
- Black or khaki skirts – no shorter than 2 inches above the knee
- Black sheath dress
- Dress shoes or sandals
- Jeans, t-shirts, and athletic wear are NOT acceptable

MALES

- Red, black, or white polo or oxford shirt (long or short sleeves)*
- Black dress slacks or khaki pants (no shorts)
- Dress shoes
- Jeans, t-shirts, and athletic wear are NOT acceptable

ADVISERS / CHAPERONES / GUESTS

- Business professional
- Jeans, t-shirts, and athletic wear are NOT acceptable

*Polo shirts and oxford shirts are not required to have the FCCLA logo. All attire with the FCCLA logo must be purchased through the official FCCLA emblematic supplier. To purchase official FCCLA polo and oxford shirts, visit the FCCLA store at <http://www.co-store.com/fccla>.

Competitive Events Participants

STAR Events participants are expected to adhere to the published dress code for all general sessions, workshops, and the STAR Events Recognition Session. For participation in competition, follow event specifications for dress, and wear appropriate clothing for the nature of the presentation. If attending conference activities prior to or immediately after a STAR Events presentation, be prepared to change into clothing that meets the conference dress code.

Casual Attire | State Meetings

All Attendees

- Casual slacks, shorts, jeans, t-shirts, athletic wear, and tennis shoes

Please note: If you are attending the Special Event, you are still required to follow the mandatory dress policy for the Business Session.

Closing General Session

Females and Males

- Semi-formal—You are able to wear semi-formal attire to the Closing General Session if you are attending the Gala
- Jeans, t-shirts, athletic wear, athletic shoes, and flip-flops are **NOT** included in semi-formal attire

Unacceptable Attire at the National Leadership Conference

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Extremely short skirts (shorter than 2 inches above the knee)
- Clothing with printing that is suggestive, obscene, or promotes illegal substances
- Athletic clothing
- Athletic shoes
- Swimwear
- Rubber, beach type flip flops
- Night wear (pajamas) should not be worn outside of your hotel room

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.

Thursday Evening Gala (optional):

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

TRADING PINS

We have Missouri 1-inch pins for trading purposes. Trading pins will be mailed in the next week to the address supplied to the travel company. Additional trading pins can be purchased from the state office in the following packages:

10 for \$5.00 (.50 each)

20 for \$8.00 (.40 each)

30 for \$9.00 (.30 each)

To place an order, send an e-mail request to Donna Sharpe, at mofccla@dese.mo.gov. Please include your summer/home mailing address.

JUNE MAILING

A third and final mailing about National Leadership Conference will be distributed in 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 the National Leadership Conference. We look forward to a great meeting!

Enclosures: STAR Events Participants List
Missouri FCCLA Rooming List