



Active Leaders
TOGETHER FCCLA
Stronger **WE ARE...**
Ready Family **Healthy**

National Leadership Conference

July 5 - 9 | Washington, D.C.



2015 National Leadership Conference Guide

NATIONAL LEADERSHIP CONFERENCE

This summer FCCLA members from across the country will gather in our nation's capital to network with fellow members, attend FCCLA program workshops, leadership sessions, and compete in STAR Events. Don't miss this amazing opportunity to get HEALTHY with your FCCLA family.

The 2014-2015 National Executive Council Welcomes You to the 2015 National Leadership Conference!



Get your blazers ready and prepare to put the **red in red, white, and blue** at the 2015 National Leadership Conference this summer in Washington D.C. The 2014-2015 National Executive Council invites you to participate in workshops, network with members, compete for gold, and unite for amazing general sessions! While in D.C., be sure to take a tour of the beautiful monuments that are dedicated to the men and women that built our great nation. Join us as we show our nation's capital that "Together We Are....Healthy" and going 70 years strong. We look forward to seeing you soon as we travel to the center of power in the land of the free and the home of the brave!

- 2014-2015 National Executive Council

FCCLA Mission

To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.



Join Us!

Stay up-to-date at the **#2015NLC!** Download the **FCCLA 365 app** to receive competitive event schedule updates and other important conference news.

NASSP Approval

The National Association of Secondary School Principals (NASSP) has placed the FCCLA 2015 National Leadership Conference on the National Advisory List of Contests & Activities for 2014-2015.



Get the FCCLA Mobile App:

Click [here](#) and input your phone number to receive a text with a download link -- or search for "FCCLA 365 App" in your app store.

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General Conference Information



Schedule-At-A-Glance

Friday, July 3	Sunday (continued)	Sunday (continued)	Monday (continued)
<p>4 - 6 p.m. Board of Directors Executive Committee Meeting</p>	<p>10 - 11 a.m. FACS Knowledge Bowl Volunteer Orientation</p>	<p>6 - 7 p.m. STAR Events Participant Orientation</p>	<p>4 - 4:45 p.m. Alumni & Associates Reception (Graduating Seniors and A&A members only)</p>
<p>Saturday, July 4</p>	<p>10:30 a.m. - 12 Noon NOC Orientation</p>	<p>6 - 7:30 p.m. NOC Project Center</p>	<p>5 - 7:30 p.m. Opening General Session</p>
<p>CONFERENCE & COMPETITIVE EVENT REGISTRATION 8 - 11:30 a.m. and 1 - 4 p.m. (Advisers Only)</p>	<p>10:30 a.m. - 12 Noon NOCA Orientation</p>	<p>7:30 - 8:30 p.m.; 8:45 - 9:45 p.m.; 10 - 11 p.m. State Meetings</p>	<p>7:30 - 8:30 p.m. VIP Reception (By Invitation)</p>
<p>TOURS Morning & Evening (Times will vary)</p>	<p>12 Noon - 1 p.m. NOC Nominating Committee Meeting</p>	<p>Monday, July 6</p>	<p>7:45 p.m. NOC Letter Drop #1</p>
<p>12 - 5 p.m. CEAT Meeting</p>	<p>12:15 - 1 p.m. FACS Knowledge Bowl Participant Orientation</p>	<p>REGISTRATION 7:30 a.m. - 6 p.m.</p>	<p>8 - 9:30 p.m. State Photos</p>
<p>2 - 4 p.m. Board of Directors Committee Meetings</p>	<p>1 - 2:30 p.m. Adviser Academy Track 1 (By Appointment)</p>	<p>7 a.m. - 5 p.m. Culinary Arts Competition</p>	<p>8 - 8:45 p.m.; 9 - 9:45 p.m.; 10 - 10:45 p.m. State Meetings</p>
<p>2 - 3 p.m. and 3:15 - 4:15 p.m. State Meetings (State Adviser requests for alternative times will be scheduled based on space availability)</p>	<p>1 - 2:30 p.m. NOC Project Center</p>	<p>8 - 9 a.m. Exhibits - <i>Exclusive Preview!</i> (Advisers Only)</p>	<p>STAR Events <i>Advocacy*</i></p>
<p>4 - 6 p.m. Board of Directors Meeting</p>	<p>1 - 4 p.m. FACS Knowledge Bowl: <i>Pool Play from 1 - 2:40 p.m.</i> <i>Quarterfinals, Semifinals and 3rd Place Match from 3 - 4 p.m.</i></p>	<p>8 a.m. - 1 p.m. State Photos</p>	<p><i>Chapter Service Project Display</i></p>
	<p>1 - 10 p.m. NOC Nominating Committee Interviews</p>	<p>8 a.m. - 4 p.m. STAR Events</p>	<p><i>Chapter Service Project Portfolio</i></p>
	<p>1 - 10 p.m. NOC Nominating Committee Interviews</p>	<p>8 a.m. - 4:15 p.m. Leadership Academy</p>	<p><i>Chapter in Review Display</i></p>
	<p>2 - 3:30 p.m. State Officer Training I</p>	<p>9 - 11 a.m. NOC Fishbowl</p>	<p><i>Chapter in Review Portfolio</i></p>
	<p>3 - 4 p.m. New State Advisers Orientation (State Advisers with 0-3 Years' Experience Only)</p>	<p>9 a.m. - 4:30 p.m. Exhibits</p>	<p><i>Culinary Arts</i></p>
	<p>3 - 5 p.m. Adviser Academy Track 2 (By Appointment)</p>	<p>9:15 - 10:30 a.m. and 10:45 a.m. - 12 Noon Adviser Professional Development Sessions</p>	<p><i>Early Childhood Education*</i></p>
	<p>3 - 5 p.m. Adviser-to-Adviser (By Appointment)</p>	<p>11 a.m. - 12 Noon Voting Delegates Orientation Including NOC</p>	<p><i>Fashion Construction</i></p>
	<p>3:45 - 4:45 p.m. National Network Trainings (By Appointment)</p>	<p>12 Noon - 3 p.m. NOC Nominating Committee Deliberation</p>	<p><i>Focus on Children</i></p>
	<p>4:30 - 7 p.m. State Advisers Kickoff</p>	<p>1 - 3 p.m. Adviser Academy-Track 3 (By Appointment)</p>	<p><i>Job Interview</i></p>
	<p>5 - 5:45 p.m. STAR Events Room Consultants and Evaluators Meeting</p>	<p>3 - 3:45 p.m. Former National Officer Reception (By Invitation Only)</p>	<p><i>Leadership</i></p>
			<p><i>National Programs in Action</i></p>
			<p><i>Nutrition and Wellness</i></p>
			<p><i>Sports Nutrition</i></p>
			<p><i>Teach and Train*</i></p>
			<p>* Includes Postsecondary</p>

Schedule-At-A-Glance...continued

Tuesday, July 7	Tuesday (continued)	Wednesday, July 8	Thursday, July 9
<p>REGISTRATION 7:30 a.m. - 5 p.m.</p> <p>TOURS Evening (Times will vary)</p> <hr/> <p>8 - 8:45 a.m. State Officer Training II</p> <p>8 - 8:45 a.m. Youth Networking</p> <p>8 a.m. - 4 p.m. STAR Events</p> <p>8 a.m. - 4:30 p.m. Exhibits & College Fair</p> <p>8:15 - 9:15 a.m. and 9:30 - 10:30 a.m. Adviser Professional Development Sessions</p> <p>8:30 - 9 a.m. NOC Voting Delegate Speech Check-in</p> <p>9 a.m. - 10:15 a.m. NOC Speeches - Group A (NEC, Voting Delegates & Spectators)</p> <p>9 a.m. - 10:15 a.m. NOC Team Building - Group B</p> <p>10:45 a.m. - 12 noon NOC Speeches - Group B (NEC, Voting Delegates & Spectators)</p> <p>10:45 a.m. - 12 noon NOC Team Building - Group A</p> <p>11:30 a.m. - 3:45 p.m. Leadership Academy</p> <p>1 - 2:30 p.m. Adviser Academy-Track 4 (By Appointment)</p> <p>1:30 - 3:30 p.m. NOC Networking (All Voting Delegates & NOC</p>	<p>1:45 - 2:30 p.m. and 2:45 - 3:30 p.m. FCS Career Expo and Exhibitor/Partner Workshops Health/Nutrition Hospitality/Tourism Culinary (FACS Careers tie-in)</p> <p>4 - 4:45 p.m. 5 - 5:45 p.m. State Meetings</p> <p>5:15 - 6:15 p.m. National Executive Council Elections</p> <hr/> <p>STAR Events <i>Applied Math for Culinary Management</i> <i>Career Investigation</i> <i>Digital Stories for Change</i> <i>Entrepreneurship</i> <i>Environmental Ambassador</i> <i>Fashion Design</i> <i>FCCLA Chapter Website</i> <i>Food Innovations</i> <i>Hospitality, Tourism, Recreation</i> <i>Illustrated Talk</i> <i>Interior Design*</i> <i>Interpersonal Communications</i> <i>Life Event Planning</i> <i>No Kid Hungry</i> <i>Parliamentary Procedure</i> <i>Promote and Publicize FCCLA!</i> <i>Recycle and Redesign</i></p>	<p>REGISTRATION 7:30 a.m. - 2 p.m.</p> <p>TOURS Evening (Times will vary)</p> <hr/> <p>7 a.m. NOC Letter Drop #2</p> <p>8:30 - 11:30 a.m. 70 Years Strong Advocacy Event</p> <p>12:30 - 1:30 p.m. State & Chapter Adviser Networking</p> <p>12:30 - 1:30 p.m. State Officer Training III</p> <p>12:30 - 1:30 p.m. Youth Networking</p> <p>1 - 1:15 p.m. Voting Delegate Check-in</p> <p>2 - 4 p.m. Business & Recognition Session Knowledge Bowl Finals</p>	<p>REGISTRATION 7 a.m. - 5 p.m.</p> <hr/> <p>7:30 - 7:45 a.m. STAR Events Participants Line-up / Seating</p> <p>8 - 11 a.m. STAR Events Concurrent Recognition Sessions (All Regions)</p> <p>11 a.m. - 3:30 p.m. STAR Events Results Pick-up (State Advisers Only)</p> <p>11:30 a.m. - 12:30 p.m. STAR Events Scholarship Winners Awards Presenta- tion</p> <p>11:30 a.m. - 1 p.m. 2015-2016 NECA Lunch</p> <p>12:30 - 2:30 p.m. National Association of Parliamentarians Membership Exam</p> <p>12:45 - 2:15 p.m. STAR Event Demonstration Taping</p> <p>12:45 - 1:45 p.m. and 2 - 3 p.m. Youth Workshops</p> <p>1 - 3 p.m. State and Chapter Adviser Recognition Session</p> <p>4:30 - 6:30 p.m. Closing General Session</p> <p>6:30 - 10:30 p.m. Gala</p>

Scheduling Conflicts

When planning your week at NLC please closely review the conference schedule, competitive events schedule, and tour schedule. Some conference activities take place simultaneously. STAR Events competitors and judges may not be able to attend all other conference workshops or tours. Ensure that your other planned activities do not conflict with STAR Events orientations and competitions prior to purchasing tour tickets. STAR Events should take priority over other conference activities.

INFORMATION CENTERS



Adviser Hospitality Center

Share refreshments and conversation with members of the board of directors, advisers, and national staff while exchanging ideas on FCCLA national programs, partnerships, and services. Network with other advisers and exchange ideas in a relaxed environment. Check the conference program for location and times.

Host State Hospitality

Visit Virginia FCCLA State Association's hospitality area for conference information, assistance with meeting room locations, local restaurant recommendations, and other information about Washington, D.C. Check the conference program for location and times.

Competitive Events Information Centers

Members of national staff and state volunteers will be available to answer your questions about STAR Events competitions and the Family and Consumer Sciences Knowledge Bowl. Check the conference program for locations and times.

CONFERENCE EVENTS



College Fair

FCCLA's College Fair allows students to interact with admission representatives from a wide range of postsecondary institutions to discuss course offerings, admission and financial aid requirements, college life in general, and other information pertinent to the college selection process.

Exhibits

Exhibitors provide FCCLA members and advisers with information about career options, educational resources, fundraisers, and training opportunities available to them. Check the conference program for a full listing of exhibitors present at the conference. Chapter and State Advisers will have an opportunity to visit the exhibit hall before it opens to all attendees on Monday, July 6, from 8 a.m. - 9 a.m.

FCCLA Store

Check out the latest and greatest educational materials and FCCLA insignia items at the FCCLA Store.

CHAPTER AND STATE ADVISERS

Adviser Academy

The Adviser Academy is comprised of five professional development tracks held during national FCCLA meetings and one track completed with state advisers. Advisers selected to the academy are encouraged to commit to attendance at each phase. Advisers will receive a certificate of completion for the Adviser Academy.



Four tracks are available at the National Leadership Conference:

Track 1: New Adviser—Developing a Chapter Vision

Track 2: Using Legislation to Change the Classroom

Track 3: Leading at School

Track 4: Remaining Relevant as a Chapter

Apply by May 1 to be considered for the Adviser Academy. Visit the [FCCLA national website](#) for more information.



Adviser Networking

(Chapter Advisers, State Advisers, and Future Advisers)

Share ideas and find innovative resources from the experts- fellow FCCLA advisers, state advisers, and alumni! Come to this session to share your experiences with peers and leaders in the field.

Adviser Professional Development Sessions

(Chapter Advisers, State Advisers, and Future Advisers)

Chapter and state advisers seeking professional development can find FCCLA specific sessions on a range of topics presented by the National Consultant Team, National Executive Council Advisers, and exhibitors.

Chapter and State Adviser Recognition Session

(Chapter Advisers, State Advisers, and Future Advisers)

Celebrate chapter and state adviser success, leadership, and efforts by attending this special recognition session to honor fellow Family and Consumer Sciences teachers and leaders in the field.

DELEGATES



The FCCLA Leadership Academy

The FCCLA Leadership Academy develops leadership, employability, and 21st Century skills and give members the opportunity to be recognized for their personal growth efforts. Each academy focuses on specific skills needed for different environments where leadership is vital. From the home, to the workplace, to city hall, participants explore and practice essentials for the roles of family member, wage earner and community leader. The FCCLA Leadership Academy is developed by FCCLA for all FCCLA members to take intensive academies as part of their ultimate leadership experience.

Academies offered at the National Leadership Conference:

Engage: The Engage Academy strengthens leadership skills used to unify people through communication, collaboration, and conflict management.

Courses include:

- Effective Communication & Networking
- Public Speaking
- Group Dynamics & Collaboration
- Making Differences Count
- The Responsibility of Leaders

Launch: The Launch Academy enhances skills that will build a foundation for FCCLA members to prepare to successfully launch into their future through theory and practice of strategic planning, critical thinking, decision making, and innovation.

Courses include:

- Project Management
- Critical Thinking & Problem Solving
- Decision Making & Risk Taking
- Surviving Failure
- Vision & Revision

Participant Information:

Participants must pre-register and pay a \$15 academy fee through the online NLC registration system. No onsite registrations will be accepted and no refunds will be granted.

All participants must complete:

- Pre-Test: must be completed by June 30. The Pre-Test will emailed to participants by June 15.
- Participate in four of the five 75-minute courses on Monday and/or Tuesday of NLC
- Post-Test and Course & Academy Evaluation – available to participants at the conclusion of each course and/or completion of all 5 courses.

Participants who complete all requirements will be recognized on Thursday of NLC and online.

Spotlight on Projects

Spotlight on Projects showcases the National Program Award winning projects. Chapters are invited to share their projects during this event. To participate, visit the [FCCLA national website](#). Space is limited so sign up early!

Youth Networking

Join these high-energy, fast-paced sessions filled with dozens of rapid-fire icebreakers that will give you the opportunity to meet hundreds of other conference attendees from around the country. In these unique sessions, you'll be up on your feet the entire time, so be sure to bring your energy and enthusiasm along for the ultimate networking experience for ultimate leaders!



FCCLA Program Workshops

Note: These workshops will be presented by FCCLA Chapter members. However, they are open to both youth and adults.

To submit a workshop proposal fill out the form located here:
<https://www.surveymonkey.com/s/2015NLCYouthWorkshopProposal>.

Equipment for Workshop Presenters- Participants must provide their own computer/device and projector for workshops they are presenting. A projection screen will be set-up in workshop rooms upon request at no additional charge. Participants using Apple products or other devices that do not have a VGA port or HDMI port will need to provide their own adapters. Presenters will have access to setup their equipment 90 minutes prior to the start of the workshop.

COMPETITIVE EVENTS

Family and Consumer Sciences Knowledge Bowl: Level 3



The Family and Consumer Sciences Knowledge Bowl is a three level, team competition that challenges students' knowledge of all aspects of Family and Consumer Sciences. Teams advancing from Level 2 at the 2014 National Cluster Meetings will compete for the championship. Spectators are encouraged to watch these top teams compete in a fast-paced, quiz bowl style competition. Finals will take place at the Business and Recognition session.



Postsecondary STAR Events

FCCLA members (in participating pilot states) may compete in selected STAR Events. To learn more about postsecondary opportunities in your state, contact your state adviser.



STAR Events

Over 4000 FCCLA members will compete in one of 32 National STAR Events at the 2015 National Leadership Conference. It is important that all participants and their advisers carefully read all information emailed and posted on the national FCCLA website in preparation for competition. It is impossible to make STAR Events happen without the support of volunteers! Please remember to submit the names of volunteers during the registration process. Every state is required to have a minimum of one (1) volunteer per every three (3) STAR Events participants. Be sure to follow STAR Events registration deadlines and instructions, including all information in the [2014-2015 Competitive Events Guide](#).



ONSITE NLC INTERNSHIP OPPORTUNITIES

Meeting Planner Interns

Have you ever wondered what it takes to put on a conference for over 7,500 people? Enhance your conference experience by working as an intern on-site at the 2015 National Leadership Conference in Washington, D.C.! The meeting planner interns will help FCCLA national staff with onsite conference logistics. Interested applicants must be available during the 2015 National Leadership Conference, July 5-9 from 8 a.m. - 5 p.m.

Selected interns will be provided with a complimentary daily registration for each day of the conference worked. Accommodations, travel, and meals are at your own expense. [Download the application](#) and email a completed application along with a current resume and two letters of recommendation to meetings@fclclainc.org. Application receipt **deadline is April 17**. Selected interns will be notified by May 4.

Media Team

Join the Media Team at This Year's NLC!

Are you looking to be more involved and get more out of your NLC experience?

Then apply to be a part of the National FCCLA Media Team at this year's conference! The responsibilities of media team members include: attending all sessions and taking photos, making posts to your social media accounts about conference happenings, helping out national staff when needed and popping in and out of workshops to take photos. The rules for applying are simple, too: student members and advisers can both apply, but must already be registered for the conference. Also, being on the media team is a full-time commitment, however, you may still compete in STAR events. If you're ready to boost your social media skills and this is something that interests you then apply by [clicking here](#) by **June 1**.

Conference Deadline

Please be aware that in many cases, information will be collected online. Observe online and postmark deadlines and, when possible, submit early.

March 1, 2015

- National Officer Candidate national membership dues payment deadline

April 15, 2015

- National Officer Candidate Intent to Run Form

May 1, 2015

- Adviser Academy Application
- Family and Consumer Sciences Knowledge Bowl Team Registration (pre-qualified teams only)
- National Leadership Conference Housing
- National Leadership Conference Early Bird Registration Ends 11:59 p.m. EDT
- National Officer Candidate Application
- National Officer Candidate Nominating Committee Appointment Form
- National STAR Events Registration (for states with state competitions on or prior to April 25th)
- Spotlight on Projects Application

May 6, 2015

- National Leadership Conference Special Assistance requests must be submitted when registering for the conference. Registration must be completed prior to May 6 to qualify for special assistance through the FCCLA national office.

May 15, 2015

- National STAR Events Registration (for states with state competitions after April 25th)

June 1, 2015

- Insurance Application
- National Leadership Conference Regular Registration Ends 11:59 p.m. EDT
- Specific dietary restrictions for Tours and the Gala must be submitted when registering for the conference.

June 2, 2015

- National Leadership Conference Late / Onsite Registration Period Begins



Conference Guidelines



CONFERENCE GUIDELINES

Delegates are expected to attend and participate in all sessions, workshops, and activities so they gain as much as possible from the conference. 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. All conference attendees should be informed of the following:

- Behavior at all times should be such that it reflects a positive, professional image of you, your school, your state, and the organization.
- Be on time for all sessions and remain until sessions are adjourned.
- Do not take pictures during general sessions.
- Name badges are required for admission and **must** be worn when attending sessions. Replacement badges are \$5.00 and can be purchased at the FCCLA Registration Desk. All money collected will go to FCCLA's National Outreach Project.
- Any accidents, injuries, or illness should be reported to an adult chaperone immediately. National staff should be informed of such incidents and an incident form should be completed.
- If a student is found responsible for stealing or vandalism, the student and their parents/guardians will be expected to pay all damages.
- Students may not purchase, possess, consume, or be under the influence of alcohol or illegal drugs at any time. Violators will be subject to stringent disciplinary action.
- Smoking is prohibited.
- Use of air horns will not be permitted in the general sessions or throughout the convention center or hotels.
- Be considerate of sleeping hours and the privacy of other hotel guests and FCCLA members. All students will observe the 12 midnight in room curfew.
- Check your room carefully before departure. Be sure all personal belongings have been removed before checking out.

Adviser/Chaperone Responsibilities

Advisers are responsible for the behavior and discipline of their students throughout the conference. Students causing disturbance or displaying inappropriate behavior will be asked to leave the conference and the hotel.

- The National Association of Secondary School Principals (NASSP) requires an adult chaperone for every twelve high school or ten middle school students attending NASSP-sponsored conferences.
- There is a 12 midnight in-room curfew each night. This curfew should be enforced by the advisers and will be strictly enforced by the hotel security. This curfew is for the safety of the students and in respect of other guests staying at the hotel(s).
- Chapter advisers are responsible for enforcing the Mandatory Dress Policy. The Mandatory Dress Policy applies to delegates, advisers, guests, and all other attendees at the National Leadership Conference. Thoroughly review and impress upon your students the importance of adhering to the Mandatory Dress Policy. Emphasize that any individuals not adhering to the Dress Policy will not be admitted into sessions.
- Distribute, review, and collect signed copies of the FCCLA Code of Conduct on pages 71-76 of this document.



Announcements

- Only announcements that apply to the entire delegation will be made at general sessions. Advance approval by FCCLA national staff is required.

Americans with Disabilities Act (ADA)

- If a participant has a disability that meets the criteria specified in the Americans with Disabilities Act they must indicate so on their conference registration. Contact meetings@fcclainc.org with any questions.



Conference Photography

Have your official state and chapter photo taken with the FCCLA logo and conference date printed on each group photo. State Advisers will schedule a group photo time when entering their state information at registration. State advisers must schedule State/chapter photos by May 1 via the conference registration system. Drop-ins will be accepted when time permits. Quantity pricing is not available onsite. The official conference photographer and pricing information will be available on the FCCLA website by June 1.

Conference Photography Desk Hours:

- Sunday, July 5 8 a.m. – 8 p.m.
- Monday, July 6 8 a.m. – 1 p.m.
 8 p.m. – 9:30 p.m.

Conference Photography Release:

- FCCLA photographers and videographers will be taking photos and video throughout the conference for use in any manner FCCLA deems appropriate including, but not limited to, FCCLA publications, use on the FCCLA website, and in connection with competitive events. Names will not appear on photos or in videos. By attending the conference, you grant FCCLA the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indicia of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, internet, web casting, video streaming, television or radio), for the use of FCCLA, its affiliates, or any individual, organization, business, publication, net work or other third party, in perpetuity, without payment or any consideration.

Elevator Etiquette

- Students should be courteous to others in hotel and convention center elevators.
- Keep voices at low levels.
- Let people exit elevators before entering.
- Do not push buttons for unnecessary floors.
- Do not fill the elevators beyond posted capacities.



Escalator Safety Tips

- Use care when stepping on and off the escalator.
- Hold the handrail.
- No bare feet and avoid wearing floppy sandals and open-toe shoes.
- Do not run up or down the steps.
- Do not walk up the “down” escalator or down the “up” escalator.
- Keep feet away from the side edges of steps.
- No carts or strollers.
- Tie all shoe laces.
- Stand to the right when riding an escalator.
- Pass a person standing on an escalator on the left.



Meals

- Participants will be expected to purchase meals on their own. There are many options at a variety of price points within walking distance of the hotels and convention center. Visit the host state hospitality table for local restaurant suggestions meeting rooms.

Insurance for Conference Attendees

- 2015 National Leadership Conference attendees may purchase insurance through One Beacon Insurance. The [insurance form](#) will be on the FCCLA website.

Travel Safety Tips

- Never travel alone. Stay with groups and walk in public, well-lit areas.
- Students should avoid being out after dark unless they are with an adult chaperone.
- Do not walk down back streets, alleys, or in secluded areas at any time.
- Do not talk or give money to strangers.
- Remove name badges when outside the hotel and conference facility unless you are participating in an FCCLA activity.
- Never give your hotel room number to anyone you do not know.
- Bolt your hotel room door. Only open it when you know who is on the other side. (Note: All hotel personnel wear uniforms and have an identification badge. If in doubt, call the hotel security to come and verify the employee's identity.)
- Know where the stairs are located in case of a fire. Do not use the elevators. Also, count the number of doors to the nearest exit in case you can't see in a smoke-filled hallway.

Valued Possessions

- Attendees should leave all valuables at home. This includes jewelry, electronics, or any other item that would be considered a loss if misplaced or stolen.
- Valuables, airline tickets, expensive electronics, and money should be kept in an in-room safe or a hotel safety deposit box.
- While FCCLA is not responsible for personal belongings, we will have a lost and found located at the FCCLA Registration Desk.

What Should I Do If...

...I lost my room key?	A new room key can be issued at the front desk of your hotel. Be sure to bring identification, like a driver's license or other photo ID.
...the fire alarm goes off?	If the fire alarm goes off and you are in your sleeping room, you should refer to the emergency map on the back of your door for the nearest exit. Please check the door for heat before opening. You may want to designate a particular area outside the hotel for your chapter/group to meet. If there are any attendees that need special assistance, please compile a list for the front desk so that they can help.
...I need to call security?	Simply dial "0" and the hotel operator will connect you.
...my wallet or other valuables are missing?	Report missing items to security by dialing "0." You should also let your adviser know. In addition, you may want to check at the FCCLA Registration Desk.
...I don't feel well?	First, contact your adviser. If there is a real emergency, dial "0" for assistance

Be a Part of the Conference Program with a “Shout Out”

Show your support for FCCLA state and chapter officers, members, and advisers in the printed conference program. You may reserve space for as little as \$25. This personal touch is something you can look back on and treasure for years to come. Order a program “Shout Out” when registering for the conference. Contact meetings@fclclainc.org for more information.

Continuing Education Credit

Adults participating in the Continuing Education Credit program at the National Leadership Conference may receive up to 1.5 Continuing Education Units (CEUs). To receive this credit, participation must be indicated on the registration form and the \$20 fee included. The CEU fee is nonrefundable. Required attendance verification forms for participants will be available in the delegate registration packet or at the FCCLA registration desk. Check with your certification office or degree-granting institution before registering to determine if the CEU will apply toward your professional development program.

Professional Development Units

Certificates of Professional Development Units (PDUs) for individuals seeking continued certification through the American Association of Family and Consumer Sciences (AAFCS) will be available on-site. All participating individuals certified in Family and Consumer Sciences are responsible for complying with AAFCS requirements regarding annual reporting. Certificates of completion will be available at the Adviser Recognition Session.

MANDATORY DRESS CODE POLICY

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!

Mandatory Attire | General Sessions | Exhibits | College Fair | Workshops

Advisers are responsible for enforcing the dress policy with their students and guests. Delegates, advisers, and guests not adhering to the dress policy will not be admitted into sessions.

Guests who attend are required to follow the Mandatory Dress Policy.

Females

- Red, black, or white polo or oxford shirt **with a collar** (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 no shorter than 2 inches above the knee
- Dress shoes or sandals; rubber soled sandals will be considered flip flops
- Jeans, t-shirts, and athletic wear are NOT acceptable



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Males

- Red, black, or white polo or oxford shirt **with a collar** (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, shorts, and athletic wear are NOT acceptable
- Guests who attend are required to follow the Mandatory Dress Policy

***Polo shirts and oxford shirts are not required to have the FCCLA logo but FCCLA branded shirts are strongly encouraged.** All current and future 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>.

STAR 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.

*STAR Events Recognition Session exception - Culinary Arts participants are welcome to wear chef's attire during this session.

Gala Dress Policy

- Formal or semi-formal attire is encouraged for the FCCLA Gala. You may wear formal or semi-formal attire to the closing general session if you are attending the gala. Casual attire is also acceptable.

Unacceptable Attire At FCCLA Sessions

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



FCCLA Ultimate Image Award

The FCCLA Ultimate Image Award will be based on the vote of the FCCLA media team. Keep your eyes open for the state whose members most exemplify the FCCLA image and display a professional appearance throughout the conference. The state with the most votes will be presented with the FCCLA Ultimate Image Award at the Closing General Session.



Registration Information and Policies



REGISTRATION INFORMATION AND POLICIES

Registration is required to participate in all sessions, special events exhibit hall, and tours at the National Leadership Conference. Name badges will be checked. Online registration opens in March and closes June 15, 2015. The following fees and deadlines apply:

Registration Fees

Registration Packages include Weekly Registration and Gala. Please note, package pricing is available during Early and Regular Registration dates. Additional registrations after June 1 will be on a limited space availability basis. You are encouraged to register prior to June 1 to ensure availability. States with state STAR Events competitions after April 24 have a registration deadline of May 1, 11:59 p.m. EDT.

Some states offer a state package price that may include but not be limited to the following: registration, transportation, housing, meals, T-shirts, pins, etc. Please contact your state adviser directly to inquire about state registration packages they may offer. For housing, STAR Events registration, and officer election information contact your state adviser. Be advised, STAR Events activities will take place Sunday through Thursday of the conference. Contact your state adviser for specific event schedules your state may be participating in.

2015 National Leadership Conference Registration Rates	Early (Ends May 1)	Regular (Ends June 1)	Late (Begins June 2)
Weekly Registration Package (Includes the Weekly Registration and FCCLA Gala)	\$277	\$290	--
Weekly Registration (July 5 - 9)	\$190	\$200	\$250
Leadership Academy	\$15	\$15	--
CEU Credits	\$20	\$20	\$20
Daily Registration Monday, July 6 Tuesday, July 7 Wednesday, July 8 Thursday, July 9	\$65	\$65	\$70
STAR Events Recognition Session* Thursday, July 9 8 - 11 a.m. *Parents, relatives, and guests are eligible for this special registration rate.	\$15	\$15	\$20
FCCLA Gala Thursday, July 9	\$87	\$90	\$95

STAR Events Participant Registration Fees

Please review all STAR Events Dates to Remember, requirements, and policies for National Leadership Conference as outlined in the [2014-2015 Competitive Events Guide](#). Only STAR Events participants approved by the state FCCLA association may register for national STAR Events.

States with state STAR Events competitions on or prior to April 24 have a national conference and STAR Events registration deadline of May 1, 11:59 p.m. EDT.	
STAR Events Registration by May 1	\$45 per person
Online STAR Events Level II Registration by May 1 deadline	\$45 per person plus \$25 per team technology fee
Registration May 2 - 15	Costs as above plus \$100 per team
STAR Events Registration after May 16	Costs as above plus \$100 per team

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States with state STAR Events competitions on or after April 25 have a national conference and STAR Events registration deadline of May 15, 11:59 p.m. EDT.	
STAR Events Registration by May 15	\$45 per person
Online STAR Events Level II Registration by May 15 deadline	\$45 per person plus \$25 per team technology fee
STAR Events Registration after May 16	Costs as above plus \$200 per team

Registration Policies

Conference Registration Policy

- **If paying by purchase order or check, full payment must be received at national headquarters by June 15, 2015. Registration packets will only be distributed to attendees with a zero balance or by securing the balance with another form of payment when picking up materials.**
- Outstanding balances from previous national conferences / meetings must be paid in full prior to registering for the 2015 National Leadership Conference.
- If you register for the conference and do not cancel prior or are a “No-Show”, you will be responsible for the balance due. You will not be able to register for future national conferences / meetings until the balance has been paid.
- Each person attending the conference or any part of the conference must be officially registered. Each registrant will receive a computer-generated name badge that serves as an admission to all sessions, exhibits, workshops, and activities.
- Official registration badges must be worn to all conference functions. Badges will be checked at the entrance of conference activities.
- Wristbands are required for the Gala. Wristbands will be issued with registration materials.
- Children under nine years of age are discouraged from attending conference sessions. Children and family members who attend conference sessions must register for the conference and pay all event fees.

Tour Policy

FCCLA and metroConnections are not responsible for lost or damaged articles; accidents; disasters; government regulation or advisory; high altitude sickness; death; injury; illness; fire; disruption; delays, modifications or cancellations caused by weather conditions; any mechanical or electrical difficulties; strikes; lockouts; acts or threats of terrorism; civil disorder; acts of God; and other events beyond the control of FCCLA and metroConnections. FCCLA and metroConnections will make every effort to conduct the program as described; however, we reserve the right to make adjustments to programs without affecting their overall quality. Should situations beyond the control of FCCLA and metroConnections make changes necessary, we will work with each state on any such changes whenever possible; however, we are unable to issue refunds if inclement weather renders tour performance impossible or unsafe. FCCLA reserves the right to cancel any tour if the minimum number of participants required to operate the tour is not met. In case of cancellation, participants will be notified in advance and a full refund will be made. Please note that tour times provided are the actual departure and return times. All tours will depart from and return to the Walter E. Washington Convention Center.



Cancellation & Refund Policy

Conference Cancellation/Registration Refund Policy

- Cancellation and refund requests must be submitted via email to meetings@fclainc.org by 11:59 p.m. EDT June 1, 2015. Telephone cancellations will not be accepted.
- FCCLA will refund your conference registration fees less a \$25 administrative fee.
- Refunds are not honored for Continuing Education Credits, Leadership Academy, and STAR Events.
- Requests for refunds will not be honored after June 1, 2015.
- Refunds for “No-Shows” will not be honored and registrant and/or chapter will still be responsible for all registration fees. Please note your chapter will not be able to register for future conferences/meetings until the balance has been paid in full.
- All refunds will be processed following the conference.

Name Changes/Substitutions

- Name changes (substitutions) must be submitted via email to meetings@fclainc.org by 11:59 p.m. EDT June 1, 2015. Telephone changes will not be accepted.
- FCCLA will process the name change without penalty until June 1, 2015.
- All requests received after June 1 will incur a \$25 administrative fee.
- Please note: The cancellation policy for tours and the FCCLA Gala will apply if these events have been registered for and canceled with the substitution.

Tours & Gala Cancellation Policy

- Cancellations/Name changes (substitutions) requests must be submitted via email to meetings@fclainc.org. Telephone cancellations will not be accepted.
- Tours and the FCCLA Gala may be canceled without penalty until May 1, 2015.
- All cancellation requests received after May 1 will incur a \$25 administrative fee.
- Requests for refunds will not be honored after June 1, 2015 or for “No-Shows”.
- Please note your chapter will not be able to register for future conferences/meetings until the balance has been paid in full.
- All refunds will be processed following the conference.





Tours and Special Events



Tours and Special Events

FCCLA offers the following special events. Please note: Some events may require a fee for participation and require registration.

Scheduling Conflicts

When planning your week at NLC please closely review the competitive events schedule, conference schedule, and tour schedule. Some conference activities take place simultaneously. STAR events competitors and volunteers may not be able to attend all other conference workshops or tours. Ensure that your other planned activities do not conflict with STAR Events orientations and competitions prior to purchasing tour tickets. STAR Events should take priority over other conference activities.



Career Explorations

Get a behind-the-scenes look at local businesses in Washington, D.C.! Take advantage of a rare opportunity to learn more about how various businesses really work. You may find your path of study after high school or a future career! Sign up for career explorations when you register for the conference.

FCCLA Inaugural Gala - the Hottest Ticket at NLC

Thursday, July 9, 2015

6:30 - 10:30 p.m.

*Walter E. Washington Convention Center
Washington, D.C.*

Party like a president! Wander through the Cherry Blossom Festival on your way to the FCCLA Inaugural Ball. Enjoy live entertainment, traditional Japanese origami, Asian inspired cuisine and two ballrooms boasting a live band and a DJ for dancing the night away! Be sure to take a break from the dance floor to hit the photo booth with your FCCLA family and keep your eyes open as the beloved Presidential characters from the Washington Nationals are scheduled to make an appearance.

Attire: Dress to impress. Semi-formal required. Time to rock that homecoming or prom dress again!

Tours

FCCLA offers a variety of tour options during the National Leadership Conference. When planning your travel, please leave plenty of time between your anticipated arrival to D.C. and the start of tours in which you plan to participate. **FCCLA is NOT responsible for tour refunds due to delayed travel.** Please remember to register for FCCLA sightseeing tours at times that do not interfere with planned attendance of any National Leadership Conference sessions in which you may be involved. Tour times listed are portal to portal. Check tour descriptions for departure and return locations.

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FCCLA offers a variety of tour options during the National Leadership Conference. When planning your travel, please leave plenty of time between your anticipated arrival to D.C. and the start of tours in which you plan to participate. FCCLA is NOT responsible for tour refunds due to delayed travel. Please remember to register for FCCLA sightseeing tours at times that do not interfere with planned attendance of any National Leadership Conference sessions in which you may be involved. Tour times listed are portal to portal. Check tour descriptions for departure and return locations.

	<p>Saturday, July 4 and Sunday, July 5</p> <p>Mt. Vernon George Washington, commander in chief of American forces in the Revolutionary War and the first president of the United States, called Mount Vernon home for more than 40 years. The home, dubbed the most popular historic estate in America, is situated along the Potomac River in Northern Virginia. Enjoy this vast estate as well as the films, museums and galleries which tell the detailed story of Washington's life.</p> <p>Old Town Alexandria, on the Potomac River waterfront, is a beautifully preserved historic district known as Washington's adopted hometown. Lunch is on your own today in the Boutique District hailed as "some of the best stores and galleries in D.C."</p> <p>Time: Saturday, July 4 8:30 a.m. – 2:30 p.m. Sunday, July 5 8 a.m. – 2 p.m.</p> <p>Includes: Deluxe motor coach transportation, admission to Mt. Vernon, onsite staff, time in Old Town Alexandria, all applicable tax.</p> <p>Price: \$55 per person</p>
	<p>Sunday, July 5 and Tuesday, July 7</p> <p>Monuments by Moonlight – Evening Tour The impressive sight of Washington D.C.'s national monuments illuminated at night is an absolute can't-miss for your trip to our Nation's Capital. You'll see the city in a whole new light on the 3.5 hour tour led by a licensed D.C. guide. On this evening tour, you'll visit such famous sites as the White House, Jefferson, Lincoln, Vietnam, Korean and Iwo Jima Memorials on foot for an up-close exploration. Enjoy the beauty of D.C. by night. All tour participants will receive a glow necklace to clearly identify our group!</p> <p>Time: Sunday, July 5 7 – 10:30 p.m. Tuesday July 7 7 – 10:30 p.m.</p> <p>Includes: Deluxe motor coach transportation, licensed D.C. tour guide, glow necklace, all applicable tax.</p> <p>Price: \$35 per person</p>
	<p>Sunday, July 5</p> <p>D.C. City Tour / Arlington National Cemetery / Eastern Market See all the attractions D.C. has to offer while learning about the history and trivia that surrounds Washington D.C. Your licensed tour guide will navigate you through every important detail of each monument and help you experience everything D.C. has to offer. Stops will be made at the Arlington National Cemetery and the Eastern Market.</p> <p>Time: Sunday, July 5 8 a.m. – 1:30 p.m. Sunday, July 5 1 – 6 p.m.</p> <p>Includes: Deluxe motor coach transportation, licensed D.C. tour guide, all applicable tax.</p> <p>Price: \$42 per person</p>

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	<p>Sunday, July 5</p> <p>Crime Museum / Madame Tussauds Explore American History from a different perspective. The Crime Museum is described by Good Morning America as a “must see for CSI fans.” There are five unique galleries that burrow deep into the studies of criminal intent, criminal profiles penal system, forensic science, and the Judiciary Brand of government. Madame Tussauds takes you on an interactive journey through the Presidents Gallery, featuring a wax figure of all 44 US Presidents, then on to the red carpet with today’s hottest A-list Hollywood Stars and music icons.</p> <p>Time: Sunday, July 5 1 – 5 p.m.</p> <p>Includes: Admission to the Crime Museum and Madame Tussauds, onsite staff, all applicable tax. Transportation is not provided. Venues are within walking distance of the hotel or accessible via metrorail.</p> <p>Price: \$39 per student \$43 per adult</p>
	<p>Sunday, July 5</p> <p>Washington Nationals Baseball Game vs. Cincinnati Reds Nothing says summer like our national pastime and what could be better than watching the Washington Nationals take on an ardent competitor on a lazy summer evening in our nation’s capital! On paper it appears the Nationals don’t need to make many changes for the 2015 season with the starting eight position players being set and a pitching staff that is arguably one of the best in baseball!</p> <p>Built in 2008, the beautiful new National park is located in Southeast Washington along the fast-developing Capitol Riverfront adjacent to the Navy Yard.</p> <p>Time: Tuesday, July 7 6 – 10:30 p.m.</p> <p>Includes: Transportation via the Metrorail, game admission, escort, and all applicable tax.</p> <p>Price: \$60 per person</p>
	<p>Sunday, July 5</p> <p>National Harbor Event Come experience the “Excitement on the Potomac” at National Harbor! Have fun tonight exploring the waterfront plaza with all its neighboring shops and restaurants, the 180 feet high Capital Wheel (a classic carousel) and “The Awakening” sculpture. Enjoy our private, alcohol-free, two story venue Bobby McKey’s Dueling Piano Bar with some wonderful food and talented live entertainment. Menu includes: House Green Salad, Fruit Platter, Chicken Tenders, Beef Tenderloin Sliders, Pulled Pork Sliders, Pasta Salad, Cole Slaw, Assorted Cookies and Unlimited Soft Drinks.</p> <p>You can also hop aboard our complimentary shuttle to shop or browse over 85 brands at the nearby Tanger Outlet Mall where you can save big with your included coupon book.</p> <p>Time: Wednesday, July 8 3 – 8 p.m. Wednesday, July 8 4 – 9 p.m.</p> <p>Includes: Motor coach transfers, Bobby McKey’s Dueling Piano Bar (exclusive for FCCLA during dinner), food and beverage, live entertainment, shuttle to Tanger Outlet Mall (1.5 miles from the waterfront), Tanger Coupon Book, onsite staff, wristbands, and all applicable tax and meal gratuities.</p> <p>Price: \$70 per person</p>



Hotel and Travel Information



HOUSING INFORMATION

FCCLA Housing Policy

It is important that all conference delegates use the official conference hotels. FCCLA's Board of Directors has implemented the following policy:

1. Delegates who live more than 30 miles from the convention site and do not stay in one of the official convention hotels will be assessed a conference room fee of \$25 per registration in order to register for the conference.
2. Delegates from state associations attending the national conference and not staying at one of the official convention hotels may not participate in Competitive Events or be eligible to be elected for a national office.

Official Conference Hotels

The 2015 National Leadership Conference official convention hotels are listed below. Based on state advisers anticipated attendance and conference registrations, additional official hotels may be added. All convention hotels are within walking distance of the convention center. Transportation is not provided. If you require special accommodations, please notify FCCLA at least 60 days prior to the conference at meetings@fcclainc.org.

Marriott Marquis Washington D.C.

901 Massachusetts Avenue NW
 Washington, D.C. 20001
 (202) 824-9200
 Two city blocks (0.3 miles) from the Convention Center
 Single/Double/Triple/Quad Room Rate is \$205 per room, per night plus tax (currently 14.5%)

Embassy Suites D.C. Convention Center

900 10th Street NW
 Washington, D.C. 20001
 (202) 739-2001
 Three and a half city blocks (0.4 miles) from the Convention Center
 Single/Double/Triple/Quad Room Rate is \$199 per room, per night plus tax (currently 14.5%)

Renaissance Washington D.C. Downtown Hotel

999 9th Street NW
 Washington, D.C. 20001
 (202) 898-9000
 Two and a half city blocks (0.3 miles) from the Convention Center
 Single/Double/Triple/Quad Room Rate is \$195 per room, per night plus tax (currently 14.5%)

Hamilton Crowne Plaza

1001 14th Street NW
 Washington, D.C. 20005
 (202) 682-0111
 Five city blocks (0.7 miles) from the Convention Center
 Single/Double/Triple/Quad Room Rate is \$189 per room, per night plus tax (currently 14.5%)

Washington Marriott at Metro Center

775 12th Street NW
 Washington, D.C. 20005
 (202) 737-2200
 Five city blocks (0.6 miles) from the Convention Center
 Single/Double/Triple/Quad Room Rate is \$195 per room, per night plus tax (currently 14.5%)

Hampton Inn Washington D.C. Convention Center

901 6th Street NW
 Washington, D.C. 20001
 (202) 842-2500
 Four city blocks (0.4 miles) from the Convention Center
 Single/Double/Triple/Quad Room Rate is \$199 per room, per night plus tax (currently 14.5%)

Grand Hyatt Washington

1000 H Street NW
 Washington, D.C. 20001
 (202) 582-1234
 Five city blocks (0.6 miles) from the Convention Center
 Single/Double/Triple/Quad Room Rate is \$199 per room, per night plus tax (currently 14.5%)

Only registered conference attendees are eligible to take advantage of the FCCLA negotiated conference room rates.

State Hotel Assignments

The 2015 National Leadership Conference official convention hotels are listed below. Based on state advisers anticipated attendance and conference registrations, additional official hotels may be added.

State	Hotel	State	Hotel
Alabama	Marriott Marquis Washington, D.C.	Nevada	Renaissance Washington D.C. Downtown Hotel
Alaska	Embassy Suites D.C. Convention Center	New Hampshire	Hamilton Crowne Plaza
Arizona	Renaissance Washington D.C. Downtown Hotel	New Jersey	Marriott Marquis Washington, D.C.
Arkansas	Grand Hyatt Washington	New Mexico	Embassy Suites D.C. Convention Center
California	Embassy Suites D.C. Convention Center	New York	Renaissance Washington D.C. Downtown Hotel
Colorado	Renaissance Washington D.C. Downtown Hotel	North Carolina	Marriott Marquis Washington, D.C.
Connecticut*	Contact FCCLA Headquarters	North Dakota	Marriott Marquis Washington, D.C.
Delaware	Embassy Suites D.C. Convention Center	Ohio	Marriott Marquis Washington, D.C.
Florida*	Contact FCCLA Headquarters	Oklahoma	Grand Hyatt Washington
Georgia	Renaissance Washington D.C. Downtown Hotel	Oregon	Hamilton Crowne Plaza
Hawaii	Washington Marriott at Metro Center	Pennsylvania	Renaissance Washington D.C. Downtown Hotel
Idaho	Renaissance Washington D.C. Downtown Hotel	Puerto Rico*	Contact FCCLA Headquarters
Illinois	Marriott Marquis Washington, D.C.	Rhode Island*	Contact FCCLA Headquarters
Indiana	Embassy Suites D.C. Convention Center	South Carolina	Marriott Marquis Washington, D.C.
Iowa	Washington Marriott at Metro Center	South Dakota	Embassy Suites D.C. Convention Center
Kansas	Grand Hyatt Washington	Tennessee	Grand Hyatt Washington
Kentucky	Renaissance Washington D.C. Downtown Hotel	Texas	Washington Marriott at Metro Center
Louisiana	Hampton Inn Washington D.C. Convention Center	Utah	Hamilton Crowne Plaza
Maine	Marriott Marquis Washington, D.C.	Vermont	Hampton Inn Washington D.C. Convention Center
Massachusetts*	Contact FCCLA Headquarters	Virginia	Marriott Marquis Washington, D.C.
Michigan	Grand Hyatt Washington	Virgin Islands*	Contact FCCLA Headquarters
Minnesota	Marriott Marquis Washington, D.C.	Washington	Marriott Marquis Washington, D.C.
Mississippi	Marriott Marquis Washington, D.C.	West Virginia	Renaissance Washington D.C. Downtown Hotel
Missouri	Marriott Marquis Washington, D.C.	Wisconsin	Marriott Marquis Washington, D.C.
Montana	Hampton Inn Washington D.C. Convention Center	Wyoming	Hampton Inn Washington D.C. Convention Center
Nebraska	Renaissance Washington D.C. Downtown Hotel		

*Please contact the FCCLA national office, at meetings@fcclainc.org, for your state's hotel assignment.

Making Reservations

When making hotel reservations it is important that all attendees are listed for each room. National headquarters verifies hotel housing lists, and delegates not staying at an official convention hotel will be assessed a \$25 fee per registration. Also, they will not be able to compete in the National STAR Events or be eligible to be elected for a national office.

- All reservation requests must be made at your state's assigned hotel with deposit no later than May 15, 2015.
- Checks for housing payments should not be mailed to FCCLA Headquarters or included with your registration.
- Purchase orders will not be accepted for deposits or final hotel payment.
- Requests for rooms after May 15, 2015, cannot be guaranteed housing in the same hotel as your state delegation. If mailing your request, please allow for delivery time. It is strongly suggested that advisers send housing forms via overnight shipment to the assigned hotel.
- Please note that some states offer travel packages. Contact your state adviser for more information.
- Refer to the FCCLA website for more information for your state's assigned hotel.

Final Hotel Payment

- Checks sent for final payment should be made payable to and mailed directly to your confirmed hotel and **must be received at least 10 business days prior to arrival.**
- If paying your final balance at the hotel with a credit card not in your possession the hotel may require you to complete a credit card authorization form prior to arrival.
- If Refer to specific instructions for your state's assigned hotel on the FCCLA website.

Hotel Check-In

- Make your travel plans with check-in times in mind. Hotel check-in is at 3 p.m. Check with the hotel about special arrangements if you must arrive before check-in time or after 6 p.m.
- Advisers should check the group into the hotel at one time and secure room assignments and keys. Have a copy of the housing confirmation, and valid picture identification with you. If your state adviser made housing reservations as a state group, this is your state adviser's responsibility.
- Outside telephone service will be restricted in rooms not leaving a credit card deposit. Pay movies, room service, and in room internet access will be on a cash-only basis.
- Due to the high demand for double-bedded rooms, in most cases, double-bedded rooms will be used only to house three or four guests. Rooms with three occupants may be placed in rooms with a king bed and rollaway bed. Rollaway beds may be requested for single bedded rooms with two or more occupants for an additional charge and will be based on the hotel's available inventory.
- When checking in, rooms may not be available. This will depend on the hotel occupancy the previous night. The hotels will make all attempts to place students and chaperones on the same floor.

Hotel Check-Out

- Advisers must check-out the entire group. Hotel checkout is at 11 a.m. Failure to vacate the rooms by this time may result in a full rate being charged for that day. Advisers must assume financial responsibility for the room bill.

TRAVEL INFORMATION



By Air:

FCCLA has partnered with Delta Airlines to offer discounted airfare for attendees traveling to the National Leadership Conference. Reservations and ticketing are available at www.delta.com. Reservations may also be made via phone Monday - Friday, 7 a.m. - 7 p.m. CDT, by calling the Delta Meetings Network at (800) 328-1111. Attendees must use the following meeting code when purchasing tickets: NMK3A

When booking online:

- Select Book a Trip
- Click on Advanced Search
- Enter the meeting code in the box provided on the Search Flights page

**Please note that there is a direct ticketing fee for booking through the reservation number above. All discounted tickets are non-refundable. There is a \$200 change fee for all discounted tickets.*

Ronald Reagan National Airport (DCA)

SuperShuttle

FCCLA recommends using the SuperShuttle. Find out more to the right.

Metrorail

Terminal B and C: Use either of two enclosed pedestrian bridges on the concourse level which connect directly to the station.

Terminal A: Exit the terminal to the street-side curb, and board any "Airport Shuttle" bus. At the stops for Terminal B/C or Parking Garages B and C you may access an enclosed bridge which connects to the Metrorail.

Taxi Service

Taxi service from the Ronald Reagan National Airport is approximately \$16 (6 miles to downtown hotels) plus \$3 airport fee and any applicable taxes. For additional details and information on what to expect when using taxi service please visit the DCA website here:

<http://www.metwashairports.com/reagan/1193.htm>.

Washington Dulles International Airport (IAD)

SuperShuttle

FCCLA recommends using the SuperShuttle. Find out more to the right.

Metrorail

Take the Washington Flyer Silver Line Express bus service from the Dulles International Airport to the Reston Wiehle East Metrorail. The fee for the Washington Flyer Silver Line Express bus is \$5 per person. Board the Reston Wiehle metrorail on the silver line towards Largo Town Center.

Taxi Service

Taxi service from the Dulles International Airport is approximately \$68 (28 Miles to downtown hotels) plus any applicable taxes. For more information, call (703) 572-8294 or visit <http://www.washfly.com>.

Baltimore Washington International Airport (BWI)

SuperShuttle

FCCLA recommends using the SuperShuttle. Find out more to the right.

Metrorail

Take the free shuttle service from the Baltimore Washington International Airport to the BWI Marshall Rail Station. Shuttle stops are located on the lower level terminal roadway in between door numbers 1 & 2, 8 & 9, 14 & 15, and 17 & 18. Shuttle buses from the BWI Marshall terminal building to the rail station operate every 12 minutes from 5 a.m. to 1 a.m. daily and every 25 minutes between 1 a.m. and 5 a.m. daily. Buses stop adjacent to the rail station garage, directly in front of the rail station. The BWI Rail Station is located one mile from the terminal building. Board the MARC train to Washington, D.C. Union Station. To contact the BWI Marshall Rail Station for rates, please call (410) 672-6169. Board the Union Station metrorail on the red line towards Shady Grove.

Taxi Service

The taxi stand is located just outside of the baggage claim area of the Lower Level of the BWI Marshall terminal. BWI Marshall taxicabs are prohibited from charging flat rates. Taxi service from the Baltimore Washington International Airport is approximately \$84 (32 Miles to downtown hotels) plus any applicable taxes. For more information, call (410) 859-1100 or visit www.bwairporttaxi.com.

Travel Tip

FCCLA recommends using the SuperShuttle when traveling from the airport to your hotel. Be sure to make an advanced reservation for your group!

SuperShuttle

SuperShuttle door-to-door service is available at the Airport. Shuttles operate on a shared ride-on demand basis. FCCLA recommends that you make a reservation prior to arrival. Please use this link to make your reservation: <http://www.supershuttle.com/default.aspx?G-C=6YSL5>

If you have a reservation and/or ticket you may board the shuttle directly. If not, you must purchase a ticket at the reservation counter in the airport.

To board the shuttle, upon arrival proceed to the outside curb and contact the SuperShuttle representative. After hours call

1 (800) 258-3826 and press 1 for dispatch or 2 for reservations. For information, call **1 (800) BLUEVAN** or go to **SuperShuttle.com**.

PARKING IN WASHINGTON, D.C.



Colonial Parking

FCCLA has partnered with Colonial Parking in Washington, D.C. to bring you discounted parking options. Pay the all day rate to receive overnight parking for free! Discount available through online, prepaid reservations only. Click this link for pricing, locations, and reservations. <https://www.ecolonial.com/locations/fcclaparking>.

Be advised that when parking with Colonial Parking garages your car will only be accessible during garage hours. Garage hours vary based on location so be sure to review all information before making your reservation. Colonial Parking garages are not located at the hotels so you may have to walk a distance to your hotel after parking. FCCLA recommends researching distances before making a reservation.

Union Station

Bus parking is available on a first come, first served basis unless a reservation is made. Reservations are available by contacting the Union Station Parking Garage (USPG) Management. Please send all requests via email to businfo@uspgllc.com or by calling (202) 289-0420. Bus parking from 9:00 p.m. - 9:59 a.m. is \$20. The Daily Rate for Bus Parking, 10 a.m. - 8:59 p.m., is \$30. Reservations made with in/out privileges is \$60. Please read the [Union Station Parking frequently asked questions document](#) here before arrival.

**50 Massachusetts Avenue NE
Washington, D.C. 20002
(202) 289-1908**

Marriott Marquis Washington D.C.

There is no bus parking available at the Washington Marriott Marquis. Valet parking with In/Out privileges fee: \$45 daily plus any applicable taxes.

Renaissance Washington D.C. Downtown Hotel

There is no bus or van parking available at the Renaissance Washington D.C. Downtown Hotel. Onsite parking with In/Out privileges fee: \$35 daily plus any applicable taxes. Valet parking with In/Out privileges fee: \$42 daily plus any applicable taxes.

Washington Marriott at Metro Center

There is no bus parking available at the Washington Marriott at Metro Center. Valet parking with In/Out privileges only, no self-parking available. Vehicles under 6 ft. 6 in. fee, \$49.56 overnight plus any applicable taxes. Vehicles over 6 ft. 6 in. fee: \$55.46 overnight plus any applicable taxes. Day guests up to 2 hours fee: \$20 plus any applicable taxes. Day guests 2-8 hours fee: \$37 plus any applicable taxes.

Grand Hyatt Washington

There is no bus parking available at the Grand Hyatt Washington. The maximum height for all parking at the Grand Hyatt Washington is 6 ft. 5 in. Self-parking with no In/Out privileges fee: \$35 per night plus any applicable taxes. Valet parking with In/Out privileges fee: \$45 per night, plus any applicable taxes.

Embassy Suites D.C. Convention Center

There is no bus parking available at the Embassy Suites D.C. Convention Center. Valet parking with In/Out privileges only, no self-parking available. The maximum height for all parking at the Embassy Suites D.C. Convention Center is 7 ft. Valet parking with In/Out privileges fee: \$41 overnight plus any applicable taxes.

Hamilton Crowne Plaza

There is no bus parking available at the Hamilton Crowne Plaza. Valet parking with In/Out privileges only, no self-parking available. The maximum height for all parking at the Hamilton Crowne Plaza is 6 ft. 1 in. Discounted parking for FCCLA attendees for valet parking with In/Out privileges fee: \$25 overnight plus any applicable taxes.

Hampton Inn Washington D.C. Convention Center

There is no bus parking available at the Hampton Inn Washington D.C. Convention Center. Valet parking with In/Out privileges only, no self-parking available. Discounted parking for FCCLA attendees for valet parking with In/Out privileges is \$19.50 overnight plus any applicable taxes. Only guests of the Hampton Inn Washington D.C. Convention Center may take advantage of the discounted parking rate.

USING THE WASHINGTON, D.C. METRORAIL

Getting around the Metrorail

The Metrorail is a color-coded system of monorail transportation in the Washington, D.C. area. The Walter E. Washington Convention Center is located at the Mt. Vernon Square Metro Station, which is on the Yellow and Green Lines. To locate the metro station closest to your hotel, determine fares for a trip, or to purchase a SmarTrip® fare card visit <http://www.wmata.com>.

Mt. Vernon Square - 7th Street - Convention Center Metro Station:
700 M Street NW
Washington, D.C. 20001

Some travel may require you to transfer from the Yellow Line to a line of a different color. Exit your current train at a “transfer station” and go to the right platform to wait for the color train going in the direction you desire that is assigned to that platform. You do not need your card until the very end of your trip to exit at your final station.

Please note: Make sure the color train you want is going in the direction you want. Directions are indicated by the last stop on a particular metro line. Pay attention to the name of the metro stop that the train is headed toward which is on a digital sign located on the side and front of the train. For example, the Yellow line travels in two directions. Each direction is indicated by one of two names. The northern route of the Yellow line is toward Greenbelt or Fort Totten. The southern route of the Yellow line is toward Franconia-Springfield or Huntington.

Use the metro map to determine your current location and then which direction you need to go in to get to your destination.

Metrorail Hours and Peak Times

Hours of service:

Open: 5:00 a.m. Monday – Friday;
 7 a.m. Saturday - Sunday
 Close: Midnight Sunday – Thursday;
 3 a.m. Friday – Saturday Nights

The weekday rush-hour periods — before 9:30 a.m., and between 3 p.m. – 7 p.m. — are the most crowded. Fares are increased during these times, and are referred to as “Peak” fares.

Peak Hours:

Weekdays from 5 - 9:30 a.m. and from 3 – 7 p.m.
 Friday and Saturday nights from 12 midnight - 3:00 a.m.

Off-Peak:

Off-peak fares are in effect all other times.
 Metrorail Map of Metrorail System

SmarTrip® Cards

A farecard is required to enter and exit the metrorail stations. FCCLA recommends that you save money by using a SmarTrip® card instead of a paper farecard. SmarTrip® is a plastic farecard that can be reloaded with value and reused. You can add value to your SmarTrip® card at FARECARDS & PASSES machines in Metrorail stations. The initial card is \$10 which means you are paying \$2 for the card and it will have \$8 credit for you to use for fare on the Metrorail.

SmarTrip® cards are sold from dispensing machines at Metrorail stations and can be purchased online before you travel. FCCLA recommends purchasing your SmarTrip® card ahead of time to avoid lengthy processes at the metrorail station.

Visit <https://smartrip.wmata.com/storefront> to purchase your SmarTrip® card.

We do not recommend adding additional funds to the card at the time of purchase, but to wait until you have used the amount on the card. Based on the amount of additional sightseeing you will be doing, you may not need to add more money on the card. Additional funds can be added at all metro rail stations.

Insider Tip!

Allow more time for travel during rush hour/peak hours.

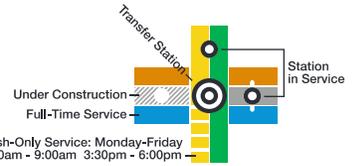
Metro rail Map



wmata.com
 Customer Information Service: 202 637-7000
 TTY Phone: 202 638-3780
 Metro Transit Police: 202 962-2121

- Legend**
- RD** Red Line • Glenmont / Shady Grove
 - OR** Orange Line • New Carrollton / Vienna
 - BL** Blue Line • Franconia-Springfield / Largo Town Center
 - GR** Green Line • Branch Ave / Greenbelt
 - YL** Yellow Line • Huntington / Fort Totten
 - SV** Silver Line • Wiehle-Reston East / Largo Town Center

- Station Features**
- Bus to Airport
 - Parking
 - Hospital
 - Airport
- Connecting Rail Systems**
- VRE
 - MARC



Metro rail Operating Times

- Mon-Thu**
5am-midnight
- Fri**
5am-3am
- Sat**
7am-3am
- Sun**
7am-midnight

Times are approximate

Metro is accessible.
WASHINGTON METRO/FCCLA AREA TRAVEL AUTHORITY © 2013

N
 Map is not to scale

- No Smoking
- No Eating or Drinking
- No Animals (except service animals)
- No Audio (without earphones)
- No Littering or Spitting
- No Dangerous or Flammable Items

A map of the metro rail can also be found here: <http://www.wmata.com/rail/maps/map.cfm>.

How to Use the Metrorail Faregates

Each passenger needs a farecard to enter and to exit. Fares are based on when and how far you ride. Fare amounts between stations are located on station kiosks and FARECARDS & PASSES machines. The machines accept credit and debit cards. If you use cash, bring small bills; the machines only provide up to \$10 in change (in coins).



Enter the station through the faregates with the green and white arrows lit.



SmarTrip® targets are located on the top of regular faregates and the inside of wide faregates. They are marked with the SmarTrip® logo. (The card pictured is a sample photo, please be aware that cards ordered at different times may have different branding.)

Touch your card to the SmarTrip® target. When you exit the station, swipe the card again. The display will show the fare charged and remaining balance on the card.

Metrorail Tips

- There is no eating or drinking on the Metrorail.
- When identifying a Metrorail stop look for tall brown columns with a large “M” identifying the station entrances. Colored stripes around the column show which lines serve the station.
- Read station signs to learn which train platform to use for your destination.
- Check the final destination of the train, which is posted above the side windows of the train, to make sure it is going in the direction you want to go.
- Stand behind the lit tiles along the platform’s edge.
- Watch for flashing lights along the platform’s edge, which signal a train’s arrival. Station signs will also alert you to a train’s arrival.
- When boarding a train, let those getting off the train leave first and then board the train.
- Once you have boarded the train move toward the center of the train to allow other passengers to board quickly.
- The doors will chime when they are preparing to close. Passengers should not try to hold the doors open as this may cause injury.
- If your full group is not prepared to board when the train arrives, do not board the train.
- If you lose an item on a bus or train or in a station, please call Lost & Found at 202-962-1195.

Additional Travel Tips in Washington, D.C.

Your SmarTrip® card also works on the Metro bus and the D.C. Circulator. Visit www.dccirculator.com for more information.



Adviser Tips



BEFORE THE CONFERENCE

1. Schedule a meeting with parents, students, and administrators.

- Provide a conference information sheet with hotel information. Review the Comprehensive Consent Form and Code of Conduct and discuss consequences.
- Review the importance of representing their family, school, and chapter in a professional manner.
- Review the Mandatory Dress Code policy thoroughly with students and parents to avoid a situation where a student or guest would not be admitted to conference sessions.
- Distribute the trip itinerary and conference schedule. Use this opportunity to show how students are kept very busy with educational and fun activities. Talk about the ways the students prepare for the conference.
- Let the administrators congratulate the students for accepting the opportunity to participate.
- For parents who are unable to attend, follow-up with a phone call and a mailing.

2. Submit a press release.

- Sample press release materials can be found on the FCCLA National Website on June 1, 2015.

3. Invite the principal to come into the classroom.

- He/she should meet the students who will be attending the conference. Let the students present the code of conduct they have signed and will practice at the conference. The principal can help reinforce the importance of professional behavior.
- Ask the students to share ways they are preparing for the event. This may include fundraising efforts, researching the conference location, STAR Events projects, National Officer Candidate speeches, youth workshop presentations, etc.

4. Discuss emergency procedures and develop a plan with your administrators.

- Be prepared for emergencies of all kinds! Always have your administrator's contact information on hand.
- Be aware of all school policies and procedures.
- Bring your student's consent forms.
- Become familiar with the official Washington, D.C. Emergency Management plans available at <http://hsema.dc.gov/>.

5. Meet one last time before leaving for the conference.

- Review professional expectations, the Mandatory Dress Code policy, and the conference program.
- Answer last minute questions. Reinforce your belief in them and their abilities.
- Review emergency procedures with your students. If a student becomes separated from the group without a way to contact you have a plan to react and make sure all students are aware of that plan.
- Collect student's cell phone numbers before travel. Make a student roster containing all student names and contact information. Leave a blank space for each student's hotel room number which you will fill in once you have checked in at your hotel. Keep this list with you at all times.
- [Download the FCCLA 365 app](#) to receive updates about the conference and scheduling changes while on-site.

Getting Travel Approval and Funding

We know you work hard to raise the funds and resources to attend the 2015 National Leadership Conference. Below are some tips and ideas to gain the support you need to join us in Washington, D.C.



Present at a School Board Meeting

Be proactive and get approval from your school board to attend the National Leadership Conference now. The earlier you start, the better prepared you'll be for July. Here are some tips for success:

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- **Get on the calendar.** Contact your superintendent's office and find out how and when FCCLA can present to the board members. Have your chapter officers and/or competitive event participant's block off the date so they can be available to attend.
- **Let the Youth Leaders do the talking.** FCCLA is a student leadership organization, so let the youth prepare and lead the meeting. School board members hear from adults all the time, the youth leaders will likely provide a breath of fresh air and remind them why they care about education.
- **Know your audience.** School board members are serving your community because they want the students living and growing-up in their community to get the best possible education, but they need to justify all of the resources used in the process. Your challenge is to show them that FCCLA is successfully preparing your chapter's members to be engaged and productive citizens ready for the future. Find out what your school board members consider successful education and develop your talking points around that.
- **Check the climate.** Talk to your principal to find out more about the climate of the board. Ask him/her how likely the board will be to approve your request and possibly fund some of the costs.
- **Make it personal.** Show pictures from previous conferences and highlight the individuals who plan on going to NLC to tell board members how these students will engage in the conference. If you have STAR Event participants pick one to overview their project. A national officer candidate might talk about the election process or present their speech. State, regional, or district officers could talk about the trainings they are going to attend. Family and Consumer Sciences Knowledge Bowl participants could ask board members sample questions they are practicing.
- **Follow up.** Thank the board for their time (and hopefully support) through handwritten notes after the meeting. Send them the results after the conference or even go to another meeting in July or August to report on what your chapter accomplished and learned at the National Leadership Conference.

Community Competitive Events Night

An event like this gives youth leaders practice for their events, develops community awareness of FCCLA and the incredible work of FCCLA members, and increases school and community support of FCCLA programs. Combine it with a fundraiser to also bring in some money!



- **Showcase what your chapter is doing.** Host a night for your competitors to present their projects to school and community members. Invite the community for an open house and have STAR Event participants set up stations to talk about their project.
- **Invite strategically.** Publicize the event to the whole community and send special invitations to chapter members' parents, school administrators, teachers, and staff, and school board members. You could invite state FCCLA officers, staff, and your elected officials.
- **Highlight projects and give competitors practice.** Schedule a time for each participant or team to give their presentation and have community members or other teachers score their presentation for practice and feedback. Have a mock Family and Consumer Sciences Knowledge Bowl round with your team competing against community members.
- **Recognize members.** Have an awards ceremony or post a timeline that lets everyone know members' accomplishments and what's next in the competition process.
- **Combine it with a fundraiser.** Consider holding a fundraiser in conjunction with the event to raise funds for the National Outreach Project, Share Our Strength, or traveling to the National Leadership Conference.

FUNDRAISING

- **Continue events that you know work.** Your chapter likely has events that you do every year and they work well, keep them up. Share these events with other advisers and members so they see if they work in their community too.
- **Be innovative.** Have your chapter members brainstorm new fundraising ideas for a few minutes during one meeting. Sometimes their wildest ideas lead to something really successful. Think of new ways to capitalize on what's happening in your community or providing a service or product that people need rather than asking them to purchase something for the sake of supporting your program.
- **Get active in your community.** Many local groups like Lion's Club, Rotary, Kiwanis, fraternity and sorority groups, American Legion, P.E.O., and more are constantly looking for short programs to entertain their members at regular meetings. These groups are also usually interested in supporting local community members and efforts. Find out if any of your chapter members' parents, colleagues at school, or friends are members of community organizations and if your members could present at their meeting. This could lead to support and funding from key community members and groups.

Host Your Own Run4Red 5K

National FCCLA hosts a Run4Red 5K each year at the National Leadership Conference to raise funds for the Alumni and Associates Program. This activity can be altered to suit the fundraising needs of your own school and FCCLA chapter. A Run4Red 5K gives community members an opportunity to see the benefits that FCCLA has for its members while involving the community in an FCCLA program that highlights the 2015 NLC Theme, Together We Are... Healthy! In addition to registration costs, your chapter can sell t-shirts, refreshments, and "Finish Line Photos" to fundraise. Consider asking a local business to sponsor your Run4Red in exchange for advertising their business at the event. This will allow your chapter to use all of the funds earned from registration and sales toward attendance at the National Leadership Conference.



Online Funding Websites

Set up an online fundraising account through "Go Fund Me" or a similar site that will make it easy for friends and family to donate to your cause. In many cases your friends and family will want to support this learning opportunity but will be more likely to do so if there is a convenient and secure method of donating. Be sure to include information on the funding website about how attendance at the National Leadership Conference will benefit you and ways that you are currently involved in FCCLA. List specific cost information for the conference with a "goal" amount so that contributors will know exactly how the money is being spent.

Partner Up!

Talk to local businesses related to career paths that interest your individual student members about sponsoring your involvement at national meetings and conferences. For example, culinary chapters might seek out local restaurants or catering companies for sponsorship. Some companies would be willing to provide funding for chapter shirts with their logo printed on them as compensation. Don't forget that all attire and promotional products with the FCCLA logo must be ordered through FCCLA's official store. For more information contact FCCLA's Director of Communications at cflynn@fcclainc.org, or visit the FCCLA Store online at <http://www.co-store.com/fccla>.

Recycle4Red

Check to see if your state offers a recycling program in which aluminum and glass bottles and cans can be exchanged for cash at public recycling facilities. If so, have chapter members collect empty cans and bottles from community members. Your chapter can encourage fellow students, community members, and teachers to drop off their cans and bottles at the school, or consider offering pick-up service! Advertise your intended pick-up times by posting flyers, sending emails, and in local newspapers and school newsletters. A willing chapter adviser might take several chapter members around to collect items. You may also speak to local grocery stores and other businesses about setting up recycling receptacles in front of their stores. Be sure to include signage that explains why you are collecting the items and to only use the receptacles for aluminum or glass cans and bottles.

School Supplies Store

Have you ever shown up to school and realized you left your pencil pouch on the bus or your notebook on your bed at home? So has everyone else! Use the time in the morning before classes begin or your lunch break time to set up a school supply sales table in the main hallway at your school. Purchase pencils, paper, binders, folders, and even small snack items in bulk and sell them to classmates for a small fee. Each pencil might only cost your chapter \$.05 to purchase but classmates will be willing to purchase them for \$.25. Assign chapter members to manage the table on alternating mornings or lunch breaks so that everyone is able to lend a hand.

Teacher Jeans Day

Many schools will allow teachers to wear casual clothing to work in exchange for purchasing a ticket sold by one of the school's organizations. Talk to your school administration about hosting a Teacher Jeans Day to earn money for your chapter's attendance at the National Leadership Conference.

Tried and True

Some of the most popular methods of fundraising are car washes, dance-a-thons, catalogue based sales, and raffle sales. These methods are used regularly by school organizations because they work! Get your whole chapter involved in one of these fundraisers and you'll be off to a great start. Do a bit of research beforehand to make sure you aren't hosting your car wash on the same weekend as the football team or selling items on the same day as another school organization.

AT THE CONFERENCE

1. Conduct a brief chapter meeting after checking in at your hotel.

- Confirm you have all student cell phone numbers.
- Record all student hotel room numbers on your student roster.
- Have your students download the [FCCLA 365 app](#) to receive updates about the conference and scheduling changes while onsite.



These are just a few ideas for fundraising. Don't forget to get creative and use your chapter members' strengths! If you come up with any great fundraising ideas that work for you, please submit your ideas to meetings@fcclainc.org.

Please include:

- A detailed description of your fundraiser
- Your chapter name and state
- The amount of money that was collected (optional)
- Any "tips" you have for other chapters that might be interested in utilizing your ideas in their own chapters

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2. Pick up your chapter's registration packet.

- If you have registered guests their name badges will be included in your registration packet.
- Conference registration desk hours and locations can be found on the [FCCLA National Website](#) on June 15.

3. Conduct a chapter meeting after picking up your registration packet.

- Hand out programs, delegate bags, and other conference materials.
- Go over the schedule of events. Have each student mark in their program where they are to be throughout the conference. Advise them of your location during the conference.
- Go over the physical layout of the convention center and official conference hotels. If time permits physically walk the convention center space to help students get a good grasp of the layout.
- Review the conference guidelines, the code of conduct, and the Mandatory Dress Code policy.
- Encourage students to download the FCCLA app so they will have conference information available at their fingertips! Schedule changes, room changes, and other pertinent information will be available through the [FCCLA app](#).
- Build on their excitement and enthusiasm! Reinforce your belief in them. Encourage them to meet other delegates from other chapters during the conference.

4. Establish procedures for students to check-in with you during the conference.

- This is vital! You can help eliminate student frustrations by setting expectations upfront.
- It is important that you ask your students how they are doing. Be positive and supportive. Keep your eyes open for potential problems.

5. Enforce the conference curfew.

- The conference curfew for all students is 12 midnight.
- Make sure students are in their own rooms after curfew. You have a responsibility to your students and their parents to see that your students are in the correct room. The curfew applies to all students.

6. Sit with your students during the general sessions and other special functions.

- Create a "team" spirit for your chapter.

7. Be visible.

- Drop in and check on your students at session. Review the day's activities and what activities are scheduled the next day.

8. Enforce the mandatory dress code before bringing your students to conference events.

- Before you leave the hotel, make sure all students are dressed in the FCCLA official uniform or are following the Mandatory Conference Dress Code policy as stated in the Code of Conduct. Students, advisers, and guests not following the mandatory dress code will not be permitted to attend conference events, sessions, exhibits, and workshops.

AFTER THE CONFERENCE



1. Congratulate your students on their professionalism and participation at the conference.
2. Send a letter to parents expressing your appreciation for their support.
3. Follow-up with the principal, other school administrators, and school board members. Have student's present their experience during the conference. Highlight Competitive Event accomplishments! Show your administrators the positive effect attending the FCCLA National Leadership Conference has had on your students.
4. Submit a follow-up press release with chapter pictures and student comments. Sample press release materials can be found on the [FCCLA National Website](#) on July 1, 2015.



Competitive Events General Information



COMPETITIVE EVENTS GENERAL INFORMATION

The [2014-2015 Competitive Events Guide](#), located online, is the guide by which the 2015 events will be conducted. Revisions/corrections are located online at <http://www.fcclainc.org/content/star-events>.

STAR Events (**S**tudents **T**aking **A**ction with **R**ecognition). States may submit entries in 32 different events, including postsecondary participants (in limited events). Please see the [2014-2015 Competitive Events Guide](#) for events, categories, and number of entries per state.

Contact

Christine Hollingsworth, Competitive Events Manager
starevents@fcclainc.org (703) 716-1301 (direct line)



SCHEDULE

Competitive Events activities will be held Sunday through Thursday, July 5-9, 2015 and will take place in multiple conference venues. The Culinary Arts STAR Event will take place at the Art Institute of Washington. Transportation via MetroRail will be provided by FCCLA for event participants and volunteers. FCCLA will provide guided assistance throughout this process.

There will be some overlap with conference events and competitive events. Competitive Events participants and volunteers cannot participate in everything. Competitive Event activities should take priority over other conference options for all participants. If a participant is also required to attend a conflicting conference session, they should contact national headquarters so appropriate arrangements can be made, if possible. Please indicate potential conflicts or special instructions for volunteer placements during registration so they can be scheduled appropriately. The following groups/events may have scheduling conflicts:

- [Family and Consumer Sciences Knowledge Bowl Participants](#)
- [Leadership Academy Participants](#)
- [National Network Team Trainings](#)
- [National Officers and National Officer Candidates](#)
- [Nominating Committee Members](#)
- [State Officers](#)
- [Tours](#)
- [Voting Delegates](#)



Mandatory Sessions for Competitive Events

STAR Events:

All Star Events

Registration Packet Pickup
 (Saturday or Sunday)
 – Chapter Advisers Only

Applied Math for Culinary Management and Parliamentary Procedure

Additional Requirement:
 Test Session (Sunday)

Culinary Arts

Additional Requirement:
 Orientation and Test (Sunday)
 Equipment Turn In for Transportation
 to the Art Institutes of Washington
 (2 - 3 p.m. Sunday)

Family and Consumer Sciences Knowledge Bowl:

Orientation and Competition (Sunday)
 Finals held during the Business & Recognition
 Session (Wednesday)



Sponsor of 2015 Culinary Arts Competition

...continued

Chapter advisers will be responsible for picking up all STAR Events registration materials and distributing it to their participants. If the chapter adviser is not available during the specified time(s), they may request their packet be released to their state adviser or other designated adult. All packets must be signed for and returned prior to the close of the Competitive Events registration time period.

All events will have an orientation session on Sunday afternoon. *Applied Math for Culinary Management, Culinary Arts, and Parliamentary Procedure* **are required** to attend the orientation session. Attendance is **highly** recommended for all other events. Points are awarded for attendance.

The **STAR Events Recognition Session** is not required, but participants will not be awarded medals if they are not present to walk across the stage or send a substitute in their place. One medal is given to each individual who walks across stage. Medals will not be given out before or after the sessions except in extenuating circumstances as determined by the Competitive Events Manager.

Family and Consumer Sciences Knowledge Bowl participants will receive certificates of participation in their registration packet. The Family and Consumer Sciences Knowledge Bowl runners-up will be recognized during the Business & Recognition Session of the National Leadership Conference.



Participant Registration

- Chapters with state competitions on or prior to April 24 must submit all STAR Events registrations online as part of the National Leadership Conference registration by May 1, 2015. Chapters with state competitions on or after April 25 must submit all STAR Events registrations online as part of the National Leadership Conference registration by May 15, 2015. A fee of \$45 to cover room rental, certificates, recognition session expenses, awards, and supplies will be charged to each participant in STAR Events. A technology fee of \$25 is charged to each team in the Level II Online STAR Events.
- Any requests for extensions outside the parameters listed must be made in writing via email to the Competitive Events Manager at starevents@fcclainc.org no later than April 1.
- Late registrations without an approved extension will be accepted until May 15 with an additional \$100 fee per event/category. Registrations will be accepted after May 15 for an additional fee of \$200 per event/category.
- Substitutions will be accepted as stated in the 2014-2015 Competitive Events Guide until June 1, as long as eligibility requirements are met and national membership affiliation verification and fees are submitted prior to the June 1 late membership deadline. All STAR Events substitutions must be approved by the state adviser. A \$10 fee will be charged from May 16 - June 1 per substitution.
- Please be aware that participants who are registered or substituted after May 15, 2015, may not receive a certificate following competition.
- When registering STAR Events participants, please double check the spelling and capitalization of each participant's name. Certificates are prepared based upon the data entered during registration. Changes to names are not guaranteed to go into effect if received after June 1. Please ensure information is accurate before submitting registrations.



Competitive Event Participant Eligibility

- To be eligible to participate in national Competitive Events, participants are required to register for the weekly National Leadership Conference registration and must stay at one of the official conference hotels. Competitive Events participants attending the National Leadership Conference and not staying at one of the official convention hotels will not be permitted to compete in national STAR Events or the Family and Consumer Sciences Knowledge Bowl unless they reside within 30 miles of the conference location. Postsecondary participants (only) are encouraged, but not required, to stay at one of the official conference hotels for the duration of their participation.

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- STAR Events: All STAR Events participants must be affiliated at the national level by May 1, 2015. States should check participant affiliations prior to allowing competition at the state level to ensure that students meet all eligibility requirements. Students must be affiliated with the correct affiliation type (comprehensive or occupational) to meet their event eligibility.
- If a STAR Events participant is not affiliated as of May 1, they may affiliate until May 31 and pay the \$50 late fee in addition to state and national dues.
- Advisers of participants who need to transfer from one chapter to another due to a change in schools or courses or if they were incorrectly affiliated (comprehensive or occupational) may submit an Individual Affiliation Type Change Request to their state adviser, who must approve the request before it is implemented. After May 1, a \$50 fee will be applied. All changes must be made by May 31. This is done through the national affiliation system.



Volunteer Requirements

With the continued growth of Competitive Events, increased numbers of volunteers are needed. We depend on chapter and state advisers to provide us with these individuals. **We need state and chapter assistance by having each state involved in STAR Events send one volunteer per every three STAR Events participants.** State and chapter assistance in this area is crucial if STAR Events are to continue to succeed. Assisting with the events is a worthwhile and rewarding experience. If you have students or adults experienced and knowledgeable about state and national STAR Events who are good organizers and can help with the management or evaluation of these events, please nominate them. Please remember that the quality of these events is dependent on the quality of evaluators. If you have business and industry contacts in the Washington, D.C. area or are attending the conference, please nominate these individuals to be evaluators and indicate their area of expertise. When nominating individuals as volunteers, please remember we choose evaluators and room consultants based on state and chapter adviser recommendations. The more information provided in the registration process regarding volunteer experience and availability, the more successfully national staff can conduct volunteer placement.

Though national staff does their best to assign volunteers to their top choice of event or position, this is not always possible, so please make volunteers aware that they may be needed elsewhere. Volunteers will be notified of their selection and assignment in early June. If their assignment conflicts with another obligation during the conference, they should contact national headquarters at starevents@fclainc.org to change days or cancel. In order to decrease the amount of confusion due to volunteer changes and cancellations, state and chapter advisers should provide as much information as possible about potential conflicts during the online nomination process.

Not all who are nominated may be selected to serve as a room consultant or evaluator (if there is an excess of volunteers). If not initially selected, volunteers will be placed on the substitute/relief volunteer list and will remain there until a placement can be made. This may be anywhere from immediately following the original June notification to an onsite placement. All submitted volunteers are expected to follow through with their placement whether it is a specific event or a substitute/relief volunteer position onsite at the National Leadership Conference unless the volunteer or state adviser contacts national headquarters to cancel.

Advisers seeking a Continuing Education Unit (CEU) may serve as a Competitive Events volunteer on Monday or Tuesday of the conference to complete their form. Advisers will purchase CEUs directly through their conference registration, but they also should take necessary steps in the STAR Events volunteer nomination process to ensure they can complete their CEU requirements. Those advisers interested in obtaining a CEU should include "CEU" in the Additional Information/Comments box so they can have a priority volunteer placement when registering as a STAR Events volunteer. The CEU form will require the signature of the Event Lead or Assistant Lead Consultant for attending the Sunday afternoon volunteer orientation and for completing the volunteer assignment on Monday or Tuesday.

Student members of the Competitive Events Network will be expected to participate as a volunteer for one of the Competitive Events, and will be assigned by the Competitive Events Intern. Using the state adviser login, state advisers should review participants and volunteer registrations and confirm the accuracy of STAR Events entries throughout the registration time period.

Confirmations



In June, national headquarters will send *email confirmations* to all STAR Events participants and volunteer information regarding participation. The email will direct all participants and volunteers to the FCCLA national website to download additional information for their event. It is important that participants and volunteers carefully read the information posted online upon arrival as this is the only information they will be given prior to arriving on-site. If a STAR Events participant does not receive the STAR Events information or if event information in the confirmation is incorrect, he/she should contact the Competitive Events Intern at national headquarters immediately. Spelling of names will **not** be corrected – so advisers must make sure they submit correct information during the initial registration process.

COMPETITIVE EVENTS REGISTRATION INSTRUCTIONS

Family and Consumer Sciences Knowledge Bowl:

All teams who have qualified through Level 2 competition must register no later than May 1. Qualifying teams needing to register a substitute participant must email competitiveevents@fclclainc.org by April 1 so that the registration system can reflect the change.

STAR Events:

Chapter advisers are responsible for registering national STAR Events participants through the National Leadership Conference online registration system. **Only STAR Events participants approved by the state FCCLA association may register for national STAR Events. Questions about eligibility to represent the state association should be directed to the state adviser.** Please ensure that you have ALL the requested information for each STAR Events participant, and that they are entered in the correct event and category.

The required information for each participant includes:

- Participant Name and Grade
- Participant Email Address (for email confirmation – please do not use adviser email address)
- Participant Cell Phone Number (please do not use an adviser phone number)
- Special Accommodations Needs (physical disability related to presentation needs, etc.)
- Event Name and Event Category (Junior, Senior, Occupational, or Postsecondary)
- Team Number – only used if chapter has more than one team in a single event/category. Team number is only for grouping team members from the chapter, is not an indicator of state event placement. Leave at “1” if chapter only has one team entered in that event/category.

The following information is required for registering STAR Events Volunteers:

- Name
- Home and Cell Phone Number
- Email Address
- Qualifications (certifications, previous experience, comments, etc.)
- Choice of Evaluator, Room Consultant or Either
- Top five STAR Event Volunteer Choices



When registering the student, choose one of the following competition levels:

- Junior – Through Grade 9
- Senior – Comprehensive Member Grades 10-12
- Occupational – Occupational Member Grades 10-12
- Postsecondary – Postsecondary Members Only
- Mixed Category Team – Mixed Category team.



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Mixed Category Teams:

- Students through grade 9 who are part of a senior category team should select their actual grade level (6, 7, 8, or 9) and competition level of Mixed Category Team.
- Occupational members who are part of a Senior category team should select the competition level of Senior – comprehensive Member Grades 10-12.
- For assistance with Mixed Category Teams, please contact starevents@fcclainc.org.

Please remember that team events with only senior and occupational categories (no junior category offered) may NOT include members through grade 9. Only students in grades 10-12 are eligible for these events.

The following materials will be available on the FCCLA national website to assist in registering for national STAR Events as part of the National Leadership Conference registration process:

- **Chapter Adviser Registration Instructions**
- **2015 Tentative Competitive Events Schedule** - Please know that the schedule will not be final until all participant registrations have been processed. Check the FCCLA national website for the final version of the schedule in late May.

Chapters with state competitions on or prior to April 24 must submit all STAR Events registrations online to as part of the National Leadership Conference registration by May 1, 2015. Chapters with state competitions on or after April 25 must submit all STAR Events registrations online as part of the National Leadership Conference registration by May 15, 2015. A fee of \$45 to cover room rental, certificates, recognition session expenses, awards, and supplies will be charged to each participant in STAR Events. A technology fee of \$25 is charged to each team in the Level II Online STAR Events.

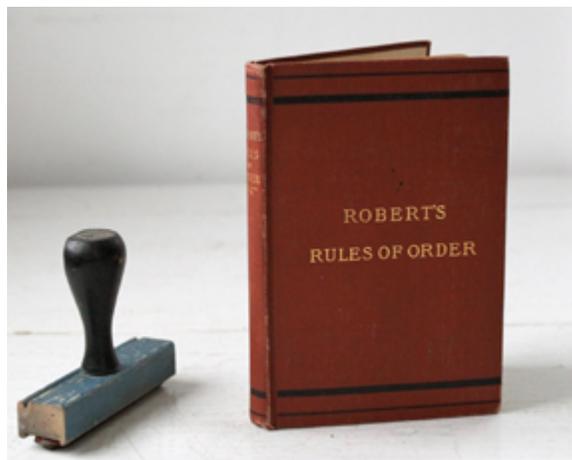
National Parliamentarian Exam

FCCLA members and STAR Events participants attending the National Leadership Conference will have the opportunity to take part in the membership exam for the National Association of Parliamentarians (NAP). The discounted cost for students is \$37.50 plus their state NAP dues. The NAP state dues amount information can be found on the NAP website. The membership exam will be conducted at the following time:

12:30 - 2:30 p.m.

Thursday, July 9, 2015

For location information, check the conference program. Applications and study guides for the test and other additional information about NAP are available at the National Association of Parliamentarians' website at www.parliamentarians.org.



2015 NLC Competitive Events Deadlines

When possible, submit early.

March 16, 2015

- STAR Events: Online STAR Events, Level II invitations emailed to participants and chapter advisers, copied to state advisers.

May 1, 2015

- STAR Events: National membership affiliation deadline. State deadlines may be earlier.
- STAR Events: Chapters with state competitions on or prior to April 24: participant registration submission deadline is May 1, 11:59 p.m. EDT. Registrations submitted after this date without prior approval of a state registration extension will incur a late fee*.
- Family and Consumer Sciences Knowledge Bowl: Level III qualifying teams registration deadline.

May 15, 2015

- STAR Events: Chapters with state competitions occurring on or after April 25: participant registration submission deadline is May 15, 11:59 p.m. EDT. Registrations submitted after this date without prior approval of an extension will incur a late fee.*
- STAR Events: Evaluators and Room Consultant Volunteer submission deadline. States must have one evaluator or room consultant for every three STAR Events participants registered. Chapters must enter their chapter volunteers when registering for the conference.
- STAR Events: Late participant registration deadline - additional fee of \$100 per event/category registration*.
- STAR Events: A \$10.00 substitution fee will be assessed for all participant substitutions made May 15 – June 1. Students substituted after May 15 will not be guaranteed a certificate.

May 16, 2015

- Registrations received after the May 15 late participant registration deadline will incur an additional \$200 late fee per event/category registration*. Students registered after May 15 will not be guaranteed a certificate.

June 1, 2015

- Substitutions submitted after June 1 are considered new registrations and incur an additional \$200 late fee. Substitutions must be approved by the state adviser.

June 15, 2015

- All STAR Events participants, volunteers, and state advisers will be emailed information from national headquarters regarding participation information and scheduling. The information will direct all participants and volunteers to the national FCCLA website for further details. It is important that participants, volunteers, and advisers read all information emailed or posted online.

*Please note that all late fees are in addition to the \$45 per participant STAR Events registration fee and the national membership affiliation fee of \$9 per student.



Forms



NATIONAL LEADERSHIP CONFERENCE SPECIAL ASSISTANCE FORM



Family, Career and Community Leaders of America, Inc., upon sixty (60) day notice to its national headquarters in advance of any of its scheduled events, will work with affiliated state associations, chapters, schools, or families to locate and obtain the services of an aide, assistant, interpreter, nurse, or other person whose assistance would enable a member with special needs to participate fully in the scheduled event. The national staff will identify service options that will be funded by the local school district. Federal funds are typically available to school districts for this purpose.

Please fill in the information as completely as possible to help us provide a positive learning experience for all of our conference participants.

Any individuals who accompany a student with special needs will be provided with a complimentary registration. Registration materials for this individual will be included in the FCCLA chapter registration packet.

FCCLA Chapter Name

Chapter ID

Name of Student

Student Signature

Parent/Guardian Name

Parent/Guardian Name

Insurance Company Name

Insurance Policy Name

Competitive Event/Conference Activities _____

Services Requested _____

Please email by May 6, to the FCCLA Conference Department at meetings@fclclainc.org.

Copy and distribute as needed.

FCCLA, INC.
RUN4RED 5K WALK/RUN
2015 National Leadership Conference



I understand that participation in the Run4Red 5k Walk/Run presents certain risks and hazards, including but not limited to: muscle strains and sprains, bruises, broken limbs, dehydrations, other serious medical problems or even death and other ordinary risks associated with strenuous physical activity. I acknowledge I do not have a past or present medical condition that may be affected by participating in this Event or that I have obtained clearance from a physician before participating in this Event. I understand my participation is at my sole risk and I voluntarily assume full and complete responsibility for any injury or accident, which may occur to me or my property during or in connection with this Event.

In consideration of value received of the right to participate in the Run4Red 5k Walk/Run, I, [name of participant] _____, for myself, my heirs and assigns, do hereby waive, release and forever discharge FCCLA, Inc., metroConnections, and each of their parent companies, subsidiaries and affiliates, and all of their respective officers, directors, shareholders, agents, employees, successors and assigns, and volunteers assisting with this event (hereinafter the "Released Parties") from all manners of action, causes of action, suits, debts, damages, claims and liability of any type or kind whatsoever, including attorney's fees, arising from or in connection with the above-described activity.

Furthermore, I agree to hold harmless and indemnify the Released Parties from and against all liability, claims, suits, demands, damages, judgments, costs and expenses (including reasonable attorney's fees) to which any of the Released Parties may be subject by reason of any claim for, any injury to or death of any person or persons, or for damage to property or otherwise arising from or in connection with the above-described activity.

I have read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

Parent/Guardian/Adviser SIGNATURE
(Circle One)

Parent/Guardian/Adviser PRINTED NAME
(Circle One)

Date Signed

Understanding of Risk

I understand the seriousness of the risks involved in participating in this program, my personal responsibilities for adhering to rules and regulation, and accept them as a participant.

Participant Signature

Participant's PRINTED Name

Date Signed

Print Full Residential Address/City/State

Copy and distribute as needed.



Code of Conduct



CODE OF CONDUCT



FCCLA Code of Conduct

A copy of the Delegate Conduct Practices and Procedures and the Mandatory Dress Policy may be found in this section. The dress code applies to all participants while attending conference sessions, workshops, and exhibits. FCCLA requires every student delegate (including guests) to read and complete these forms as partial completion of NLC attendance requirements. Please make sufficient copies for your delegates to sign and return to you prior to the National Leadership Conference. Chapter advisers should bring these forms with them to the conference for possible reference. Please do not mail signed copies to FCCLA National Headquarters.

Code of Ethics for Adult Advisers

FCCLA offers training to those students who have a career objective in the Family Consumer Sciences and related fields. Individual conduct and appearance is part of this training. This part of the career training becomes apparent at FCCLA's National Leadership Conference. Chapter Advisers set an example of expected behavior from their students. For this reason, the following Code of Ethics has been established for adults attending the National Leadership Conference.

It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of these practices and procedures will be dealt with accordingly by the FCCLA National office and the applicable State Association. These policies and procedures are considered to be in addition to any guidelines established at the school, district, and state level.

- Advisers shall conduct daily meetings with their students for progress reports, time schedules, and other activities.
- Advisers shall keep an agenda for each student so that they may be reached at any time during the conference.
- Chapter advisers are responsible for their students at all times and should always be available to be contacted.
- Each adviser shall be responsible for seeing that participants adhere to all conduct practices and procedures.
- The rules as stated in the Delegate Conduct Practices and Procedures and the Mandatory Dress Code Policy are called to your attention to review and should govern the behavior of advisers as well as students and guests.
- Chapter advisers are responsible for enforcing the Mandatory Dress Code policy. The Dress Code policy applies to delegates, advisers, guests, and all other attendees at the National Leadership Conference. Thoroughly review and impress upon your students the importance of adhering to the Mandatory Dress Code Policy. Emphasize that any individuals not adhering to the Dress Code policy will not be admitted into sessions. FCCLA recommends you address the dress code with your students before leaving the hotel to attend sessions.



Delegate Conduct Practices And Procedures

FCCLA, Inc. requires every student delegate to read and complete the Attendance Permission Form as partial completion of NLC attendance requirements. This form should be returned to your FCCLA Chapter Adviser prior to attendance at the National Leadership Conference.

- The term “delegate” shall mean any FCCLA member, including advisers, attending conferences (middle school, high school, collegiate, alumni, and professional).
- There shall be no defacing of public or private property. Any damage to any property or furnishing in the hotel rooms, convention center, or any other area must be paid for by the individual or chapter responsible.
- Delegates must wear identification badges and wristbands at all times.
- Delegates shall refrain from using inappropriate or profane language at all times when attending conference activities.
- Delegates shall refrain from verbal, physical, or sexual harassment, hazing, or name-calling.
- Delegates shall respect the rights and safety of other hotel guests.
- Delegates shall not possess alcoholic beverages, narcotics, or weapons in any form at any time under any circumstances.
- Delegates shall refrain from gambling, playing cards, dice, or games of chance for money or other things of value.
- Use of tobacco products by delegates is prohibited at all FCCLA functions.
- Delegates must adhere to the dress code at all times.
- Delegates must not dress or behave in a manner that can be interpreted as sexually explicit.
- Students shall keep their adult advisers informed of their activities and whereabouts at all times.
- No delegate shall leave the conference premises, including their assigned hotel, hotels in which conference events are taking place, and the convention center, unless permission has been received from their chapter adviser.
- Delegates should be prompt and prepared for all activities.
- Delegates should be financially prepared for all activities.
- Delegates are required to attend all sessions and activities assigned including workshops, exhibits, competitive events, committee meetings, etc. for which they are registered unless engaged in some specific assignment scheduled at the same time.
- Delegates will spend nights at their assigned hotel and in their assigned hotel room. Guests are not permitted in student hotel rooms after curfew.
- 12 midnight curfew will be enforced. Delegates are required to be in their assigned hotel room during curfew hours. Quiet hours will be observed after curfew. Delegates are expected to be respectful of other hotel guests.
- FCCLA Chapters will be responsible for their delegates’ conduct.
- Delegates who ignore or violate any of the above rules or other rules as outlined in the National Leadership Conference Guide will be subject to disciplinary action, including but not limited to: disqualification from competitive event involvement and expulsion from FCCLA. Individual delegates may be sent home immediately at their own expense.



MANDATORY DRESS CODE POLICY

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!



Mandatory Attire | General Sessions | Exhibits | College Fair | Workshops

Advisers are responsible for enforcing the dress policy with their students and guests. Delegates, advisers, and guests not adhering to the dress policy will not be admitted into sessions.

Guests who attend are required to follow the Mandatory Dress Policy.

Females

- Red, black, or white polo or oxford shirt **with a collar** (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 no shorter than 2 inches above the knee
- Dress shoes or sandals; rubber soled sandals will be considered flip flops
- Jeans, t-shirts, and athletic wear are NOT acceptable



Males

- Red, black, or white polo or oxford shirt **with a collar** (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, shorts, and athletic wear are NOT acceptable
- Guests who attend are required to follow the Mandatory Dress Policy

***Polo shirts and oxford shirts are not required to have the FCCLA logo but FCCLA branded shirts are strongly encouraged.** All current and future 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>.

STAR 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.

*STAR Events Recognition Session exception - Culinary Arts participants are welcome to wear chef's attire during this session.

Gala Dress Policy

- Formal or semi-formal attire is encouraged for the FCCLA Gala. You may wear formal or semi-formal attire to the closing general session if you are attending the gala. Casual attire is also acceptable.

Unacceptable Attire At FCCLA Sessions

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



FCCLA Ultimate Image Award

The FCCLA Ultimate Image Award will be based on the vote of the FCCLA media team. Keep your eyes open for the state whose members most exemplify the FCCLA image and display a professional appearance throughout the conference. The state with the most votes will be presented with the FCCLA Ultimate Image Award at the Closing General Session.

NATIONAL LEADERSHIP CONFERENCE ATTENDANCE PERMISSION FORM



Attendance

This is to certify that _____ has my permission to attend the 2015 National Leadership Conference in Washington, D.C. hosted by Family, Career and Community Leaders of America, Inc. I also do hereby on behalf of him/her absolve and release school officials, FCCLA Chapter Advisers, and FCCLA State Association staff from any claims for personal injuries or illness which might be sustained while he/she is traveling to and from and in attendance at the 2015 National Leadership Conference.

Emergency

I authorize the chapter adviser or other chaperoning adult to secure the services of a physician or hospital, and to incur the expense for necessary services in the event of accident or illness, and I will provide payment for these costs. Local hospitals, pharmacies, and emergency care facilities are listed below. I understand that, when necessary, in the event of an emergent illness or injury delegates will be transported to a local medical facility at the choice of the emergency medical professionals who respond, this may or may not include one of the facilities listed below.

Urgent Care Centers

Farragut Medical & Travel Care
815 Connecticut Avenue Northwest
Washington, D.C. 20006
(202) 775-8500

Metro Immediate and Primary Care
220 L Street Northeast
Washington, D.C. 20002
(202) 544-7580

Medics USA
1700 17th Street Northwest
Washington, D.C. 20009
(202) 483-4400

Hospitals

George Washington University Hospital
900 23rd Street Northwest
Washington, D.C. 20037
(202) 715-4000

Howard University Hospital
2041 Georgia Avenue Northwest
Washington, D.C. 20060
(202) 865-6100

Childrens Hospital
1630 Euclid Street Northwest
Washington, D.C. 20009
(202) 234-0434

Pharmacies

CVS Pharmacy
1117 10th Street
Washington, D.C. 20001
(202) 326-1401

Safeway Pharmacy
490 L Street Northwest
Washington, D.C. 20001
(202) 719-2439

Pharmacy
801 7th Street Northwest
Washington, D.C. 20001
(202) 789-5345

We have read and agree to abide by the FCCLA Code of Conduct in its entirety. We also agree that school officials, FCCLA chapter advisers, FCCLA state association staff, or FCCLA national staff members have the right to send _____ home from the activity at our expense, provided that he/she has violated the Code of Conduct and/or his/her conduct has become a detriment to the conference experience.

FCCLA Chapter Name

Chapter ID

Name of Student

Student Signature

Parent/Guardian Name

Parent/Guardian Name

Insurance Company Name

Insurance Policy Name

*Advisers/chaperones must have a copy of this permission form with them at all times during the conference.
Please do not mail signed copies to FCCLA National Headquarters.*