



Missouri Family, Career and Community Leaders of America  
**STATE LEADERSHIP CONFERENCE**  
March 22-24, 2015 • Columbia

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## Program Information

**Date:** March 22-24, 2015  
**Place:** General Sessions held at Holiday Inn Executive Center  
2200 I-70 Drive, S.W., Columbia MO 65203  
<http://www.holidaycolumbia.com>  
Housing and STAR Events at multiple locations  
**Theme:** “Camp Leadership”

## Registration Information and Deadlines

The conference registration fee is **\$75** per person. This includes one boxed lunch and the official conference t-shirt.\* Lodging and other meals **are not** included in the registration fee. A fee of **\$20** will be charged to **each participant** in State STAR Events to cover event expenses including certificates, facility fees, medals, trophies, evaluator and recognition session expenses. \*See page 5 for more information about conference t-shirts.

For late registrations (mailed after February 27) add **\$15 per person** for conference registration fees.

**Payment:** Please complete the registration form and return it with one check from each chapter made payable to the **University of Missouri** by **February 27, 2015**, to:

FCCLA  
University of Missouri  
344 Hearn Center  
Columbia, MO 65211

No refunds will be honored after March 6, 2015. Refund requests must be in written form. No phone requests will be accepted. Cancellation of an entire chapter delegation for an extreme emergency is the exception, but must be approved in writing by the state advisor no later than the first day of the conference. If a delegate is unable to attend the conference, a substitution is encouraged. The FCCLA Substitution Form **must** be completed and returned to the MU Conference Office/FCCLA. To contact the FCCLA staff during the conference, call the hotel at 573/445-8531.

Upon arrival, one advisor from each chapter should check in at the registration desk. Registration will take place in the Holiday Inn Executive Center Atrium Lobby. Registration will be open from Noon – 8:00 p.m. on Sunday, March 22, and from 8:00 a.m. – Noon on Monday, March 23. **STAR Events registration must be picked up on Sunday, March 22, by 4:00 p.m.** (If a chapter is unable to pick up these packets due to a travel emergency, please call the hotel at 573/445-8531 and ask to be transferred to the conference registration desk.)

All Missouri FCCLA chapters are encouraged to send a chapter delegation to the State Leadership Conference. Chapters should choose delegates based upon interest in FCCLA and the student’s ability to be a positive representative of the school and chapter. There is no limit on the number of members that a chapter may bring. Please note the following policy for supervision of students: **There shall be one chaperone (advisor, parent or other adult) for every four student delegates or major fraction thereof. Any chapter with delegates in attendance must have at least one advisor delegate.**

## Voting Delegate Information

According to the *State Bylaws, Revised 2014*, each affiliated chapter is eligible to have voting delegates according to the following quota:

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

The voting delegate ribbon(s) will be in each advisor’s envelope picked up at registration. **Voting delegates must wear their voting delegate ribbon to participate in “Meet the Candidates.”** Each voting delegate will receive a dot that will be placed on their nametag during “Meet the Candidates.” The dot will indicate that the voting delegate attended and participated in “Meet the Candidates” and will be eligible to vote before the Business Session. **Please make sure voting delegates are at the “Meet the Candidates” session by 4:30 p.m. Monday, March 23. The doors to the “Meet the Candidates” session will close at 4:35 p.m., and latecomers will be ineligible to vote.**

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

## Meal Arrangements

With the exception of the boxed lunch on Monday, March 23 (included in conference registration fee), conference delegates are “on their own” for meals during the conference. The Holiday Inn Executive Center has a full menu in the hotel restaurant (Sports Zone). There are a variety of fast food restaurants near the hotel. Chapters are reminded to plan accordingly for meals so that they do not miss meetings during the conference.

## Headquarter Hotel and Conference Lodging

All conference activities and sessions take place in the Holiday Inn Executive Center, the headquarters hotel. There is ample parking in the hotel parking lot. FCCLA chapters attending the State Leadership Conference are encouraged to make lodging reservations as early as possible. Reservations may be made by phone beginning in January. One night’s deposit will be required by credit card or through direct billing, per the policy of the hotel. Rooms are at a first-come,

first-served basis. **Rooms risk cancellation if a rooming list is not received by the cut-off date specified by each hotel.** Each room rate is subject to a 4% city tax. Schools that direct bill to the school or pay with a school check or credit card will be exempt from the state tax of 7.975%. Other methods of payment will be subject to state tax. **Contracted rooms are provided as a convenience and service to the Missouri FCCLA chapters. Reservations outside the contracted hotels could position the state association to pay attrition rates if the rooms are not used.**

➤ *2014-2015 and 2015-2016 state officers' schools: See related information on p. 4.*

**Holiday Inn Executive Center (headquarters hotel)**

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

Reservations – 1-800-HOLIDAY (1-800-465-4329). Ask for FCCLA group block (or FC5) and give arrival date. **Cut-off date is 2-20-15** – reservations made after this date are subject to availability.

Rate: \$99.95 per room, per night – Single, Double, Triple or Quad. Guestrooms are subject to a Hotel Services Surcharge of \$1.95 per night.

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

1000 Knipp Street

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

Reservations – 573-445-1800 or 1-800-325-0720. Ask for FCCLA 2015 group block (or group # 2224694). You can also make reservations via the website: <https://www.druryhotels.com/Reservations.aspx?groupreservation=1> and enter Group # 2224694. **Cut-off date is 2/22/15** – reservations made after this date are subject to availability.

Rate: \$129.99 per room, per night for double rooms – Single, Double, Triple or Quad

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

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

Reservations – 1-866-527-1498. Ask for the FCCLA Missouri, Reservation Block confirmation number 1044969.

**Cut-off date is 3/1/15** – reservations made after this date are subject to availability.

Rates: \$99.00 per night – Double/Double

**Comfort Suites**

1010 Business Loop 70 West, Columbia, MO 65202

Reservations – 573/443-0055. Ask for the FCCLA group block. **Cut-off date is 3/9/15** – reservations made after this date are subject to availability.

Rate: \$89.99 per room, per night – Single, Double, Triple or Quad

**Hampton Inn**

3410 Clark Lane, Columbia, MO 65202

Reservations – 573-886-9392. Ask for the FCCLA group block. **Cut-off date is 2/23/15** – reservations made after this date are subject to availability.

Rate: \$109.00 per room, per night – Two queen beds

**Stoney Creek Inn**

2610 S. Providence Road, Columbia MO 65203

Reservations – 800/659-2220. Ask for FCCLA group block. **Cut-off date is 3/1/15** – reservations made after this date are subject to availability.

Rate: \$95.00 per room, per night – Single, Double, Triple or Quad

**Wingate Inn**

3101 Wingate Court, Columbia MO 65201

Reservations – 573-817-0500. Ask for FCCLA group block. **Cut-off date is 2/22/15** – reservations made after this date are subject to availability.

Rate: \$90.00 per room, per night – Two double beds

## Lodging for 2014-2015 State Executive Council Chapters and 2015-2016 State Officer and Candidate Chapters

The 2014-2015 State Executive Council chapters and 2015-2016 State Officer chapters must make reservations **directly** with Shelby Roberts, group rooms manager, Columbia Holiday Inn Executive Center at 573/445-8531, ext. 757 (do not use the 800 number). Turn in rooming lists at the Holiday Inn Select Executive Center no later than **February 7** to be in the state officers' block of rooms. After February 15, unused rooms in this block will be released to other FCCLA chapters on a first- come, first-served basis. Contact Donna Sharpe, state advisor, at the state office for detailed instructions, if needed. The 2014-2015 SEC members and the 2015-2016 State Officers will be included on a housing list provided by the state advisor.

## STAR Events

**Advisors will pick up their registration materials from Noon – 4:00 p.m. on Sunday, March 22.** No STAR Events orientation sessions are held (with the exception of Culinary Arts). STAR Events Lead Consultants will be available for informal questions and answers from 4:30 – 5:00 p.m. Culinary Arts participants are required to attend their event orientation session to become familiar with the event facilities. A fee of \$20 to cover event expenses and awards will be charged to each participant in STAR Events. The payment is submitted with the chapter registration form to the Conference Office. STAR Events will be held on Monday, March 23.

There will be a STAR Events Information Center on Monday, March 23, in the Picadilly meeting room.

The following STAR Events will be held at the Holiday Inn Executive Center or Drury Inn (within walking distance of the headquarters hotel):

Advocacy	Applied Math for Culinary Mgmt.	Career Investigation
Chapter in Review	Chapter Service Project	Early Childhood Education
Entrepreneurship	Environmental Ambassador	Fashion Construction
Fashion Design	Focus on Children	Food Innovations
Hospitality	Illustrated Talk	Interior Design
Interpersonal Communications	Job Interview	Knowledge Test
Leadership	Life Event Planning	National Programs in Action
Nutrition and Wellness	Parliamentary Procedure	Promote and Publicize FCCLA!
Recycle & Redesign	Sports Nutrition	Teach and Train
Toward New Horizons		

The following event will be held at Eckles Hall, Wm. C. Stringer Wing, University of Missouri Campus, Columbia:

Culinary Arts

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

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

## Emergency Medical Care

There are three hospitals in Columbia: the University of Missouri Hospital (573/882-4141); Boone Hospital (573/815-8000); and Columbia Regional Hospital (573/875-9000).

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

## Photography Guidelines

Chapters are encouraged to bring cameras to take pictures for publication back home. **No flash pictures are to be taken during the General Sessions, please!** Flash pictures create a distraction for program participants and the audience.

Advisors, please remind delegates of this rule, and please refrain from coming to the stage to take pictures. The program participants will remain on stage following each session for picture taking.

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

## FCCLA Media Team

Are you into blogging, social networking, photography, or journalism? If so, then the FCCLA Media Team is a fun opportunity for you to work on behalf of the state association. This six-member team will be responsible for utilizing social media to report the conference as it is happening. Members interested in being part of the Missouri FCCLA Media Team should complete the Media Team application and submit it to Donna Sharpe, state advisor, by **February 20**. The application is found at [www.mofccla.org](http://www.mofccla.org) in the State Leadership Conference forms section.

## Conference T-Shirts

The official conference t-shirt is designed as a conference “souvenir” to promote Missouri FCCLA. Delegates will be allowed to wear the conference t-shirt with black dress slacks or khaki pants — not blue jeans — instead of the polo or oxford shirt on Tuesday, the last day of the conference.

**Please note that registrations received after February 27 are not guaranteed to receive the conference t-shirt.** Additional size “Large” shirts are generally ordered for late registrations. When the “extras” run out, we are unable to order additional shirts. There is no registration fee adjustment for late registrations that do not receive a t-shirt.

## FCCLA Conference Store

The Missouri Educators of Family and Consumer Sciences (MoEFACS) operate a “conference store” onsite where delegates may purchase Missouri FCCLA promotional items. The national emblematic supplier does not provide for consignment sales of chapter supplies, so those kinds of items will **not** be available for purchase. A special thanks to members of MoEFACS for providing this service.

## Retiring Advisors Recognition

The State Executive Council Advisors will recognize retiring FCCLA advisors during the Advisor’s Session at the State Leadership Conference. If you are retiring or know of a retiring FCCLA advisor, please complete the “Retiring Teacher Recognition” online survey by **February 15**. **The link to the online form is on the “Forms” page of the website.**

## Alumni & Associates

Alumni & Associates will be sponsoring activities for members and advisors during the State Leadership Conference. Graduating seniors, advisors and other adults may become A&A members at any time, but membership is tied to the school year. Alumni & Associates memberships are perfect gifts to graduating seniors, chapter parents, and administrators. This would be an excellent way to give recognition to individuals who have supported Missouri FCCLA!

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

## National Program Recognition Awards

Chapters desiring to receive state recognition for completing national programs must submit program application awards via the national FCCLA website. **Power of One** — **Five Unit** completers desiring state and national recognition will need to be submitted by the chapter adviser through the affiliation system by March 1st.

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

## Dress Code, Code of Conduct, and Conference Etiquette

*All chapter advisors are expected to review the Missouri FCCLA code of conduct and the dress code policy with their students PRIOR to arrival at the conference. A dress code form is required to be signed and submitted with the conference registration form. The code of conduct information will be repeated in a form that advisors will sign and turn in at conference registration. The code of conduct form will be sent with your conference confirmation receipt.*

### DRESS CODE

Members and advisors of Family, Career and Community Leaders of America are representing an outstanding student organization and should project the image of a leader. One of the purposes of FCCLA is: "To prepare for the multiple roles of men and women in today's society." Therefore, an important part of the educational experiences provided by FCCLA includes developing an understanding of appropriate behavior and dress for business meetings and functions.

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

All members and advisors are expected to follow the Missouri FCCLA Dress Code, which is found on the state website at [www.mofccla.org](http://www.mofccla.org). All delegates to the meeting are expected to follow the guidelines for

### Conference Attire

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

## CONDUCT CODE

The following conduct code applies to all conference delegates.

- Behavior at all times should be such that it reflects positively on you, your school, and FCCLA.
- Attend all general sessions, workshops and activities. Be courteous to conference and hotel staff, presenters, and other attendees.
- Students of the opposite sex are not to occupy lodging rooms at the same time unless an adult chaperone is present.
- Smoking by conference participants is not allowed during any conference sessions, workshops or other activities.
- Use of alcoholic beverages, illegal narcotics, firearms or fireworks is not allowed by delegates.
- The dress code will be adhered to throughout the conference.
- Students will observe the designated curfew time as printed in the conference program.
- Delegates are guests of the hotel and must not deface or destroy property. Damages to any property or furnishings in the hotels will be paid for by the individual or chapter responsible.
- Accidents, injuries or illnesses should be reported to the local or state advisor immediately.
- Students who disregard the code of conduct will be subject to disciplinary action and may be sent home at their own expense. Parents/guardians will be notified and may be required by the local school district to escort their son/daughter home.
- Student conduct is the responsibility of the local chapter advisor and chaperones. Students shall keep their advisors informed of their activities and whereabouts at all times.

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

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

## CONFERENCE ETIQUETTE

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

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

## National FCCLA Leadership Conference

The National Leadership Conference will be held July 5-9, 2015 in Washington, D.C. Visit the meetings section on the national FCCLA website to view the posted information about the conference (<http://www.fcclainc.org/content/meetings/>).

Information regarding NLC will be posted as it is released from the national office.

The 2015-2016 State Executive Council Members, Regional Presidents, National Officer Candidates, and their advisors are expected to attend the conference. Each region is also encouraged to have delegates-at-large. State STAR Events winners who indicate they will attend National Leadership Conference are also expected to participate in National STAR Events. It is strongly recommended that advisors attend the conference with their chapter members. Advisors choosing to send delegates to the conference but who are unable to attend themselves **MUST** arrange appropriate adult supervision for those delegates. This could include sending other adults or making arrangements with another advisor. No provisions are made for these situations by the state office.

The state FCCLA treasury will pay a stipend of (\$200) to help with the National Leadership Conference registration expenses for the 2015-2016 State Executive Council, a stipend of (\$100) for each regional president, and a stipend of (\$75) for one advisor/chaperone per state officer and per regional president attending the conference as a part of the Missouri delegation. The stipends are mailed after the NLC. Delegates are responsible for their own expenses, including the STAR Events registration fee for National STAR Events participants. National Leadership Conference mailings will be sent directly to delegates in April 2015. Registration forms and additional information will be available in April.

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



**Your information isn't complete until you download the following essential forms from [www.mofccla.org](http://www.mofccla.org).**

Registration Form  
Dress Code Form  
Missouri FCCLA Dress Code  
Tentative Program Schedule

Media Team Application  
Sample Health Form  
Safety Guidelines