



*Family, Career & Community Leaders of
America*

Missouri FCCLA

TO: National Leadership Conference Delegates

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

RE: National Leadership Conference Information

DATE: May 7, 2018

At this time we currently have 42 chapter advisers, 156 students, and 35 guests registered for the National Leadership Conference in Atlanta, GA, June 28-July 2. We currently have 158 students who qualified for STAR Events. The national conference materials are available at: <http://fcclainc.org/meetings/national-leadership-conference.php>. Please review the information in this letter and share it with your students.

REMIND

Missouri FCCLA will continue to have a remind account to use to communicate information to all delegates. Please sign up for the service to receive important information on site.

<https://www.remind.com/join/2018monlc>

STAR EVENTS

STAR Events participant orientation will be online this year and must be complete prior to arriving. **This is mandatory.** STAR Events participants must make STAR Events activities their first priority. Please pay close attention to the information sent from the national office regarding the online orientation. Participants receive 2 points for this orientation.

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

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

NOTIFICATION OF STAR EVENTS PARTICIPANTS AND VOLUNTEERS

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

National STAR Events participants should read not only their event rules in the Competitive Events Guide, but also pages 87 (Eligibility and General Rules for All Levels of Competition) and pages 97-100 (Requirements/Policies for National Leadership Conference Participants). Access to an electrical outlet will not be provided unless required for a participant classified under the provisions of the Individuals with Disabilities Education Act. Participants are encouraged to bring fully charged electronic devices such as laptops, tablets, etc., to use for presentations, as allowed per event guidelines. Please note that most events will take place in large ballroom/exhibit spaces and will not be in individual competition rooms.

STATE MEETINGS

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

- State Meeting – Thursday, June 28, 8:30-9:30 p.m. (Georgia World Congress Center, Room B206)

STATE PACKAGE MATERIALS

This year all state package materials will be mailed prior to NLC. Packages should arrive to the school in mid-June. An email will be sent once packages have been mailed. This package will include t-shirts, book bags, and trading pins for all participants who booked with the travel company. No extra materials were ordered.

EXPENSES

The state FCCLA treasury will provide the following leadership stipends: \$300 for each State Executive Council member, and \$75 for each state officer's adviser/chaperone. These stipends will be issued to the members' chapter 2-4 weeks *after* successful completion of the National Leadership Conference. Delegates are responsible for their own expenses, including the registration fee for National STAR Events participants and the technology fee per entry/team for the online events.

If paying by purchase order or check, full payment must be received by National FCCLA by **June 15** to avoid the \$25 late fee per invoice. Please make checks payable to Family, Career and Community Leaders of America. Send payment to:

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

REFUND POLICY

Cancellations, refund requests, and name changes (substitutions) must be submitted through the portal by 5:00 p.m. EDT June 1. (See p. 12 in the NLC brochure at <http://fcclainc.org/meetings/documents/2017NLCGuideInteractive.pdf>).

TOURS

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

MEALS

You will be on your own for all meals.

HOUSING FOR DELEGATES

Everyone attending and staying for the duration of the National Leadership Conference is to be a part of the assigned housing block at the Atlanta Marriott Marquis.

The Missouri delegation will be housed according to the room assignment list (to be sent in the 3rd mailing). Delegates are to stay in their group and are not to change rooms. Students are **not** to go outside of the hotel without an adult. In case of failure to adhere to rules and/or the group adviser, the delegate will be sent home at delegate's cost. Room assignments were made to try to keep school groups together while still trying to honor triple or quad lodging requests. If there are any concerns with the rooming list, contact National Travel Systems.

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

Hotel check-in time is 4:00 p.m. When you arrive, look for a table with National Travel Systems staff — they will have your room keys. If they aren't available, check at the front desk.

HEALTH SERVICES

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

It is the responsibility of the delegate and the chapter adviser to collect health forms, and to keep one copy with the student delegate and one copy with the adult delegate in charge of the chapter.

Emergency medical facilities will not treat minors without parental permission. A sample health form is enclosed. **Advisers should also carry a copy of the student's insurance card in case medical help is necessary.**

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

SAFETY TIPS

Remind your students to use good judgment when traveling during the trip. Students should be reminded of basic safety precautions for large cities and to never venture out alone. Hotel room doors must be locked at all times. **Missouri youth may not leave the hotel at any time without an adviser or adult.** Valuables and money should not be left in hotel rooms. The hotel has safety deposit boxes where money and other valuables may be kept. Do not take valuables such as expensive jewelry to the meeting. Under no circumstances should strangers be admitted to rooms. Fire escapes should not be used for going up and down floors.

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

DELEGATE RESPONSIBILITY

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

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

Adult Responsibilities

It is important to keep in contact with your delegates while attending NLC. The adult in charge of each student is responsible for his/her behavior.

Student Responsibilities

The following conduct code applies to all participants attending the National Leadership Conference:

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

UNIFORMS AND DRESS POLICY

The State Executive Council will be wearing official dress throughout the National Leadership Conference.

Remember, that all student attendees must be in the official red blazer and dress code for this conference.

Clothing with offensive messages or that advertises alcohol or other drugs should be left at home. Please use some common sense and remember that you are not dressing for summer camp but for a professional meeting.

Please make sure to review the official conference dress code prior to attending. It is the chapter adviser responsibility to make sure students know the dress code and are following it.

TRAVEL TO AND FROM NATIONAL LEADERSHIP CONFERENCE

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

TRADING PINS

We have Missouri pins for trading purposes. Trading pins we be given out with the other materials at the state meeting. Additional trading pins can be purchase from the state office in the following packages:

10 for \$5.00 (.50 each)

20 for \$8.00 (.40 each)

30 for \$9.00 (.30 each)

To place an order, send an e-mail request to Donna Sharpe, at mofccla@dese.mo.gov by June 1 to be included in your chapter's state package shipment. After that, extra pins will be available onsite at NLC.

JUNE MAILING

A third and final mailing about National Leadership Conference will be distributed in June. Additional details, including schedule information, will be sent at that time. In the meantime, please contact the state office with any questions you might have regarding the National Leadership Conference. We look forward to a great meeting!