



Missouri FCCLA CHECKLIST AND DUE DATES

This checklist can be used as a handy reference when registering your chapter for the 2019 National Leadership Conference. Details regarding each step are provided in the NLC packet.

✓CHECK COMPLETED	STEP IN THE PROCESS	DUE DATE	REGISTRATION TASK
	STEP 1	April 11	HOUSING and STATE PACKAGE: All housing will be handled through National Travel Systems online. The link will be released on the MO FCCLA website. The costs of the hotel as well as the Missouri package are included in the room costs.
	STEP 2	May 3 June 3	REGISTRATION: Register for the National Leadership Conference using National FCCLA's online registration system in the affiliation system. Submit conference registration fees to National FCCLA, including STAR Events fees and names of chapter volunteers for National STAR Events. Tickets may be purchased from National FCCLA for the optional events. NOTE: Early registration ends May 3; conference registration fees increase May 4. Regular registration is from May 4-June 3.
	STEP 3	May 3	STAR EVENTS REGISTRATION due to National FCCLA May 3 (costs increase starting May 4). Any corrections need to be made at this time as well
	STEP 4	May 15	Complete and return the <i>Authorization Form for Independent Delegates</i> , if needed, to the state office.
	STEP 5	May 15	Have your students complete and return to you the <i>Sample Medical Release Form (including copy of insurance card)</i> and <i>Conduct Code Form</i> to keep in your possession at the conference. Do NOT send this information to the state office.
	STEP 6	May 20	Balance of housing payment due to National Travel Systems. Any payments made after May 20th will incur a 9% interest charge on invoice
	STEP 7	June 17	Balance of registration payment due to National FCCLA.

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