



Missouri Family, Career and Community Leaders of America
STATE LEADERSHIP CONFERENCE
March 17-19, 2019 • Osage Beach

PROGRAM INFORMATION

Date: March 17-19, 2019
Place: Tan-Tar-A Resort
494 Tan Tar A Drive, Osage Beach, MO 65065
<http://www.tan-tar-a.com/>
Theme: “Back in Time, Back in Style”

REGISTRATION INFORMATION AND DEADLINES

The conference registration fee is **\$75** per person. This includes one lunch buffet 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.

Regular registrations are due February 15th.

For late registrations (submitted between February 15 and 22) add **\$15 per person** for conference registration fees.

Payment: Please complete the online registration form and send payment to the **University of Missouri** by **February 22, 2019**, to:

FCCLA
University of Missouri
344 Hearnes Center
Columbia, MO 65211

If a student is unable to attend, a chapter may request a 50% refund for the fees association with that student. The chapter will NOT receive the t-shirt associated with the refunded registrations. No refund requests will be honored after March 8, 2019. Refund requests must be in written form to muconf4@missouri.edu. 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 adviser (mofccla@dese.mo.gov) no later than the first day of the conference. If a delegate is unable to attend the conference, a substitution is encouraged and no additional fee will be assessed. To contact the FCCLA staff during the conference, call the hotel at 573/348-3131.

Upon arrival, one adviser from each chapter should check in at the registration desk. Registration will take place in the Convention Registration Area of Tan-Tar-A Resort (in front of Salon A). Registration will be open from Noon – 8:00 p.m. on Sunday, March 17, and from 8:00 a.m. – Noon on Monday, March 18. **STAR Events registration must be**

picked up on Sunday, March 17, 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 573/348-3131 and ask to be transferred to the conference registration desk.) Another chapters adviser will be allowed to pick up the chapter packet, however they must confirm the required information and Missouri FCCLA is not responsible for incorrect information for the chapter.

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 (adviser, parent or other adult) for every four student delegates or major fraction thereof. Any chapter with delegates in attendance must have at least one adviser delegate. All chaperones onsite need to be registered for the conference. This is a requirement by the insurance company.**

VOTING DELEGATE INFORMATION

According to the *State Bylaws, Revised 2017*, 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 adviser'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 the time listed in the schedule for Monday, March 18. The doors to the "Meet the Candidates" session will close, 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, and take the time to attend the "Meet the Candidates Session," confer willingly with other chapter delegates. 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 adviser's packet to share with the voting delegate(s).

MEAL ARRANGEMENTS

With the exception of the buffet lunch on Monday (included in conference registration fee), conference delegates are "on their own" for meals during the conference. Tan-Tar-A resort has a variety of food options available onsite. Menus with pricing is available on the MO FCCLA website on the State Leadership Conference page. 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 Tan-Tar-A Resort, 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.** Each room rate is subject to a 3% county lodging tax and \$5 resort fee. Schools that direct bill to the school or pay with a school check or credit card will be exempt from the state tax of 5.475%. 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. Chapters with a larger delegation may wish to stay in the estate complex to save costs. Please ask the hotel about the advantages to staying in the estates such as access to a full kitchen or living room.

Tan-Tar-A Resort

494 Tan Tar A Drive, Osage Beach, MO 65065

Reservations – 1-800-Tan-Tara (1-800-826-8272) or www.tan-tar-a.com with the code “STAR”. Ask for FCCLA group block and give arrival date. **Cut-off date is 2-16-19** – reservations made after this date are subject to availability.

Rate: \$96.00 per guest room, per night – Single, Double, Triple or Quad. \$155 One bedroom suite, per night. \$240 Two bedroom suite, per night.

Lodging for 2018-2019 State Executive Council Chapters and 2019-2020 State Officer Candidate Chapters

The 2018-2019 State Executive Council chapters and 2019-2020 State Officer Candidate chapters should make room reservations directly with Tan-Tar-A Resort, there is no special block for these chapters. They will be given preference for the main building, but this cannot be guaranteed. The SEC members and the State Officer Candidates will be included on a housing list provided by the state adviser and should not be included in the chapter rooming.

EMERGENCY MEDICAL CARE

There are two hospitals in Osage Beach: Lake Regional Urgent Care (573/ 302-3200); and Lake of the Ozarks General Hospital (573/ 348-8194)

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 adviser should collect and bring the form(s) with them, in case it is needed during the State Leadership Conference. Advisers and students should have a plan in case the adviser falls ill while in attendance. **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. Advisers, please remind delegates of this rule, and please refrain from coming to the stage to take pictures. The program participants can return to the 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 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 online application by **February 1**. The application link is found at www.mofccla.org on the State Leadership Conference page.

LEISURE ACTIVITIES

The resort has many activities available during your stay. All chapters are given \$5 off admission to Timber Falls Indoor Waterpark. Several other activities are available as well such as a bowling alley, arcade, indoor pool, shopping areas, and mini-golf. Information on times these will be open will be available at conference. Please <https://www.tan-tar->

a.com/play/recreation-prices.aspx for more information on activities and pricing. Chapters are encouraged to take advantage of these activities when there are no scheduled conference activities.

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/skirt or khaki pants/skirt — not blue jeans — instead of the polo or oxford shirt on Tuesday, the last day of the conference.

Please note that registrations or substitutions received after February 22 are not guaranteed to receive the conference t-shirt. Additional 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. Refunded registrations will not receive a conference 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.

ADVISERS RECOGNITION SESSION

In an effort to provide the recognition that is deserved for the hard work of all of our advisers, we will no longer have an adviser recognition session. All award winners, retiring advisers, years of service, and officer advisers will be recognized during the conference general sessions. Information will be sent to those specific advisers closer to state conference with details on the session in which they will be recognized.

SCHOLARSHIP BASKET RAFFLE

One tradition of the State Leadership Conference is the gift basket raffle. Money raised from this raffle is used to fund the scholarships that FCCLA provides each year. This year, baskets will be on display in the FCCLA store. Tickets will be sold while the baskets are on display. All ticket purchases must be made before the Business session on Monday night as the winners will be drawn immediately following the session, prior to the evening entertainment.

ALUMNI & ASSOCIATES

Alumni & Associates will be sponsoring activities for members and advisers during the State Leadership Conference. Graduating seniors, advisers 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 through the national FCCLA affiliation system. Again this year, awards will be given to state level National Programs award winners, remember that this award has no influence on the national level awards. No additional application is required. The deadline for eligibility for the state level awards is **February 1st**.

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 **February 1st**. Supporting documentation must be uploaded by this date as well using the Formstack link provided on the MO FCCLA website. 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 Grand Ballroom for the Business, Program and Membership Recognition Session.

DRESS CODE, CODE OF CONDUCT, AND CONFERENCE ETIQUETTE

All chapter advisers are expected to review the Missouri FCCLA code of conduct and the dress code policy with their students PRIOR to arrival at the conference. Chapters must agree to the dress code policy and code of conduct in the registration system.

Dress Code

Members and advisers 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, advisers, 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 advisers are expected to follow the Missouri FCCLA Dress Code, which is found on the state website at 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.
- Nicotine usage 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 adviser 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 adviser and chaperones. Students shall keep their advisers 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.
- Do not use the phone in the hotel room to avoid accruing charges.
- Don't forget to leave a tip for good service in restaurants that provide full service. A 15% gratuity is customary.
- Pay room service expenses directly with cash (if allowed to have room service by the local chapter adviser).
- 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.

STAR EVENTS

The STAR Events registration fee will automatically be added to the chapter invoice. All state STAR Events participants must register for the State Leadership Conference. To avoid late fees, register by **February 15**. Any student not registered for SLC is ineligible to compete in state STAR Events.

STAR Events entries were submitted to the state office by the regional association. Should there be a problem, chapter advisers will be notified. No additional entry forms are required. Confirmation is required and is addressed later in this letter.

On **Sunday, March 17**, advisers to state STAR Events participants must pick up their conference and STAR Events registration materials anytime from **noon-4:00 p.m.** Anyone with extenuating circumstances should contact Donna Sharpe as soon as possible.

During the conference, messages may also be left for the state staff by calling Tan-Tar-A Resort at 573/348-3131. Prior to this time please contact the state office in Jefferson City at 573/522-6543 or via email at mofccla@dese.mo.gov.

There is a **required** online participant orientation. This information can be found on the state website (Culinary Arts will still have a required in person orientation, please see information sent from the state office). Successful participation in the events depends largely on all participants following all rules and regulations. Please review all general requirements and policies for all events, as well as the rules for your specific event. **It is your responsibility to know this information.** Information is found in both the *National Competitive Events Guide (2018-2019)* and the *Missouri FCCLA Guide to STAR Events (2018)*. Visit: <http://www.mofccla.org/competitive-events.html>.

State Star Events Confirmation/Authorization

The chapter adviser should complete the registration process for each participant and confirm information in the online system. Advisers will be required to answer if the student would like to advance to NLC if they qualify. The adviser needs to confirm their selection with the participant parents and administration. This information must be entered into the system before it closes on February 22nd, otherwise students will be removed from competition. It is important to check all information associated with participants. If an error is noted you must contact the state adviser immediately.

Chapter Assistance

Because of the large number of people it takes to run state STAR Events, **each chapter participating is required to provide at least two people (2 adults, or 1 student and 1 adult) who are able to assist with the events.** This person will be placed in an event category in which your chapter is not participating. Additional volunteers are always welcome. The chapter adviser should list these volunteers on the chapter registration and indicate the volunteer's prior knowledge/experience with STAR events and which events they are interested in helping with. The state office does not guarantee that the volunteer will be placed nor placed in their desired category. The individual may be an adult, the chapter adviser, or another student.

Tentative Schedule

Sunday, March 17

12:00-4:00 p.m. Advisers pick up conference and STAR Events materials, Tan-Tar-A lobby

Monday, March 18

STAR Events

Tuesday, March 19

9:00 a.m. Seating for STAR Events Recognition Session, Grand Ballroom

9:30 a.m.-11:00 a.m. STAR Events Recognition Session, Grand Ballroom

Noon-12:30 p.m. Meeting of 2019 National Leadership Conference Delegates.
All National STAR Events participants attend.

Each participant will receive a complete schedule for Monday's STAR Events. The schedule will be placed in the chapter's STAR Events registration packet. Teams are placed in time slots and groups (as needed) in a random format. During State Leadership Conference, many activities are occurring concurrently. As a State STAR Events participant, STAR Events are your first priority. You may attend any other activities held during STAR Events as long as they do not conflict with your STAR Events presentation time.

You are encouraged to eat well before reporting to STAR Events on Monday. Please note that a lunch buffet is available for all conference delegates on Monday.

There is no STAR Events headquarters. All questions that arise on Monday should be directed to the Volunteer Coordinator assigned to each room, prior to this all questions should be directed to the registration desk, who will contact the state adviser. Lead Consultants will be available for a limited time on Sunday evening to answer participant questions. See conference schedule for times and locations.

Medals will not be mailed. All participants or designated representative must go across the stage to receive the appropriate medal. If a student picks up the wrong medal, it can be exchanged for the appropriate one until the end of the National Leadership Conference Delegate meeting following closing ceremony.

New Trophy Policy: The top scoring GOLD entry in each event and category will be awarded an acrylic trophy. Events without a gold medal placement will not be awarded. All trophies can be picked up following the closing general session along with STAR Events rubrics.

Being a State STAR Events participant means you may have the opportunity to represent Missouri at STAR Events during the National Leadership Conference. The top Gold winner from each event category (except for the Missouri state-only events) is expected to attend if possible. In some events, the top two Gold winners advance (see the National STAR Events Manual for a list of those events). Below is information regarding NLC.

NATIONAL FCCLA LEADERSHIP CONFERENCE

The National Leadership Conference will be held June 30 – July 4, 2019 in sunny Anaheim, California. Visit the meetings section on the national FCCLA website to view the posted information about the conference (<http://fcclainc.org/meetings/national-leadership-conference.php>).

Information regarding NLC will be posted as it is released from the national office and at the conclusion of the conference during the National Leadership Conference Delegates meeting. The below information is tentative and is subject to change.

Delegates are responsible for their own expenses, including the STAR Events registration fee for National STAR Events participants. It is strongly recommended that advisers attend the conference with their chapter members. Advisers 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 adviser. No provisions are made for these situations by the state office.

Travel Plans

Transportation to and from National Leadership Conference is arranged by the local chapter adviser. It is often less expensive for individuals to arrange their own transportation than for the state office to do so. Regional groups may wish to arrange group transportation at their discretion. Chapters may choose the form of transportation that best meets their needs. Chapters are also encouraged to use National Travel Systems for your travel needs. Chapters should plan to be in attendance at least 5-6 days.

Meeting Costs

To assist you in planning your finances, the following is an **estimated** cost of the National Leadership Conference. The state FCCLA treasury will pay a stipend of (\$300) to help with the National Leadership Conference registration expenses for the 2019-2020 State Executive Council and a stipend of (\$75) for one adviser per state officer attending the conference as a part of the Missouri delegation. These stipends will be issued *after* successfully completing participation in the National Leadership Conference.

Registration and Optional Costs

All Missouri delegates who will be attending National Leadership Conference and registering for the meeting should purchase the Missouri registration package. Names of students advancing to Nationals will be sent by the state, the fee will be included when you register for the conference online. **These are estimates.** Final costs will be provided at state leadership conference. The following items should be considered:

STAR Events participant fee, per person	\$45
Online STAR Events technology fee, per entry	\$25
NLC Registration	\$190

Optional

Additional Trading Pins	\$5, \$8, or \$9
FCCLA Gala (Closing Event Monday)	\$75
FCCLA Special Event	TBD
Tours.....	TBD

Housing Information

The National Board of Directors has established a policy regarding official hotels at the National Leadership Conference. All STAR Events participants and national officer candidates **must** stay in an official hotel for the duration of the conference.

National FCCLA assigns the official conference hotel for our delegation. At this time that information has not been provided. It is Missouri FCCLA's policy that all Missouri delegates are housed together in the assigned hotel. **All housing requests and reservations are coordinated through the state office and the contracted travel**

agency. Housing ranges from \$400/person to \$2,000/person based on occupancy and number of nights
You will receive your rooming request form and finalized pricing in the packet received at state leadership conference. Please note that if Missouri books more rooms than requested because the number of delegates attending is more than originally anticipated, schools may be placed in a different hotel than the original assignment. All effort will be given to notify advisers as far in advance as possible, but note that sometimes this occurs close to the date of arrival and chapters should be flexible. Fees associated with housing do include the travel agency management fee and the Missouri FCCLA delegate package fees. All payments for housing will be handled through the contracted travel agency.



Your information isn't complete until you download the following essential forms from www.mofccla.org.

Missouri FCCLA Dress Code
Tentative Program Schedule
Media Team Application

Sample Health Form
Safety Guidelines