



2019 National Leadership Conference Request for Housing Policy Waiver Request Form

FCCLA National Leadership Conference Housing Policy

FCCLA contracts with hotels in cities where the nationally sponsored meetings are held. Room rates and cost of meeting space are based on an anticipated room pick-up. It is important that FCCLA state associations stay within the official meeting/ conference hotel block when attending the meeting/ conference. Delegates, Competitors, and National Officer Candidates attending the National Leadership Conference must register to attend the entire conference and stay within the official meeting/ conference hotel block for the length of the conference. In any extenuating circumstances, a written waiver may be submitted via the State Adviser to National staff for consideration. This policy is set by the FCCLA Board of Directors.

What is The Purpose of The Housing Policy Waiver Form?

In the event a National Leadership Conference attendee has extenuating circumstances, the requestor's state adviser and FCCLA National HQ will review the request to determine if the request meets the criteria to allow the attendee to compete or run for National Office without fulfilling the requirements of the housing policy.

You may file this form to request exemption from the housing policy for and of the following reasons:

1. Educational or work-related conflict that requires in-person participation;
2. Attendee resides within a distance to safely drive to and from the conference venues for early morning and/or late evening sessions;
3. Attendee is a hotel rewards participant and will stay at one of the official hotels using rewards points, but not within the FCCLA hotel block.

How to File the Housing Policy Waiver Request Form

1. Complete this form in its entirety and email it with supporting documentation to your state adviser.
2. State Adviser will approve or decline the request and email the form to FCCLA National HQ no later than Friday, May 3, 2019.
3. Submission of this form by your state adviser does not guarantee approval.
4. After receiving the form, FCCLA National HQ will review the request and notify you and your state adviser within five business days of your request status.

General Instructions

In order to best view, print, or fill out our forms, you should use the latest version of Adobe Reader, which you can download for free at get.adobe.com/reader.

Signature. Each request must be properly completed and signed.

Evidence. All supporting documentation must be included when submitting the request to your state adviser.



Early Departure Penalty. If the request is approved and the requestor does not stay for the agreed upon number of nights a \$150 per night penalty will be assessed to the chapter. The chapter will not be eligible to affiliate and/or register for future nationally hosted events until the balance has been paid in full.

STAR Event Medals. If student is competing in a STAR Event and will not be at the STAR Events Recognition Session, the chapter adviser can designate another representative to accept the medal on behalf of the student. FCCLA National HQ will not distribute or ship medals after the conference to participants (or representatives) who are not in attendance to accept their medal during the STAR Events Recognition Sessions.



2019 NATIONAL LEADERSHIP CONFERENCE HOUSING POLICY WAIVER FORM

TO: FCCLA STATE ADVISER

State _____ State Adviser Name _____

Chapter ID _____ Chapter Name _____

Chapter Address _____ City _____ State _____ Zip _____

Chapter Adviser's Name _____ Chapter Adviser's Signature _____

REQUESTOR: Fill in the information below for the attendee requesting the waiver.

I certify that I understand and meet all eligibility requirements to request an NLC Housing Policy Waiver and have provided the appropriate supporting documentation.

Requested Exemption Day(s):

- Sun, June 30
- Mon, July 1
- Tue, July 2
- Wed, July 3
- Thu, July 4

Student is:

- Competing in a STAR Event
- Running for National Office

Name of Event: _____

Attendee's Name _____ Attendee's Signature _____

Parent/Legal Guardian (If attendee is under 18) _____ Parent/Legal Guardian's Signature _____

AUTHORIZED OFFICIAL: Fill in the information requested below and check the indicator(s) for the waiver. If no item is checked, the request will be denied. You must personally sign the Certification Statement.

CERTIFICATION STATEMENT: I certify that the attendee named on this form meets the indicator(s) checked below.

- Educational or work-related conflict that requires in-person participation;
- Attendee resides within a distance to safely drive to and from the conference venues for early morning and/or late evening sessions;





- Attendee is a hotel rewards participant and will stay at one of the official hotels using rewards points, but not within the FCCLA hotel block.
- Other request from high school principal, high school counselor, financial aid officer, chapter adviser/state adviser or other official who can attest to the student's circumstances. Given my knowledge of this student's family circumstances and after reviewing the eligibility guidelines, I believe that providing that adhering to the housing policy would present a hardship. Explanation:

State Adviser Approval/Denial

- Recommend Request be Approved Recommend Request be Denied (Please provide explanation below)

State Adviser's Name

State Adviser's Signature

FCCLA NATIONAL HQ USE ONLY BELOW THIS LINE

FCCLA National HQ Approval/Denial

- Request Approved Request Denied (Please provide explanation below)

Follow Up Tracking Details:

Did the attendee stay the agreed upon number of nights?

- Yes No

Number of agreed upon nights attendee did not stay _____ Amount Chapter will be invoiced: _____

Date Invoiced: _____ Invoice Submitted By: _____

