

**2023 MISSOURI FCCLA STATE  
LEADERSHIP CONFERENCE GUIDE**

**March 12-14, 2023**

**Tan-Tar-A Resort Osage Beach, MO**



**Know Before You Go!**

# 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 13<sup>th</sup>**. Any student not registered for SLC is ineligible to compete in state STAR Events. Late registration ends February 20<sup>th</sup>.

STAR Events qualifiers 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 12<sup>th</sup>**, advisers of state STAR Events participants must pick up their conference and STAR Events registration materials any time from **Noon-4:00 p.m.** at conference registration table. Anyone with extenuating circumstances should contact the state adviser as soon as possible or contact conference management team at 573.508.9169.

During the conference, messages may also be left for the state staff by contacting the event management team at 573.508.9169. Prior to conference time, please contact the state office in Jefferson City at 573.522.6543 or via email at [mofccla@dese.mo.gov](mailto:mofccla@dese.mo.gov).

There is a **required** online participant orientation. This information can be found on the state website (Culinary Arts and Baking and Pastry 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 (2022-2023)* and the *Missouri FCCLA Guide to STAR Events (2022)*. 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 whether or not the student would like to advance to NLC if they qualify. The adviser needs to confirm their selection with the participant parents and the schools administration. This information must be entered into the system before it closes on **February 13<sup>th</sup>** or February 20<sup>th</sup> with late fees, 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 in their desired category. The individual may be an adult, the chapter adviser, or another student.

## **Tentative Schedule**

### **Sunday, March 12**

12:00-4:00 p.m.

Advisers pick up conference and STAR Events materials, Tan-Tar-A lobby

### **Monday, March 13**

STAR Events and Workshop Sessions, lunch is provided

### **Tuesday, March 14**

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 2023 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 is provided 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.**

**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 or three Gold winners can advance (see the National STAR Events Manual for a list of those events).

## 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 chapter's registration packet. **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 13<sup>st</sup>. 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 delegates **prior** to "Meet the Candidates." Information will be in the adviser's packet to share with the voting delegates.

## MEAL ARRANGEMENTS

With the exception of the 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. Chapters are reminded to plan accordingly for meals so that they do not miss meetings during the conference.

## 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.

## EMERGENCY MEDICAL CARE

If you have medical issues while in attendance at the conference, please contact Lake Regional Health System at 573.348.8000.

## 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 6<sup>th</sup>**. The application link is found at [www.mofccla.org](http://www.mofccla.org) on the State Leadership Conference page.

## LEISURE ACTIVITIES

The resort has many activities available during your stay. All participants are given \$5 off the \$20 regular admission to Jolly Mon 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 check out <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. The adviser will pick up the chapters t-shirts after registration in the FCCLA Conference store (located to the left at the top of the escalators). 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 professional white shirt on Tuesday, the last day of the conference.

**Please note that registrations or substitutions received after February 13<sup>th</sup> 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

Missouri FCCLA operates a conference store onsite where delegates may purchase Missouri FCCLA promotional items. There are several types of t-shirts, hoodies, etc. available at the FCCLA Conference Store—check them out [online](#) and be ready to make your purchases at the conference! The national emblematic supplier does not provide for consignment sales of chapter supplies, so those kinds of items will **not** be available for purchase.

## ADVISERS RECOGNITION

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. The baskets will be on display in the FCCLA Conference 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.

## 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, 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 1<sup>st</sup>**.

**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 22<sup>nd</sup>**. Supporting documentation must be uploaded by this date in the affiliation system. 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](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.
- 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
- You are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage. 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.
- Members/participants attending Regional/State/National Conferences may not purchase, consume or be under the influence of alcohol or drugs at any time, including Nicotine. Violators will be subject to stringent disciplinary action.
- Use of firearms or fireworks are not allowed by delegates.
- The dress code will be adhered to throughout the conference.
- Students will observe the designated curfew. (Curfew means that each person must be in own room by the designated hour).
- Delegates are guests of the hotel and must not deface or destroy property. Damages to any property or furnishings in the hotel will be paid for by the individual or chapter responsible.
- Accidents, injuries, or illness 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.

Be sure to follow the hotel and safety procedures 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 20% gratuity is customary.
- Pay room service expenses directly with cash (if allowed to have room service by the local adviser)
- Do not prop hotel doors open.

- Check your room carefully before departure. Be sure all personal items have been removed.
- Report any problems 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 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 2-6, 2023, in Denver, Colorado. Visit the national FCCLA website to view the posted information about the conference (<https://fcclainc.org/attend/national-leadership-conference>).

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.

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 should plan to be in attendance at least 5-6 days.

## STIPENDS FOR SEC & SECA

The state FCCLA treasury will pay a stipend of (\$300) to help with the National Leadership Conference registration expenses for the 2022-2023 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.