



State Leadership Conference

April 14-16, 2010

Registration Deadline: March 12, 2010

Registrations must be received by **March 12, 2010**. A late fee of \$30 per chapter will be assessed on registrations and deposits received after **March 12, 2010**. An additional late fee of \$15.00 will be assessed for each person not paid in full by March 26, 2010.

1. Registration forms are enclosed and may be downloaded from our web page at www.mifccla.org.
2. Return completed registration to: Michigan FCCLA, Eastern Michigan University, Ypsilanti, MI 48197.
3. List all of the students, advisers, and adults attending on the registration form. All adults (chaperones, judges and bus drivers) staying at the hotel must register by listing their names on the registration form. State officers should not be included on the chapter registration form unless they are competing. Please **TYPE** all names.
4. The \$45.00 nonrefundable registration deposit for each participant must accompany the registration form; make the check payable to "Michigan FCCLA" and mail to the state office.
5. Final payment by credit card or check is due by March 26, 2010.
6. Substitutions will be accepted until April 14, 2010.
7. Advisers will receive a registration confirmation letter.
8. On-site conference registration will be open on Wednesday, April 14 from 4:00-6:00 p.m. Only advisers are to register for their chapters.
9. **Banquet seating will be assigned in the order the registration forms and the deposit are received.**
10. All adults attending will be assigned a role to assist with the State Leadership Conference. This could be as an event assistant, event evaluator, or workshop monitor.
11. If any registrant is in need of barrier-free accommodations, **special dietary considerations**, reader and/or interpreter services (oral or manual), please specify on the Registration Form and return no later than March 12, 2010.

It is the policy of the Michigan Association of FCCLA that no person shall, on the basis of race, religion, color, sex, age, national origin or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during any program or activity.

Hotel Reservation Information

Room reservations are to be sent directly to the Valley Plaza Resort. The hotel must receive the reservations on or before March 12, 2010. They are to be prepaid using the enclosed form. **Full payment is required before reservations are confirmed.**

**Reservations Manager - FCCLA
Valley Plaza Resort
5221 Bay City Road
Midland, MI 48642
Phone: 989-496-2700, Fax: 989-496-9233**

Student housing is based on four (4) to a room. If a chapter does not have multiples of four (4) delegates of the same sex, it will be the chapter's responsibility to fill a room by contacting other chapters, or absorb the additional cost (per person) for occupancy less than four (4). Chapters should house the majority of their delegation in triple or quad rooms so we can ensure that there will be adequate room for all delegates.

If you make arrangements with another school to fill a quad room, please include the name of the school the student is from after his/her name on the form. Be sure that both schools include the mixed room on each registration form, and prepay their appropriate share. One school should be designated as responsible for prepayment of the shared room. The other school(s) should then pay the designated school.

If you are planning to share a room with an adviser from a different school, please indicate the name and school of the individual you want to room with, so the hotel can properly match you up. Remember to check with your intended roommate first. Also, remember to **register your spouse** if they will be staying with you during the meeting.

All incidental charges (i.e. telephone and movie) must be paid before checking out. All phones will be restricted so no outside calls can be placed. A credit card imprint must be left if you want to make outside calls. Phone calls can be made from pay phones located throughout the hotel. Hotel operators have been instructed not to connect any calls outside, or room-to-room after curfew.

Please note that all sleeping rooms may not be available upon arrival, delegates should plan accordingly. Check in time is 4:00 p.m.

Conference Registration Fees

Meeting registration forms must be received at Michigan FCCLA by March 12, 2010.

Late Fee: A late fee of \$30.00 per chapter will be assessed for any registration and/or deposit received after March 12, 2010. An additional late fee of \$15.00 per person will be applied after March 26, 2010 for registrations not paid in full by this date.

Registration Fee: The registration fee is \$90.00. The fee will cover two (2) meals, registration materials, t-shirt and meeting administration expenses.

Additional Banquet Tickets: Additional banquet tickets are \$30.00 per person. These tickets are for administrators, evaluators, and parents who attend only the banquet. Any individual staying the entire meeting must pay the registration fee.

Refunds: Refunds will be given only if Michigan FCCLA is notified of the cancellation by using the Cancellation and Refund Request Form found on page 8 of this section. Cancellations **must** be submitted on the Refund Request Form to receive your chapter's refund. The following dates reflect when notification is **received** by Michigan FCCLA.

If Notified in Writing by:	Amount of Refund
March 12	\$90.00
March 26	\$45.00
April 1	\$25.00
Received after April 1	No Refund

State Leadership Conference Details

Code of Conduct, Medical Treatment Authorizations, Adviser Code of Ethics: Each delegate, student and adult, must sign a Code of Conduct and Medical Treatment Authorization form found in this section of the *Link*. These forms must be hand-carried to the meeting. Do not send them to the Michigan FCCLA office. A completed and signed copy of the Adviser Code of Ethics must be on file with Michigan FCCLA for each adult assuming the role of adviser at any Michigan FCCLA meeting or activity.

Registration: Conference registration will start at 4:00 p.m. with the first activity at 6:00 p.m. A tentative program is posted on the FCCLA website, and will be updated as details are confirmed. Delegates should read the conference program carefully.

Event Supplies: Each participant is expected to have a pencil with an eraser, and the official conference program available for each event. Other items (workbooks, notebooks, handouts, etc.) not called for in the event guidelines are not allowed.

Role at the State Conference: Each delegate's role(s) at the meeting **must be listed on the registration form**. Refer to the following pages for proper event and activity names to be used on the form.

Name Badges: All delegates (adviser, chaperone, judge and student) must wear their name badges at all times. No one will be admitted to the conference activities without a name badge. If a delegate loses their name badge, a replacement may be obtained at conference headquarters for \$2.00. Delegates must have their adviser present and will be required to show identification for a name badge.

Conference Dress Code: Business attire is required for all scheduled sessions and activities. Michigan FCCLA will use the FCCLA dress code, printed in the *Link*. Shirts must have sleeves and no bare midriff. Skirts must be at least fingertip length. **No jeans (denim material), t-shirts, sweatshirts, or athletic shoes of any form will be allowed during the competition or at sessions!** Delegates wearing any of these items will be sent to change before being allowed to compete, and will not be allowed on stage to receive awards if dressed inappropriately for sessions.

Banquet Seating: Banquet seating will be prioritized, based on the order in which registrations are received with the deposit. One seat will be assigned for each paid delegate.

Private autos at the meeting: The use of private automobiles will not be permitted after arrival at the conference. Car doors shall be locked upon arrival and the keys given to the chapter adviser.

State Officer Applications: State Officer Applications are due to Michigan FCCLA by March 12.

Voting Delegates: The role of a voting delegate is an important one. Voting delegates are required to attend the candidate speeches and are encouraged to meet each candidate prior to the election session.

Voting: Voting is scheduled to take place on Wednesday, April 14, 2010. Our policy is that voting delegates will not be admitted after the posted time.

According to the Constitution, each school is allowed one voting delegate per ten (10) members, with a maximum of ten (10) voting delegates per school. Each chapter will receive the proper number of voting delegate ribbons to be distributed to the voting delegates. Students will not be permitted to vote without their voting delegate ribbon. **Lost ribbons will not be replaced.**

Conference Assistance: To have a successful conference, each adviser and chaperone will need to assist in some capacity. All advisers and chaperones will be pre-assigned to a competitive event to work. *All advisers and chaperones are required to assist during their assigned time. Because this assistance is important to the success of the conference, advisers and chaperones who do not assist during their entire assigned time will have letters stressing the importance of their assistance, and their absence, sent to their principal.*

Adviser Gift Exchange: There will be a gift exchange between advisers at the Adviser Reception on Thursday. Each adviser wishing to participate should bring a gift to be a part of the exchange. More information will be included in registration confirmation mailings.

Timers: Special assistance is needed from student delegates to be timers for the various competitive events. Please indicate under the "Activity" column of the registration form which delegates will be assisting in this way. Please note that there is no competition for Power of One participants, please register them as Timers.

Supervision: At least one (1) adult must attend and pay the registration fee for every ten (10) student delegates attending.

All advisers are required to conduct room checks at curfew and patrol the floors of the hotel after curfew on Wednesday and Thursday evenings. Trying to manage a large number of students is a difficult task; therefore, we need every adviser's support and assistance. Advisers must attend all general and award sessions with their students to ensure proper dress and conduct during the sessions.

Evaluators: Each chapter is encouraged to recruit evaluators for the conference. The form to recommend individuals to evaluate can be found on page 6 of this section, and online at www.mifccla.org.

Dance: A dance will take place Thursday after the banquet. All delegates are encouraged to attend the dance. **Students are expected to remain in their dress attire from the banquet.**

T-Shirts: Each paid delegate will receive a conference t-shirt. Chapters must specify the number of each size needed on the registration form. If sizes are not specified, chapters will receive half medium and half large shirts.

Conduct: Delegates must not be in possession of any tobacco, drugs or alcoholic beverages at the meeting. This is a school function. Delegates may **not** enter the lounges at the Resort. A signed Code of Conduct form must be brought to the conference for each delegate.

Activity Registration

Please indicate which activities each student will participate in, other than competitive events, in the “Activity” column of the registration form. Activities include:

- Timer
- State Officer Candidate
- FCCLA Scrapbook Participant

Please note that all students that are not competing, including Power of One Award Recipients are expected to serve as timers for the competitive events on Thursday morning.

Competitive Event Registration

Please keep the following in mind when you are registering your members for STAR Events.

- All students attending the conference must have their membership received by National FCCLA by March 1. A late fee of \$50.00 per student is assessed by National FCCLA for competitive event participants who are not members by this date.
- Each student may enter only one competitive event, excluding the FCCLA Scrapbook event.
- There are no limits as to the number of competitors a chapter can place in an event. Remember that if all of the members of a chapter are only in one or two events, then they will essentially be competing against fellow chapter members, thus reducing the amount of recognition for the chapter, and limiting the number of competitors your chapter may take to the National Leadership Conference.
- Refer to specific event guidelines for the number of members allowed per team.
- On the registration form, please give each team a unique number so we can accurately enter participants and teams into the tabulation program.
- In addition to the event, most events need to designate the category:
 - Junior – for members in the 6th, 7th, 8th and 9th grades
 - Senior – for members in the 10th, 11th and 12th grades
 - Occupational – for members in Career and Technical Wage Earning Programs, either in a Career Tech Center or a High School. Competitors in this category **MUST** be affiliated as **occupational** members. A late fee of \$50.00 per person will be assessed by National FCCLA to change a member’s affiliation status after March 1.

State STAR Events Registration

State STAR Events are state only events. There will be no competition at the National Leadership Conference in these events.

- Community Service Challenge
- Creative Teaching
- FCCLA Scrapbook
- Healthy Lifestyle Challenge
- Project Exhibit
- Public Speaking

Refer to the State STAR Events Section of the Michigan Link for event guidelines and event categories.

STAR Events Registration

The first place winner in each National STAR Event will be eligible to compete at the FCCLA National Leadership Conference. STAR Events are offered in the Senior, Junior and Occupational Categories **The Hospitality STAR Event is not offered in Michigan.**

The STAR Events Manual is now available free of charge on the National FCCLA website at fcclainc.org. The Manual will not be available until mid-September 2009, and will include three new STAR Events.

Please note - the STAR Events Manual is now revised each year. Do NOT use last year's guidelines in preparing your students. Use only the Manual that will be published in September 2009.

Culinary Arts: A team of three people is required in this event. Please do not register individuals or pairs in this event. The Culinary Arts event will not be offered if less than two full teams are registered by the deadline. **The Culinary Arts event will be limited to the first 10 (ten) teams that register and pay the deposit for the State Leadership Conference.** Because we use the hotel's kitchen, the competition time for this event may vary. Typically the Culinary Arts competition is on Wednesday night after the opening session; however, it may take place at any time during the Conference on Wednesday or Thursday. Schools will be notified of the competition day/time after all registrations are in and the hotel has confirmed the logistics for the event based on the number of competitors and availability of the kitchen.

Competitive Events Set-Up

The following events will set up their exhibits/displays Thursday morning at 8:00 a.m. They will be given their presentation times at their orientation. Complete information will be listed in the Conference Program.

Chapter Service Display	Chapter Showcase Display
Fashion Design	FCCLA Scrapbook
Focus on Children	Project Exhibit
Recycle & Redesign	

Any other new STAR Events that may require a display will also be set up during this time. STAR Events Guidelines will be published online in mid-September 2009, and will be available free of charge at www.fcclainc.org.