

Michigan FCCLA Code of Conduct & Medical Treatment Authorization

This form is to be completed by those students attending the FCCLA conference or activity indicated below and brought to the event by the chapter adviser.

Name: _____ Chapter: _____

Conference: _____ Conference Date(s): _____

Attendance at any FCCLA sponsored conference, meeting, workshop or activity (hereby referred to as “conference”) is a privilege. The following conduct policies will apply to all delegates: students, adults, and any other authorized persons attending the conference. This form must be signed by each student, and the student’s parent or guardian, attending a FCCLA conference or activity (including, but not limited to, conferences, meetings, workshops, etc.) and brought to the conference by the chapter adviser.

Delegates shall abide by the rules and practices of FCCLA at all times, to and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in Michigan FCCLA. Determination of penalties for violations will be at the discretion of Michigan FCCLA. Additional penalties may be imposed by the local school district.

The following shall be regarded as major violations of the FCCLA Code of Conduct and will result in being sent home and not being allowed to participate in any FCCLA activities for the remainder of the school year. Determination of other penalties for violations will be at the discretion of Michigan FCCLA, FCCLA chapter adviser, or local school district.

1. Alcohol, drugs, and tobacco: A student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student’s mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medication prescribed by a physician for an individual student and must be on record with the adviser. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol or chemical substances in any form (including tobacco), at any time, or under any circumstances, on public or private properties. All local and state laws concerning personal behavior will be honored.
2. Willful companionship: Being in the willful companionship of someone who violates any portion of the Code of Conduct, or failing to report any direct knowledge (other than hearsay) of the Code of Conduct violations.
3. Personal conduct: Conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); other serious violations of personal conduct regulations.
4. Private transportation: No driving or riding in a private automobile during a conference, unless accompanied by an authorized adviser (delegates are to be housed at the conference site). Occasionally a chapter adviser, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. Once a driving/riding delegate has arrived at the conference site, he or she shall not be in a private automobile again until leaving the site at the end of the conference.
5. Abusive behavior and lewd conduct: A student shall not engage in any lewd, indecent, sexual or obscene act or expression. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
6. Violations of the student’s school district code of conduct.

Should a code of conduct violation occur for the following items, regardless of when exposed, the violating student(s) may be sent home and may not be allowed to participate in any FCCLA activities unless special permission is given from the local school district after the first day of classes the next school year. Determination of penalties for violations will be at the discretion of Michigan FCCLA, chapter FCCLA adviser or local school district.

7. Conference Conduct: Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time).
8. Curfew: Failing to be in your assigned sleeping room from the curfew time designated until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering or receiving any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
9. Dress: Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
10. Personal Conduct: Failing to keep adult advisers informed of activities and whereabouts at all times; participating in unapproved social activities; having a member of the opposite sex in a room if no adult chaperone is present or for behavior unbecoming of a delegate.
11. Hotel Conduct: Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations; inappropriate noise or verbal abuse; and not demonstrating respect for other hotel guests not participating with the FCCLA conference.
12. Unregistered individuals are **not** permitted at FCCLA conferences.
13. Cell phones and pagers are **not** permitted at meetings or conference activities, sessions, or competitions. Students may use them during free-time.
14. The chapter adviser shall be responsible for their chapter delegates' conduct. Delegates that do not follow the Code of Conduct may subject their entire delegation to be sent home at the individual's and/or chapter's expense.
15. Advisers are responsible for room check. No group or chapter activities are to be scheduled by advisers after curfew.
16. Delegates shall allow Michigan FCCLA to use conference photographs, video footage, and their names for promotional purposes.

Michigan FCCLA will not discriminate on the basis of race, color, creed, national origin, ancestry, age, gender, marital status, weight, sexual orientation, or disability. Any student requiring an accommodation as a result of disability should contact the chapter adviser to arrange such accommodation.

Medical Treatment Authorization

As parent/guardian, I have reviewed the Michigan FCCLA Code of Conduct with our son/daughter, and he/she agrees to abide by the rules. The Chapter Advisers and/or Michigan FCCLA has the right to send the delegate home from the activity, at my expense, provided that he/she has violated the Michigan FCCLA Code of Conduct and I have been notified of the violation and transportation arrangements.

The delegate has my permission to attend the Michigan FCCLA activity. I understand the delegate will be supervised by the FCCLA chapter adviser. I, the parent/guardian, will not hold the school, the adviser, the Board of Education, Michigan FCCLA nor the conference staff responsible for any injuries while attending or while en-route to and from the FCCLA sponsored activity.

In the event of accident or illness requiring emergency medical treatment, occurring while in attendance at this FCCLA activity, the undersigned parent/guardian hereby authorizes the FCCLA chapter adviser to procure suitable medical treatment for the below signed delegate, and I will provide for the payment of those costs on behalf of the named delegate. I also expect the FCCLA chapter adviser to contact me by telephone, as soon as possible, if medical services are necessary.

Meeting or Activity _____ Date _____

Name of School _____

Name of Delegate _____ Date of Birth _____

Address _____ Daytime Phone (____) _____

_____ Evening Phone (____) _____

Emergency Contact: _____ Phone: (____) _____

Please list any medical conditions/allergies: _____

Please list any medications or physical limitations: _____

Parent/Guardian's Signature

Delegate's Signature

Adviser's Signature

Principal's Signature

Insurance Company

Policy Number

The FCCLA Chapter Adviser must bring a signed form for each delegate to the activity.

It is recommended that this form be notarized for out-of-state travel.

Michigan FCCLA Adviser Code of Ethics

Family & Consumer Science education programs offer training to those students who wish to make a positive impact on their lives and the lives of others. Individual conduct and appearance is an important aspect of this training. At FCCLA's Conferences and activities this phase of the education program becomes apparent.

Since being a good example is one method of teaching, and students participating in FCCLA's conferences are impressionable, this **Code of Ethics** has been set for adult advisers. It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times.

1. The term "adviser" refers to the chapter adviser and all other chaperones and adults attending FCCLA conferences.
2. Advisers are role models for students. As such, they are responsible for acting in a manner that sets a positive tone for the conference.
3. Advisers are responsible for their students' actions. An adviser must take the appropriate disciplinary steps as defined in the Michigan FCCLA Code of Conduct.
4. It is highly recommended that advisers meet personally with a parent/guardian prior to registering students for activities to explain the Michigan FCCLA Code of Conduct.
5. Advisers must be available to their students and other advisers 24 hours per day. This responsibility begins from the time parents/guardians leave students with the adviser until the time they pick them up after the conference.
6. Proper supervision is essential for successful management of conferences. Listed below are the minimum student to adviser ratios for conferences. Failure to comply with these guidelines will result in the chapter registration not being processed. An ideal chaperone situation would be to have both a male and female chaperone responsible for each chapter. All advisers/chaperones needed for these ratios must pay the appropriate registration fees.

Fall Leadership Conferences:

One adviser is required for any number of students.

State Leadership Conference:

One adviser is required for every ten (10) students. (At eleven students – two adults are required, etc.)

National FCCLA Conferences:

For National FCCLA Meetings and Conferences, Michigan FCCLA recommends one adult for every eight (8) students if a lower minimum is not required by National FCCLA.

7. Advisers are assigned job duties during activities. It is the responsibility of the adviser to promptly carry out his or her job duties.
8. Advisers shall conduct daily meetings with participants for progress reports, time schedules and other activities.
9. Advisers shall keep an agenda for each student in order that they may be reached at any time during the conference. Advisers are responsible for knowing the whereabouts of all of their students at all times. Each local adviser should establish procedures with his/her students prior to the conference in order to meet this responsibility.

- 10. Advisers must have with them at the conference completed and signed Code of Conduct and Medical Treatment Authorization forms for all students attending.
- 11. Advisers will enforce curfew. Local advisers are responsible for room checks to ensure that their students are in the assigned rooms at curfew. Advisers will not hold student meetings or provide food for students after curfew.
- 12. The local principal and/or designated administrator will be contacted in emergency situations if the local adviser cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include: accidents, possession of drugs or alcohol, breaking conference rules, family emergencies, and any other situation deemed as an emergency by Michigan FCCLA.

By signing this code of ethics, the adviser agrees to abide by the points set forth in this document. Additionally, the adviser agrees to abide by the judgment set down by Michigan FCCLA and/or FCCLA’s Board of Directors giving an explanation of circumstances that may have been outside of the adviser’s control before the next meeting, after the ruling. Additionally, any violation could result in either sending the students, and in some cases the entire chapter home, or the adviser to student ratio being increased for a period of time to be designated. This form is required in order to attend all recognized FCCLA conferences and activities and needs to be signed by the adviser, and their school administrator.

I have read the **Adviser Code of Ethics** and agree to comply with these guidelines.

_____ Signature _____
 (Type or Print Adviser’s Name)

Advisers’ Cell phone or pager number: _____

_____ (Date)
 (Administrator’s Signature)

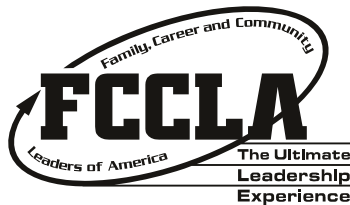
In case of emergency, the following local administrator(s) should be contacted:

Name: _____ Name: _____

Title: _____ Title: _____

School Phone: _____ School Phone: _____

Evening/Emergency Contact numbers: _____ Evening/Emergency Contact numbers: _____



State Leadership Conference Evaluator Recommendation

Michigan FCCLA

Thursday, April 15, 2010

Michigan FCCLA needs your assistance securing evaluators for the State Leadership Conference. Please return the form below after you have received their commitment to evaluate. Michigan FCCLA will send a confirmation directly to them.

Name: _____

Company/School: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime phone number: _____ Email: _____

Please list three preferred events to evaluate: _____

All Evaluating will take place on Thursday April 15, 2010 at the Valley Plaza Resort in Midland.

Events:

- | | | |
|-----------------------------|------------------------------|-----------------------------|
| Applied Technology | Fashion Construction | National Programs in Action |
| Career Investigation | *Fashion Design | Life Event Planning |
| Chapter Service Project | FCCLA Scrapbook | Parliamentary Procedure |
| Chapter Showcase | Focus on Children | Project Exhibit |
| Community Service Challenge | Healthy Lifestyle Challenge | Promote & Publicize FCCLA |
| Creative Teaching | Illustrated Talk | Public Speaking |
| Early Childhood | Interior Design | Recycle & Redesign |
| Entrepreneurship | Job Interview | Teach & Train |
| *Environmental Ambassador | Interpersonal Communications | |

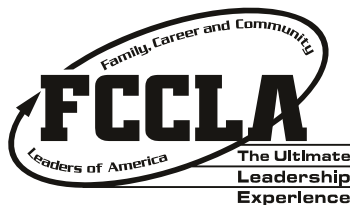
*New for 2009-2010

Total number of evaluators needed: 50

Send to: Michigan FCCLA
Eastern Michigan University
Ypsilanti, MI 48197

Or Fax: (734) 487-4329
Make additional copies as needed.

Thank you for your help!



Payment Deadline Extension Request

Michigan FCCLA

Chapter _____ Adviser _____

Email _____ Fax Number (____) _____ - _____

Conference for which the extension is requested _____

Because some schools have a long lead time to have a check issued for payment, we have developed this procedure for schools to request a two week payment extension. Schools requesting a payment extension need to complete and submit this form at least two weeks prior to the payment deadline. A new form must be submitted for each conference for which an extension is requested.

1. This form must be submitted at least two weeks prior to the printed payment deadline. **Registration forms are still required by the deadline.**
2. Michigan FCCLA will automatically grant a two week extension if this form is completed and received at least two weeks prior to the printed payment deadline.
3. The Chapter Adviser must obtain the school principal's signature verifying the payment request was submitted at least two weeks prior to the regular payment deadline.
4. These procedures only apply for payments by check only.
5. These procedures do not apply for payments due to others besides Michigan FCCLA. It does not apply to hotels, travel agencies etc.
6. Only one two-week extension is granted per conference.
7. Email and phone requests will **not** be granted.

Payment Deadline _____ Extension Date _____

Date that the check was requested from the school bookkeeper/accounting office _____
(The check must have been requested at least two weeks prior to the regular payment deadline.)

Date that the check will be mailed _____ Amount of check \$ _____

Principal's verification

Principal's Name _____

Principal's Signature _____ Date _____

Fax to Michigan FCCLA at (734) 487-4329 at least two weeks prior to the payment deadline.

For Michigan FCCLA Use:

Date Received _____ Date Faxed back to the Adviser _____

Approved Yes No, Reason _____ Signature _____

Cancellation and Refund Request Form

Michigan FCCLA Refund Procedures

1. All eligible refunds will be processed after the activity for which they are requested.
2. All requests for refunds must be submitted on this form.
3. This form must be received by the date set for each activity to receive the maximum refund available. Refunds for out of state conferences and meetings vary by the date received and by how much of a refund is provided by the organization hosting the conference, hotels, airlines, etc. The sooner we are notified of the refund request using this form, the larger the refund will be.

Activity for which the refund is being requested _____

Chapter _____ Adviser _____

Address _____

City and Zip Code _____

Name of Attendee(s) to Cancel:

Duplicate this form as necessary

Total Number of Cancellations _____ x \$ _____ = \$ _____

Refund Method: _____ apply to the _____ conference

_____ refund by check

Mail or fax to: Michigan FCCLA
Eastern Michigan University
Ypsilanti, MI 48197

Fax: (734) 487-4329

For Office Use Only

Date Received: _____

Approved By: _____

Date: _____

Account #: _____

Michigan FCCLA Charge Card Payment Form

Name: _____ Phone: (____) _____

Street Address: _____

City: _____ State: _____ Zip: _____

Amount of Payment: _____ Payment by: _____ Phone _____ Mail _____ Fax

Purpose of Payment: _____

Visa/MasterCard/Discover #: _____

Expiration Date: _____

Signature: _____ Date: _____

**Fax or Mail to: Michigan FCCLA
Eastern Michigan University
Ypsilanti, MI 48197**

Fax: (734) 487-4329

Office use only

Account name: _____ Account #: _____

Description: _____ Deposit Date: _____



Michigan FCCLA

Michigan FCCLA Dress Code

The following Dress Code has been developed for all students, advisers, alumni, and guests attending any Michigan FCCLA activity.

One of FCCLA's primary goals is to prepare its members to enter the workforce, which includes how to dress properly in employment situations. Delegates at every activity are always representing Michigan FCCLA; therefore, it is necessary for delegates to be in appropriate attire at all times. It is important to remember that evaluators, sponsors, and vendors develop an impression of Michigan FCCLA based on its members' appearance and conduct at these conferences.

General Sessions/Competition and Workshops

Appropriate Dress Males: dress pants or slacks, dress shirt and a tie, sweater, and/or sport coat or suit and dress shoes
Females: dress pants or slacks, skirts, shirts, blouses or sweaters, suits or dresses and dress shoes. Skirts must be finger tip length.

Inappropriate Dress Short skirts, denim, cargo pants, t-shirts, sweat shirts, shorts, tank tops, sweat pants, or off-the-shoulder dresses

Business Casual

(activities specifically stating that business casual attire is acceptable)

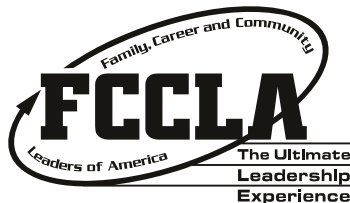
Appropriate Dress Khaki (Dockers) style pants with a collared dress shirt or polo style shirt, or a sweater. Skirts must be finger tip length.

Inappropriate Dress Sleeveless shirts, or shirts that show a bare midriff, denim, t-shirts, hats, athletic shoes, sandals, sweat pants, sweat shirts, short skirts, etc.

State Leadership Conference Banquet

Appropriate Dress Males: dress pants or slacks, dress shirt with tie, and/or sport coat or suit
Females: semi-formal dress (although the banquet is a special time, you do not need to purchase a prom-type dress)

Inappropriate Dress Short skirts, denim, cargo pants, athletic shoes, t-shirts, sweat shirts, shorts, tank tops, or sweat pants



New Adviser Inservice

Thursday, October 1, 2009

Michigan FCCLA

Michigan FCCLA is pleased to offer assistance in establishing your chapter by holding a New Adviser Inservice on October 1, 2009 at Eastern Michigan University.

There is a \$40.00 registration fee per participant. The fee will cover lunch, materials and useful resources for new chapters. Please return the R.S.V.P. if you will be attending the workshop so we can have adequate materials available at the workshop. A map and confirmation letter will be sent to those who R.S.V.P. by September 25.

TENTATIVE AGENDA
October 1, 2009, 9:30 a.m. - 2:30 p.m.
Eastern Michigan University - Student Center
FCCLA's Relationship with the Curriculum
Establishing your Chapter
Conferences / Meetings
Membership Recruitment
Lunch
National Programs
Competitive Events
Questions

2009 New Adviser Inservice RSVP

Name: _____

School: _____

Address: _____ Phone: (____) _____

City: _____ Zip: _____ Fax: (____) _____

E-mail: _____

_____ I will be attending the inservice on October 1, 2009

_____ I am unable to attend the inservice, but I am interested in starting an FCCLA chapter. Please keep me on the mailing list.

_____ I am unable to form a chapter this year because:

Return by: September 25, 2009

Mail to: Michigan FCCLA
Eastern Michigan University
Ypsilanti, MI 48197

Or Fax to: (734) 487-4329



FALL LEADERSHIP CONFERENCE

Monday, November 2, 2009

Causeway Bay Hotel, Lansing (formerly the Holiday Inn-South)

Michigan FCCLA is excited for a further expanded Fall Leadership Conference this year at the Causeway Bay Hotel in Lansing. Exciting, active general sessions will keep your students on their toes as they develop dynamic leadership skills, and engaging workshops will help them to learn more about FCCLA, sharpen their competition skills, and excel in ways you'd never expect. In addition to top-notch content for the students, workshops specifically for chapter advisers will be offered. Don't miss out on this incredible day!

Registration Deadline:

Early Registration: October 12

Regular Registration: October 23

Tentative Workshops Include:

- Membership Recruitment
- STAR Events
- Chapter Officer Training
- Leadership
- Community Service

Tentative Program

- | | |
|--------------|---------------------|
| 8:15 a.m. | Registration |
| 8:45a.m. | Opening Session |
| | Leadership Training |
| 9:15 a.m. | Adviser Workshops |
| 11:30 a.m. | Lunch |
| 12:30 - 1:05 | Workshops |
| 1:10 - 1:45 | Workshops |
| 1:50 - 2:30 | Workshops |
| 2:30 p.m. | Adjourn |

Note: Michigan FCCLA may cancel a FLC if less than 50 participants are registered by the deadline.

Registration Deadlines

Early Registration Deadline: Oct. 12

Regular Registration Deadline: Oct. 23

No Registrations Accepted after Oct. 23

Registration Fees

Early Registration: \$25.00 (*if received by October 12*)

Regular Registration: \$35.00

T-shirts

Michigan FCCLA is offering its members the option of purchasing an FCCLA t-shirt at the beginning of the year. T-shirts are an optional addition to your Fall Leadership Conference (FLC) Registration, and cost \$10. If you'd like to order t-shirts, but aren't attending a Leadership Conference, contact Michigan FCCLA for shipping rates.

Refunds

Full refund is available for cancellations received in writing through the registration deadline using the Cancellation and Refund Request Form found on page 8 of this section before October 12. No refunds are available after October 12.

Member Registration Form

A Member Registration Form is included for your use. Please do not send these to Michigan FCCLA. The amount due has not been filled in to accommodate chapters that build in a transportation cost. These forms are designed for chapter use only; there is no need to submit them to Michigan FCCLA.

Program of Activities

The Fall Leadership Conference is a hands-on leadership conference. Students will be active throughout the day. The morning portion includes leadership & teamwork exercises. The afternoon includes workshops covering a variety of topics for chapter members. A list of these topics will be posted on the Michigan FCCLA website prior to the conference.

Adviser Workshops

There will be two sessions designed specifically for chapter advisers. One session will focus on fundraising; the other will be about preparing your students for STAR Events. These workshops will be highly interactive. Advisers are encouraged to bring samples of STAR Events projects that your students have completed in the past, as well as 20 copies of a handout describing your most successful fundraiser(s) to share.

Dress Code

To allow students to fully participate with the leadership activities, business casual attire will be allowed. Khaki (Docker) style pants (no cargo pants) will be appropriate for both males and females. Ladies should have blouses, sweaters, polo-style or collared shirts. Gentlemen should wear sweaters, polo-style, or collared shirts. Denim, t-shirts, hats, and cargo pants are not allowed.



2009 Fall Leadership Conference Member Registration Form

Return this form with payment to your adviser by: _____

Name: _____

Address: _____

City & Zip: _____

Parents' Names: _____

Phone Number: _____

Email Address: _____

Registration Fee: \$ _____

T-shirt (optional): \$10.00 T-shirt Size: _____

Total Due: \$ _____

Be sure to turn in this form and payment with the Code of Conduct & Medical Treatment Authorization to your adviser by _____.

www.mifccla.org

Michigan FCCLA 2009 Fall Leadership Conference Registration Form

Page 1 of 2

Complete BOTH pages of the registration form!

Registration Deadlines:

Early Registration Deadline: Oct. 12

Regular Registration Deadline: Oct. 23

No Registrations Accepted after Oct. 23

Chapter: _____

Adviser: _____ Email: _____

Coty & Zip: _____

Phone: (____) _____ Fax: (____) _____

Number of Early Registrations (student and adult): _____ **X** **\$25** = _____
For registrations received by Oct. 12

Number of Regular Registrations (student and adult): _____ **X** **\$35** = _____
For payments and forms received after Oct. 12

The Registration Fee includes materials, room rentals, and lunch.

Refunds are not available after October 12, 2009.

T-shirts (optional) \$10.00 each

____ S ____ M ____ L ____ XL ____ XXL Total Number: _____ x \$10 = _____

Total Enclosed: _____

Please Make Checks Payable to: Michigan FCCLA

Charge card payments can be made with the form in the General Information section.

Mail to: Michigan FCCLA
Eastern Michigan University
Ypsilanti, MI 48197

Or Fax to : 734-487-4329

Michigan FCCLA 2009 Fall Leadership Conference Registration Form

Page 2 of 2

Complete BOTH pages of the registration form!

School: _____

Student Name (First and Last Name)	Chapter Officer?	Student Name	Chapter Officer?
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
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_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

Advisers/Chaperones:

Duplicate this form as necessary.

A Permission & Medical Treatment Authorization Form will be brought to the conference for each participant attending. All participants have read and signed the Participant Code of Conduct and Medical Treatment Authorization Form, and understand the Dress Code.

Adviser's Signature

Date



2009 National Cluster Meetings

November 13-15: Washington, DC

November 20-22: Louisville, Kentucky

National Cluster Meetings provide an opportunity for students and advisers to come together to expand leadership skills, sharpen talents, explore career pathways, be inspired, and have fun. Students and advisers can experience Motivation in Motion, preparing them to use their new leadership skills and live a life filled with new insight and confidence both at home and in the classroom.

NASSP Approval

The National Association of Secondary School Principals (NASSP) has placed the 2008 FCCLA National Cluster Meetings on the National Advisory of Contests & Activities for 2009-2010.

Go Green!!!

FCCLA is launching a new and improved online meeting registration tool. Speed up the process by visiting the FCCLA Web site and registering your chapter to attend a National Cluster Meeting! Faster! Convenient! Easy! Real-Time! Accurate!

Important Deadlines

October 8	Housing Deadline for Washington, DC Regular Registration Deadline for Washington DC
October 15	Housing Deadline for Louisville Regular Registration Deadline for Louisville
October 28	Late Registration Deadline for Washington, DC
October 29	On-site Registration begins for Washington, DC
November 4	Late Registration Deadline for Louisville
November 5	On-site Registration begins for Louisville

Register today at www.fcclainc.org!



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.



STATE LEADERSHIP CONFERENCE DOOR SIGN CONTEST

Here is your chance to stand out for the star that you are. Winners of the Door Sign Contest will be recognized on-stage at the State Leadership Conference.

Rules:

- Must be related to the theme, “Out of this World”
- Signs must include chapter name and room occupants’ names.
- Signs may be no larger than 9" X 12"
- One sample must be turned into the contest box at headquarters no later than 6:30 p.m. on Wednesday at the Conference.
- Indicate chapter name, school, city and designer’s name on the back of the sign.
- Signs must be placed on hotel room doors using sticky tack or masking tape – **No Duct Tape or scotch tape!**
- One design per chapter.

Awards:

1. Most related to theme
2. Most colorful
3. Most original (creative)
4. Best Construction (artful design)

**Best of luck to you all!!
Bring recognition to your chapter
by letting your imagination soar!!!**



Hotel Conduct and Courtesy Guidelines

Michigan FCCLA

One of FCCLA's purposes is to provide opportunities for personal development and preparation for adult life. FCCLA meetings and activities are prime opportunities to help members develop important social skills, and among those, appropriate hotel behavior. These guidelines have been designed to assist our members in this area; by no means is this list exhaustive.

1. Be sure you are properly registered in the hotel. Make sure the hotel is advised of any changes to your housing list; parents may call looking for their son/daughter, and the hotel should be able to connect them to the proper room.
2. Irons and ironing boards are usually located in each guest room. If you use them, make sure you put them away at the end of each night.
3. Window curtains should be drawn when lights are on in your room. Be completely dressed if your curtains are open.
4. Be completely dressed according to the Michigan FCCLA Dress Code any time you're outside of your own room.
5. Do not leave money or valuables unattended in your room or hotel lobby. Keep your room door closed and locked at all times. If someone knocks, find out who it is before opening the door. Make certain the night lock is engaged before you go to bed.
6. We are not the only guests in the hotel. Do not let your door slam when you enter or leave your room.
7. Your room is not soundproof. Be in your own room and quiet at curfew to give hotel guests peace and quiet when they want to sleep.
8. Be courteous to all other hotel guests on the elevators/escalators. Because it's difficult to move the number of people we have participating at our activities, do not delay the elevators. When entering an elevator, step aside to let people off of the elevator before getting on. Whenever possible, especially if you only have to go up or down a floor or two, see if you can take the stairs to help with elevator congestion.
9. Be sure your room is in neat order when you checkout. All trash should be placed in the trash can, irons and ironing boards put away, bedding at least piled on the bed, and towels in the bathtub.
10. When dining in the hotel or neighboring restaurants, please consider the following guidelines for gratuities:
 - 10% of bill is the minimum you should tip for "bad" service
 - 15% of bill for "adequate" service
 - 20% of bill for "good" service

Hotel Registration Checklist

*Your registration will not be processed until all of the items are received.
Faxing these forms will not hold your rooms.*

Completed Cover Page (Hotel Registration Form - page 27)

- Direct phone number and extension
- Fax number

Checklist Page (This Page)

- Tax Exempt Certificate completed

Confirmation Page (Page 28)

Rooming List (Page 29)

- Maximum occupancy per room is four (4) students
- Three (3) students per room may receive a king and a roll-a-way
- The hotel may use their discretion with assigning room types based on the number of students in a room.

Whole Payment

- If you are sharing a room with another school, one school must take responsibility for paying the whole amount and listing all students' names. The hotel will not be responsible for finding roommates or splitting payments.

Certificate to Be Executed When Tax Exempt Sale is Made to an Exempt Institution or Agency

The undersigned hereby certified that the item or items being purchased are to be used or consumed in connection with the operation of the exempt institution or agency named in the space provided below, and that the consideration for this purchase moves from the funds of the designated institution or agency. In the event this claim is disallowed, the transferee promises to reimburse the seller for the amount of tax involved.

Name of Exempt Organization

Name of Official

Tax Exempt Number

Organization Address

Phone Number

Date of Function

Signature of Official

Date

Hotel Registration Form

Michigan FCCLA State Leadership Conference

Deadline: March 12. This form must be returned with guest room prepayment by the deadline date. This form must be Typed. An online version of the form, with fillable form-fields is on our website.

Chapter _____ Phone _____

Adviser(s) _____

Mail to: Reservations Manager - FCCLA
Valley Plaza Resort
5221 Bay City Road
Midland, MI 48642

Make checks payable to:
“Valley Plaza Resort”

Phone: 989-496-2700, Fax: 989-496-9233

Estimated Time of Arrival: April ____, 2010 ____ p.m.
Departure: April 16, 2010 12:00 p.m.

Room Type	# of Nights	# of Rooms	Rate per Night
Best Western			
Single/Double Room	_____ x	_____ x	\$ 66.30* = \$ _____
Triple/Quad Room	_____ x	_____ x	\$ 66.30* = \$ _____
Plaza Suites Deluxe Room -			
<i>Note: Very limited quantities. Available on a first-come/first served basis. Triple/Quads may have a king bed with a pull out couch.</i>			
Single/Double Room	_____ x	_____ x	\$ 90.78* = \$ _____
Triple/Quad Room	_____ x	_____ x	\$ 90.78* = \$ _____
Total Enclosed			\$ _____

***Payment may be made with a school check, cash or credit card. IF payment is accompanied by the enclosed, completed tax form, you will be exempt from the 6% Michigan sales tax (in addition to the prices listed above).**

Comments to the Reservations/Front Desk Staff: i.e. if any delegate attending the meeting is in need of barrier-free accommodations or dietary considerations:

Michigan FCCLA State Leadership Conference Hotel Registration Confirmation

Adviser _____ Phone Number (_____) _____ - _____

Chapter _____ Best time to be reached _____

Address _____ Fax Number (_____) _____ - _____

City & Zip _____ E-mail Address _____

The Hotel Reservations Office will mail a confirmation, within five business days, indicating when your registration was received with full pre-payment. **Full payment is required before reservations are confirmed.**

Date registration and full pre-payment was received: _____

Order in which registration was received: _____

Received by: _____

Registration Procedures

1. **Housing forms must be typed! They are also available as an e-form at www.mifccla.org.**
2. **Payment may be made with a school check, cash or credit card. IF payment is accompanied by the enclosed, completed tax form, you will be exempt from the 6% Michigan sales tax.**
3. Room rates listed are per room, per night. The rate includes the local convention tax of 2%.
4. Refer to the State Meeting information in this registration packet for complete housing information.
5. Indicate the type of room desired. (single, double, triple, or quad)
6. If you have arranged with another school to fill a quad room, please include the name of the school, in the remaining space, for that room. One school should be designated as responsible for the pre-payment of the shared room. The other school(s) should then pay the designated school.
7. Indicate each adviser/chaperone room by writing "Adviser or Chaperone" in a remaining space.
8. Payment must accompany this form. Reservations will not be processed until full payment is received.
9. Special requests are based upon the availability at the time the housing form and full payment is received at the hotel.
10. If you wish to pay for your rooms using a credit card, your credit card will immediately be charged for the total balance due.

Hotel Registration Form

Michigan FCCLA State Leadership Conference

Deadline: March 12, 2010

Page ____ of ____

Chapter _____ Adviser _____

This Form Must Be Typed.

Type of Room _____ ____ Student or ____ Adviser _____ _____ _____	Type of Room _____ ____ Student or ____ Adviser _____ _____ _____	Type of Room _____ ____ Student or ____ Adviser _____ _____ _____
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Type of Room _____ ____ Student or ____ Adviser _____ _____ _____	Type of Room _____ ____ Student or ____ Adviser _____ _____ _____	Type of Room _____ ____ Student or ____ Adviser _____ _____ _____
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Type of Room _____ ____ Student or ____ Adviser _____ _____ _____	Type of Room _____ ____ Student or ____ Adviser _____ _____ _____	Type of Room _____ ____ Student or ____ Adviser _____ _____ _____
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Make additional copies as needed.

Notice to Hotel: Pre-register rooms and place students on the same floor and close to their adviser. All folios are to be marked "Cash in Advance." Rooms are to be prepaid. Keys are to be prepackaged, by school, prior to check in. Only the adviser may pickup the keys for the chapter.

State Leadership Conference Registration Form

Registration Deadline: March 12, 2010

Please type or print:

Name of Adviser: _____

Name of School: _____

City/State/Zip: _____

School Phone: (_____) _____ School Fax: (_____) _____

Number of Affiliated Members: _____ Region #: _____

Registration Fees:

Students: # _____ @ 90.00 = \$ _____

Advisers/Adults: # _____ @ 90.00 = \$ _____

Additional Banquet Tickets: # _____ @ 30.00 = \$ _____

Total Amount Due \$ _____

Total enclosed \$ _____

(at least \$45 per person must be received by March 12, 2010)

Balance Due by March 26, 2010 \$ _____

Shirt Size Summary:

_____ # Small _____ # Medium _____ # Large _____ # Xlarge _____ # XXLlarge

Please Make Checks Payable to: Michigan FCCLA

Charge card payments can be made with the form in the General Information section.

Mail to: Michigan FCCLA
Eastern Michigan University
Ypsilanti, MI 48197-2239.

This form must be **received** by March 12, 2010. A late fee of \$30 will be assessed on all registrations and deposits received after March 12, 2010. An additional late fee of \$15.00 per person will be assessed for chapters whose balances are not paid in full by March 26, 2010.

If anyone attending this meeting is in need of barrier-free accommodations or modifications, special dietary considerations, reader and/or interpreter services (oral or manual), please specify by March 12, 2010.



Michigan FCCLA

SLC Adult Assistance Preference Form

Name _____

Chapter _____

All advisers will be required to assist with a Competitive Event at the State Leadership Conference. If you have a preference, please rank order which events you would prefer to assist with, and return this page to the state office. Assignments will be made based on the date this form is received.

- | | |
|--|--|
| _____ Applied Technology | _____ Job Interview |
| _____ Career Investigation | _____ Life Event Planning |
| _____ Chapter Service/Showcase Display | _____ National Programs in Action |
| _____ Chapter Service/Showcase Manual | _____ Parliamentary Procedure |
| _____ Community Service Challenge /
Healthy Lifestyle Challenge | _____ Project Exhibit |
| _____ Culinary Arts/*Food Product Design | _____ Public Speaking |
| _____ Early Childhood | _____ Promote & Publicize FCCLA |
| _____ Entrepreneurship | _____ Recycle & Redesign |
| _____ *Environmental Ambassador | _____ Teach and Train or Creative Teaching |
| _____ *Fashion Design or Fashion
Construction | _____ Event Check-In |
| _____ Focus on Children | _____ No Preference |
| _____ Illustrated Talk | |
| _____ Interior Design | |
| _____ Interpersonal Communications | |

** New for 2009 - 2010. Official titles and guidelines to be published in September, 2009.*

Please return by **March 12, 2010** to:

Michigan FCCLA
 Eastern Michigan University
 Ypsilanti MI, 48197-2239
 Fax: (734) 487-4329