



**WASHINGTON**  
STATE ASSOCIATION

# **SLC Registration Guide**

**March 5-8, 2024**

**Washington FCCLA State Leadership Conference 2024**  
**March 5-8, 2024**  
**Spokane, Washington**

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# Washington FCCLA State Leadership Conference 2024— Spokane!

## Conference Overview:

Washington Family, Career and Community Leaders of America and the Washington Office of Superintendent of Public Instruction are excited to invite your FCCLA chapter to the **Washington FCCLA State Leadership Conference, March 5-8, 2024**, where FCCLA members will participate in the Ultimate Leadership Experience.

**The DoubleTree and Spokane Convention Center** will be the site of Washington FCCLA's State Leadership Conference. During the conference, Washington's finest high school members will have the opportunity to:

- Test leadership and career skills in competitive events
- Compete for the opportunity to advance to the National Leadership Conference in Seattle, WA
- Earn recognition and attend stimulating leadership sessions.
- Run for election to a state office and elect state leaders.
- Participate in fun entertainment and activities.
- Meet and network with fellow members, advisers, and industry and community leaders.
- Enjoy spectacular and inspiring general sessions.
- Earn honors and scholarships as one of the best Career and Technical Student Organizations in education.

## Registration Fees & Policies

### Registration Fees

Visit the WA FCCLA website at [www.wa-fccla.org](http://www.wa-fccla.org), click on the *State Conferences and Events* link under the Conferences menu, to access the online meeting registration system. Registration includes Wednesday lunch, Thursday dinner, and conference shirt.

Registration closes **January 26<sup>th</sup>** at 11:59 p.m. PST.

Registration Type	Regular Registration January 24 <sup>th</sup>	Late Registration 25 <sup>th</sup> -26 <sup>th</sup>
Affiliated Student Members	\$230	\$255
Advisers, Adults & non-member students	\$300	\$325
Student Teachers	\$150	\$175

### Additional Conference Meals

Additional conference meals may be ordered at the following rates **by January 26<sup>th</sup>**. **NO LATE TICKETS WILL BE SOLD. Only select for a guest who is not fully registered for the conference.**

- Wednesday lunch- \$35
- Thursday dinner- \$40

### Registration Policies

- **Registration is required to participate in all sessions and workshops at the FCCLA State Leadership Conference.**
- **STAR Events participants must be registered for the conference.**
- Read the *Participant Type* list carefully and select the most appropriate participant type for each person registered.
- All changes must be made in the online registration system. Changes may only be made through **February 16**.
- **A final invoice will be sent by the WA FCCLA business office following the closing of the registration system.**
- Advisers must be registered for the conference. If school districts require advisers to be registered separately for billing purposes, the adviser should indicate this need in the registration system.
- **Outstanding FCCLA Invoices:** Chapters with outstanding payments for any WA-FCCLA activities (regional, state, national) **will not be able to register for the State Leadership Conference until all bills are paid in full.**
- **All Chapters must bring an adult evaluator for STAR Events.** If a chapter does not bring

an adult evaluator, they will be assessed a \$30 chapter fee at registration.

- **ANY STAR Event** substitutions need to be sent to [competition@wa-fccla.org](mailto:competition@wa-fccla.org) . The last day for event substitutions is **February 16<sup>th</sup>**. **NO SUBSTITUTIONS FOR ANY REASON AFTER February 16<sup>th</sup>**.

### **Cancellations:**

- 50% refunds may be made from **January 27<sup>th</sup>** through **February 16<sup>th</sup>**.
- Substitutions requests can be made online through **February 16<sup>th</sup>** at no cost.
- **No cancellations or refunds** after **February 17<sup>th</sup>**.

### **Meal Policies:**

- **Outside food may not be brought into the Convention Center.**
- STAR Events - there will be a short break in the schedule for lunch.
- A hot meal will be served for all included meals (Wednesday Lunch and Thursday Banquet)
- All meals beyond those included in registration are on your own.

### **Conference Shirt**

A T-shirt is included with the conference registration. The shirts will be long sleeve and have the state conference theme logo printed on them. Enter the appropriate size shirt for each person registered for the conference. Shirt purchase is **NOT** separate from the registration. You do have the ability to purchase additional shirts if desired.

- Any substitutions made after **January 26<sup>th</sup>** will receive the original shirt size ordered.
- Any additions to registration after **January 26<sup>th</sup>** will receive a shirt as available onsite.

## Conference Participants

### Participants

Discuss the conference, travel plans, insurance coverage, required dress code, expected conduct, and medical services with the delegates' parents. Obtain written permission for the delegates to:

- Participate in the conference.
- Travel to and from the conference as arranged.
- Visit with anyone in Spokane or along the way to/from the conference.
- Receive medical treatment if necessary (see suggested form on WA-FCCLA website or use district form).

Review guidelines for conference dress, amount of money needed, travel etiquette, and conduct while traveling and during the conference.

Collect a signed Code of Conduct form from each student (see suggested form in this packet, and on WA-FCCLA website). Keep these conduct forms with you and on file. **DO NOT** send this form to the state adviser **UNLESS** the student may not be photographed and published. Violations of the Code of Conduct will result in appropriate disciplinary action as determined by the chapter adviser, state adviser and the advisory board chair.

### Photograph Permission

The WA-FCCLA Delegate Permission/Medical Release, sample found later in this packet, includes permission for students to be photographed and published. The intent of the photo permission is to be able to publish photographs in WA-FCCLA documents and/or on the WA-FCCLA website. Please turn in copies of the Delegate Permission/Medical Release forms for any students who cannot be published when picking up registration materials at the conference.

## Conference Scholarships

The Washington FCCLA Board of Directors wants to reduce barriers for students who may be facing financial difficulties. If you have a student who may benefit from a free conference registration please complete the requested information during the registration process.

## Voting Delegates

Select voting delegate(s) to cast the chapter's vote(s) during state officer election and the business session. Voting delegates will be seated as a group during the Thursday business session. Chapters may have one voting delegate for each vote to which the chapter is entitled.

Number of Affiliated Members*	Number of Votes
1 – 25	1
26 – 50	2
51 – 75	3
76 – 100	4
101 – 150	5
151 or more	6

\*Unlimited Middle School Chapters affiliated through the middle level program will be assumed to have at least 50 members and therefore, two voting delegates.

\*Unlimited Membership will be assumed to have at least 80 members and therefore, four voting delegates.

\*Urban Affiliation: A formula of  $500/\#$  programs (one program per school) involved equal # of members will determine the number of voting delegates for chapters affiliated through urban affiliation.

## Chapter Roll Call

Roll call will be conducted during the Spring Regional Meetings on Wednesday night. Watch for more information from the State Vice President from your region.

## Accomplishment Ribbons

Chapters may apply for recognition for accomplishment ribbons (large, rosette style ribbons to hang at school) using the online form posted on the State Leadership Conference webpage.

**Deadline January 26<sup>th</sup>, 2024**

## Security

Each chapter is encouraged to provide adequate supervision for all chapter members.

## **Transportation**

Chapters are responsible for their own transportation between the Convention Center and offsite competition areas. Please make arrangements for transportation that will allow your chapter members to be on time for STAR Events and all conference sessions.

## **Parade of Chapter**

Wednesday, March 6<sup>th</sup>, Opening Session, 7:00 p.m.

Each chapter brings a banner for their president or a chapter officer to carry across the stage during the opening session.

Rehearsal for Parade of Chapters will happen Wednesday from 6-6:30 pm in the general session area.

Participants in the Parade of Chapters will have assigned seating. Participants should take their seat by 6:50 pm. After the Parade of Chapters, participants may return to this assigned seating area or sit with their chapter.

### **Banner Requirements:**

- 2' X 3'
- School Colors
- Chapter Name
- School Name
- Region #
- School Mascot
- Based on conference theme "The Ultimate Journey: Discover the Possibilities"

## **Say Yes to FCS**

The State "Say Yes to FCS" Action Team is sponsoring a signing ceremony during the 2024 FCCLA State Leadership Conference. The signing ceremony is open to any senior FCCLA member who intends to be a Family and Consumer Sciences educator by pursuing a degree in Family and Consumer Sciences Education after high school. Please indicate if a student is planning to pursue this career during the registration. These students will participate in a signing ceremony that will take place during the Business General session on Thursday morning.

Students planning to pursue a degree in additional Family and Consumer Sciences pathways will also be recognized. Information on this recognition will be sent later. Please see the official conference program for information.



## Dress Code

**Advisers:** It is your responsibility to work with your students and chaperones to ensure that each person's dress follows the approved guidelines for ALL SESSIONS.

**PLEASE NOTE THAT THE DRESS CODE FOR COMPETITIVE EVENTS HAS CHANGED**

### General Conference Dress Code (general sessions, workshops, competitive events\*\*)

#### Delegates

- Red, black, or white polo or oxford shirt (long or short sleeves) \*
- Black or khaki bottoms (slacks, skirts)
- Black Sheath Dress
- Shoes (black preferred)
- Shorts, jeans, leggings, T-shirts, and athletic wear are NOT allowed.

\*Please note shirts do NOT need to be FCCLA logo branded.

\*\* Exception is Culinary Arts and Baking and Pastry which are allowed to wear chefs attire.

#### Advisers/Chaperones/Guests

- Business casual
- Shorts, jeans, leggings, T-shirts, and athletic wear are NOT allowed.

If there are members that cannot meet this dress code for financial reasons, please speak with the Executive Director to problem solve prior to the State Leadership Conference.

#### Wednesday Night Activity/Conference Shirt

Dress for the Wednesday night activity will be business casual (no jeans, shorts, or athletic wear). The conference t-shirt may be worn at the conference Wednesday evening only with black or khaki bottoms, starting with dinner through the opening general session, spring regional meetings, and Wednesday evening activity.

#### Banquet

Attire for the **Banquet** is semi-formal/formal.

# Housing

## Housing Policies

- **Housing forms and detailed hotel information can be found on the State Leadership Conference webpage.**
- **Work with the hotel to determine how to submit POs or other forms of payment.**
- Requests may be made for up to four students per room.
- Chapter advisers will receive room confirmation directly from your hotel.
- At the time of check out, chapter adviser will pay chapter expenses and any additional expenses incurred by the chapter participants during their stay.
- **Chapters must stay in the official FCCLA housing block at the DoubleTree in order to participate in the State Leadership Conference.** If your school district has policy that will not allow you to stay at the hotel because of the proximity, please email state staff for an exception at [register@wa-fccla.org](mailto:register@wa-fccla.org).
- State Officers
  - **State officers will be housed as a group by state staff for the duration of the conference, therefore they do NOT need to be included in their chapter housing list.**
  - State Officer Advisers will be housed as a group by state staff for **Monday** night only. The state will also cover the adviser room for **Tuesday** night if their chapter does not arrive until Wednesday. WA FCCLA will only pay for State Officer Advisers' housing for these two nights if housed with another person within this group. If individuals need to make different housing arrangements, inform state staff, and make district arrangements to pay for the housing.
  - Make arrangements to house State Officer Advisers with their chapters on Wednesday and Thursday nights. Do not plan on sharing rooms with advisers from your district that do not have state officers.

## Conference Hotel Information

Hotel	Rate
<b>DoubleTree by Hilton Spokane City Center</b> 509-455-9600 322 N Spokane Falls Court Spokane, WA 99201 Reservation link: <a href="https://www.hilton.com/en/attend-my-event/2024wastateleadershipconference-fccla/">https://www.hilton.com/en/attend-my-event/2024wastateleadershipconference-fccla/</a>	<b>\$165</b>

## Important Dates

### January 24, 2024 (REGULAR REGISTRATION DEADLINE)

- State Leadership Conference Registration due. Registration must be submitted online via <http://www.registermychapter.com/fccla/wa>

### January 26, 2024 (LATE REGISTRATION DEADLINE)

- Membership dues deadline (paid) to be eligible for competition during State Leadership Conference.
- Submission date for the following items.
  - Accomplishment Ribbon
  - Request for accommodations (indicate during registration)

### February 2, 2024

- Submission date for the following items.
  - Washington Honorary Membership Application
  - Washington Hall of Fame Application
  - Washington Scholarship Application
  - Washington Spirit of Advising Recommendation

### February 15, 2024

- Submission date for the following items to receive state recognition.
  - Adviser Mentor Application
  - Master Adviser Application

### February 16, 2024 (PAYMENT & CHANGES DEADLINE)

- All checks for registration fees must be mailed to PO Box 1440, Owasso, OK 74055.
- Deadline for ALL substitutions or changes to registration—there will be **NO REFUNDS** after this date for registration, only substitutions.
- Deadline for ALL changes to competitive events.

### March 1, 2024

- Final submission date for the following items (all forms found in the affiliation portal)
  - National Adviser Mentor Application
  - National Master Adviser Application
  - Power of One submission
  - National Program Award applications

### March 5-8, 2024

- State Leadership Conference!
  - Turn in Statement of Assurance Form (Available in this packet)

## Pre-Registration Checklist

### *Information Needed for Registration Form*

When registering your chapter for State Leadership Conference, the following information should be readily available:

- Chapter member's first and last name
- T-Shirt Size
- Grade in School
- Gender
- Membership Status
  - Level I – Grades through 8
  - Level II – Grades 9 and 10
  - Level III – Grades 11 and 12
- Competitive events in which members are competing.
- List of guests or chaperones
- Any accommodations or dietary restrictions

## Registration Reminders

The following forms are required with your State Leadership Conference Registration:  
(Online deadline **January 26<sup>th</sup>, 2024**)

- ✓ Registration entry per person in attendance (online via registration system)
- ✓ Competition registration (online via registration system)
- ✓ Housing (make arrangements with hotel directly)

## Registration Tips

- *Avoid Common Registration Frustrations! Read this registration packet in detail!*
- *Read the FCCLA Competitive Events Guide 2023-2024 edition (STAR Events).* Additions to this guide have been made, so please ensure you are using the most up-to-date information when preparing for Competitive Events. The STAR Events Guide is available through the affiliation portal.
- *Read the Washington Competitive Events Guide 2023-2024.*
- Housing is paid directly to the hotel. Please verify with the hotel what payment method they accept. Work with the district or business office to ensure that you have the appropriate payment method.
- Follow-up with the district or business office to ensure the invoices will be paid on time.
- Photocopy all forms and correspondence for your records and bring them with you to SLC!
- Make registration checks payable to: Washington FCCLA. The mailing address is PO Box 1440, Owasso, OK 74055. Please include a copy of the invoice with payment.
- Carefully review the Washington FCCLA Dress Code Policy and Code of Conduct standards with your students before you arrive for the SLC.
- E-mail all questions to [register@wa-fccla.org](mailto:register@wa-fccla.org)

## **Tentative Agenda**

***Tentative and subject to change without notification. Attire is FCCLA Dress for all events, unless otherwise specified. See the Washington FCCLA Dress Code for additional details.***

### ***Tuesday, March 5, 2024***

7:30 – 8:30 pm	Conference Registration STAR Events Participants Check-in (Advisers) STAR Events Evaluators and Volunteers check-in
8:30 – 9:00 pm	Lead Consultant Meeting

### ***Wednesday, March 6, 2024***

7:00 – 7:30 am	Late Registration STAR Events Participants Check-in (Advisers)
8:00 – 9:00 am	Evaluator/Volunteer Sign-in
8:30 – 8:50 am	Opening Session
9:15 am	STAR Events Orientations (Participants and ALL Volunteers)
9:45 – 10:15 am	Event Specific Review (Lead Consultant/ALL Volunteers)
10:00 am – 2:00 pm	Exhibits
10:15 am	STAR Events Begin
Noon	Lunch (provided)
1:00 – 4:30 pm	State Officer Candidates Interview/Briefing/rehearsal
Until 6:00 pm	Dinner (on your own, following participant/volunteer event completion)
6:00 – 6:30	Parade of Chapters Rehearsal
7:00 pm	Opening Session
8:45 pm	Regional Meetings
9:45 – 11:15 pm	Activity/Adviser Social

### ***Thursday, March 7, 2024***

7:00 am	New & Retiring Officer/Adv Board Breakfast
8:45 – 9:15 am	Voting Delegate Meeting & Check-in
9:30 – 10:30 am	Business General Session
10:45 am – 4:00 pm	2024-2025 State Officer Leadership Training/Rehearsal
10:45 – 11:15 am	Workshops
11:30 – Noon	Workshops
10:45 – 11:45 am	Adviser Session
Noon	Lunch (on your own)

2:00 – 3:00 pm	2024-2025 State Officer Adviser Meeting
2:00 – 2:30 pm	Workshops
2:45 – 3:15 pm	Workshops
6:00 – 7:30 pm	Banquet
7:45 – 9:45 pm	Recognition Session STAR Events Recognition, National Qualifier Recognition, New Officer Installation
10:00 – 11:30 pm	Dance/Adviser Reception

***Friday, March 8, 2024***

8:00 – 8:45 am	National Leadership Conference Meeting (Advisers Only)
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## Competitive Event Overview

### STAR Events (Students Taking Action with Recognition)

STAR Events are competitive events for FCCLA members designed to recognize individuals and chapters for their proficiency and achievement. STAR Events offer FCCLA members the opportunity to expand their leadership potential and develop necessary skills for life for future families, communities, and workplaces. Members can demonstrate family and consumer sciences skills, career skills, and interpersonal skills through competitive events. One of the goals of STAR Events is to provide meaningful opportunities for participation in the areas of personal growth, family life, career preparation, and community involvement. Each event is designed to help members develop specific career and lifetime skills in planning, goal setting, decision making, communication techniques, and leadership. Members do more than just enter an event; they engage in their own evaluation and in the evaluation of the overall event. Many members also help plan, conduct, and evaluate the events by serving as room consultants and evaluators.

Events in Washington FCCLA begin at the regional level. All competitors are expected to participate in their regional level event. The top 2 participants at SLC who earn at least an 80 can advance to the National Leadership Conference. For more information, please visit the STAR Events section of the National FCCLA website, <http://fcclainc.org/programs/star-events.php>.

### Eligibility

To be eligible for competition, FCCLA members must be affiliated members of an active FCCLA chapter. Members wishing to compete in a Competitive Event must be affiliated prior to the date of their regional level competition. Visit <https://affiliation.registermychapter.com/fccla#> to complete the affiliation process. Members wishing to attend the State Leadership Conference must be affiliated by January 26.

### Judges Needed

The Washington FCCLA Competitive Events Program requires an extraordinary amount of effort, work, and volunteer spirit to be successful and truly prepare students for career achievement. If you have chaperones, contacts, and colleagues that are willing to judge events, we would love to get them involved. Please email [competition@wa-fccla.org](mailto:competition@wa-fccla.org) with the name, phone number, any school affiliation, and email address of each volunteer. We will contact them with information on judging and any follow-up.



# Leadership Opportunities

## Running for State Office

During the State Leadership Conference, members will have the opportunity to run for an office on the 2024-2025 State Executive Council or as a Washington National Officer Candidate. All members that are dedicated to FCCLA, have served as a chapter officer or committee member, have a passion for leadership, and enjoy working with others to improve the organization are encouraged to run for office. Please consult the State and National Officer Candidate Guide for a list of eligibility requirements. Being a State Officer for the Washington Association of FCCLA is an incredible honor.

Each candidate must complete the 2024-2025 State Officer Candidate Packet, which can be found on the Washington FCCLA website under "State Officers." The application must be submitted, via upload, by February 2, 2024. Each chapter is eligible to have a maximum of two (2) student nominees for state office and one (1) for national officer candidate.

## State Service Project – Union Gospel Mission

Join members as we prepare kits to donate to Union Gospel Mission in Spokane. The kits will contain deodorant, razors, cough drops, and handwarmers. The Union Gospel Mission is an organization dedicated to breaking the cycle of homelessness and serving the community. These kits are filled with the most needed items and will help the mission fulfill their purpose. We encourage chapters to hold drives at their school and get as many donations as possible.

Chapters are asked to please bring donations of the following items:

- Deodorant
- Razors
- Cough drops
- Handwarmers
- Ziplock bags (gallon size)

## **Adviser Reminders**

As leaders and teachers of young professionals, it is important that we prepare our students for this upcoming event. The following information will help you to plan for the State Leadership Conference (SLC) and prepare your students with valuable information about the conference.

### **Adviser Statement of Assurance/Code of Conduct**

Washington FCCLA has established a specific participant Conduct Code, which can be found at the end of this packet. Please review it carefully with your students prior to the conference.

Additional Conduct Code forms can be found on the Washington FCCLA website on the State Leadership Conference webpage. Each student must sign a Conduct Code form, found at the end of this packet, agreeing they will abide by the rules of the conference. Advisers will keep the Conduct Code forms on their person during the State Leadership Conference. Adviser Assurance forms will be required at registration onsite.

### **Onsite Chaperoning**

Chapter advisers are responsible for the conduct of their chapter members. Please have your chapter members check in with you regularly and be aware of their whereabouts at all times. Your students should also be aware of your whereabouts (or chapter chaperone) should they have any issues. Have your students work together to remind each other of the times and locations for their events and activities. When you are busy assisting with an activity, make sure you let your students know where your assignment will be.

Remind students to thank the event staff, judges, and volunteers. They appreciate knowing their hard work has benefited the students. If you plan to use parent chaperones, encourage your officers to plan a special way to thank them at the conference or upon returning home.

### **Dance Behavior**

Please go over with your students the appropriate behavior needed at all times while attending FCCLA events. Refer to the Participant Code of Conduct, found in this packet. It is important to let our students know that they can and should approach any adviser chaperoning the dance if things become uncomfortable.

For example, some dancing lends itself to close body contact. This type of dancing can be problematic, and some may feel that inappropriate touching is happening, while other students do not feel that way. While we cannot regulate how students dance, we can mention the need to be careful and be mindful of how others may feel while engaging in that type of dance. Certain members love the dances, others do not for the above reasons; please help so that the dances are comfortable for all.

Advisers present at the dance need to know that they can, and should, say something to the students or request the DJ change the beat of the music to help change the tone. This is to be done especially if they observe any inappropriate behavior. If poor behavior continues after being asked to change, those designated chaperones will have the authority to end the dance if needed. We want all our members to have an enjoyable time during this recreation period. However, any inappropriate behavior will not be tolerated. Advisers, please discuss this subject openly with your students.

If, in the opinion of the Board of Directors or State Staff, the dance behavior becomes inappropriate after attempts to moderate, the dance will be closed.

### **Visibility**

Drop in and check on your students. Performing a "head count" at curfew time is vital. Be sure to physically see every student at curfew. Ask questions about events and have a conversation with them so you can see how things are going.

### **Publicity**

Your chapter and Washington FCCLA, in general, welcome positive publicity. Use participation at SLC to generate some positive publicity. It is always nice for the public to know you have participated before you have to earn dollars for the national competition.

### **Attendees Needing Accommodations**

If you contact us prior to the conference, we can make the conference and competition as barrier free as possible. Please inform us about people with special needs and/or any accommodations that may be needed during the online registration process. Please notify hotels of needed accommodations when making reservations.

## Forms and Submissions

The following forms and submissions must be submitted by **February 2<sup>nd</sup>, 2024**, via the online forms at <https://wa-fccla.org/awards-and-recognition/>.

- WA Hall of Fame Nomination
- WA Honorary Membership Nomination
- WA Scholarship Application
- WA Accomplishment Ribbon Application

The following forms are submitted to the National FCCLA Office by **March 1, 2024**. To complete these forms please visit the Surveys/Applications tab in the membership portal. More information about these recognition programs is available on the National website:

- Power of One Recognition
- Adviser Mentor Application
- Master Adviser Application
- National School Administrator Award
- National Educated Adviser Award
- National Alumni Achievement Award
- National Distinguished Service Award
- National Honorary Membership
- National Chapter Public Relations Award
- National STAR Events Volunteer Award
- National FCCLA State Adviser of the Year

## Statement of Assurance

Review, sign, and submit this form at the registration desk at SLC. A full-size copy is available on the State Leadership Conference webpage.

### STATEMENT OF ASSURANCE

Advisers attending Washington FCCLA events must review, sign, and return this statement of assurance along with their registration materials for each Washington FCCLA conference/event.

**ACTIVITY:** Washington FCCLA State Leadership Conference  
**DATE:** March 5-8, 2024  
**WHERE:** The DoubleTree and Spokane Convention Center, Spokane, WA

As the adviser responsible for the students attending this event, I confirm that:

- I have reviewed the permission/medical release form with my students, and I will have a completed copy of the permission/medical release form for each student attending in my possession for the duration of the above event, including travel to and from this event.
- I understand that Washington FCCLA will not collect the individual student forms for this event and that they are to be kept in my possession.
- I understand that students attending the above event will have the opportunity to participate in activities outside of the conference facility, thus requiring walking or further public transportation. I have discussed this with the students and their parents/guardians and have also informed them of proper etiquette and safety precautions while traveling in/around metropolitan areas.
- I understand that proper completion of the permission/medical release form provides the best protection for my students' needs and my liability during a Washington FCCLA event.
- I have checked with my administrator and have secured authorization for my chapter to travel to this event and have reviewed all school/district policies regarding supervision of students on trips and will abide by them.
- The responsibility for the safety of the delegates from this chapter rests with people signing this Statement of Assurance.
- I will participate in all general sessions during the conference and fulfill my assigned responsibilities during the conference.
- I will patrol the halls (even during the day, if necessary), stay up until students and/or halls are quiet, enforce the conference Code of Conduct and Dress Code, and regularly check-in with my students.
- I will ensure that myself and chaperones assisting me will:
  - Be 21 or older.
  - Follow the conference Code of Conduct and Dress Code
  - Act responsibly and interact appropriately with students.

I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated on the Permission Forms as indicated by my signature appearing below. (Typing/writing your name in the box below serves as your signature and confirmation of understanding):

Adviser Signature:	
Chapter Name:	
Date:	

## **Student and Chaperone Code of Conduct**

Students and Supervisory Adults for all FCCLA Conferences and Activities 2023-2024

1. Chaperones, guests, and alumni must be on-site for their entire assigned responsibilities for the Washington FCCLA State-sponsored event.
2. Chaperones, in coordination with their chapter adviser, are responsible for being available to their students and other delegates 24 hours a day. Supervision responsibilities begin from the time parents/guardians leave students with the adviser until the time they pick them up after the activity.
3. Chaperones, guests, and alumni are responsible to follow all behavior, conduct, and dress code requirements set forth for delegates at this event.
4. No alcohol is to be consumed by any chaperone, alumni, or guest on the event site during the event, even if the adult is not “on duty” or responsible for student delegates.
5. When a chaperone, guest, or alumni is assigned job duties, it is his/her responsibility to promptly carry out those duties or advise their chapter adviser or the State Adviser that he/she will not be able to fulfill their responsibility.
6. The evening social is for student delegates. Invited chaperones, guests, and alumni must behave in the role of an adult chaperone and not as a student delegate if assigned to attend these events.

By signing the Washington FCCLA Chaperone/Guest/Alumni Conduct Code, the signee agrees to abide by the rules set forth in this document.

**Typing/writing your name in the box below serves as your signature and confirmation of understanding.**

Chaperone/Guest/Alumni Signature (Please print):	
Chaperone/Guest/Alumni Signature:	
Chapter Affiliation:	
Date:	

# Washington FCCLA Delegate Permission/Medical Release

(Students and Alumni are collectively referred to as "Delegates" in this document)

**Conduct Code Endorsement, Permissions to Attend Washington FCCLA Sponsored Activities, and Authorization to use pictures or student name in publications.**

**Release of Claim for Damages, Emergency Medical Treatment Authorization:**

Name of Delegate: \_\_\_\_\_ Date: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name of High School: \_\_\_\_\_ Phone: \_\_\_\_\_  
Adviser (s) in Charge: \_\_\_\_\_

This is to certify that *the above-named delegate* has my permission to attend all Washington FCCLA sponsored activities for the 2023-2024 School Year. I also do hereby, on the behalf of *the above-named delegate* absolve and release Washington FCCLA, the school officials, the FCCLA chapter advisers, conference staff, and Washington FCCLA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the FCCLA sponsored activity.

I authorize the above-named adviser or the Washington FCCLA staff to secure the services of a doctor or hospital for *the above-named delegate*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to Washington FCCLA and its staff/contractors, Office of the Superintendent of Public Instruction, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Washington FCCLA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter adviser determines the criteria at the local site, for individual students and alumni to attend and participate in all FCCLA activities.

We have read and agree to abide by the supplied Washington FCCLA Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Chapter Adviser Signature \_\_\_\_\_ Date \_\_\_\_\_

School /ROP Official Signature \_\_\_\_\_ Date \_\_\_\_\_

### MEDICAL INFORMATION

Name of Delegate: \_\_\_\_\_ Date: \_\_\_\_\_

Known allergies (drug or natural) \_\_\_\_\_

Special medication being taken \_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_

History of heart condition, diabetes, asthma, epilepsy, or rheumatic fever \_\_\_\_\_

Any physical restrictions \_\_\_\_\_

Other conditions \_\_\_\_\_

Family doctor \_\_\_\_\_ Phone \_\_\_\_\_

### INSURANCE INFORMATION

Company Name \_\_\_\_\_ Policy Number \_\_\_\_\_

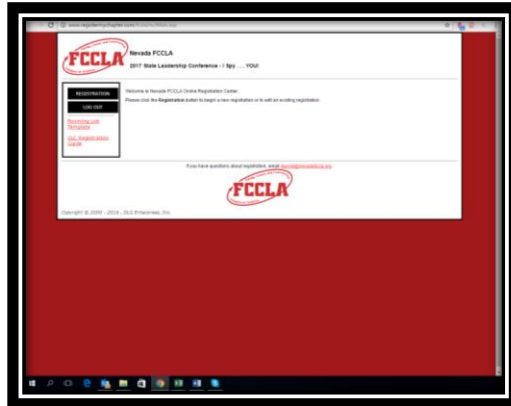
**Note:** Please provide a front/back copy of the insurance card. It will be required if seeking medical attention.



## Registration System Information

All registrations must be submitted electronically, via Register My Chapter; access online registration by visiting [www.registermychapter.com/fccla/wa](http://www.registermychapter.com/fccla/wa).

1. In your web browser, go to the web site that you were given for registration. A screen like the following screen should appear:



2. Click the **Registration** button to begin registration. You will be asked to log in. You will be required to log in using the username and password that is used for your online affiliation portal.
3. The first time in, you will be asked to verify your school information. Double check all the fields and press the **Submit** button at the bottom to save any changes.
4. You will need to add yourself as the adviser to the attendee list. Click Add Adviser. This will show a list of advisers from the affiliation portal. You can then use the drop-down menu to indicate which adviser(s) will be attending. \*\*If the adviser is greyed out and you are unable to add them then they have not been paid for in the affiliation portal. Please go to the affiliation portal and pay for their membership.
5. Click the **Add Student** button to add a student to the list. This will take you to a search box. It is recommended that you keep it simple and only search using one or two letters or leave it blank, and it will bring up your full list of student names. Use the drop-down menu to indicate which student(s) will be attending. Indicate if the student will be volunteering and select the appropriate T-shirt size. Then click the continue button. The system will then take you through detailed information for each student. \*\*If the student is greyed out and you are unable to add them then they have not been paid for in the affiliation portal. Please go to the affiliation portal and pay for their membership.
6. On the **Events** tab you can indicate what event each participant is participating in. To enter **team** events, be sure to select the correct team number. The number should be 1 for the first team for this event, and 2 for the second team for this event, etc.

7. Continue adding names until you have entered all your students. If you attempt to enter more students in an event than are allowed, you will be informed and not allowed to exceed the event maximum. At any point, you may press the **View Registration** button to get an idea of your total invoice amount and a better understanding of who is registered for which events.
8. If you need to change any information for a student, click on the **Edit** link next to the student's name. You can also directly edit which event a student is in by clicking the **Event** link next to the student's name.
9. If you will be bringing additional chaperones that are not part of the chapter, you can use the **Add Other Name** button to enter their information.
10. When you are finished, press the **Finished Registering** button at the bottom. At this point, you may have several red messages at the top of the screen. Please read these carefully. Your registration will not be complete until these problems have been resolved. To correct this problem, click the **Back to Registration** link at the bottom. Select the student you may be having registration problems with and click the **Edit** link beside that student. Change the information you need to change, and press **Submit** to save. When you're finished making these changes, press the **Finished Registering** link again.
11. If you get a message that states that you have not met the minimum requirements for an event, then you must click the **Back to Registration** link and either add students to those events that are short or remove students from those events that are over the limit. When you're finished making those changes, press the **Finished Registering** button again.
12. When you have corrected any problems that may have appeared, press the **Confirm** link at the bottom to confirm that the estimate is correct. A copy of the email will be sent to you and to the State Adviser. **Print** a copy of this **registration estimate** from the Finished Registering screen. You can use this to begin processing payment through your business office. **IMPORTANT:** You will receive an official **Invoice** from the state business office following the closing of the registration system. **Do not** pay from the Registration Estimate.
13. If you need to edit your registration, you may come back to this location and make changes until the close date/time. After that date/time, no more changes may be made.
14. To make changes, click on the **Registration** button on the left. After logging in, the list of Registered Individuals will appear. Simply click the **Edit** link and make any changes you need. When you do this, remember to press the **Finished Registering** button to check for problems and to resubmit the invoice.
15. Once you are finished with your registration, be sure to either click the **Log Out** link to make sure that the connection is securely closed or exit your browser. This will ensure that no one can get in and make changes to your registration.