



Alabama FCCLA
2024

State Leadership Conference
Registration Packet



Alabama FCCLA State Leadership Conference March 7-8, 2024 | Montgomery



2023-24 Alabama FCCLA State Officer Team

Zalie McKelvey, President

Lena Johansson, First Vice President

Clair Cantrell, Vice President of STAR Events

Madyson Swoopes, Vice President of Programs

Kaitlyn Dyer, Vice President of Membership

Sophie Lewis, Vice President of Community Service

Alabama FCCLA Business Office

Send conference registration payments to:
AL CTE Leadership Council
P. O. BOX 1440
Owassa, OK 74055

Contact Information:
theresa.long@alsde.edu
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Key Dates

Registration Opens (Early Bird Rates)	October 1, 2023
Hotel Block Opens	November 1, 2023
Regular Registration Begins	December 2, 2023
Officer Candidate Applications Due	January 15, 2024
Hotel Block Closes to Registration and Changes	January 22, 2024
Late Registration Begins	February 1, 2024
Adviser Award Applications Due	February 1, 2024
Online STAR Events Due	February 1, 2024
FCCLA Week	February 12-16, 2024
Registration Closes/STAR Event Substitutions Due Request for Special Services (form page 23)	February 15, 2024
National Projects and Power of One Due to National Office	February 15, 2024
Champ Camp Get inside information on how to succeed in STAR Events to get the gold	February 16, 2024
Payment for SLC Due Checks made out to Alabama FCCLA Mailed and received in office: AL CTE Leadership Council P.O. Box 1440 Owassa, OK 74055	March 1, 2024
State Project Spotlights Due	March 1, 2024
State Leadership Conference	March 7-8, 2024
National Leadership Conference	June 29– July 3, 2024



KEYNOTE SPEAKER and State Project

Jimmy Hill
Alabama CASA

Jimmy Hill is the State Executive Director for the Alabama Court Appointed Special Advocates (CASA) Network. Jimmy has nearly forty years of consecutive experience across multiple industries. He most recently served as the President and CEO for the River Region United Way in Montgomery. Prior to that time, he was an entrepreneur and served as a Professional Sales Representative in both the pharmaceutical and consumer products industries. He was named the 2020 recipient of the Jean and Adolph “Bucks” Weil Award from the River Region United Way, was a class member of Leadership Alabama Class XXVIII, and was named the 2015 Outstanding Business Leader by the Auburn University Montgomery College of Business. Jimmy has two adult daughters and one perfect grandson. In his spare time, he enjoys home projects, camping, hiking and photography

CASA stands for **Court Appointed Special Advocates**. The mission of CASA is to advocate for the best interests of abused and neglected children who are involved in Family Court. CASA provides screened, well-trained, court appointed advocates to children to help make sure each child finds a safe, permanent, nurturing home. A CASA Volunteer is not an attorney, social worker, a Big Brother or a Big Sister, a foster parent, or a counselor. A CASA volunteer is a ‘child’s voice in court.’ They are carefully screened and trained community volunteers who are appointed by a judge to advocate for the best interests of abused and neglected children in court. CASA volunteers advocate for abused and/or neglected children through age 18. Family Court judges who appoint CASA Volunteers to cases want the benefit of all the information available. CASA Volunteers often discover significant information that enables the court to make the best possible decision.

State Project Idea

Continuing with our “Need Next Door” campaign, this year we are going to help some of the most vulnerable in our state. Contact your local/regional CASA office for the needs in that area. At SLC, we will accept donations for the state office to get distributed across Alabama to meet the most needs.





The Renaissance Montgomery Hotel and Spa at the Convention Center and the Montgomery Performing Arts Centre will be the site of the ALAFCCCLA State Leadership Conference (SLC). During the conference, Alabama's finest middle school, high school and post secondary members will have the opportunity to:

- ◆ Test leadership and career skills in competitive events
- ◆ Compete for the opportunity to advance to the FCCLA National Leadership Conference
- ◆ Earn recognition and attend simulated leadership sessions
- ◆ Run for election to an ALAFCCCLA 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 fun and engaging general sessions
- ◆ Earn honors and scholarships as one of the best Career and Technical Student Organizations in education

	EVENT ESSENTIALS
Registration Link	http://www.registermychapter.com/fccla/al
Bus Parking	Bus parking information will be released closer to conference date.
Name Badges	REQUIRED FOR ENTRY TO ALL EVENTS. Special badges will be available for those only attending opening and/or closing ceremonies (guests only).

2024 State Leadership Conference Registration Rates *To register, members and advisers must be affiliated with National FCCLA	Early Bird Rate (non-refundable) October 1, 2023- December 1, 2023	Regular Rate (non-refundable) December 2, 2023- January 31, 2024	Late Rate (non-refundable) February 1- 2024- February 15, 2024	On-Site Rate (non-refundable)
Full Conference Registration (Mar. 7-8, 2024) affiliated students, advisers, and chaperones must register for full conference	\$45 Per Person	\$55 Per Person	\$65 Per Person	\$100 Per Person
STAR Event Registration Charge	\$5	\$10	\$15	Not Available
Current State Officers and CTE Administrators	Complementary	Complementary	Complementary	Complementary
Opening Session Only (Guest Only)	\$15 Per Person	\$20 Per Person	\$25 Per Person	\$30 Per Person
Closing Session Only (Guest Only)	\$15 Per Person	\$20 Per Person	\$25 Per Person	\$30 Per Person
Judges (not attending sessions)	Complementary	Complementary	Complementary	Complementary

*Note: This year's conference **does not** include a t-shirt. T-shirts will be available to order through portal for \$10 each.

*Culinary Arts and Bakery and Pastry Arts will provide their own ingredients and equipment.



2024 State Leadership Conference Housing Information	Rates/Deadlines
RENAISSANCE MONTGOMERY HOTEL & SPA AT THE CONVENTION CENTER MONTGOMERY PERFORMING ARTS CENTRE 201 Tallapoosa Street Montgomery, Alabama 36104	<p>\$151 per room, per night plus taxes. <i>Hotel rates are subject to applicable state and local taxes (currently 15% + \$2.25) in effect at the time of check-out.</i></p> <p><i>For questions concerning hotel rates and taxes, call (334) 481-5000.</i></p> <p><i>Conference registration required to reserve hotel rooms.</i></p> <p><i>Hotel cut-off date is January 22, 2024 unless rooms sell out prior to this date.</i></p>
Hotel Registration	<p>Room reservation portal will open November 1, 2023.</p> <p>Link will be available on state website and updated registration guide on November 1, 2023.</p>

HOTEL PAYMENTS:

Hotel payments should be made directly to the hotel at the time of check-in.

Renaissance Montgomery Hotel & Spa at the Convention Center

- ♦ Chapter Advisers will only be able to book and secure hotel rooms at the official conference hotel. These rooms will be available on a first come, first served basis after registration opens. Advisers are responsible for securing their chapter's accommodations during this event.
- ♦ **It's the official policy of Alabama FCCLA that ALL conference attendees staying overnight will stay at the Renaissance Montgomery (assuming space is available).**
- ♦ It is extremely likely that the room block at the Renaissance Montgomery will fill up quickly. In this case, chapters will secure their own lodging at nearby hotels. Alabama FCCLA has not negotiated a hotel room rate with any property other than the Renaissance Montgomery.

Parking for regular vehicles is available for a fee in the Montgomery Renaissance Hotel deck. We are working with the Montgomery Area Chamber of Commerce Convention & Visitors Bureau and the Montgomery Police Department to assist with bus parking this year. Additional information about bus parking will be emailed to you at a later date.

CURFEW IS 11 PM. We need to be mindful that there are others at the hotel that are not part of our conference. No pizza deliveries, runs to the vending machines, chapter meetings in rooms, etc. after 11 PM.



Program Preview

This year's SLC will be the *Ultimate Journey* with leadership programming including competitive events, leadership and career development breakout sessions, activities both days to keep your students engaged, active, and connected.

Theme: ALAFCCLA: "Transport Your Leadership"

*Agenda is subject to change, without notice.

WEDNESDAY, MARCH 6

4:30 PM—5:30 PM	Early Registration
6:00 PM—7:00 PM	STAR Event Evaluator Orientation (Session A)
7:00 PM—10:00 PM	Chapter Time (practice STAR Events, Sightsee, etc.)
11:00 PM	Curfew

THURSDAY, MARCH 7

7:00 AM—5:00 PM	Registration
8:00 AM—9:30 AM	Opening Session with Keynote Speaker
8:15 AM—9:15 AM	STAR Event Evaluator Orientation (Session B)
10:00 AM—5:00 PM	STAR Events
10:00 AM—12:00 PM	Leadership and Career Development Workshops
12:00 PM— 1:30 PM	Lunch (on your own)
1:30 PM—4:00 PM	Leadership and Career Development Workshops
4:00 PM—5:00 PM	<i>Meet the Candidates</i> (Voting delegates are invited to attend this session to get to know more about each candidate.)
5:00 PM—7:00 PM	Dinner (on your own)
6:30 PM— 7:00 PM	Banner Parade Judging
7:00 PM—9:00 PM	General Session with Chapter and Adviser Awards, <i>Say Yes to FCS</i> signing, and <i>Fashion Show</i>
9:00 PM –10:30 PM	<i>FCCLA Showdown</i>
11:00 PM	Curfew

FRIDAY, MARCH 8

Morning	Breakfast (on your own) and check out of hotel
8:00 AM — 11:00 AM	STAR Events/Community Service Project/STAR Event Showcase
11:00 AM —12:00 PM	Lunch (on your own)
12:00 PM—1:00 PM	Top Qualifiers Awards Session Orientation
1:30 PM—3:30 PM	STAR Event Awards Ceremony and Closing Session with Officer Installation



Election of Alabama FCCLA State Officers

Being a State Officer for the Alabama Association of FCCLA is an incredible honor. During the State Leadership Conference, chapter leaders will have the opportunity to run for a state office position on the 2024-25 State Executive Council. All members that are dedicated to ALAFCCCLA, 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 [ALAFCCCLA State Officer Candidate Guide](#) on the Alabama FCCLA website for a list of eligibility requirements and application.

Voting Delegates:

Chapters will assign a voting delegate(s) to cast votes for the State Executive Council election. Those delegates will sit together in the assigned section during the evening general session. The number of voting delegates is determined by the number of paid members within the chapter in the current year. To review the formula for figuring the number of voting delegates, please refer to the [Alabama FCCLA By-laws](#) Article 6, section 2.

National Leadership Conference

The FCCLA National Leadership Conference will be held, June 29-July 3, 2024 in sunny Seattle, Washington!

- Regular Registration is \$165 + \$45 competitive event registration, when applicable.
- Additional attractions/tours are available (see NLC on fcclainc.org)
- Hotel: FCCLA has contracted with various hotels in the area of the convention center. Once registered for the conference, a hotel registration link will be provided. You may choose which hotel best suits your chapter needs. Each chapter will be responsible for securing their own hotel reservations.
- Transportation will not be made through ALAFCCCLA. Each chapter will be responsible for securing their own travel arrangements (flights, buses, etc.).





National Programs and Recognition Awards

The Alabama Association of FCCLA is proud to present the following awards as part of the General Session. Each award recipient will be recognized on stage unless noted with an asterisk, in which case they will stand for recognition.

National Awards	State Awards
<ul style="list-style-type: none"> ◆ Spirit of Advising ◆ Master Adviser ◆ Adviser Mentor ◆ Power of One * 	<ul style="list-style-type: none"> ◆ ALAFCCLA Scholarship Recipient ◆ Alabama Star Chapter Award ◆ Alabama Children's First State Project ◆ Focus on Alabama ◆ Administrator of the Year

The Closing Session will include the following awards:

- ◆ State Project Award: The Need Next Door
- ◆ ALAFCCLA STAR Event Awards
- ◆ Installation of the 2024-25 ALAFCCLA State Officers

****Reminder:** Applications for all national awards are due to the national office by February 15, 2024.

Applications for state awards are due to the state office by February 15, 2024.

All national program award applications must be submitted directly to National FCCLA by the local chapter adviser using the online affiliation system to be considered for a national award. More information on the national FCCLA Website at <https://fcclainc.org/sites/default/files/ProgramAwardApplication%20Tips.pdf>. A copy of the national application should also be sent to the state office.

The **state-only awards applications** should be sent directly to the state office by February 15, 2024.



STAR EVENTS

STAR Events (Students Taking Action with Recognition) competitions are offered at the State Leadership Conference to qualify for competition at the National Leadership Conference in Seattle, Washington. The following STAR Events are offered at the State Leadership Conference. The top 2 in each event (3 for culinary events) at each level qualify for national competition. For more details on events, refer to the competitive events guide in your FCCLA portal. Each member may compete in one event. Each chapter may enter one individual/team in each event at each level.

Career Focused Events		Leadership Events
Baking and Pastry	Individual Event Only	Chapter in Review Display
Culinary Arts		Chapter in Review Portfolio
Culinary Math Management	Team Event Only	Chapter Service Project Display
Early Childhood Education		Chapter Service Project Portfolio
Event Management		National Programs in Action
Fashion Construction		Promote and Publicize FCCLA!
Fashion Design		Public Policy Advocate
Food Innovations		Foundational Events
Hospitality, Tourism, and Recreation		Career Investigation
Interior Design		Entrepreneurship
Say Yes to FCS Education		Focus on Children
Sports Nutrition		Interpersonal Communications
Teach and Train		Job Interview
Online Events		Leadership
FCCLA Chapter Website		Nutrition and Wellness
Digital Stories for Change		Parliamentary Procedure
Instructional Video Design		Professional Presentation
Red Talks in Education		Repurpose and Redesign
		Sustainability Challenge

Online Events: WILL NOT BE JUDGED or RECOGNIZED AT STATE MEETING!!!

FCCLA offers four online STAR Events focused on integrating Family and Consumer Science (FCS) content through digital delivery. The events have an online preliminary round of competition at the national level. The top 15 entries in each event and level will qualify to compete at the National Leadership Conference.

Registration for online events is February 1, 2024.

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STAR EVENTS BY THE NUMBERS

Event/ # of Entries	2023	2022	2021	2020	2019
Bakery and Pastry Arts	10	12			
Career Investigation, Level 1	1	4		3	2
Career Investigation, Level 2	13	9		3	7
Career Investigation, Level 3	12	13		17	9
Chapter In Review Display Level 1	0	0			
Chapter In Review Display Level 2	2	3			
Chapter in Review Display Level 3	4	3			
Chapter In Review Portfolio, Level 1	0	0		1	
Chapter In Review Portfolio, Level 2	1	0		0	
Chapter In Review Portfolio, Level 3	3	2		2	
Chapter Service Project Display Level 1	1	2			
Chapter Service Project Display Level 2	5	1			
Chapter Service Project Display Level 3	11	10			
Chapter Service Project Portfolio, Level 1	0	0		3	4
Chapter Service Project Portfolio, Level 2	0	3		2	4
Chapter Service Project Portfolio, Level 3	6	2		11	2
Culinary Arts, Level 3	17	17 Individ.		18 (teams)	6 (teams)
Digital Stories For Change Level 1 (online)	0				1
Digital Stories For Change Level 2 (online)	0				
Digital Stories For Change Level 3 (online)	0				
Early Childhood Education, Level 3	2	3		1	
Entrepreneurship, Level 1	3	3		2	7
Entrepreneurship, Level 2	9	3		5	7
Entrepreneurship, Level 3	8	8		3	3
Event Management, Level 1	2	0		4	11
Event Management, Level 2	7	4		5	22
Event Management, Level 3	15	12		9	2
Fashion Construction, Level 2	4	1		0	10
Fashion Construction, Level 3	3	6		6	1
Fashion Design, Level 2	5	5		1	3
Fashion Design, Level 3	6	4		2	
FCCLA Chapter Website, Level 1 (online)	0	0		0	1
FCCLA Chapter Website, Level 2 (online)	1	1		0	1
FCCLA Chapter Website, Level 3 (online)	0	1		0	
Focus on Children, Level 1	5	3		4	9
Focus on Children, Level 2	10	11		8	24
Focus on Children, Level 3	17	11		19	5
Food Innovations, Level 1	3	3		5	9
Food Innovations, Level 2	2	5		5	10
Food Innovations, Level 3	3	8		6	1
Hospitality, Tourism and Recreation, Level 2	4	1		1	5
Hospitality, Tourism and Recreation, Level 3	6	4		5	2
Interior Design, Level 2	1	2		1	10
Interior Design, Level 3	8	3		6	
Interpersonal Communications, Level 1	0	1		1	5
Interpersonal Communications, Level 2	3	1		3	6
Interpersonal Communications, Level 3	3	3		7	1
Instructional Video Design, Level 1	0	0			
Instructional Video Design, Level 2	0	1			
Instructional Video Design, Level 3	1	0			

Covid/Virtual STAR Events

Life Event Planning

TRANSPORT YOUR LEADERSHIP



STAR EVENTS BY THE NUMBERS

Job Interview, Level 2	8	7		4	7
Job Interview, Level 3	9	8		5	3
Leadership, Level 2	3	2		1	3
Leadership, Level 3	6	4		0	2
National Programs in Action, Level 1	2	3		4	3
National Programs in Action, Level 2	3	1		4	8
National Programs in Action, Level 3	6	2		5	1
Nutrition and Wellness, Level 1	2	0		0	3
Nutrition and Wellness, Level 2	2	2		3	2
Nutrition and Wellness, Level 3	4	1		5	
Parliamentary Procedure, Level 1	0	0			
Parliamentary Procedure, Level 2	1	0			
Parliamentary Procedure, Level 3	2	0			
Professional Presentation, Level 1	1	1		1	8
Professional Presentation, Level 2	5	8		3	18
Professional Presentation, Level 3	6	4		5	1
Promote and Publicize, Level 1	2	1		1	1
Promote and Publicize, Level 2	5	2		1	12
Promote and Publicize, Level 3	4	5		4	1
Public Policy Advocate, Level 1	1	0		0	
Public Policy Advocate, Level 2	3	0		3	
Public Policy Advocate, Level 3	2	2		4	
Repurpose and Redesign, Level 1	9	4		4	8
Repurpose and Redesign, Level 2	12	13		7	16
Repurpose and Redesign, Level 3	13	13		16	2
Say Yes to FCS Education, Level 2	2	1		0	4
Say Yes to FCS Education, Level 3	5	4		3	
Sports Nutrition, Level 1	3	2		2	10
Sports Nutrition, Level 2	4	7		2	11
Sports Nutrition, Level 3	4	6		3	
Sustainability Challenge, Level 1	2	1		0	3
Sustainability Challenge, Level 2	2	3		1	7
Sustainability Challenge, Level 3	2	1		3	
Teach and Train, Level 1	0				2
Teach and Train, Level 2	4	2		4	6
Teach and Train, Level 3	7	4		7	3
	363	302		256	329

Illustrated Talk

Recycle and Redesign

Environmental Ambassador

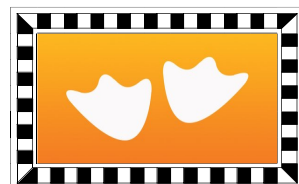
TRANSPORT YOUR LEADERSHIP

FCCLA
ALABAMA
STATE ASSOCIATION

SPECIAL EVENTS

FCCLA Goosechase

All are invited to take part in our FCCLA Goosechase during the day, Thursday. Prizes will be awarded in the closing session.



ALAFCCCLA SLC Fashion Show

Calling all Fashion Construction and Fashion Design STAR Event Participants! Show off your creations in our 3rd annual FCCLA SLC Fashion Show during the General Session Thursday evening. Sign up in the registration portal to participate.

SAY YES TO FCS Signing Ceremony.

Will you have a senior say "YES to FCS?" There will be a signing ceremony during SLC. Be sure to mark it in your member's registration if they are joining the team!!



FCCLA Showdown.

The Showdown is a 90-minute, led by an emcee, with a combination of the following types of activities: • Lip sync battle • Trivia challenge • Games and challenges (Minute to Win It style). Join with members from across the state and compete in this fun activity, immediately following the Thursday evening General Session.

The Banner Parade is designed to encourage FCCLA chapters to display their work and promote their program in a collaborative, creative way using this year's **State Theme: Transport Your Leadership**

- Each FCCLA chapter is encouraged to design a FCCLA Banner.
- The Banner Parade will be conducted at the FCCLA State Leadership Conference.
- The winning design will be recognized at the State Leadership Conference.
- Winning Chapter receives a Red Jacket.



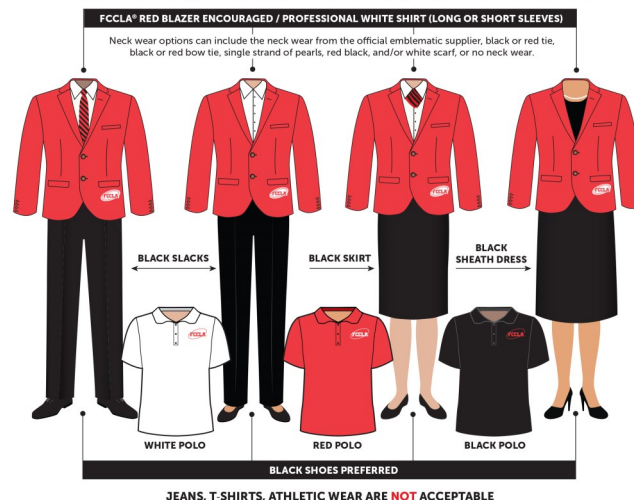


DRESS CODE

ALAFCCCLA members and advisers are representing an outstanding student organization and should project the image of a leader. During the conference, members, advisers and guests are expected to remember the following guidelines listed below in relation to their conference attire. Official FCCLA uniform is always encouraged for members during FCCLA events. Members, advisers, chaperones, and guests not in proper attire will not be admitted into event areas including general sessions, STAR Events, exhibits, workshops, special events, etc.

Attendee	Dress Attire
Student: General Sessions, Meetings, Workshops, Exhibits, STAR Events, Special Events, etc.	<ul style="list-style-type: none"> ◆ FCCLA red blazer with white shirt and black pants, skirts and dresses (should be no more than 3" above the knee) ◆ Dress pants preferred. ● FCCLA Polo with black pants or skirt ● Business professional ● Shoes (black preferred) ● Jeans, t-shirts, athletic wear are NOT acceptable ◆ Exception: Culinary Arts participants are welcome to wear their Chef's Attire during the STAR Events Recognition Session.
Advisers/Chaperones/Guests: General Sessions, Meetings, Workshops, Exhibits, STAR Events, Special Events, etc.	<ul style="list-style-type: none"> ◆ Business professional (Skirts and dresses should be no more than 3" above the knee)
All Casual: Travel to and from FCCLA functions, recreational tours, theme parks, and other casual activities	<ul style="list-style-type: none"> ◆ Mid-thigh or longer shorts/casual slacks ◆ Collared shirt, sweatshirt, t-shirt ◆ Casual footwear ◆ NO flip flops ◆ Nice denim is acceptable

What
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ADVISER TIDBITS

On-site Chaperoning

Having your students check in with you at least three times a day is recommended. Let your students know your whereabouts so they can easily do this. 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 and ask them to write it down in their programs. **VISIBILITY:** drop by and check on our students. Performing a head count at curfew is vital. Be sure to physically see every student at curfew. Ask questions about events and conversations with them so you can see how things are going.

Adviser Assignments, Event Staff, Judges, and Volunteers

The State Leadership Conference and STAR Event Competitions cannot happen without the efforts of teachers, advisers, and volunteers. FCCLA Advisers are expected to assist at the conference as a table consultant, judge, etc. Please complete the [survey](#) to indicate your desired area for assisting. We will do our best to schedule your preference. Additional volunteers are needed to be event judges. This is an excellent opportunity to show off FCCLA to your administrators and advisory board members! Please ask them to participate. When they say yes, send their names and contact information to theresa.long@alsde.edu or enter them as judges through the conference registration portal. Each chapter is required to supply at least one judge for each event entered with up to 5 event entries, 2 judges for 6-10 event entries, and 3 judges above 11 event entries.

Remind students that these people are volunteers. Students should show professionalism and appreciation for all they are doing to benefit our program.

Publicity

Your chapter and ALAFCCLA, in general, welcome positive publicity. Use participation for SLC to generate and promote your organization in a positive manner.

Pre-Registration Checklist

You will need the following information to register for SLC:

- ◆ Membership dues have been paid to National FCCLA for each student attending SLC
- ◆ Chapter members' first and last name
- ◆ Grade in school (will be used for eligible levels in STAR Events)
- ◆ Competitive event that each member is competing in (continued on next page)



ADVISER TIDBITS CONTINUED

- ◆ List of guests and chaperones
- ◆ Name(s) of voting delegate(s)

Conference Registration

All registrations must be submitted electronically, via Register My Chapter. Access online registration through the following link <http://www.registermychapter.com/fccla/al>.

- ◆ Click on the **Registration** tab to begin registration. You will be required to log in using the same username and password you used to affiliate with National FCCLA.
- ◆ You may be asked to verify your school information. Double check all fields to be sure information is accurate and press **submit**.
- ◆ Your name will automatically be added to the list as an adviser.
- ◆ Click the **Add New Name** button to add a new name to the list. Provide the participant's last name and first name and select their status from the drop-down list. Be sure to check the event that the individual will participate in.
- ◆ **Team Events:** Each chapter may enter one (1) team in each event level. Be sure all team members are entered into the same team number. If team members are from different levels, you must use the highest level of competitors. Level 3 is set up to accept all levels. If you have mixed level team members that are only in level 1 and 2 and are please contact Theresa Long.
- ◆ Continue adding names until you have entered all your students. If you attempt to enter more students into 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 view current registration and/or invoice.
- ◆ When you are finished, press the **Finished Registration** 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.
- ◆ 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.
- ◆ When you have corrected any problems that may have appeared, **Print** a copy of the tentative invoice from the Finished Registering screen. Next, press the **Confirm** link at the bottom to confirm that the tentative invoice is correct. You will receive an invoice via separate email to submit to your school for payment.

(continued on next page)



ADVISER TIDBITS CONTINUED

- ♦ If you need to edit your registration, you may come back to this location and make changes until February 15, 2024 at 5:00 PM. After that date/time, no more changes may be made.
- ♦ **Changing Registration:** To make changes, click on the **Registration** button at 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 Registration** button to check for problems and to resubmit the invoice.

Registration Tips

- ♦ Be sure to read this registration guide in detail! Ensure that multiple members of your chapter are familiar with the SLC requirements and procedures!
- ♦ Read the FCCLA Competitive Events Guide 2022-23 edition. Changes and additions have been made to the guide. Please ensure you are using the most up-to-date information when preparing for competitive events. The STAR Events Guide is available through the FCCLA portal.
- ♦ **Follow-up with the local business office to ensure the invoice(s) will be paid on time.** Payments should be received by **March 1, 2024.**
- ♦ **Make registration checks payable to:** Alabama FCCLA. The mailing address is: AL CTE Leadership Council, P.O.BOX 1440, Owassa, OK 74055
- ♦ Photocopy all forms and correspondence for your records and bring them to SLC.
- ♦ Carefully review the Alabama FCCLA Dress Code Policy (page) 15 and Code of Conduct standards (pages 19-20) with your students before you arrive for the SLC.
- ♦ E-mail all questions to theresa.long@alsde.edu.



PERMISSION/PARTICIPANT FORM-ALABAMA FCCLA-SLC 2024 (3 PAGES TOTAL) CODE OF CONDUCT

Attendance at Alabama FCCLA-SLC is a privilege. The following conduct policies will apply to all delegates: students, advisers, and any other authorized persons attending the Alabama FCCLA-SLC. Prior to the conference, this form must be signed by each student planning to attend the Alabama FCCLA-SLC and submitted to the chapter adviser. The chapter adviser must have a completed copy of the permission/participant form for each student attending in their possession for the duration of the event, including travel to and from the event. Forms must be kept on file in the local school district after the conference.

Delegates shall abide by the rules and practices of Alabama FCCLA and school district policies at all times: to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the Alabama State Department of Education/Alabama FCCLA. The standards outlined in this document constitute the Alabama FCCLA Code of Conduct.

The following shall be regarded as severe violations of the Alabama FCCLA Code of Conduct:

Should a conduct code violation occur for Item 1-5 below, regardless of when exposed, the violating student(s) will be sent home. If the violation(s) warrant it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of Alabama FCCLA.

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 medications 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 substance in any form (including tobacco), at any time, or under any circumstance, on public or private properties.
2. **Curfew:** Committing serious violations of curfew regulations as outlined in item 7 below.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. **Personal Conduct:** cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; 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); breaking the law; other serious violations of personal conduct regulations.

(continued)



PERMISSION/PARTICIPANT FORM-ALABAMA FCCLA-SLC 2024(3 PAGES TOTAL)

CODE OF CONDUCT

(continued)

5. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. 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, sex, sexual orientation, or disability is prohibited.
6. **Conference Conduct:** Failing to wear the supplied conference name badge 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 for which a delegate is registered; not abiding by the rules and regulations of Alabama FCCLA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
7. **Curfew** (when applicable): Failing to be in assigned hotel room from the curfew time designated conference program until 6 am; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
8. **Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
9. **Personal Conduct:** Failing to report accidents, injuries or illnesses immediately to the local Adviser; failing to keep adult advisers informed of activities and whereabouts at all times; **using tobacco products outside of local school district policies and state law:** have a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g. the door may be propped wide open); having a delegate or adviser of the opposite sex in a room without a third person present and the door visibly open.
10. **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.



ALABAMA FCCLA-SLC 2024 PERMISSION FORM

Student Name: _____ School: _____

This is to certify that the above-named delegate has my permission to attend Alabama FCCLA-SLC. I also do hereby, on the behalf of the above-named delegate absolve and release Alabama FCCLA, the school officials, the chapter advisers, conference staff, and Alabama State Department of Education 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 below-named adviser or the Alabama FCCLA and/or Alabama State Department of Education staff to secure the services of a doctor or hospital for the above-named delegate. I will supply a copy of my insurance card for my child and will incur expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to Alabama FCCLA and its staff/contractors, Alabama State Department of Education, Alabama CTE Leadership Council, 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 Alabama FCCLA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

We have read and agree to abide by the supplied Alabama FCCLA Code of Conduct. Should a code of conduct violation occur in which law enforcement personnel and/or security are called to assist, my student may be sent home at our family's expense.

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 _____



STATEMENT OF ASSURANCE-ALABAMA FCCLA-SLC-2024

Advisers attending Alabama FCCLA-SLC must review, sign, and turn in this statement of assurance in order to receive their registration materials **on-site at SLC**.

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

- ◆ I have reviewed the Permission/Participant Form with my students and will have a completed copy of the Permission/Participant forms for each student attending in my possession for the duration of the above event including travel to and from this event.
- ◆ I understand that Alabama 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/Participant Forms provides the best protection for my students' needs and my liability during Alabama FCCLA-SLC.
- ◆ 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 attendees from this chapter rests with people signing this Statement of Assurance.
- ◆ I will assist with conference by completing assigned tasks, attend all general sessions and various breakouts and event programming with my students when not volunteering.
- ◆ I will enforce the conference Code of Conduct and Dress Code and regularly check in with my students.
- ◆ I will collect insurance card copies for all members attending the Alabama FCCLA State Leadership Conference (SLC).
- ◆ **I confirm that all STAR Events projects are planned and prepared by the participant(s) only. Supporting resources are acceptable as long as participants coordinate their use. Resources are cited appropriately verbally and/or in print during the presentation to avoid false credit for unoriginal or non-participant work. Participants are encouraged to use original materials, items licensed for reuse, or items in which copyright permission has been granted.**

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

Adviser Signature: _____

Chapter Name: _____

Date: _____



Request for Special Services

Please complete the following information for any member requiring special services in order to successfully participate in the Alabama FCCLA-SLC and STAR Events 2024. Send forms to theresa.long@alsde.edu by February 15, 2024.

SCHOOL: _____

ADVISER: _____ ADVISER PHONE NUMBER: _____

FAX: _____ ADVISER E-MAIL: _____

Student Member: _____

Special Needs

Competitive Event: _____

Special Needs for Competitive Event:

I certify that the above special needs identified for _____, is in compliance with the Individual Education Program (IEP), 504, EL, or Healthcare Plan on file for this student. The students will have the opportunity to participate in non-academic/extracurricular activities with his/her nondisabled peers.

☐ Yes, without support

☐ Yes, with support

Describe support as identified on the student's IEP : _____

Adviser Signature

Date