



NEVADA
STATE ASSOCIATION

incredible
FCCLA®

2023 SLC Guide
March 7-9, 2023

Nevada FCCLA State Leadership Conference 2023
March 7-9, 2023
Reno, Nevada

Nevada FCCLA State Leadership Conference 2023—Reno! 14

Conference Overview:..... 14

Lodging – The Grand Sierra Resort 14

Conference Fee Structure 15

Registration Fees 15

Registration for Those Not Staying at The Grand Sierra..... 15

Lodging..... 15

Carson City — Optional Tour Package..... 15

Important Dates 16

Pre-Registration Checklist 17

Registration Reminders..... 18

 Registration Tips 18

Tentative Agenda 19

Competitive Event Overview 21

State PEP Events (Proficiency Events Program) 21

STAR Events (Students Taking Action with Recognition) 21

Competitive Event Orientation..... 21

Eligibility 21

Judges Needed 22

Leadership Opportunities 23

Running for State Office..... 23

State Service Project – Ronald McDonald House..... 23

Voting Delegates 24

National Leadership Honor Roll..... 24

Adviser Reminders 25

Adviser Statement of Assurance/Code of Conduct 25

Curfew..... 25

Onsite Chaperoning..... 26

Dance Behavior 26

Visibility	27
Publicity	27
Students with Special Needs.....	27
Adviser Assignments	27
SLC 2023 Drawing.....	27
Statement of Assurance.....	29
Student and Chaperone Code of Conduct	30
Registration Guide – Registration open January 1 – February 1	33

Additional SLC Resources available at www.nevadafccla.org:

- *Competitive Event Guidelines*
- *State Officer Candidate Application*
- *Nomination Forms*
- *Culinary Menu*

Nevada FCCLA State Leadership Conference 2023—Reno!



Conference Overview:

Nevada Family, Career and Community Leaders of America and the Nevada Department of Education are excited to invite your FCCLA chapter to the **Nevada FCCLA State Leadership Conference, March 7-9, 2023**, where FCCLA members will and experience “incredible FCCLA”

The Grand Sierra Resort will be the site of Nevada FCCLA’s State Leadership Conference. During the conference, Nevada’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 Denver, Colorado
- 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

Lodging – The Grand Sierra Resort

Nevada FCCLA is privileged to celebrate the capstone of the FCCLA experience in Nevada at the amazing **Grand Sierra Resort!** In addition to the incredible opportunities in competition and leadership development, FCCLA members will enjoy the following amenities:

- Ten onsite dining opportunities including Johnny Rockets, Port of Subs, Cantina, Grand Café, Elements Buffet, Round Table Pizza, 2nd Street Express, and Starbucks
- Enjoy state-of-the-art bowling in their 50-lane bowling center
- FunQuest may be the largest Reno video arcade you’ve ever seen
- With several fashionable boutiques, you can enjoy shopping at a variety of shops
- Grand Adventure Land
- Bring your entire chapter to the Grand Sierra Cinema to see Hollywood box office hits on the big screen
- Play virtual indoor golf on simulated courses using real woods and irons

Conference Fee Structure

Registration Fees

Nevada FCCLA offers a package price for registration and lodging. All advisers, members, and guests attending will register, submit lodging request, and pay one total fee.

Registration	Lodging
General Registration: \$185 STAR Event Fee: \$25 PEP Event Fee: \$10	\$165 Per room per night regardless of occupants

HOTEL OPT OUT fee \$100

Registration for Those Not Staying at The Grand Sierra

Members, advisers, and guests that do not wish to stay at the Grand Sierra will pay \$285 per person. This fee includes all the regular conference registration offerings plus an additional fee to contribute to the meeting space expenses that are subsidized by attendees staying overnight at the hotel.

Lodging

Nevada FCCLA will be booking all lodging for registered attendees. Detailed instructions on housing will be emailed to advisers. Nevada FCCLA may assist in sending updates and pairing advisers to make arrangements. All rooms are flat rate regardless of occupancy. Please check with your individual school districts and CTE coordinators for guidance on fees covered and regulations on how many students can be in a room. If you are filling your room with students/advisers from other schools, it is your responsibility to include those names and the other school as needed.

Additional Notes about Conference Fees

- **Dinner Tickets.** Special guests of chapters that only wish to attend the Grand Achievement Awards Dinner on Thursday evening may purchase dinner tickets for \$60 per person. Tickets must be purchased at time of registration.
- **Late Registration/Substitutions/Changes.** Registrations received after the deadline will incur an additional \$20 per registration. Substitutions and changes to registration will incur an additional fee of \$15 per change.

Carson City — Optional Tour Package

Visit the second oldest capitol building west of the Mississippi River, the Nevada State Capitol! At the Nevada State Museum you'll experience Nevada's heritage—can you imagine seeing Mark Twain, who lived in and around Carson City, or imagine welcoming Kit Carson to town on their quest to map the West? Transportation, lunch, and various guided tours at State Capitol Building and Under One Sky Museum in Carson City are included in this package. Cost will be \$35.00. The tour will take place on Thursday, March 9.

PLEASE NOTE: Competitors in the Culinary Arts event will be competing during the time this trip is offered.



Important Dates

February 1, 2023 (REGISTRATION DEADLINE)

- State Leadership Conference Registration due. Registration opens on January 1 and must be submitted online via <http://www.registermychapter.com/fccla/nv>
- Membership dues deadline (paid) to be eligible for competition during State Leadership Conference. It is recommended that membership dues are paid at least two weeks prior to this date.
- Final submission date for the following items. Please reference the Nevada FCCLA website for form submissions
 - Accommodations for Special Needs Students
 - Administrator of the Year Nomination
 - Adviser of the Year Nomination
 - Adviser Assurance Form (available in this packet)
 - Friends of FCCLA Nomination
 - Honorary FCCLA Lifetime Membership Nomination (form found on the National FCCLA website)
 - National Adviser Mentor Application (form found on the National FCCLA website)
 - National Master Adviser Application (form found on the National FCCLA website)
 - Senior Scholarship Application
 - State Officer Candidate Application (link to packet and forms found on www.nevadafccla.org)
 - Power of One submission online
 - National School Administrator Award application (form found on National FCCLA website)
 - National Program Award applications (forms found on National FCCLA website)
- Final online submission for the following items, found on www.nevadafccla.org
 - Four-Year Member AND Five-Year Member Award
 - National Leadership Honor Roll

February 15, 2023

- Deadline for ALL substitutions or changes to registration—there will be **NO REFUNDS** for registration, only substitutions; and a \$15 change fee will be added to your invoice for each change that is made to your registration.

March 1, 2023 (PAYMENT DEADLINE)

- All checks for registration fees must be mailed to PO Box 1440, Owasso, OK 74055.

March 7-9, 2023

- State Leadership Conference!

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 member is competing
- List of guests or chaperones

Registration Reminders

The following forms are required with your State Leadership Conference Registration:
(Online deadline February 1, 2023)

- ✓ Registration entry per person in attendance (online via Register My Chapter)
- ✓ Competition registration (online via Register My Chapter)
- ✓ Housing Rooming List Template (details coming in email)
- ✓ Statement of Assurance Form (this form should be filled out and handed in with your registration materials on site)

Registration Tips

- *Avoid Common Registration Frustrations! Read this registration packet in detail!*
Assign it for extra credit to chapter officers to ensure that multiple members of your chapter are familiar with SLC requirements and procedures.
- *Read the FCCLA Competitive Events Guide 2022-2023 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, you must be paid and active to view guidelines. The Nevada PEP events are available at <http://nevadafccla.org/competitive-events>.
- Housing is paid as part of the total registration fee. You must pay for housing through Nevada FCCLA. The hotel will NOT bill schools/school districts.
- 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: Nevada FCCLA. The mailing address is PO Box 1440, Owasso, OK 74055.
- Carefully review the Nevada FCCLA Dress Code Policy and Code of Conduct standards with your students before you arrive for the SLC.
- E-mail all questions to hello@nevadafccla.org or to stateadviser@nevadafccla.org

Tentative Agenda

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

Tuesday, March 7, 2023

8:00am	Executive Council Meeting <i>State Officers and Conference Staff</i>
4:00pm – 6:00pm	State Officer Candidate – Briefing and Interviews
4:00pm – 7:00pm	Chapter Banner & T-shirt Display Set Up <i>After the Opening General Session, please move your displays to the secured room indicated in your program. Displays will be judged in the assigned room.</i>
4:00pm – 4:45pm	Adviser Meeting/Orientation (Required) <i>Conference Registration, Room Key Pick-Up and Adviser Meeting included. Nevada FCCLA chapters will not check in at the front desk. Room keys will not be available early.</i>
5:00pm – 5:30pm	Competitive Event Q and A (Optional)
5:00pm – 5:45pm	Lead Consultant Orientation (Required)
6:30pm – 7:30pm	Dinner on Your Own
8:00pm – 10:00pm	Opening General Session
10:00pm – 10:30pm	Candidate Meet & Greet Session
11:30pm	Curfew

Wednesday, March 8, 2023

7:15am	Judges Check-In, Breakfast, & Orientation
8:00am – 8:45pm	Competitive Event Testing
8:00am – 4:00pm	<i>Culinary Arts Competitive Event Overflow</i>
8:00am – 4:00pm	Baking and Pastry Competitive Event <i>OFF SITE SUBJECT TO AVAILABILITY</i>
8:30am – 6:00pm	STAR & PEP Competitive Events
9:00am – 3:15pm	Workshops
9:00am – 3:30pm	Exhibit Hall Spotlight on Projects
12:00pm – 1:00pm	Chapter Caucus (<i>and Lunch on own</i>)
12:30pm – 1:30pm	Judge & Lead Consultant Luncheon

1:00pm – 1:30pm	Polls Open! <i>Voting by Voting Delegates</i>
2:00pm – 3:30pm	Senior Scholarship Interviews
2:30pm – 3:00pm	State Officer Candidate Letter Drop
3:00pm – 4:00pm	State Officer Transition Meeting
4:00pm – 5:00pm	Graduating Senior, Adviser, and Alumni Networking Session
8:00pm – 10:30pm	Dance <i>SLC T-Shirt and Jeans with no holes</i>
10:00pm – 10:30pm	Cupcake Auction
11:30pm	Curfew

Thursday, March 9, 2023

7:15am	Culinary Arts Judges Check-In, Breakfast, & Orientation
8:00am – 8:45am	General Session: Business Meeting
8:00am – 4:00pm	Culinary Arts Competitive Event Main Day
8:00am – 4:00pm	Baking and Pastry Competitive Event <i>OFF SITE SUBJECT TO AVAILIBILITY</i>
9:30am – 1:30pm	Optional Tour
12:30pm – 1:30pm	FCCLA Knowledge Bowl PEP Event
2:00pm – 5:00pm	Newly Elected State Officer Academy
7:00pm – 9:30pm	Grand Achievement Awards Dinner
10:00pm – 10:30pm	FCCLA National Leadership Conference Briefing <i>Advisers ONLY</i>
11:30pm	Curfew

Competitive Event Overview

State PEP Events (Proficiency Events Program)

Nevada FCCLA members have the opportunity to compete in these Nevada specific events, ranging from culinary events to design events. PEP Events are only held at the State level. Winners receive recognition during the State Leadership Conference but do not advance to compete at the National Leadership Conference. Event descriptions and rubrics can be found at, <https://nevadafccla.org/competitive-events>

STAR Events (Students Taking Action with Recognition)

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. Members may only compete in **ONE** STAR event. Events in Nevada FCCLA begin at the State Leadership Conference, and STAR Event Participants 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>.

Online STAR Events

(online submission to National FCCLA due February 1, 2023)

Digital Stories for Change

FCCLA Chapter Website

Instructional Video Design

Competitive Event Orientation

Competitive event orientation will be online prior to SLC. Students will need to watch the competitive event orientation prior to arriving at SLC.

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 (this includes payment) by **February 1, 2023**. Visit <https://affiliation.registermychapter.com/fccla#> to complete the affiliation process.

2022-2023 SLC Events

Star Events PEP Events

Baking and Pastry (Subject to Site availability)

Bulletin Board Design

Career Investigation

Chapter Banner

Chapter in Review Display

Chapter in Review Portfolio

Chapter Service Project Display

Chapter Service Project Portfolio

Chapter T-Shirt

Creative Garnishes

Culinary Arts

Culinary Math Management

Cupcake Decorating

Early Childhood Education

Entrepreneurship

Event Management

Fashion Construction

Fashion Design

FCCLA Knowledge Bowl

FCCLA Member Facts

Fiber Art-Quilt

Focus on Children

Food Innovations

Food Safety and Sanitation

Hospitality, Tourism, and Recreation

Interior Design

Interpersonal Communications

Job Interview

Knife Skills

Leadership

National Programs in Action

Nutrition and Wellness

Parliamentary Procedure

Professional Presentation

Promote and Publicize FCCLA

Public Policy Advocate

Repurpose and Redesign

Say Yes to FCS Education

Sports Nutrition

Sustainability Challenge

Teach or Train

Judges Needed

The Nevada 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 direct them to our website to sign up as a judge here: <https://nevadafccla.org/conference-judging/>

Any questions regarding judging should be directed via email to: judge@nevadafccla.org

Leadership Opportunities

Running for State Office

During the State Leadership Conference, members will have the opportunity to run for an office on the 2023-2024 State Executive Council or as a Nevada 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 Nevada Association of FCCLA is an incredible honor.



Each candidate must complete the 2023-2024 State Officer Candidate Packet, which can be found on the Nevada FCCLA website under “State Officers.” The application must be submitted, via upload, by February 1, 2023. Each chapter is eligible to have a maximum of three (3) students elected to the State Executive Council.

State Service Project – Ronald McDonald House

While in Reno, FCCLA members will be able to take part in our State Outreach Project—Ronald McDonald House.

Ronald McDonald House Charities® Northern Nevada supports families who have a child receiving treatment at an area hospital. Since 1987, they have created and supported programs that directly improve their health, education and well-being.

Every day they work to create an environment of comfort and hope that allows families respite during their child’s health challenges.

Support the service project by:

- Participating in the community service workshop during SLC
- Purchasing a cupcake at the dance
- Requesting a song for \$1 at the dance
- Bringing hygiene items to pack kits at the community service workshop

More information to come on via email for this year’s service project

Voting Delegates

As a student-led association, the power to change, direct, and propel the association rests with student voting delegates. Voting delegates elect State Officers and approve amendments to the State Association Bylaws.

Voting Delegates are required to attend the following meetings:

- Voting Delegate Orientation
- Officer Candidate Meet and Greet
- Opening and Business Sessions
- Chapter Caucus
- Voting Session

Voting delegates will receive an orientation paper in their registration packet. Delegates must attend the voting session where they will be given instructions and cast their vote on Wednesday of State Leadership Conference. **Delegates must have a device to vote, whether it is a cell phone, laptop, or tablet.**

Each school should designate two (2) Voting Delegates to elect the Nevada State Executive Council, National Officer Candidates, and vote on Bylaws. Voting delegates are indicated by a ribbon added to their nametag. Ribbons will be in chapter packets at registration.

National Leadership Honor Roll

The National Leadership Honor Roll recognizes FCCLA members who achieve academic, leadership, and career success. To be recognized for the National Leadership Honor Roll, members need to achieve the following:

- 3.5 GPA
- Be a current FCCLA Member - affiliated online by February 1, 2023
- Complete a professional profile in LinkedIn
- Provide a brief testimonial on how FCCLA has positively prepared the member for college, career, and life success



Members who achieve National Leadership Honor Roll distinction will receive recognition at the State Leadership Conference. Honorees will also receive a certificate and lapel pin to commemorate their achievement.

To apply visit <https://nevadafccla.org/state-officer-candidates/>

All applications must be submitted by February 1, 2023.

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 important information about the conference.

Adviser Statement of Assurance/Code of Conduct

Nevada 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 Nevada FCCLA website under the Resources Tab. 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 State Leadership Conference and will turn in their Adviser Assurance form prior to conference or onsite at the registration desk.

Curfew

While attending the conference, please keep in mind this event has a curfew. Therefore, be mindful of this curfew when taking your students out for the evening. In addition, please make sure that there are no pizza deliveries after curfew, no running to the soda machine, or chapter meetings in an adviser's room running so late that students will be in the hall after curfew. As an adviser, please do your part to help make the system work for the benefit of everyone. Please plan for your chapter meetings and any late-night food supplies for your students within curfew requirements.

We all need to work together to keep the noise level in the hallways down during all hours. Remember there are other guests besides those with our organization.

Chapter advisers are responsible for the conduct of their chapter members. Unfortunately, simply checking to make sure your students are in their rooms at curfew does little to ensure they will stay there. Therefore, advisers should be visible in each hall for at least one hour past the published curfew.

Onsite Chaperoning

Having your students check in with you at least three times per 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 have them write it down in their programs.

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 on the Nevada FCCLA website, www.nevadafccla.org. 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 a good 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 Nevada FCCLA, in general, welcome positive publicity. Use participation for the 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.

Students with Special Needs

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 any accommodations that may be needed during the registration process

Adviser Assignments

This year we will again need your assistance with Competitive Events. Please be prepared to assist as a lead or assistant lead. If you are bringing chaperones, we could use their assistance as well. Your support will continue to ensure a smooth-running conference.

SLC 2023 Drawing

Each chapter is encouraged to bring items for our SLC 2023 Drawing, which will be held prior to our Awards Banquet. Chapters interested in donating gifts to our Drawing are encouraged to bring them to Headquarters when they arrive on Tuesday. Students should be reminded to bring some extra cash to join in on the excitement!

Forms and Submissions

The following forms and submissions must be submitted by February 1, 2023, via the online forms at <http://nevadafccla.org/resources>.

- Accommodations for Special Needs Students
- Administrator of the Year Nomination
- Adviser of the Year Nomination
- Friends of FCCLA Nomination
- Honorary Lifetime Membership Nomination
- Senior Scholarship Application
- Four Year Member Award
- Five Year Member Award
- National Leadership Honor Roll

The following items are due February 1 to the National FCCLA Office.

- National Adviser Mentor Application
- National Master Adviser Application
- National School Administrator Award

The following forms are submitted to the National FCCLA Office. To complete these forms please visit the Surveys/Applications tab in the membership portal by March 1, 2023. More information about these recognition programs is available on the National website:

- 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, scan, and submit this form to stateadviser@nevadafccla.org, or turn this form in on site at the registration desk. All advisers must submit this form prior to attending SLC.

STATEMENT OF ASSURANCE

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

ACTIVITY: Nevada FCCLA State Leadership Conference
DATE: March 7-9, 2023
WHERE: The Grand Sierra Resort, Reno, Nevada

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 Nevada 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 Nevada 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

Turn these forms in at the registration desk on site.

Students and Supervisory Adults for all FCCLA Conferences and Activities 2022-2023

1. Chaperones, guests, and alumni must be on-site for their entire assigned responsibilities for the Nevada 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 each 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 Saturday 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 Nevada 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:	

Nevada FCCLA Dress Code

FCCLA 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. It should be noted that the official FCCLA uniform is always acceptable and encouraged for members during FCCLA events.

Dress Attire		
<p>Professional: Business Meetings, Exhibits, Workshops, Competitive Events, General and Recognition Sessions</p>	<ul style="list-style-type: none"> • Dress shirt, necktie, slacks, blazer – or suit – with dress shoes and socks <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Red blazer <ul style="list-style-type: none"> ○ Encouraged at all conferences; ○ Required at NLC • Professional white shirt • Red/black necktie • Black dress pants • Black belt/socks • Black dress shoes 	<ul style="list-style-type: none"> • Business dress or suit, dress pants, dress shirt, nylons and closed-toe shoes <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Red blazer <ul style="list-style-type: none"> ○ Encouraged at all conferences; ○ Required at NLC • Professional white shirt • Red/black ascot • Black dress pants/ skirt/sheath dress • Nylons • Black closed-toe dress shoes
<p>Business Casual: Any time at conferences when not in general sessions, workshops, or competing</p>	<ul style="list-style-type: none"> • Red, black, or white polo shirt • Black dress pants • Black dress shoes/socks <ul style="list-style-type: none"> • NO flip flops • NO hats • NO denim 	<ul style="list-style-type: none"> • Red, black, or white polo shirt • Black dress pants/skirt • Black closed-toe dress shoes <ul style="list-style-type: none"> • NO flip flops • NO hats • NO denim
<p>Casual: Travel to and from FCCLA functions, recreational tours, theme parks, and other casual activities</p>	<ul style="list-style-type: none"> • Longer-length shorts/casual slacks • Collared shirt, sweatshirt, t-shirt • Casual footwear <ul style="list-style-type: none"> • NO flip flops • Nice Denim – is acceptable 	<ul style="list-style-type: none"> • Longer-length shorts/casual slacks • Collared shirt, sweatshirt, t-shirt • Casual footwear <ul style="list-style-type: none"> • NO flip flops • Nice Denim – is acceptable
<p>Formal/Semi-Formal: SLC Grand Achievement Awards Dinner and/or National Leadership Conference Gala</p>	<ul style="list-style-type: none"> • Dress shirt • Necktie • Blazer and slacks or suit • Socks • Dress shoes • Tuxedo - Optional 	<ul style="list-style-type: none"> • Dress (long/short) <ul style="list-style-type: none"> ○ NO bare midriiffs or backs ○ No underwear should be visible • Pant suits are also appropriate • Dress shoes
<p>Pool Attire: For SLC and NLC</p>	<ul style="list-style-type: none"> • Swim trunks (no speedos) • Shirt and shoes must be worn to and from pool area 	<ul style="list-style-type: none"> • Conservative swimsuit (one piece or moderately cut two piece) • Cover-up and shoes must be worn to and from pool area

Inappropriate Attire

The following should not be worn to any FCCLA activity:

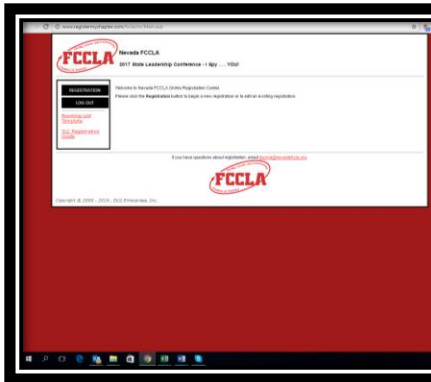
- Clothing and accessories, which are sexually suggestive, which advertise drugs, alcohol, or tobacco products, or display profanity; or are affiliated with gangs
- See-through, tight fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts; and very short skirts
- Pants or skirts which are worn below the hipbone; visible undergarments
- Spandex, leggings, stirrup pants, leotards, short shorts, cutoffs, pajamas
- Clothing which is stained, torn, or ripped
- Athletic clothing
- Swimwear
- Bare feet
- Night wear (pajamas) should not be worn outside of your hotel room

Dress to Impress!

When you look your best, you have a great chance of leading your best! Contact your State Officer Team for tips and any assistance on FCCLA Dress for conference!

Registration Guide – Registration open January 1 – February 1

All registrations must be submitted electronically, via Register My Chapter; access online registration by visiting www.registermychapter.com/fccla/nv.

1. In your web browser, go to the web site that you were given for registration. A screen similar to the following screen should appear:
- 
- A screenshot of a web browser displaying the FCCLA Nevada Chapter Registration Portal. The page has a red header with the FCCLA logo and the text "Nevada FCCLA 2017 State Leadership Conference - 1 Day - 19th". Below the header, there is a navigation menu with options like "Home", "Registration", "Adviser", and "Student". The main content area is white with a red border, and it contains a registration form with various fields and buttons. The FCCLA logo is also visible in the bottom right corner of the page.
2. Click the **Registration** button to begin registration. You will be asked to log in. You will be required to log in using the user name 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 bring 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 entire 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 Tshirt 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 name. You can also directly edit which event a student is in by clicking the **Event** link next to the student 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. You will receive an official **Invoice** from the state business office following the closing of the registration system.
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 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 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.