



**NEVADA**  
STATE ASSOCIATION

# **2025 SLC Guide**

**March 11-13, 2025**



**NEVADA STATE LEADERSHIP CONFERENCE  
REGISTRATION GUIDE**

**Nevada FCCLA State Leadership Conference  
March 11-13, 20245  
Reno, Nevada**

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## NEVADA STATE LEADERSHIP CONFERENCE REGISTRATION GUIDE

### Nevada FCCLA State Leadership Conference Dare To Dream March 11 - 13, 2025 The Grand Sierra Resort, Reno

Members and advisers please plan on attending the Nevada Family, Career and Community Leaders of America (FCCLA) State Leadership Conference “Dare to Dream”, **March 11-13, 2025** at The Grand Sierra Resort. The State Executive Council and state staff in conjunction with the Nevada Department of Education have planned an exciting conference filled with inspiring workshops, competitive events and recognizing all of the accomplishments of our members.

During this three day conference members will have the opportunity to:

- Develop their leadership skills and perfect the technical career skills through competitive events
- Attend hands-on leadership sessions and visit exhibitors
- Meet the 2025-2026 State Executive Council Candidates
- Network with members, advisers, and industry partners from across the state
- Recognize award winners and inspiring general sessions
- Cheer on the competitive events national qualifiers who will compete in July in Orlando, Florida

#### 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, Chickie’s and Pete’s, Grand Café, , Round Table Pizza, 2<sup>nd</sup> 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
- Escape Rooms
- 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





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### IMPORTANT DATES

**February 1:** Executive Council Candidates Applications Due

**February 7:** SLC Registration Closes

- Nevada FCCLA policy is that once the registration system closes there will be No Refunds.

**February 7:** All affiliation must be paid - the policy of Nevada FCCLA is that all members must be affiliated at the state and national level in order to attend State Leadership Conference, participate in competitive events and receive award recognition.

**February 10:** Award Nominations Deadline

- [Administrator of the Year Award](#)
- [Four and Five Year Membership Awards](#)
- [National Leadership Honor Roll](#)
- [Senior Scholarship Award](#)
- [Spirit of Advising Award](#)
- [Power of One](#): apply in the FCCLA Portal - Under Program Awards
- [National Program Award](#): apply in the FCCLA Portal - Under Program Awards
- [Adviser Mentor Award](#): apply in the FCCLA Portal - Under Surveys and Applications

**February 14:** Deadline for substitution changes with no hotel change

- Substitutions or event changes made after registration closes will incur an additional fee of \$15 per change. This includes event swaps. Changes cannot affect hotel accommodations.

**February 20:** Adviser State Leadership Conference Orientation

**March 1:** SLC Payment Deadline

- All checks must be mailed to Nevada FCCLA P.O. Box 1440, Owasso, Ok, 74055



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### TENTATIVE STATE LEADERSHIP CONFERENCE SCHEDULE

#### Tuesday, March 11

2:00 pm - 7:00 pm Conference Headquarters Open

4:00 pm - 6:00 pm State Executive Council Candidate Briefing & Interviews

4:30 pm - 6:30 pm PEP Chapter Competitive Events Set-up

- Chapter Banner
- Chapter Bulletin Board
- Chapter T-Shirt

5:00 pm - 7:30 pm Dinner on Your Own

7:30 pm - 8:30 pm State Executive Council Candidate Meet & Greet

8:00 pm - 9:30 pm Evaluator & Room Consultant Meeting (required attendance)

#### Wednesday, March 12

7:00 am - 7:00 pm Conference Headquarters

8:30 am - 10:00 am Evaluator Orientation and Continental Breakfast

8:30 am - 10:00 am **Opening and Business Session: Conference Dress Code Required**

- State Executive Council Introductions
- Opening Ceremony
- National Anthem
- President's Welcome
- Keynote Speaker
- Business Session
- Candidates Speeches

9:00 am - 10:00 am Evaluator Orientation and Continental Breakfast

10:15 am - 6:00 pm STAR Events and Culinary Arts Competition

10:15 am - 6:00 pm Baking & Pastry Competition Off-Site

10:15 am - 1:00 pm Voting Delegates: Electronic Voting

10:15 am - 5:00 pm Breakout Sessions

1:00 pm - 6:00 pm Spotlight on Projects/Exhibit Hall

5:00 pm - 5:30 pm SEC Candidate Letter Drop

6:00 pm - 7:30 pm Graduating Seniors, Alumni, Advisor Networking

6:00 pm - 8:00 pm Dinner on Your Own

8:00 pm - 10:00 pm Dance: Business Casual

11:30 pm Curfew: quiet time begins at 10:30



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### Thursday, March 13

**7:00 am - 7:00 pm** Conference Headquarters Open

**7:30 am - 8:30 am** Evaluator Orientation and Continental Breakfast

**9:00 am - 4:00 pm** PEP Competitive Event

- Creative Garnishes
- Fiber Art
- Kitchen Crime Scene
- Technical Pastry Decorating Skills

**2:00 pm - 4:00 pm** 2025 - 2026 SEC Training Academy

**5:45 pm - 6:30 pm** **Competitive Events and Grand Awards Recognition/Closing Session**

**Dinner: Conference Dress Code Required**

**6:30 pm - 9:00 pm** **Competitive Events and Grand Awards Recognition/Closing Session**

- Member Awards
- Adviser Awards
- PEP Events
- STAR Events
- 2025-2026 State Executive Council Installation

**9:15 pm - 10:00 pm** NLC Qualifying Meeting

### CONFERENCE FEE STRUCTURE

#### Registration Fee

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

[Registration Link](#)

Registration Fee	Lodging Fee
Student Registration \$185 Adviser Registration \$140 Guests and Chaperones \$140 Additional Dinner Tickets: \$60 per person	Room Rate: \$132 per room per night

#### Substitutions & Changes

Substitutions or event changes made after registration closes will incur an additional fee of \$15 per change after February 7. This includes event swaps. Changes cannot affect hotel accommodations. After February 14 there will be no changes made.

**Dinner Tickets:** Special guests of chapters that only wish to attend the Closing Session Dinner on Thursday evening may purchase dinner tickets for \$60 per person. Tickets must be purchased at the time of registration.



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### Lodging

Nevada FCCLA will be booking all lodging for registered attendees. 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.

### Registration for Those Not Staying at The Grand Sierra

#### **HOTEL OPT OUT fee \$100**

Members, advisers, and guests that do not wish to stay at The Grand Sierra will pay an additional \$100 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.

**Payment Information** SLC invoices will be issued through QuickBooks after the registration system closes. Payments should be made payable to Nevada FCCLA (not National FCCLA) and are due by March 1, 2025. Please include a copy of the invoice with your payment, which should be sent to the Nevada FCCLA Finance Office, P.O. Box 1440, Owasso, OK 74055. Be sure to coordinate with your school's finance department to ensure the payment is received by the due date. **No Refunds** As a reminder, there are no refunds for cancellations that occur after the registration deadline.

## 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



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- Competitive events in which member is competing
  - If a team event, please identify the captain
  - If multiple teams add a number to the team
  - If an individual no number is needed
  - This year Chapter Banner - Chapter Bulletin Board - Chapter T-Shirt are chapter events
- List of guests or chaperones
  - Identify adult guests and chaperones that will be an evaluator

### REGISTRATION REMINDERS AND TIPS

#### Reminders:

The following items are required with your State Leadership Conference Registration:

- Registration entry per person in attendance (online via Register My Chapter)
- Competition registration (online via Register My Chapter)
- Complete the Housing Rooming List in the system.
- Approximately two weeks prior to the State Leadership Conference you will receive a list of competitors, their event and level, and if they are a team or individual. Please contact [hello@nevadafccla.org](mailto:hello@nevadafccla.org) if there are any corrections.
- A final approval of all competitors, their event and level, and if they are a team or individual will be at the registration desk upon check-in.

#### Registration Tips

- *Avoid Common Registration Frustrations! Read this handbook 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 2024-2025 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 FCCLA Portal, you must be paid and active to view guidelines.
- The Nevada PEP events are available in the FCCLA Portal under Resources - State Resources. These events have been updated so make sure you are using the 2024-2025 guidelines. Also read the Nevada FCCLA Competitive Events Handbook found in the FCCLA Resources under Resources - State Resources - Competitive Events Resources
- 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





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- 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.
- Email all questions to [hello@nevadafccla.org](mailto:hello@nevadafccla.org) or to [register@nevadafccla.org](mailto:register@nevadafccla.org)

### COMPETITIVE EVENTS OVERVIEW

#### Accommodation Request:

If a student requires accommodations to participate in an event, as determined by a qualified team of professionals (such as an IEP team, Section 504 coordinator, certified psychologist, or physician), reasonable accommodations will be provided for state events. Participants requesting accommodations should indicate this in the State Leadership Conference registration system. State staff will contact the adviser prior to the conference.

#### State PEP Events (Proficiency Events Programs)

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. The PEP Events have been revised for the 2024-2025 guidelines and rubrics go to the FCCLA Portal under Resources - State Resources - PEP Events.

##### Chapter PEP Events:

- Chapter Banner
- Chapter Bulletin Board
- Chapter T-Shirt

##### Individual PEP Events:

- Creative Garnishes
- Fiber Art
- Kitchen Crime Scene
- Technical Pastry Decorating Skills

#### STAR Events

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. Competitors must compete at the state level and earn the opportunity by scoring in the top two in each event in each level. This year national FCCLA is inviting the top three in each level to compete at National Leadership Conference:

- Job Interview
- Leadership



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- Say Yes to FCS Education
- Sustainability Challenge
- Teach or Train

For more information on STAR Events go to the FCCLA Portal under Resources - Competitive Events. There have been some changes since the original document has been released so be sure to check updates.

**Online STAR Events:** Competitors must follow national guidelines. There will not be a state level evaluation for these events.

**Nevada FCCLA Knowledge Bowl:** We will continue to host a Nevada FCCLA Knowledge Bowl with the understanding that competitors will not advance to nationals.

**Nevada Member Facts Knowledge Test:** This event is now an online event that will take place prior to the State Leadership Conference. The top winners in each level will be announced at the Recognition Session.

### **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.

### **STAR Events Online Project Summary Form**

**Location:** FCCLA Portal "Surveys" Tab – Competitive Events

**Survey Name:** STAR Events Online Project Summary

**Survey Description:** This Project Summary Form is to be completed by the STAR Events participant(s) for each chapter entry. This should be completed at or near the completion of the project, but prior to the first competition. One survey per entry (team or individual) is required. Members may update survey data as needed. An e-mail confirmation will be sent to the email associated with the student's account. If a replacement email is needed, please email [competitiveevents@fcclainc.org](mailto:competitiveevents@fcclainc.org) and one will be sent again to the email associated with the student account.

**Email Notification From:** [noreply@registermychapter.com](mailto:noreply@registermychapter.com)  
[For complete instructions](#)



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### ONLINE TESTING PROCEDURES

Some PEP and STAR events have a test associated with the event. Each test is designed specifically for the competitive event it is aligned to. The following events will require participants to complete the online testing prior to the State Leadership Conference:

#### PEP:

- Creative Garnishes
- Kitchen Crime Scene
- Members Facts Knowledge Test

#### STAR:

- Parliamentary Procedure

State staff will inform all participants and advisers registered in the above events the testing window dates and times. These tests will not be offered onsite at the State Leadership Conference. Participants not taking the online test during the testing window will lose testing points.

### TESTING INSTRUCTIONS

Chapter Adviser must schedule the testing time for specific competitors to take the required online test. The testing window will be established by state staff and announced to advisers at least two weeks prior to the opening of the window. Testing time will be from 8:00 am to 8:00 pm Pacific time.

### TESTING DAY PROCTOR INSTRUCTIONS

1. A link to the Proctor site will be sent in advance by the System Administrator, with the proctor link, Username and Password.
2. The first time you open the Proctor site you will start printing Student Testing Tickets and Student Roster.
3. Additional information will be provided just prior to the opening of the testing window by Nevada FCCLA state staff.

### STUDENT TESTING TICKET

1. Your chapter adviser will be your protector who provides a testing ticket that will have your Username and Password.
2. The Username and Password are a one-time only use.
3. Should you get kicked out of the testing site, have the proctor contact the Nevada FCCLA state office.
4. Additional information will be provided just prior to the opening of the testing window by Nevada FCCLA state staff.



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### EVALUATORS

Chapter Advisers are subject matter experts in Family and Consumer Sciences and FCCLA. As subject matter experts, they provide essential information about FCCLA, Family and Consumer Sciences curriculum, and career and technical education to both members and other adult volunteers. Without Chapter Advisers serving as event evaluators, evaluation teams may lack critical context and subject matter information that could negatively impact final scoring.

At the Nevada State Leadership Conference, all volunteers receive documentation of the hours devoted to Competitive Events. Volunteers may use this documentation to assist with professional development certification, as allowed by local and/or state policies.

In addition, it is necessary for Chapter Advisers to secure additional evaluators that will make a positive impact on competitors. State staff highly recommends Chapter Advisers to have one competitive event volunteer for every four-chapter competitor, as this can involve administration and advisory committee members to support the members. It's emphasized that many individuals are required to help manage competitive events, and adults are crucial for the success of these events. Encouraging cooperation and respect between youth and adults is vital, which is fostered by allowing individuals to work in adult teams.

### STUDENT LEADERSHIP OPPORTUNITIES

Nevada FCCLA State Executive Council serves as the second highest level of leadership within the organization. These leaders play an important role in program development, program implementation, and public relations. They serve as role models and advocate for the transformative power of youth leadership. During the State Leadership Conference members and voting delegates will have the opportunity to meet and select the 2025-2026 Nevada FCCLA State Executive Council.

#### **State Executive Council Candidates**

All dedicated FCCLA members who have served as chapter officers or committee members, possess a passion for leadership, and enjoy collaborating to strengthen the organization are encouraged to run for office. Please refer to the State and National Officer Candidate Guide for a full list of eligibility requirements. Serving as a State Officer for the Nevada Association of FCCLA is a prestigious opportunity.

Each candidate must complete the 2025-2026 State Officer Candidate Packet, available on the Nevada FCCLA website under the "Run for State Office" section. The completed application must be submitted online by February 1, 2025.



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### Voting Delegates

As a student-led organization, the power to change, direct, and propel the association rests with student voting delegates. Voting delegates elect the State Executive Council 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 – ONLINE, students must bring a device to vote

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 the 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.

### State Service Project – *"Join Us in Supporting Spread the Word Nevada!"*

Spread the Word Nevada is a children's literacy nonprofit organization dedicated to advancing early childhood literacy by placing books into the hands and homes of children in Nevada's low-income communities. Their mission is to ensure every child has access to books and can experience the joy and magic of reading.

This year, Nevada FCCLA is proud to partner with Spread the Word Nevada for our statewide community service project. We are collecting new and gently used children's books to support this incredible mission. Together, we can help build a brighter future for Nevada's youth, one book at a time.

How You Can Help:

- Bring new or gently used children's books to the state conference to donate.
- Donate money using the QR code available at the state conference. Your financial contributions will help Spread the Word Nevada purchase additional books for children in need.

Let's come together to make a meaningful impact and foster a love of reading in children across Nevada. Your contributions will help Spread the Word Nevada reach even more children and create a lasting legacy of literacy in our communities."



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### AWARDS AND RECOGNITION OPPORTUNITIES

**National Leadership Honor Roll:** Due February 10: The National Leadership Honor Roll recognizes students who excel in academic preparation for college and future careers. To be honored, students must have a cumulative high school GPA of at least 3.5 on a 4.0 scale. Demonstrated leadership through roles as student or community leaders. Clearly defined career objectives. FCCLA members on the Honor Roll will be recognized at the State Leadership Conference. To nominate, complete the online form and upload the required documentation.

**4-5 Year Member Award:** Due February 10: The Four and Five-Year FCCLA Membership Award is a prestigious award recognizing affiliated members who have developed their leadership skills through local and state involvement through FCCLA's Ultimate Leadership Journey.

**National Programs Award:** Due February 10: Chapter members must submit the National Program Application found in the FCCLA Portal under Program Awards.

**Power of One Recipients:** Due February 10: Chapter members must complete all 5 units of the Power of One and complete the Five Unit Recognition Application then upload in the FCCLA Portal under Program Awards.

**Senior Scholarship:** Due February 10: This scholarship is available to a Nevada FCCLA Association member who is a graduating high school senior and who plans to further his/her education by enrolling in an accredited school of instruction. This form must be uploaded by the posted deadline.

**Adviser Mentor Award:** Due February 10: The Adviser Mentor Award recognizes advisers who have been successful in achieving Master Adviser Recognition, devoting two years to new adviser assistance, assuming adult leadership roles in FCCLA, conducting adviser workshops, attending training workshops, and using national and state FCCLA resources. For criteria and official rules go to the [National FCCLA website](#) Nominations are made in the FCCLA Portal under Surveys and Applications, or in the Alumni and Associates Portal under Resources.

**Spirit of Advising Award:** Due February 10: Advisers should consider the following when making nominations: belief in FCCLA's mission, student support for success, encouragement of positive character development, dedication to nurturing leaders, and being a current FCCLA adviser. One adviser will be selected annually. This is a state and national award.



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**Administrator Award:** Due February 10: Exceptional school administrators encourage chapters and help students take advantage of the opportunities offered. The Nevada School Administrator Award recognizes and honors local administrators who support the organization on the local, and state levels by encouraging members and advisers through sponsored activities and projects, membership in the organization, promoting FCCLA in the community, and supporting Family and Consumer Sciences and Career Technical Education.

### ADVISER REMINDERS

**Adviser Assignments:** Advisers play a crucial role as evaluators in competitive events because they bring valuable expertise, perspective, and industry knowledge, which ensures that student performances are assessed fairly and with real-world relevance. Their involvement directly contributes to the quality and integrity of the evaluation process, as they can provide constructive feedback that helps students grow and improve. Additionally, by supplying additional adult evaluators, advisers help maintain manageable judging loads, allowing for more thorough and attentive evaluations. More evaluators also support smoother event logistics, ensuring that competitions run on schedule and that students experience a well-organized and professional event environment. Involving advisers and additional adults as evaluators not only strengthens the judging process but also fosters a sense of community and support around student achievements.

**Curfew:** Please be reminded that a curfew is in effect during the conference. When organizing evening activities for your students, please plan accordingly. Avoid late-night pizza deliveries, trips to the soda machine, or chapter meetings that run past curfew, as these could result in students lingering in the hallways late. Schedule chapter meetings and snacks within curfew hours to help ensure a smooth experience for everyone.

Let's work together to minimize hallway noise at all times, as other guests are also staying at the venue. Chapter advisers are responsible for overseeing their students' behavior. Simply checking rooms at curfew is not sufficient to ensure compliance.

**Dance Behavior:** Students are encouraged to approach any adviser chaperoning the dance if they feel uncomfortable. Some types of dancing may involve close body contact, which can make certain students feel uneasy. While we cannot control how students choose to dance, we urge everyone to be considerate of others' comfort levels. Advisers chaperoning the dance should address any inappropriate behavior and, if needed, ask the DJ to change the music. Repeated inappropriate behavior could result in the dance being ended.

If inappropriate behavior continues despite efforts to manage it, the Board of Directors or State Staff may decide to close the dance. Please take the time to discuss these expectations with



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your students to ensure that everyone can enjoy the event in a responsible and respectful manner.

**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. 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!

Dress Attire	
<p><b>Professional:</b> <i>All Conference Sessions, Exhibits, Workshops</i></p>	<p>Red FCCLA Blazer</p> <ul style="list-style-type: none"> <li>• Encouraged at all State Conference Sessions</li> </ul> <p>Professional white or black shirt Neckwear options can include neckwear from the official emblematic supplier, black or red tie, black or red bow tie, a single strand of pearls, red black, and/or white scarf, or no neckwear Black bottoms (slacks, skirt, sheath dress) Shoes (black preferred) Jeans, t-shirts, and athletic wear are NOT acceptable</p>
<p><b>Business Casual:</b> <i>Any time at conferences when not in general sessions, workshops, or competing</i></p>	<p>Red, black, or white polo shirt Black bottoms (slacks, skirt, sheath dress) Shoes (black preferred)</p>
<p><b>Casual:</b> <i>Travel to and from FCCLA functions, recreational tours, theme parks, and other casual activities</i></p>	<p>Longer-length shorts/casual slacks Collared shirt, sweatshirt, t-shirt Casual footwear <i>Nice Denim – is acceptable</i> <i>NO flip flops</i></p>

**Onsite Chaperoning:** Encourage your students to check in with you at least three times daily and keep them informed of your location. Remind them to work together to keep track of event times and locations. If you are busy assisting with an activity, let students know where you'll be, and have them note it in their programs.

Remind students to thank event staff, judges, and volunteers for their hard work. If you have parent chaperones, encourage your officers to plan a special thank-you for them during the conference or afterward.





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**Publicity:** Your chapter and Nevada FCCLA welcome positive publicity. Use participation in the State Leadership Conference (SLC) to generate positive attention. It's beneficial for the public to know about your involvement before seeking funding for the national competition.

**Guest/Chaperone Code of Code:** Each attending student and chaperone must sign the Student/Guest/Chaperone Code of Conduct. Advisers are responsible for collecting and maintaining during the State Leadership Conference.

**Student Emergency Medical Forms:** Advisers are responsible for maintaining each student emergency medical form while attending the State Leadership Conference.



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### NEVADA FCCLA SUPERVISORY ADULTS and GUEST CODE of CONDUCT

Supervisory Adults for Nevada FCCLA State Leadership Conference *(Print one for every attending adult to sign)*

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.

By signing the Nevada FCCLA Supervisor Adult Conduct Code, the signee agrees to abide by the rules set forth in this document.

Supervisory Adult Signature (Please print):	
Supervisory Adult Signature:	
Chapter Name:	
Date:	



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### NEVADA FCCLA MEMBER CODE of CONDUCT

*(Print one for event attending member to sign and be in possession of signed documents throughout the SLC)*

Attending a Nevada FCCLA conference or event is a privilege. All delegates (members) must follow the rules outlined in this document. This form must be signed by members and submitted to the chapter adviser before the registration deadline. Advisers must keep permission/medical release forms on hand throughout the event and retain them on file in the school district afterward.

#### **Code of Conduct Overview:**

Delegates must adhere to Nevada FCCLA's policies and their school district's rules at all times during travel, the event, and return. They are expected to respect FCCLA leadership and act as role models. Severe violations of this code may result in removal from the event, ineligibility for future events, and potential law enforcement notification.

#### **Severe Violations:**

1. **Substance Use:** No possession or use of alcohol, drugs, tobacco, or paraphernalia
2. **Curfew:** Breaking curfew rules.
3. **Willful Companionship:** Associating with or failing to report others violating the code.
4. **Personal Conduct:** Cheating, dishonesty, vandalism, theft, or breaking the law.
5. **Serious Violations:** Violating school district conduct codes.
6. **Private Transportation:** Unauthorized driving/riding in private vehicles.
7. **Abusive Behavior:** Lewd acts, harassment, hazing, or slurs.

#### **Other Violations:**

1. **Conference Conduct:** Not wearing ID badges, skipping sessions, or breaking FCCLA rules.
2. **Curfew:** Noise or disturbances after curfew, ordering food, or inappropriate activities.
3. **Dress Code:** Not following the established conference dress code.
4. **Personal Conduct:** Failing to report incidents, inform advisers of whereabouts, or follow grievance processes; unauthorized interactions with members of the opposite sex.
5. **Hotel Conduct:** Misusing hotel facilities, incurring charges, or throwing objects.
6. **Social Media:** Acting unprofessionally online, sharing offensive content, cyberbullying, or misusing FCCLA branding.

#### **Consequences:**

Violations may result in removal from the event and/or disqualification from future FCCLA activities. Penalties are at the discretion of the State Management Team, Board of Directors, or local adviser. By attending, you agree to uphold these standards and represent FCCLA with integrity.

Member Signature:

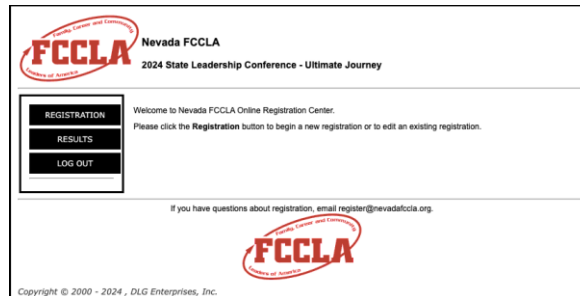
Chapter Name:

Date

### DLG STATE LEADERSHIP CONFERENCE REGISTRATION PROCESS

All registrations must be submitted electronically, via [Register My Chapter](#)

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



- 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.
- 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.
- 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 grayed 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.*
- 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.
  - 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 grayed 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.*



## NEVADA STATE LEADERSHIP CONFERENCE REGISTRATION GUIDE

- 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. For example, this is team. The first person the adviser registers will be the team captain and as you can see, this first one is Team#1.

[Click here for help with teams](#)

Event Name	Min Entries	Max Entries	Max # of Teams	Select	Team #	Team Captain	Ques
<b>STAR</b>							
Career Investigation (Level 2)	1	2		<input type="checkbox"/>			
Early Childhood Education (Level 2)	1	2		<input type="checkbox"/>			
Fashion Construction (Level 2)	1	2		<input type="checkbox"/>			
Fashion Design (Level 2)	1	3	2	<input type="checkbox"/>	1	<input type="checkbox"/>	
Job Interview (Level 2)	1	3		<input type="checkbox"/>			
Leadership (Level 2)	1	3		<input type="checkbox"/>			
<b>Parliamentary Procedure (Level 3)</b>	4	8	2	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	
Personal Finance: Presented by EVERFI (Level 2)	1	2		<input type="checkbox"/>			
Say Yes to FCS Education (Level 2)	1	3		<input type="checkbox"/>			
Teach or Train (Level 2)	1	3		<input type="checkbox"/>			
Teaching Strategies (Level 2)	1	2		<input type="checkbox"/>			

This is the 2nd person on the team:

Event Name	Min Entries	Max Entries	Max # of Teams	Select	Team #	Team Captain	Questions
<b>STAR</b>							
Career Investigation (Level 2)	1	2		<input type="checkbox"/>			
Early Childhood Education (Level 2)	1	2		<input type="checkbox"/>			
Fashion Construction (Level 2)	1	2		<input type="checkbox"/>			
Fashion Design (Level 2)	1	3	2	<input type="checkbox"/>	1	<input type="checkbox"/>	
Job Interview (Level 2)	1	3		<input type="checkbox"/>			
Leadership (Level 2)	1	3		<input type="checkbox"/>			
<b>Parliamentary Procedure (Level 3)</b>	4	8	2	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	
Personal Finance: Presented by EVERFI (Level 2)	1	2		<input type="checkbox"/>			
Say Yes to FCS Education (Level 2)	1	3		<input type="checkbox"/>			
Teach or Train (Level 2)	1	3		<input type="checkbox"/>			
Teaching Strategies (Level 2)	1	2		<input type="checkbox"/>			

- To register a second team in the same event at the same level follow the steps outlined above, just change the team #:

Event Name	Min Entries	Max Entries	Max # of Teams	Select	Team #	Team Captain	Questions
<b>STAR</b>							
Career Investigation (Level 2)	1	2		<input type="checkbox"/>			
Early Childhood Education (Level 2)	1	2		<input type="checkbox"/>			
Fashion Construction (Level 2)	1	2		<input type="checkbox"/>			
Fashion Design (Level 2)	1	3	2	<input type="checkbox"/>	1	<input type="checkbox"/>	
Job Interview (Level 2)	1	3		<input type="checkbox"/>			
Leadership (Level 2)	1	3		<input type="checkbox"/>			
<b>Parliamentary Procedure (Level 3)</b>	4	8	2	<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	
Personal Finance: Presented by EVERFI (Level 2)	1	2		<input type="checkbox"/>			
Say Yes to FCS Education (Level 2)	1	3		<input type="checkbox"/>			
Teach or Train (Level 2)	1	3		<input type="checkbox"/>			

- If you have an individual in the same event at the same level they would not have a number. Please reach out to [hello@nevadafccla.org](mailto:hello@nevadafccla.org) if you have any questions during this process.
- 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



## NEVADA STATE LEADERSHIP CONFERENCE REGISTRATION GUIDE

to get an idea of your total invoice amount and a better understanding of who is registered for which events.

- If you try to register more members for an event than the allowed limit, the system will notify you and prevent you from exceeding the maximum. You can click the "View Registration" button anytime to check your total invoice amount and see a detailed list of who is registered for each event.
- To modify a student's information, click the "**Edit**" link next to their name. To update the event a student is registered for, click the "**Event**" link beside their name.
- If you plan to bring additional chaperones who are not part of the chapter, click the "**Add Other Name**" button to enter their details. Specify whether they will serve as an evaluator and indicate their preferred day or event.
- 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.
- 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, 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.
- 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.
- 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 registration.
- 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.



## NEVADA STATE LEADERSHIP CONFERENCE REGISTRATION GUIDE

### HOUSING REGISTRATION PROCESS

1. Click on “Housing” Button
2. Select Room Type
3. Select the appropriate “Type” from the “Select Room Type” field Drop-Down list
4. Select the appropriate # from the “Select Room#” field Drop-Down list
5. Select the “Select” checkbox next the participant

Select Room Type

Select Room #

Select	Name	Gender
<input type="checkbox"/>	██████████ (Member Registration)	F
<input type="checkbox"/>	██████████ (Member Registration)	F

6. Click on the “Add To Room” button
7. Repeat the process until all members are assigned to a room
8. **NOTE:** You must click in the Submit Hotel Reservation button to complete your reservation

### HOW TO ADD SOMEONE FROM ANOTHER CHAPTER

1. Below the “Add To Room” button Click on the “Add from Another Chapter” link
2. Select the appropriate “Chapter” from the “Please Select Chapter” fields Crop-Down list
3. Click on the “Select” button
4. Select the appropriate “individual” from the “Please Select an Individual” field Drop-Down list
5. Click on the “Select” Button
6. Select the “Select” checkbox next to the participant
7. Select the appropriate “Type” from the “Select Room Type” field Drop-Down list
8. Select the appropriate # from the “Select Room #” filed Drop-Down list
9. Click on the “Add To Room” button

██████████ (Member Registration) (from another chapter) [\[Put back in original chapter\]](#) NGS

10. Click on the “Submit Hotel Reservation” button