



Code of Conduct & Medical Treatment Authorization

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

Name: _____ **Chapter:** _____

Conference: _____ **Conference Date(s):** _____

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

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

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

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

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

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

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

Medical Treatment Authorization

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

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

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

Meeting or Activity _____ Date _____

Name of School _____

Name of Delegate _____ Date of Birth _____

Address _____ Daytime Phone (____) _____

_____ Evening Phone (____) _____

Emergency Contact: _____ Phone: (____) _____

Please list any medical conditions/allergies: _____

Please list any medications or physical limitations: _____

Parent/Guardian's Signature

Delegate's Signature

Adviser's Signature

Principal's Signature

Insurance Company

Policy Number

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

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

Adviser Code of Ethics

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

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

1. The term "adviser" refers to the chapter adviser and all other chaperones and adults attending FCCLA conferences.
2. The adviser is responsible for all registrations, ensuring that all fees are paid for, and all forms are submitted by their respective deadlines. The adviser understands that late fees will be assessed for registrations, membership fees or forms received after the deadline.
3. Advisers are role models for students. As such, they are responsible for acting in a manner that sets a positive tone for the conference.
4. Advisers are responsible for their students' actions. An adviser must take the appropriate disciplinary steps as defined in the Michigan FCCLA Code of Conduct.
5. It is highly recommended that advisers meet personally with a parent/guardian prior to registering students for activities to explain the Michigan FCCLA Code of Conduct.
6. Advisers must be available to their students and other advisers 24 hours per day. This responsibility begins from the time parents/guardians leave students with the adviser until the time they pick them up after the conference.
7. Proper supervision is essential for successful management of conferences. Listed below are the minimum student to adviser ratios for conferences. Failure to comply with these guidelines will result in the chapter registration not being processed. An ideal chaperone situation would be to have both a male and female chaperone responsible for each chapter. All advisers/chaperones needed for these ratios must pay the appropriate registration fees. The minimum number of adults are required to be at the conference location for the entire conference.
 - **Fall Leadership Conferences:** *One adviser is required for every twenty (20) students.*
 - **State Leadership Conference:** *One adviser is required for every ten (10) students. (At eleven students, two adults are required, etc.)*
 - **National FCCLA Conferences:** *For National FCCLA Conferences, Michigan FCCLA recommends one adult for every eight (8) students if a lower minimum is not required by National FCCLA.*
8. Advisers are assigned job duties during activities. It is the responsibility of the adviser to promptly carry out his or her job duties.
9. Advisers shall conduct daily meetings with participants for progress reports, time schedules and other activities.

10. Advisers shall keep an agenda for each student in order that they may be reached at any time during the conference. Advisers are responsible for knowing the whereabouts of all of their students at all times. Each local adviser should establish procedures with his/her students prior to the conference in order to meet this responsibility.
11. Advisers must have with them at the conference completed and signed Code of Conduct and Medical Treatment Authorization forms for all students attending.
12. Advisers will enforce curfew. Local advisers are responsible for room checks to ensure that their students are in the assigned rooms at curfew. Advisers will not hold student meetings or provide food for students after curfew.
13. The local principal and/or designated administrator will be contacted in emergency situations if the local adviser cannot be located within a reasonable amount of time or is unable to give proper amount of supervision.

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

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

Adviser's Name: _____

Adviser's Signature: _____ Advisers' Cell phone number: _____

Administrator's Name: _____
(Printed Name) (Administrator's Signature) (Date)

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

Name: _____ Name: _____

Title: _____ Title: _____

School Phone: _____ School Phone: _____

Email: _____ Email: _____

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



New Adviser In-Service

Wednesday, October 5, 2016

Michigan FCCLA is pleased to offer assistance in establishing your chapter by holding a New Adviser In-Service on October 5, 2016 at Eastern Michigan University.

Cindy Rodrigues, Michigan FCCLA's State Coordinator will be leading the in-service.

There is a \$40.00 registration fee per participant. The fee will cover lunch, materials and useful resources for new chapters. Please return the registration form if you will be attending the workshop so we can have adequate materials available for everyone. A map and confirmation letter will be sent to those who register by September 29.

SCECHs are available for in-service participants. To receive them, you will need to have an account setup on the SCR site. The website address is www.getmipd.com. You will also need to provide us with the email address that you used to setup the SCR account and your PIC number when you register at the in-service. You must be in attendance the entire in-service.

TENTATIVE AGENDA
9:30 a.m. - 2:30 p.m.
Eastern Michigan University - Student Center

FCCLA's Relationship with the Curriculum
Establishing your Chapter
Conferences / Meetings
Membership Recruitment
Lunch
National Programs
Competitive Events
Questions

New Adviser In-Service Registration

Name: _____

School: _____

Address: _____ Phone: () _____

City: _____ Zip: _____ Fax: () _____

E-mail: _____

- I will be attending the In-service on October 5, 2016
- I am unable to attend the In-Service, but I am interested in starting an FCCLA chapter, so please keep me on the mailing list.

Return by: September 29, 2016
Mail checks to: Michigan FCCLA
Eastern Michigan University
Ypsilanti, MI 48197

Questions? Call us at (734) 487-8657
Fax Registration Form to: (734) 487-4329

We also accept credit cards. The credit card form can be found at <http://mifccla.org/advisers/forms.html>

Fall Leadership Conference

November 1, 2016

Lansing Center, Michigan

UP to the
Sweet Side
of Michigan FCCLA

Exciting, active general sessions will keep your students on their toes as they learn how to get “UP to the Sweet Side of Michigan FCCLA”. Students will develop dynamic leadership skills, and engaging workshops will help them to learn more about FCCLA, sharpen their competition skills, and excel in ways you’d never expect. In addition to top-notch content for the students, professional development sessions specifically for chapter advisers will be offered. Don’t miss out on this incredible day!

Registration Deadlines:

October 7, 2016 Registration due to receive Early Price

October 21, 2016 Registration due to receive Regular Price
All Payments due

Location:

Lansing Center
333 E. Michigan
Lansing, MI

Tentative Workshops Include:

Membership Recruitment
STAR Events
Chapter Officer Training
Leadership
Community Service

Tentative Program

8:15 a.m.	Registration
9:00 a.m.	Student Workshops
11:30 a.m.	Lunch
12:30 p.m.	Leadership Training
1:00 p.m.	Adviser Workshops
2:30 p.m.	Adjourn

Registration Deadlines

Early Registration Deadline: October 7, 2016

Regular Registration Deadline: October 21, 2016

No Registrations Accepted after October 21, 2016

Registration forms are posted online at: <http://mifccla.org/advisers/forms.html>

Cancellations and Refunds

Cancellations for refund must be received in writing using the Cancellation and Refund Request Form found on the Forms page of the Michigan FCCLA website: <http://mifccla.org/advisers/forms.html>

If Notified:	Amount of Refund
Before October 7	Full refund
Before October 21	\$15.00 refund
After October 21	No Refund

Substitutions

Substitutions are permitted at no charge up to on-site registration on November 1, 2016

Program of Activities

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

Adviser Professional Development Sessions

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

Dress Code

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



2016 National Cluster Meetings

November 4-6, 2016

Denver, Colorado

and

November 18-20, 2016

Orlando, Florida

National Cluster Meetings are a great opportunity for your chapter to attend to compete in skill demonstrations, attend leadership and program workshops, attend Leadership Academy, hear two national speakers, meet the National Executive Council, visit the college expo, and impact a city with FCCLA power. Don't miss out on these great meetings.

For more information visit

<http://fcclainc.org/meetings/national-cluster-meetings-ncm.php>

Register through the FCCLA Affiliation System



Sports & Entertainment Marketing Workshop

December 6, 2016

Registration Deadline: November 17, 2016

Michigan FCCLA, in cooperation with the Palace Sports and Entertainment, Inc., is thrilled to announce the 2016 Michigan FCCLA Sports and Entertainment Marketing Workshop!

Michigan FCCLA members will have a one of a kind opportunity to meet professionals who work behind the scenes for the Detroit Pistons. Guest speakers will cover many aspects of the industry including: hospitality, marketing, management, sales, communications, public relations, internships and more. At the end of the day, members will be guests of the Palace as they watch a Detroit Pistons game.

Register early to ensure that your chapter members won't miss out on this awesome opportunity!

December 6, 2016



VS.



Tentative Agenda

3:00 p.m.	Registration
3:30 p.m. - 5:00 p.m.	Presentations & Speakers
5:00 p.m. - 7:00 p.m.	Power Hour and Pre-Game warm-ups
7:30 p.m.	Detroit Pistons Game

Chapters are recommended to have at least one adult for every ten (10) students.

Please check the registration form for what is included with each ticket option. Registration includes presentations and a ticket to the Pistons game.

All student participants are required to be members of FCCLA or another Career and Technical Student Organization. Chapters will be required to turn in a participation list when they arrive at the Palace.

The Registration form is available at

<http://mifccla.org/advisers/forms.html>

State Leadership Conference

March 22-24, 2017

Valley Plaza Resort, Midland, Michigan

UP to the
Sweet Side
of Michigan FCCLA

Registration Deadline: February 23, 2017

Registrations AND Payment must be received by **February 23, 2017**. A late fee of \$10 will be assessed for each person not paid in full by **February 23, 2017**.

1. Registration forms must be downloaded from our web page at <http://mifccla.org/advisers/forms.html> Instructions can be found on the "Instructions" worksheet tab.
2. List all of the students, advisers, and adults attending on the registration form. All adults (*chaperones, judges and bus drivers*) staying at the hotel must register by listing their names on the registration form. **State officers should not be included on the chapter registration form unless they are competing.**
3. Email the completed registration file as an attachment to: Ann Day, aday7@emich.edu
4. Printout the "Invoice" worksheet tab from the Conference Registration form to include with your payment. Checks should be payable to "Michigan FCCLA". We also accept credit card payments.
5. The deadline for both the registration form and payment is **February 23, 2017** to avoid late fees.
6. Advisers will receive a registration confirmation email.

2017 Chapter Challenge

The State Officers are challenging all chapters to:

- Increase their membership
- Increase their number of Power of One participants
- Increase their number of attendees at Fall Leadership Conference
- Increase their number of attendees at State Leadership Conference
- Help find sponsors for Michigan FCCLA

Each chapter will be assigned points:

- One point for every Power of One participant
- One point for each percentage of membership increase
- One point for each member that attends the Fall Leadership Conference
- One point for each member that attends the State Leadership Conference
- Twenty points for finding an event sponsor

The chapter with the most points by March 1, 2017 will win reserved seating at the State Leadership Conference and an ice cream social with the State Executive Council.

Hotel Reservation Information

Room reservations are to be sent directly to the Valley Plaza Resort. The housing form is available online at <http://mifccla.org/advisers/forms.html>. The hotel must receive the reservations on or before **February 23, 2017**. They are to be prepaid. **Full payment is required before reservations are confirmed.**

**Reservations Manager - FCCLA
Valley Plaza Resort
5221 Bay City Road
Midland, MI 48642
Phone: 989-496-2700, Fax: 989-496-9233**

Student housing is based on four (4) to a room. If a chapter does not have multiples of four (4) delegates of the same sex, it will be the chapter's responsibility to fill a room by contacting other chapters, or absorb the additional cost (per person) for occupancy less than four (4). Chapters should house the majority of their delegation in triple or quad rooms so we can ensure that there will be adequate room for all delegates.

If you make arrangements with another school to fill a quad room, please include the name of the school the student is from after his/her name on the form. Be sure that both schools include the mixed room on each registration form. One school should be designated as responsible for prepayment of the shared room. The other school(s) should then pay the designated school.

If you are planning to share a room with an adviser from a different school, please indicate the name and school of the individual you want to room with, so the hotel can properly match you up. Remember to check with your intended roommate first. Also, remember to **register your spouse** if they will be staying with you during the meeting.

Current State Officers should NOT be included on your chapter's housing, as Michigan FCCLA will provide housing.

All incidental charges (i.e. telephone and movie) must be paid before checking out. All phones will be restricted so no outside calls can be placed. A credit card imprint must be left if you want to make outside calls. Phone calls can be made from pay phones located throughout the hotel. Hotel operators have been instructed not to connect any calls outside, or room-to-room after curfew.

Please note that all sleeping rooms may not be available upon arrival, delegates should plan accordingly. Check in time is 4:00 p.m.

Conference Registration Information

Meeting registration forms must be received at Michigan FCCLA by **February 23, 2017**. The registration form will be available online at <http://mifccla.org/advisers/forms.html>

Registration Fee: The registration fee will cover two (2) meals (lunch on Thursday and the dinner banquet on Thursday evening), registration materials, polo shirt and meeting administration expenses. Current State Officers do not need to be registered for the conference unless they are competing in a STAR event.

Late Fee: A late fee of \$10.00 per person will be applied after **February 23, 2017** for registrations not paid in full by this date.

Additional Banquet Tickets: Additional banquet tickets available for administrators, evaluators, and parents who attend only the banquet. Any individual staying the entire conference must pay the registration fee.

Banquet Seating: Banquet seating will be prioritized based on the chapter challenge. One seat will be assigned for each paid delegate.

Refunds: Refunds will be given only if Michigan FCCLA is notified of the cancellation by using the Cancellation and Refund Request Form found on www.mifccla.org. Cancellations **must** be submitted on the Refund Request Form to receive your chapter's refund. The following dates reflect when notification is **received** by Michigan FCCLA.

If Notified in Writing before:	Amount of Refund
February 23, 2017	Full Refund
March 1, 2017	\$45 Refund
After March 1, 2017	No Refund

Polo shirts: Each paid delegate will receive a FCCLA polo shirt. Chapters must specify the number of each size needed on the registration form. If sizes are not specified, chapters will receive half medium and half large shirts.

State Leadership Conference Details

On-site conference registration will be open on Wednesday, March 22, 2017 from 4:00-6:00 p.m. Only advisers are to pickup registration materials for their chapters.

Agenda: The first activity starts at 6:00 p.m. A tentative program will be posted on the FCCLA website, and will be updated as details are confirmed. Delegates should read the conference program carefully.

Event Supplies: Each participant is expected to have a pencil with an eraser, and the official conference program available for each event. Other items (workbooks, notebooks, handouts, etc.) not called for in the event guidelines are not allowed.

Timers: Special assistance is needed from student delegates and chaperones to be Timers for the various competitive events if they are not competing in an event. Please indicate under the "Activity" column of the registration form which delegates will be assisting in this way. **Please note that all students that are not competing, including Power of One Award Recipients and State Officer Candidates are expected to serve as timers for the competitive events on Thursday morning. Please stress with your students that Timers must not share information they are given while volunteering.**

Conference Assistance: To have a successful conference, each adviser and chaperone will need to assist in some capacity. **All advisers and chaperones will be pre-assigned to a competitive event to work.** *All advisers and chaperones are required to assist during their assigned time. Because this assistance is important to the success of the conference, advisers and chaperones who do not assist during their entire assigned time will have letters stressing the importance of their assistance, and their absence, sent to their principal.*

Adviser Gift Exchange: There will be a gift exchange between advisers at the Adviser Meeting on Thursday. Each adviser wishing to participate should bring a gift to be a part of the exchange. More information will be included in registration confirmation mailings.

Evaluators: Each chapter is encouraged to recruit evaluators for the conference. The form to recommend individuals to evaluate can be found online at www.mifccla.org.

Name Badges: All delegates (adviser, chaperone, judge and student) must wear their name badges at all times. No one will be admitted to the conference activities without a name badge. If a delegate loses their name badge, a replacement may be obtained at conference headquarters for \$2.00. Delegates must have their adviser present and will be required to show identification for a name badge.

Conference Dress Code: Please refer to the dress code on page 6 of the *Michigan Link*. For both males and females: red, black or white polo or collared shirts with black dress slacks, and black shoes. Females may wear black dress skirts and black dresses no shorter than two inches above the knee instead of slacks. Official FCCLA blazers are encouraged but not required. **No jeans (denim material), T-shirts, sweatshirts, or athletic wear of any form will be allowed during the competition, at sessions or the banquet.** Delegates wearing any of these items will be sent to change before being allowed to compete, and will not be allowed on stage to receive awards if dressed inappropriately for sessions. For Advisers, Chaperones and Guests, business professional attire is recommended.

Dance: A dance will take place Thursday after the banquet. All delegates are encouraged to attend the dance. **Students are expected to remain in their dress attire from the banquet.**

Special Needs: If any registrant is in need of barrier-free accommodations, special dietary considerations, reader and/or interpreter services (oral or manual), please inform our office no later than February 23, 2017. Any readers, interpreters or any medical assistance implements/supplies must be supplied by the chapter.

It is the policy of the Michigan Association of FCCLA that no person shall, on the basis of race, religion, color, sex, age, weight, sexual orientation, national origin or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during any program or activity.

Election Information

State Officer Applications: State Officer Applications are due to Michigan FCCLA by February 1, 2017.

Voting Delegates: The role of a voting delegate is an important one. Voting delegates are required to attend the candidate speeches and are encouraged to meet each candidate prior to the election session.

Voting: Our policy is that voting delegates will not be admitted after the posted voting time.

According to the Constitution, each school is allowed one voting delegate per ten (10) members, with a maximum of ten (10) voting delegates per school. Each chapter will receive the proper number of voting delegate ribbons to be distributed to the voting delegates. Students will not be permitted to vote without their voting delegate ribbon. **Lost ribbons will not be replaced.**

Delegate Conduct and Supervision

Code of Conduct, Medical Treatment Authorizations, Adviser Code of Ethics: Each delegate, student and adult, must sign a Code of Conduct and Medical Treatment Authorization form found in this section of the **Link** and online at www.mifccla.org. These forms must be hand-carried to the meeting. Do not send them to the Michigan FCCLA office. A completed and signed copy of the Adviser Code of Ethics must be on file with Michigan FCCLA for each adult assuming the role of adviser at any Michigan FCCLA meeting or activity.

Conduct: Delegates must **NOT** be in possession of any tobacco, drugs or alcoholic beverages at the meeting. This is a school function. Delegates may **NOT** enter the lounges at the Resort.

Private autos at the meeting: The use of private automobiles will not be permitted after arrival at the conference. Car doors shall be locked upon arrival and the keys given to the chapter adviser.

Supervision: At least one (1) adult must attend and pay the registration fee for every ten (10) student delegates attending.

All advisers are required to conduct room checks at curfew and patrol the floors of the hotel after curfew on Wednesday and Thursday evenings. Trying to manage a large number of students is a difficult task; therefore, we need every adviser's support and assistance. Advisers must attend all general and award sessions with their students to ensure proper dress and conduct during the sessions.

Competitive Event Information

Please keep the following in mind when you are registering your members for STAR Events.

- All students attending the conference must have their membership received by National FCCLA by March 1.
- Each student may enter only one competitive event, excluding the FCCLA Scrapbook event and the Power of One recognition program.
- There are no limits as to the number of competitors a chapter can place in an event. Remember that if all of the members of a chapter are only in one or two events, then they will essentially be competing against fellow chapter members, thus reducing the amount of recognition for the chapter, and limiting the number of competitors your chapter may take to the National Leadership Conference.
- Refer to specific event guidelines for the number of members allowed per team.
- On the registration form, please give each team a unique number so we can accurately enter participants and teams into the tabulation program.
- In addition to the event, most events need to designate the category:
 - o Junior – for members in the 6th, 7th, 8th and 9th grades
 - o Senior – for members in the 10th, 11th and 12th grades
 - o Occupational – for members in Career and Technical Wage Earning Programs, either in a Career Tech Center or a High School. **Competitors in this category MUST be affiliated as occupational members.**

State STAR Events Registration

State STAR Events are state only events. There will be **NO** competition at the National Leadership Conference in these events:

- Community Service Challenge
- Creative Teaching
- FCCLA Scrapbook
- Healthy Lifestyle Challenge
- Project Exhibit
- Toys That Teach

Refer to the State STAR Events Section of the Michigan Link for event guidelines and event categories.

STAR Events Registration

The first place winner in each National STAR Event will be eligible to compete at the FCCLA National Leadership Conference. STAR Events are offered in the Junior, Senior and Occupational Categories.

The following STAR Events are offered at the National Leadership Conference, but Michigan **DOES NOT** offer these events at the State Leadership Conference. Contact us for more information about these "Direct to Nationals" events:

- Applied Math for Culinary Management
- Food Innovations
- Hospitality, Tourism & Travel
- Sports Nutrition

The STAR Events Manual is available free of charge on the National FCCLA website at www.fcclainc.org. The Manual will not be available until mid-September. **Do NOT use last year's guidelines in preparing your students. Use only the Manual that will be published for the current school year.**

Culinary Arts: A team of three people is required in this event. Please do not register individuals or pairs in this event. The Culinary Arts event will not be offered if less than two full teams are registered by the deadline. **The Culinary Arts event will be limited to the first 10 (ten) teams that pay their balance in full for the State Leadership Conference.**

Because we use the hotel's kitchen, the competition time for this event may vary, and may take place at any time during the Conference on Wednesday or Thursday. Schools will be notified of the competition day/time after all registrations are in and the hotel has confirmed the logistics for the event based on the number of competitors and availability of the kitchen.

Hotel Conduct & Courtesy Guidelines

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

1. Do not change rooms with a friend, you must stay in your assigned room. Your parents may call looking for you, and the hotel should be able to connect them to the proper room.
2. Students may not have a member of the opposite sex in their room unless the chapter adviser is present.
3. Irons and ironing boards are usually located in each guest room. If you use them, make sure you put them away at the end of each night.
4. Window curtains should be drawn when lights are on in your room. Be completely dressed if your curtains are open.
5. Be completely dressed according to the Michigan FCCLA Dress Code any time you're outside of your own room.
6. Do not leave money or valuables unattended in your room or hotel lobby. Keep your room door closed and locked at all times. If someone knocks, find out who it is before opening the door. Make certain the night lock is engaged before you go to bed.
7. Do not prop your door open. An open door invites strangers in.
8. We are not the only guests in the hotel. **Do not let your door slam when you enter or leave your room.**
9. Your room is not soundproof. **Be in your own room and quiet at curfew to give hotel guests peace and quiet when they want to sleep.**
10. Be courteous to all other hotel guests on the elevators/escalators. Because it's difficult to move the number of people we have participating at our activities, do not delay the elevators. When entering an elevator, step aside to let people off of the elevator before getting on. Whenever possible, especially if you only have to go up or down a floor or two, see if you can take the stairs to help with elevator congestion.
11. Be sure your room is in neat order when you checkout. All trash should be placed in the trash can, irons and ironing boards put away, bedding at least piled on the bed, and towels in the bathtub.
12. You may not order any food deliveries after curfew. This includes deliveries from room service and off-property restaurants.
13. When dining in the hotel or neighboring restaurants, please remember the following guidelines for gratuities; 15% of bill for good service and 20% of bill for great service.



**UP to the
Sweet Side
of Michigan FCCLA**

State Leadership Conference Door Sign Contest

Winners of the Door Sign Contest will be recognized on stage at the State Leadership Conference Award Ceremony on Friday!

Rules:

- Must be related to the year's theme of *"UP to the Sweet Side of Michigan FCCLA"* (which is the Candyland board game).
- Signs must include your chapter's name and the room occupants' names.
- Signs may be no larger than 9 inches by 12 inches.
- One sample must be put on display on the door sign table near the registration desk no later than 6:30 p.m. on Wednesday at the Conference.
- Indicate the chapter's name, city and the designer's name on the back of the sign.
- Signs must be placed on hotel room doors using blue painter's masking tape only! **No Duct Tape or scotch tape!**
- Submit only one design per chapter.

Awards:

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



State Leadership Conference Evaluator Recommendation

Thursday, March 23, 2017

Michigan FCCLA needs your assistance as an Evaluator for the State Leadership Conference. Chapter Advisers, we need your help securing Evaluators. Please return the completed form below, **after you have personally received their commitment to evaluate.**

All Evaluating will take place on Thursday March 23, 2017 at the Valley Plaza Resort in Midland.

Name: _____

Company/School: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime phone number: _____ Email: _____

Please rank the top three Competitive Events you wish to Evaluate: (1=First Choice, etc.)

- | | | |
|--|---|--|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Fashion Construction | <input type="checkbox"/> Life Event Planning |
| <input type="checkbox"/> Career Investigation | <input type="checkbox"/> Fashion Design | <input type="checkbox"/> National Programs in Action |
| <input type="checkbox"/> Chapter Service Project | <input type="checkbox"/> FCCLA Scrapbook | <input type="checkbox"/> Nutrition & Wellness |
| <input type="checkbox"/> Chapter in Review
<i>(formerly Chapter Showcase)</i> | <input type="checkbox"/> Focus on Children | <input type="checkbox"/> Parliamentary Procedure |
| <input type="checkbox"/> Community Service Challenge | <input type="checkbox"/> Healthy Lifestyle Challenge | <input type="checkbox"/> Project Exhibit |
| <input type="checkbox"/> Creative Teaching | <input type="checkbox"/> Illustrated Talk | <input type="checkbox"/> Promote & Publicize FCCLA! |
| <input type="checkbox"/> Early Childhood Education | <input type="checkbox"/> Interior Design | <input type="checkbox"/> Recycle & Redesign |
| <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Interpersonal Communications | <input type="checkbox"/> Teach & Train |
| <input type="checkbox"/> Environmental Ambassador | <input type="checkbox"/> Job Interview | <input type="checkbox"/> Toys That Teach |
| | <input type="checkbox"/> Leadership | |

Total number of evaluators needed: 86

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

Or Fax to 734-487-4329

Make additional copies as needed

Thank you for your help!