



# Adviser Code of Ethics Form

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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.

1. 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.
2. Advisers must have with them at the conference completed and signed Code of Conduct and Medical Treatment Authorization forms for all students attending.
3. 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.
4. 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: \_\_\_\_\_

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