NATIONAL LEADERSHIP CONFERENCE

This summer, FCCLA members from across the country will gather in sunny San Diego to network with fellow members, attend FCCLA program workshops and leadership sessions, and compete in STAR Events. Don’t miss this amazing opportunity to get empowered with your FCCLA family.

The 2015-2016 National Executive Council Welcomes You to the 2016 National Leadership Conference!

Get your blazers ready and prepare to put THE RED in red, white, and blue at the 2016 National Leadership Conference this summer in San Diego, California. The 2015-2016 National Executive Council invites you to participate in workshops, network with members, compete for gold, and unite for amazing general sessions! While in San Diego, be sure to check out the San Diego Zoo or hit one of the nation's best beaches, Coronado. Join us as we show the city of San Diego that FCCLA has EMPOWERED us to take the next step in our leadership journeys. We look forward to seeing you soon as we use our “mepower” to empower one of the greatest cities in the United States!

- 2015-2016 National Executive Council

FCCLA Mission
To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

NASSP Approval

FCCLA Creed
We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope. For we have the clear consciousness of seeking old and precious values. For we are builders of homes, homes for America’s future, homes where living will be the expression of everything that is good and fair, homes where truth and love and security and faith will be realities, not dreams. We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope.
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Get Connected with FCCLA!

Visit Guidebook.com/app/FCCLA365 to request a text message with instructions to download the app, or search for “FCCLA 365 App” in your mobile app store. Once you have the app, simply click the “2016 National Leadership Conference” guide to access conference schedules and information and to receive updates and announcements.

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Follow Us Online!

@NationalFCCLA
# Schedule-At-A-Glance

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<td><strong>CONFERENCE &amp; COMPETITIVE EVENT REGISTRATION</strong>&lt;br&gt;8:00 AM - 11:30 AM &amp; 1:00 PM - 4:00 PM (Advisers Only)&lt;br&gt;TOURS Morning &amp; Evening (Times will vary)</td>
<td>10:30 AM - 12:00 PM &lt;br&gt;NOC Orientation &amp; Project Center</td>
<td>12:00 PM - 1:00 PM &lt;br&gt;NOC Nominating Committee Meeting</td>
<td>11:00 AM - 1:00 PM&lt;br&gt;NOC Nominating Committee Interviews</td>
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<td></td>
<td>1:00 PM - 2:30 PM &lt;br&gt;Adviser Academy Track 1 (By Appointment)</td>
<td>5:00 PM - 5:45 PM &lt;br&gt;STAR Events Room Consultants and Evaluators Meeting</td>
<td>6:00 PM - 7:00 PM&lt;br&gt;STAR Events Participant Orientation</td>
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<td></td>
<td>1:00 PM - 3:00 PM &lt;br&gt;FCCLA/LifeSmarts Knowledge Bowl: Pool Play</td>
<td>6:00 PM - 7:00 PM&lt;br&gt;STAR Events Participant Orientation</td>
<td>7:30 PM - 8:30 PM; 8:45 PM - 9:45 PM; 10:00 PM - 11:00 PM&lt;br&gt;State Meetings</td>
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<td>4:30 PM - 7:00 PM &lt;br&gt;State Advisers Kickoff</td>
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<td>4:00 PM - 6:30 PM&lt;br&gt;Opening General Session</td>
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<td><strong>TOURS</strong>&lt;br&gt;Morning &amp; Evening (Times will vary)</td>
<td>2:00 PM - 3:00 PM &lt;br&gt;State Officer Training 1</td>
<td>7:00 AM - 9:00 AM&lt;br&gt;Exhibits – Exclusive Preview! (Advisers Only)</td>
<td>7:00 PM - 7:30 PM&lt;br&gt;NOC Letter Drop #1</td>
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<td><strong>FCCLA/LifeSmarts Knowledge Bowl Participant Orientation</strong></td>
<td>3:30 PM - 4:30 PM &lt;br&gt;FCCLA/LifeSmarts Quarter &amp; Semi Finals, 3rd Place Match</td>
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<td><strong>NOC Nominating Committee Interviews</strong></td>
<td>3:45 PM - 4:45 PM &lt;br&gt;National Network Trainings (By Appointment)</td>
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<td><strong>9:00 AM - 10:00 AM</strong>&lt;br&gt;Adviser Professional Development Sessions</td>
<td><strong>STAR Events Room Consultancy and Evaluators Meeting</strong></td>
<td>9:00 AM - 10:00 AM&lt;br&gt;NOC Fishbowl</td>
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<td><strong>NOC Nominating Committee Interviews</strong></td>
<td><strong>10:00 AM - 11:00 AM</strong>&lt;br&gt;Voting Delegates Orientation Including NOC</td>
<td><strong>12:00 PM - 1:00 PM</strong>&lt;br&gt;Voting Delegates Orientation Including NOC</td>
<td>9:00 AM - 3:00 PM&lt;br&gt;Exhibits &amp; Exhibitor/Partner Workshops</td>
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<td><strong>1:00 PM - 3:00 PM</strong>&lt;br&gt;FCCLA/LifeSmarts Knowledge Bowl Participant Orientation</td>
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*Includes Postsecondary
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<td><strong>TOURS</strong> Evening</td>
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<td><strong>12:00 PM - 12:30 PM</strong></td>
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<td><strong>12:30 PM - 1:45 PM</strong></td>
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<td><strong>Promote and Publicize FCCLA!</strong></td>
<td><strong>STAR Events</strong> Results Pick-up (State Advisers Only)</td>
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<td><strong>Recycle and Redesign</strong></td>
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**Thursday, July 7**

**REGISTRATION** 7:00 AM - 5:00 PM

**REGISTRATION** 7:00 AM - 5:00 PM

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**HOME > GENERAL CONFERENCE INFORMATION**

Pg. 5
Scheduling Conflicts

When planning your week at NLC, please closely review the conference schedule, competitive events schedule, and tour schedule. Some conference activities take place simultaneously. STAR Events participants, voting delegates, and volunteers may not be able to attend all other conference workshops or tours. Ensure that your other planned activities do not conflict with STAR Events orientations and competitions or National Officer Election activities prior to purchasing tour tickets. STAR Events should take priority over other conference activities.

INFORMATION CENTERS

Host State Hospitality

Visit the California FCCLA State Association’s hospitality area for conference information, assistance with meeting room locations, local restaurant recommendations, and other information about San Diego. Check the conference program for location and times.

Competitive Events Information Centers

Members of FCCLA national staff and volunteers will be available to answer your questions about STAR Events and the FCCLA/LifeSmarts Knowledge Bowl. Please check the conference program for locations and times.

CONFERENCE EVENTS

College Expo

FCCLA’s College Expo allows students to interact with admission representatives from a wide range of post-secondary institutions to discuss course offerings, admission and financial aid requirements, college life in general, and other information pertinent to the college selection process.

Exhibits Expo

Exhibitors provide FCCLA members and advisers with information about career options, educational resources, fundraisers, and training opportunities available to them. Check the conference program for a full listing of exhibitors present at the conference. Chapter and state advisers will have an opportunity to visit the exhibits expo before it opens to all attendees on Monday, July 4, from 8:00 AM - 9:00 AM.

FCCLA Store

The FCCLA Store has awesome products to fit all of your needs. Check out the latest and greatest educational materials and FCCLA emblematic items at the FCCLA Store at the NLC Conference!
DELEGATES

FCCLA Leadership Academy

The FCCLA Leadership Academy develops leadership, employability, and 21st century skills, and gives members the opportunity to be recognized for their personal growth efforts. Each academy focuses on specific skills needed for different environments where leadership is vital. From the home to the workplace to city hall, participants explore and practice essentials for the roles of family member, wage earner, and community leader. The FCCLA Leadership Academy is developed by FCCLA for all FCCLA members to take intensive academies as part of their ultimate leadership experience.

### Academies offered at the 2016 National Leadership Conference:

**Engage:** The Engage Academy strengthens leadership skills used to unify people through communication, collaboration, and conflict management.

**Courses include:**
- Effective Communication & Networking
- Group Dynamics & Collaboration
- Making Differences Count
- Public Speaking
- The Responsibility of Leaders

**Launch:** The Launch Academy enhances skills that will build a foundation for FCCLA members to prepare to successfully launch into their future through theory and practice of strategic planning, critical thinking, decision-making, and innovation.

**Courses include:**
- Critical Thinking & Problem Solving
- Decision-Making & Risk Taking
- Project Management
- Surviving Failure
- Vision &Revision

**Participant Information:**

Participants must preregister and pay a non-refundable $15 academy fee when registering for the conference. **No onsite registrations will be accepted.**

**All participants must complete:**
- Participate in a minimum of four of the five 75-minute courses on Monday, Tuesday and/or Wednesday of the conference.
- Post-Test and Course & Academy Evaluation – available to participants at the conclusion of each course and/or completion of all 5 courses.

Participants who complete all requirements can pick up their certificate and pin at the registration desk on Wednesday, July 6, or Thursday, July 7. Check the conference program or NLC app for exact times.
FCCLA Program Workshops

These workshops will be presented by FCCLA chapter members and FCCLA partners. To submit a workshop proposal, fill out the form located here: https://www.surveymonkey.com/s/2016NLCworkshopproposalform

Presenters must provide their own computer/device and projector for workshops they are leading. A projection screen will be set up in workshop rooms upon request at no additional charge. Presenters using Apple products or other devices that do not have a VGA or HDMI port will need to provide their own adapters. Presenters will have access to their session room to set up their equipment 60 minutes prior to the start of the workshop.

Spotlight on Projects

Spotlight on Projects showcases the National Program Award winning projects. All chapters who participated in a National Program are also invited to share their projects during this event. Space is limited and will be assigned on a first-come, first-served basis, so sign up early by visiting this link: https://www.surveymonkey.com/r/2016NLCSpotlightonProjects

Youth Networking

Join these high-energy, fast-paced sessions filled with dozens of rapid-fire icebreakers that will give you the opportunity to meet hundreds of other youth leaders from around the country. In these unique sessions, you’ll be on your feet the entire time, so be sure to bring your energy and enthusiasm along for the ultimate networking experience for ultimate leaders!

COMPETITIVE EVENTS

FCCLA/LifeSmarts Knowledge Bowl Championship

The FCCLA/LifeSmarts Knowledge Bowl is a three-level, team competition that challenges students’ knowledge in six content areas related to family & consumer sciences and consumer education. Qualifying teams will compete for the championship. Spectators are encouraged to watch these top teams compete in a fast-paced, quiz bowl style competition. Finals will take place during the Business Session.
Postsecondary STAR Events

Postsecondary FCCLA members (in participating states) may compete in selected STAR Events. To learn more about postsecondary opportunities in your state, contact your state adviser.

STAR Events

Over 4,000 FCCLA members will compete in one of 31 National STAR Events at the 2016 National Leadership Conference. It is important that all participants and their advisers carefully read all information emailed and posted on the FCCLA website in preparation for competition. It is impossible to make STAR Events happen without the support of volunteers! Please remember to submit the names of volunteers during the registration process. Every state is required to have a minimum of one (1) volunteer per every three (3) STAR Events participants. Be sure to follow STAR Events registration deadlines and instructions, including all information in the 2015-2016 Competitive Events Guide.

CHAPTER AND STATE ADVISERS

Adviser Academy

(Chapter Advisers)

The Adviser Academy is comprised of four professional development tracks held during FCCLA national meetings and one track completed with state advisers. Advisers selected to the academy are encouraged to commit to attendance at each phase. Advisers will receive a certificate of completion for the Adviser Academy.

Four tracks are available at the National Leadership Conference:

**Track 1**: “New Adviser Developing a Chapter Vision”
**Track 2**: “Using Legislation to Change the Classroom”
**Track 3**: “Leading at School”
**Track 4**: “Remaining Relevant as a Chapter”

Apply by May 4 to be considered for the Adviser Academy. Contact membership@fcclaine.org for more information.
Are you looking to be more involved and get more out of your NLC experience? Then apply to be a part of the National FCCLA Media Team at this year's conference! The responsibilities of media team members include attending all sessions and taking photos, making posts to your social media accounts about conference happenings, helping national staff when needed, and popping in and out of workshops to take photos. The rules for applying are simple, too. Student members and advisers can both apply, but you must already be registered for the conference. Being on the media team is a full-time commitment; however, you may still compete in STAR Events. If you're ready to showcase your social media skills and this is something that interests you, email communications@fcclainc.org.

Adviser Networking
(Chapter Advisers, State Advisers, and Future Advisers)

Share ideas and find innovative resources from the experts - fellow FCCLA advisers, state advisers, and alumni! Come to this session to share your experiences with peers and leaders in the field.

Adviser Professional Development Sessions
(Chapter Advisers, State Advisers, and Future Advisers)

Chapter and state advisers seeking professional development can find FCCLA specific sessions on a range of topics presented by the National Consultant Team, National Executive Council Advisers, FCCLA exhibitors, and partners.

Chapter and State Adviser Recognition Session
(Chapter Advisers, State Advisers, and Future Advisers)

Celebrate chapter and state adviser success and leadership by attending this special recognition session to honor fellow Family and Consumer Sciences teachers and leaders in the field.

ONSITE NLC INTERNSHIP OPPORTUNITIES

Media Team

Join the Media Team at this year's NLC!

Are you looking to be more involved and get more out of your NLC experience?

Then apply to be a part of the National FCCLA Media Team at this year's conference! The responsibilities of media team members include attending all sessions and taking photos, making posts to your social media accounts about conference happenings, helping national staff when needed, and popping in and out of workshops to take photos. The rules for applying are simple, too. Student members and advisers can both apply, but you must already be registered for the conference. Being on the media team is a full-time commitment; however, you may still compete in STAR Events. If you're ready to showcase your social media skills and this is something that interests you, email communications@fcclainc.org.
Conference Deadlines

Please be aware that in many cases, information will be collected online. Observe online and postmark deadlines and, when possible, submit early.

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1, 2016</td>
<td>- National Officer Candidate national membership dues payment</td>
</tr>
<tr>
<td></td>
<td>- National Program Award</td>
</tr>
<tr>
<td></td>
<td>- Youth Scholarship Application</td>
</tr>
<tr>
<td>April 15, 2016</td>
<td>- National Officer Candidate Intent to Run Form</td>
</tr>
<tr>
<td>May 4, 2016</td>
<td>- Adviser Academy Application</td>
</tr>
<tr>
<td></td>
<td>- FCCLA/LifeSmarts Knowledge Bowl Team Registration (pre-qualified teams only). Ends at 5:00 PM EDT.</td>
</tr>
<tr>
<td></td>
<td>- National Leadership Conference Early Bird Registration ends at 5:00 PM EDT (for states with state competitions on or prior to April 24th). Please be advised that registration must be submitted to receive the Early Bird Rate. **National Leadership Conference Special Assistance requests must be made at least 60 days prior to the conference and notification given when registering for the conference. Registration must be submitted no later than May 4 to qualify for special assistance through the FCCLA national office.</td>
</tr>
<tr>
<td></td>
<td>- National Officer Candidate Application</td>
</tr>
<tr>
<td></td>
<td>- National Officer Candidate Nominating Committee Appointment Form</td>
</tr>
<tr>
<td></td>
<td>- National STAR Events Registration ends at 5:00 PM EDT (for states with state competitions on or prior to April 24th). Please be advised that registration must be submitted.</td>
</tr>
<tr>
<td></td>
<td>- Spotlight on Projects Application</td>
</tr>
<tr>
<td>May 18, 2016</td>
<td>- National Leadership Conference Early Bird Registration ends at 5:00 PM EDT (for states with state competitions after April 24th). Please be advised that registration must be submitted.</td>
</tr>
<tr>
<td></td>
<td>- National Leadership Conference Housing Deadline</td>
</tr>
<tr>
<td></td>
<td>- National STAR Events Registration ends at 5:00 PM EDT (for states with state competitions after April 24th). Please be advised that registration must be submitted.</td>
</tr>
<tr>
<td>June 2, 2016</td>
<td>- National Leadership Conference Regular Registration ends at 5:00 PM EDT and Late Registration rates are in effect.</td>
</tr>
</tbody>
</table>

Specific dietary restrictions for Tours, Special Events, and the Gala must be submitted when registering for the conference.
CONFERENCE GUIDELINES

Student Delegates

Delegates are expected to attend and participate in all sessions, workshops, and activities so they gain as much as possible from the conference. Students who disregard the rules will be subject to disciplinary action. Parents/guardians will be notified and students may be sent home at their own expense. All conference attendees should be informed of the following:

- Behavior at all times should be such that it reflects a positive, professional image of you, your school, your state, and the national organization.
- Be on time for all sessions and remain until sessions are adjourned.
- Name badges are required for admission and must be worn when attending sessions and the exhibits expo.
- Any accidents, injuries, or illness should be reported to an adult chaperone immediately. National staff should be informed of such incidents, and an incident form should be completed.
- If a student is found responsible for stealing or vandalism, the student and their parents/guardians will be expected to pay all damages.
- Students may not purchase, possess, consume, or be under the influence of alcohol or illegal drugs at any time. Violators will be subject to stringent disciplinary action.
- Smoking is prohibited.
- Use of air horns or other noisemaking devices will not be permitted during general sessions or throughout the convention center or hotels.
- Be considerate of sleeping hours and the privacy of other hotel guests and FCCLA members. All students will observe the 12:00 midnight in-room curfew.
- Check your room carefully before departure. Be sure all personal belongings have been removed before checking out of the hotel.

Adviser/Chaperone Responsibilities

Advisers and chaperones are responsible for the behavior and discipline of their students throughout the conference. Attendees causing a disturbance or displaying inappropriate behavior will be asked to leave the meeting and their hotel.

- The National Association of Secondary School Principals (NASSP) requires an adult chaperone for every twelve high school or ten middle school students attending NASSP sponsored conferences. Please be advised that your local school district may have specific rules that require a higher adult chaperone to student ratio. You should follow the rules of your school district if the requirements are higher than those set forth by NASSP sponsored conferences.
- There is a 12:00 midnight in-room curfew each night for student attendees. This curfew should be enforced by advisers/chaperones and will be strictly enforced by the hotel security. This curfew is for the safety of the students and in respect of other guests staying at the hotel(s).
- Advisers/chaperones are responsible for enforcing the Mandatory Dress Policy. The Mandatory Dress Policy applies to delegates, advisers, guests, and all other attendees at the National Leadership Conference. Thoroughly review and impress upon your delegation the importance of adhering to the Mandatory Dress Policy. Emphasize that any individuals not adhering to the Mandatory Dress Policy will not be admitted into sessions or the exhibits expo.
Announcements

Only announcements that apply to the entire delegation will be made at general sessions. Advance approval by FCCLA national staff is required.

Conference Photography Release

FCCLA photographers and videographers will be taking photos and video throughout the meeting for use in any manner FCCLA deems appropriate, including, but not limited to, FCCLA publications, use on the FCCLA website, and in connection with competitive events. Names will not appear on photos or in videos. By attending the meeting, you grant FCCLA the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indication of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, internet, web casting, video streaming, television, or radio), for the use of FCCLA, its affiliates, or any individual, organization, business, publication, network, or other third party, in perpetuity, without payment or any consideration.

Elevator Etiquette

- Students should be courteous to others in hotel and convention center elevators.
- Keep voices at low levels.
- Let people exit elevators before entering.
- Do not push buttons for unnecessary floors.
- Do not fill the elevators beyond posted capacities.

Hotel Safety

- Read the emergency instructions on the back of your hotel room door. Familiarize yourself with the fire escape route.
- Count the number of doors between your room and the nearest exit.
- Do not leave your door open, and always use the dead bolt.
- Do not open your hotel door to anyone you don’t know. Call the front desk to verify hotel staff, security guards, and others requesting entrance to your room.
- Do not say your room number in public.
- Do not leave valuables out in the open. Many hotels provide lock boxes for the security of valuable items.

Escalator Safety Tips

- Use care when stepping on and off escalators.
- Hold the handrail.
- No bare feet, and avoid wearing floppy sandals and open-toed shoes.
- Do not run up or down the steps.
- Do not walk up the “down” escalator or down the “up” escalator.
- Keep feet away from the side edges of steps.
- No carts or strollers.
- Tie all shoe laces.
- Stand to the right when riding an escalator.
- Pass a person standing on an escalator on the left (stand to the right, walk to the left).
What Should I Do If...

<table>
<thead>
<tr>
<th>...I lost my room key?</th>
<th>A new room key can be issued at the front desk of your hotel. Be sure to bring identification, like a driver’s license or other photo ID.</th>
</tr>
</thead>
<tbody>
<tr>
<td>...the fire alarm goes off?</td>
<td>If the fire alarm goes off and you are in your hotel room, you should refer to the emergency instructions on the back of your hotel room door. Check the door for heat before opening. You may want to designate a particular area outside the hotel for your chapter/group to meet. If there are any attendees that need special assistance, please compile a list for the front desk so that they can help.</td>
</tr>
<tr>
<td>...I need to call security?</td>
<td>Simply dial “0” and the hotel operator will connect you.</td>
</tr>
<tr>
<td>...my wallet or other valuables are missing?</td>
<td>Report missing items to security by dialing “0” from your hotel room. You should also let your adviser know. In addition, you may want to check at the FCCLA Registration Desk.</td>
</tr>
</tbody>
</table>

General Safety

- Go for the RED.
  R - React: Take information around you seriously. Pay attention.
  E - Evaluate: Judge the level of threat to your safety or the safety of others.
  D - Decide: Decide if you need to take immediate action or seek help.
- Do not wear FCCLA badges or nametags outside of FCCLA events.
- Travel in groups, and refrain from visiting with strangers.
- Students need to make sure your adviser knows where you are.
- Carry a cell phone. Make sure people closest to you know how to reach you. Make sure you know how to reach other members of your group, including chapter members, chaperones, and your adviser.
- Report emergencies immediately.
- Locate emergency exits and fire alarms.
- Download the FCCLA 365 App. In the event of an emergency, a push notification will be sent to your phone through the app.
- FCCLA does not recommend tours or excursions to Tijuana, Mexico.

FCCLA Crisis Plan

- Visit the national FCCLA website to download the FCCLA Crisis Plan. The crisis plan is also located on the FCCLA 365 App.

Meals

- Participants are expected to purchase meals on their own. There are many options at a variety of price points within walking distance of the hotels and convention center. For local restaurant suggestions, visit the Host State Hospitality Desk.

Insurance for Conference Attendees

- 2016 National Leadership Conference attendees may purchase insurance through AIG Travel Guard Insurance. Visit TravelGuard.com for more information on available plans and pricing.
Be a Part of the Conference Program with a “Shout Out”

Show your support for FCCLA state and chapter officers, members, and advisers in the printed conference program. You may reserve space for as little as $25. This personal touch is something you can look back on and treasure for years to come. Order a program “Shout Out” when registering for the conference.

Continuing Education Credit

Adults participating in the Continuing Education Credit program at the National Leadership Conference may receive up to 1.5 Continuing Education Units (CEUs). To receive this credit, you will need to sign up and pay the $20 fee when registering for the conference. The CEU fee is nonrefundable. Required attendance verification forms for participants will be available in the registration packet or at the FCCLA registration desk. Check with your certification office or degree-granting institution before registering to determine if the CEUs will apply toward your professional development program.

Professional Development Units

Certificates of Professional Development Units (PDUs) for individuals seeking continued certification through the American Association of Family and Consumer Sciences (AAFCS) will be available onsite. All participating individuals certified in Family and Consumer Sciences are responsible for complying with AAFCS requirements regarding annual reporting. Certificates of completion will be available at the Chapter and State Adviser Recognition Session.

MANDATORY DRESS CODE POLICY

Approved by FCCLA’s Board of Directors, September 2015

The National Leadership Conference is an excellent opportunity for members to convey to others the positive and professional image of FCCLA. Members’ behavior in the hotels and throughout the National Leadership Conference is the only image others in the hotel and host city may ever have of our organization. Student conduct and dress should contribute to the positive and professional image of FCCLA. The FCCLA official uniform is a red blazer, worn with a black skirt, black slacks, or a black sheath dress. The FCCLA official uniform is always appropriate and strongly encouraged. If not wearing the FCCLA official uniform, the mandatory dress code below should be worn. Thank you for your cooperation and support in putting forth a positive image of FCCLA throughout the National Leadership Conference!

Mandatory Attire | General Sessions | Exhibits Expo | College Expo | Workshops | STAR Events Recognition Sessions | All Election Activities

Advisers are responsible for enforcing the dress policy with their students and guests. Delegates, advisers, and guests not adhering to the dress policy will NOT be admitted into sessions.

Females

• Red, black, or white polo or oxford shirt with a collar (long or short sleeves)*
• Black dress slacks or capris (no shorts)
• Black skirts no shorter than 2 inches above the knee
• Black sheath dress no shorter than 2 inches above the knee
• Black dress shoes
• Jeans, t-shirts, and athletic wear are NOT acceptable
...continued

Males
- Red, black, or white polo or oxford shirt with a collar (long or short sleeves)*
- Black dress slacks (no shorts)
- Black dress shoes
- Jeans, t-shirts, and athletic wear are NOT acceptable

Advisers / Chaperones / Guests
- Business professional
- Jeans, t-shirts, shorts, and athletic wear are NOT acceptable
- Guests who attend are required to follow the Mandatory Dress Policy

*Polo shirts and oxford shirts are not required to have the FCCLA logo, but FCCLA branded shirts are strongly encouraged. All current and future attire with the FCCLA logo must be purchased through the official FCCLA emblematic supplier. To purchase official FCCLA polo and oxford shirts, visit the FCCLA store at http://www.co-store.com/fccla. State t-shirts bearing the FCCLA marks must be purchased via the FCCLA use process. For more information, visit http://fcclainc.org/pdf/Emblem Use Request Packet.pdf.

STAR Events Participants
STAR Events participants are expected to adhere to the published dress code for all general sessions, workshops, and the STAR Events Recognition Session. For participation in competition, follow event specifications for dress, and wear appropriate clothing for the nature of the presentation. If attending conference activities prior to or immediately after a STAR Events presentation, be prepared to change into clothing that meets the conference dress code.

*STAR Events Recognition Session exception - Culinary Arts participants are welcome to wear chef’s attire during this session.

Gala Dress Policy
Formal or semi-formal attire is encouraged for the FCCLA Gala. You may wear formal or semi-formal attire to the closing general session if you are attending the gala. Business professional is also acceptable. You must wear your name badge and wristband for gala admittance to the closing general session if you choose to attend the closing session in gala or business professional attire.

Unacceptable Attire At FCCLA Sessions
- Skin-tight or revealing clothing
- Midriff-baring clothing
- Extremely short skirts or dresses (shorter than 2 inches above the knee)
- Clothing with printing that is suggestive, obscene, or promotes illegal substances
- Athletic clothing, including tennis shoes
- Swimwear
- Rubber, beach-type flip flops
- Night wear (pajamas) should NOT be worn outside of your hotel room
- Clothing with FCCLA trademarks that was not purchased from the FCCLA official emblematic supplier or through the approval process

FCCLA Ultimate Image Award
The FCCLA Ultimate Image Award recognizes the state delegation attending the National Leadership Conference that exemplifies the appropriate FCCLA image. Board members present at NLC will determine which state delegation best represents the FCCLA image of professional appearance and courteous behavior. The winning state delegation is announced during the Closing General Session.
Registration Information and Policies
REGISTRATION INFORMATION AND POLICIES

Registration is required to participate in all sessions and special events at the National Leadership Conference. Name badges will be checked for admission to sessions, the Exhibits Expo, and other conference activities. Online registration opens in March 2016, and the following fees and deadlines apply:

Registration Fees
The Registration Package includes a Weekly Registration and Gala. Please note, package pricing is only available during Early Bird and Regular Registration dates. Additional registrations, after Regular Registration ends, will be on a limited, space availability basis only. You are encouraged to register prior to June 1 to ensure availability. States with state STAR Events competitions on or prior to April 24 have an Early Bird registration deadline of May 4, 5:00 PM EDT. States with state STAR Events competitions after April 24 have a national conference Early Bird rate and STAR Events registration deadline of May 18, 5:00 PM EDT.

<table>
<thead>
<tr>
<th>2016 National Leadership Conference Registration Rates</th>
<th>Early (Ends May 4)</th>
<th>Regular (Ends June 1)</th>
<th>Late (Begins June 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Registration Package (Includes Weekly Registration and FCCLA Gala)</td>
<td>$278</td>
<td>$288</td>
<td>--</td>
</tr>
<tr>
<td>Weekly Registration (July 3 - 7)</td>
<td>$190</td>
<td>$200</td>
<td>$250</td>
</tr>
<tr>
<td>Leadership Academy</td>
<td>$15</td>
<td>$15</td>
<td>--</td>
</tr>
<tr>
<td>CEU Credits</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>Adviser Academy</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Career Explorations</td>
<td>$15</td>
<td>$15</td>
<td>$15</td>
</tr>
<tr>
<td>Ford Driving Skills for Life</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>National Parliamentarian Exam</td>
<td>$37.50</td>
<td>$37.50</td>
<td>$37.50</td>
</tr>
<tr>
<td>Meeting Room Fee (for attendees not staying in an official conference hotel within policy limitations)</td>
<td>$25</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Daily Registration Monday, July 4 Tuesday, July 5 Wednesday, July 6 Thursday, July 7</td>
<td>$65 per day</td>
<td>$65 per day</td>
<td>$70 per day</td>
</tr>
<tr>
<td>STAR Events Recognition Session* Thursday, July 7</td>
<td>$15</td>
<td>$15</td>
<td>$20</td>
</tr>
<tr>
<td>*Exclusively for parents, relatives, and guests who are not serving as a chaperone.</td>
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<td></td>
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</tr>
<tr>
<td>FCCLA Gala Thursday, July 7</td>
<td>$90</td>
<td>$90</td>
<td>$95</td>
</tr>
</tbody>
</table>

NOTE:
All National Officer Candidates must purchase a Weekly Registration Package and San Diego Zoo Tour ticket for Wednesday, July 6.

Those candidates who are elected will attend the San Diego Zoo Tour on Wednesday, July 6 and the Gala on Thursday, July 7 as a council with the outgoing officers. Candidates must purchase tickets prior to the conference, as tickets may not be available onsite. Candidates who are not elected and do not want to attend the Tour and/or Gala are welcome to sell their tickets through the conference ticket board following the election results, if desired.
STAR Events Participant Registration Fees

Please review all STAR Events Dates to Remember, requirements, and policies for the National Leadership Conference, as outlined in the 2015-2016 Competitive Events Guide. Only STAR Events participants approved by the state FCCLA association may register for national STAR Events.

<table>
<thead>
<tr>
<th>States with state STAR Events competitions on or prior to April 24 have a national conference and STAR Events registration deadline of May 4, 5:00 PM EDT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAR Events Registration by May 4, 5:00 PM EDT</td>
</tr>
<tr>
<td>Online STAR Events Level II Registration by May 4, 5:00 PM EDT</td>
</tr>
<tr>
<td>Registration May 5-18, 5:00 PM EDT</td>
</tr>
<tr>
<td>STAR Events Registration after May 18, 5:00 PM EDT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>States with state STAR Events competitions after April 24 have a national conference and STAR Events registration deadline of May 18, 5:00 PM EDT.</th>
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<tbody>
<tr>
<td>STAR Events Registration by May 18, 5:00 PM EDT</td>
</tr>
<tr>
<td>Online STAR Events Level II Registration by May 18, 5:00 PM EDT</td>
</tr>
<tr>
<td>STAR Events Registration after May 18, 5:00 PM EDT</td>
</tr>
</tbody>
</table>

State Packages

Some states offer a state package price that may include, but not be limited to, the following: transportation, housing, meals, t-shirts, pins, etc. Please contact your state adviser directly to inquire about state registration packages they may offer. For housing, STAR Events registration, and officer election information, contact your state adviser. Be advised, STAR Events activities will take place Sunday through Thursday of the conference. Contact your state adviser for specific event schedules your state may be participating in.

Registration Policies

Conference Registration Policy

- If paying by purchase order or check, full payment must be received at national headquarters by June 15, 2016. Invoices that have not been paid in full by June 15 will incur a $25 late fee per invoice.
- Registration packets will only be distributed to attendees with a zero balance or by securing the balance with another form of payment when picking up registration materials.
- Outstanding balances from previous FCCLA national conferences/meetings and/or FCCLA national affiliation dues must be paid in full prior to registering for the 2016 National Leadership Conference.
- If you register for the conference and do not cancel prior to the deadline or are a “no-show,” you will be responsible for the balance due. You will not be able to register for future national conferences/meetings or affiliate until the balance has been paid in full.
- Each person attending the conference or any part of the conference must be officially registered. Each registrant will receive a computer-generated name badge that serves as an admission to all sessions, exhibits, workshops, and activities.
- It is the responsibility of the adviser/chaperone to provide supervision to their student(s) throughout the entire conference. Therefore, all advisers/chaperones must register for either a weekly registration or registration package.
- Official conference badges must be worn to all conference functions. Badges will be checked at the entrance of conference activities. Replacement badges may be purchased at the FCCLA registration desk for $5. All money collected will go to the FCCLA IMPACT Fund. IMPACT Funds will be used to directly support members through grants to chapters and/or the work of the National Executive Council on members’ behalf.
- Wristbands are required for some tours and Gala and will be issued with registration materials. If your wristband is misplaced or lost, you will be required to purchase a new wristband at the full price of the event.
- Children under nine years of age are discouraged from attending conference sessions. Children and family members who attend conference sessions must register for the conference and pay all event fees.
Conference Cancellation/Registration Refund Policy

• Cancellation and refund requests must be submitted online through the state or chapter adviser portal by June 1, 5:00 PM EDT. Telephone, email, and fax cancellations will not be accepted.
• For cancellations received by the deadline, FCCLA will refund your conference registration less a $25 administrative fee per attendee cancellation. If you are cancelling a registration package, the FCCLA Gala will be included with the $25 cancellation fee.
• Refunds are not honored for Continuing Education Credits, Adviser Academy, Career Explorations, Leadership Academy, Run4Red 5K, STAR Events, and Ford Driving Skills for Life.
• Requests for refunds will not be honored for cancellations received after June 1, 5:00 PM EDT.
• Refunds for “no-shows” will not be honored, and the registrant and/or chapter will still be responsible for all registration fees. Please note your chapter will not be eligible to register for future FCCLA national conferences/meetings nor affiliate until the balance has been paid in full.
• All refunds will be processed following the conference.

Name Changes/Substitutions

• Name changes/substitutions must be submitted online through the state or chapter adviser portal by June 1, 5:00 PM EDT. Telephone, email, and fax changes will not be accepted.
• FCCLA will process the name change/substitution without penalty until June 1, 5:00 PM EDT.
• All requests for name changes/substitutions received after June 1, 5:00 PM EDT will incur a $25 administrative fee.

Tours, Special Events, & Gala Cancellation Policy

• Cancellation and refund requests must be submitted online through the state or chapter adviser portal by June 1, 5:00 PM EDT. Telephone, email, and fax cancellations will not be accepted.
• FCCLA will refund your fees for Tours, Special Events, and the FCCLA Gala less a $25 administrative fee per cancelled event.
• Requests for refunds will not be honored after June 1, 5:00 PM EDT or for “no-shows”.
• Your chapter will not be able to register for future FCCLA national conferences/meetings or affiliate until the balance has been paid in full.
• All refunds will be processed following the conference.
• The cancellation policy for Tours, Special Events, and the FCCLA Gala will apply if these events have been registered for and are subsequently canceled with a conference substitution.

When planning your week at NLC, please closely review the competitive events schedule, conference schedule, and tour schedule. Some conference activities take place simultaneously. STAR Event participants and volunteers may not be able to attend all other conference workshops or tours. Ensure that your other planned activities do not conflict with STAR Events orientations and competitions prior to purchasing tour tickets. STAR Events should take priority over other conference activities.
Special Events
Special Events

FCCLA offers the following special events. Some events may require an additional fee for participation and require registration. Advisers/chaperones must register for and accompany students who are participating on any special events.

Career Explorations

Get a behind-the-scenes look at local businesses in San Diego. Take advantage of a rare opportunity to learn more about how various businesses really work first-hand from professionals currently working in the industry. You may find your path of study after high school or a future career! Sign up for a career exploration when you register for the conference.

Price: $15 (attendees will be provided with a $15 voucher to the FCCLA store at the conclusion of each Career Exploration that they attend)

Ford Driving Skills for Life

Wednesday, July 6 - 7:30 AM-12:30 PM OR Thursday, July 7 - 7:30 AM-12:30 PM

Your students won’t want to miss this hands-on learning experience with Ford Driving Skills for Life (Ford DSFL)! Ford DSFL was established in 2003 by Ford Motor Company Fund, the Governors Highway Safety Association, and a panel of safety experts to teach newly licensed teens the necessary skills for safe driving beyond what they learn in standard driver education programs. Ford DSFL helps young drivers improve their skills in four key areas that are critical factors in more than 60% of vehicle crashes, including: hazard recognition, vehicle handling, speed management, and space management. The program also addresses distracted driving and impaired driving in both the hands-on training and simulation course. These hands-on training clinics will allow teens to get behind the wheel and go through exercises on the four Ford DSFL skills with professional instructors at their side. Only licensed drivers will be allowed to participate. Students under 18 must have a minor waiver signed by a parent or legal guardian.

Price: $20 per student reservation fee**

*After students attend the event and complete the program, they will receive a $20 voucher for the FCCLA store

The Ford DSFL Waiver Form can be found at the end of this guide.

FCCLA RUN4RED 5K Fun Run & Walk

The FCCLA Run4Red 5K (3.1 miles) is a run and walk opportunity for FCCLA members, advisers, alumni, and supporters to get active and give back. San Diego’s Bayfront is the perfect place to get your blood flowing by jogging or strolling our 5k course! The emphasis is on having fun, meeting new people, and working those muscles. So keep your sneakers by the door, set your alarm, and don’t touch that snooze button! Join the fun, and we promise you’ll be feeling great before heading off to your meetings! Proceeds for the event will go to the Unite in Red Blazer Fund.
FCCLA Gala - California Cruisin’
Thursday, July 7, 2016
6:30 PM – 10:30 PM

Additional Registration Fee: $90

With its 70 miles of beaches, legendary surfing culture, friendly people, and amazing weather, happiness is calling from San Diego, “the birthplace of California.” From its Spanish missionary heritage, as well as its military influence, San Diego has helped shaped the region, the country, and the world. Join us as we celebrate its complex and fascinating history!

Signs of surfing – California’s favorite pastime – and the beaches on the blue Pacific Ocean welcome us as we cruise along the coast on Historic Highway 101, otherwise known as Coast Highway. Keeping the evening on beat, our Beach Boys-style band will be playing a mix of classic surfer tunes and current hits in one area, while our national DJ and dancers return to rock the night in another. Elsewhere, feel the surge of patriotism and pride for America’s military service members as you experience the vocal dynamics at our USO center. We’ll also be savoring San Diego’s rich cultural heritage with our delightful south of the border buffet.

Help bring the 2016 National Leadership Conference to a close by dancing the night away with our outgoing and newly elected National Executive Councils and all your new friends!

Attire: semi-formal or business professional required

Tours

FCCLA offers a variety of tour options during the National Leadership Conference. When planning your travel, please leave plenty of time between your anticipated arrival to San Diego and the start of tours in which you plan to participate. FCCLA is NOT responsible for tour refunds due to delayed travel. Please remember to register for FCCLA sightseeing tours at times that do not interfere with planned attendance of any National Leadership Conference sessions in which you may be involved. Advisers/chaperones must register for and accompany students who are participating on any tours.

Check tour descriptions for departure and return locations. Tour times listed are door to door and will depart promptly at the time listed in the description. Unless noted in the description, there will not be multiple departure and return times.

**Culinary Challenge: Chili Cook-off**

*Sunday, July 3: 1:00 PM – 4:00 PM*

Looking for something outside the norm? This teambuilding event will offer you a challenge like you’ve never encountered before. Light the burners and grab the knives. It’s time to create culinary masterpieces.

This fun, interactive event teaches valuable teamwork skills and will present teams with a rush of adrenaline to get the job done! Each group will create their best chili, and judges will select winners.

Price: $72.00 per person
Includes cook-off-competition, all food, supplies, onsite staff, and all applicable tax.
Aquatica

Saturday, July 2: 10:00 AM – 4:00 PM
Sunday, July 3: 10:00 AM – 4:00 PM

Aquatica SeaWorld's Waterpark™ is sure to make a splash with a combination of high speed thrills, a relaxing beachside resort atmosphere, up-close animal encounters, and heated resort pools. It’s a one-of-a-kind waterpark that could only come from SeaWorld. Aquatica mixes animal experiences, waters from serene to extreme, high speed waterslide thrills, and sandy beaches to create a day of non-stop fun.

Cabananas are available to rent if you need a break from the sun!

Price: $65 per student / $69 per adult
Includes round trip motorcoach transfer, park admission, onsite staff, and all applicable tax.

By Sea By Land

Saturday, July 2: 8:00 AM – 11:00 AM
Sunday, July 2: 8:00 AM – 11:00 AM

Make a SPLASH! Experience San Diego as it was meant to be appreciated...by land and sea!

Your 90-minute, fully narrated SEAL tour departs from the Convention Center. Wind your way through picturesque San Diego streets before splashing down for a cruise through the waters of San Diego Harbor. Experience the history and ecological wonders of San Diego in the comfort and security of our virtually unsinkable Hydra-Terras. Here you will learn first-hand of our rich military history and cruise through the waters that are the playground of the California Sea Lion.

Following our tour, we’ll be dropped off at the one and only USS Midway. Commissioned a week after the end of World War II, the USS Midway embarked on an unprecedented 47-year odyssey that set new standards in naval aviation, blazed new trails as the Navy’s first carrier homeported abroad in Japan, and developed a “Midway Magic” aura of accomplishment and vigilance. More than 225,000 Americans took part in the odyssey that ended after Midway served as the Persian Gulf flagship in Desert Storm. Guests enjoy self-guided tours of the Midway and will walk back to their hotel when done.

Price: $49 per student / $53 per adult
Includes 90 minute SEAL tour, Midway admission, onsite staff, and all applicable tax.
San Diego City Tour / Dinner & Exploration in Old Town

Saturday, July 2: 4:00 PM – 9:00 PM  
Tuesday, July 5: 4:00 PM – 9:00 PM  
Wednesday, July 6: 4:00 PM – 9:00 PM

A year-round mild climate, seventy miles of beaches, a myriad of recreational activities, and world famous zoo are just some of the reasons why San Diego has been deemed the “City with Sol.”

The tour begins with a mini trek to Coronado which began construction in 1886, and was the dream of Elisha Babcock, who vowed to create a resort that was to be the “finest watering spot on the Pacific Coast.” Along with its fabled Hotel Del Coronado, the town became one of the great playgrounds of the world, drawing presidents and princes, moguls and movie stars to its shores. Concurrently, North Island Naval Air Station was developed into one of this century’s most important aviation centers (Lindbergh and Doolittle lit her skies and shaped the destiny of flight in America).

The tour continues with a drive through the newly restored Historic Gaslamp District while traveling to beautiful Balboa Park, one of America’s largest municipal parks, housing museums from the 1915 Panama-Pacific International Exposition and the 1935 California Pacific International Exposition. It is the second-largest collection of museums outside of Washington, D.C. Balboa Park is also home to the world famous San Diego Zoo.

Next, it’s off to Old Town State Historic Park, where San Diego began, recreating the setting of California life of the Spanish and early American periods. Its historic buildings, shops, and restaurants illustrate the vast changes that have taken place in this city since it was first settled in 1769. Dinner will be served this evening at Coyote Café.

Price: $65 per person
Includes deluxe motorcoach transportation, fully narrated city tour, stop in Balboa Park, stop in Old Town, dinner, historic tour of Coronado, applicable taxes and gratuities.

A Night at the Improv

Saturday, July 2: 6:15 PM – 9:00 PM

We’ll start our evening at Buca di Beppo with oversized portions of fantastic Italian food, served family-style on large platters, designed to overwhelm you.

And then it’s off to the main event. You’ll take part in a hilarious, audience-interactive comedy competition between two teams of professional comedians who perform a series of improvisational comedy scenes, all based on suggestions from the audience.

No two shows are ever the same, as each show is completely improvised. You will be part of the audience that picks games, calls fouls, and ultimately decides which team is the evening’s winner.

Price: $69
Includes deluxe motorcoach transfer, complete dinner, admission, onsite staff, and all applicable tax.
San Diego Zoo Tour

**Sunday, July 3:** 10:30 AM-3:30 PM OR 11:30 AM-4:30 PM  
**Wednesday, July 6:** 3:30 PM – 8:30 PM OR 4:30 PM – 9:30 PM  
*(FCCLA will pre-assign groups to a specific departure and return time. All registrants from the same chapter will be assigned to the same pre-assigned times.)*

This 100-acre zoo is home to over 3,700 rare and endangered animals representing more than 650 species and subspecies, and a prominent botanical collection with more than 700,000 exotic plants. It is located just north of downtown San Diego in Balboa Park and is repeatedly voted the #1 zoo in America!

You’ll enjoy Ituri Forest, the most complex, multi-species habitat ever developed. Guests are transported through a mysterious African rain forest. With its natural landscape of cascading waterfalls, grassy slopes, and climbing areas, Gorilla Tropics provides these vegetarian giants with a healthy living environment. As part of Gorilla Tropics, Scripps Aviary brings the whole sensory experience of the rain forest to you. You’ll hear sounds recorded from an actual African rain forest as you walk along the steep, winding paths, transporting you to another world. A timed rainmaking device—complete with accompanying sounds of thunder—is even used at various times of the day to lend that extra bit of authenticity. Also in Gorilla Tropics, bonobos (pygmy chimps) are quite possibly the most intelligent primates on Earth (other than us humans, of course!).

Price: $35  
Includes round trip motorcoach transfer, park admission, and all applicable tax.
Hotel and Travel Information
It is important that all conference delegates use the official conference hotels. FCCLA's Board of Directors has implemented the following policy:

1. Delegates who live more than 30 miles from the convention site and do not stay in one of the official convention hotels will be assessed a meeting room fee of $25 per registration in order to register for the conference.
2. Delegates from state associations attending the national conference and not staying at one of the official convention hotels are not eligible to be elected for a national office and may not participate in competitive events.

Official Conference Hotels

The 2016 National Leadership Conference official convention hotels are listed below. Based on anticipated attendance information provided by state advisers and actual conference registrations, additional official hotels may be added. All convention hotels are within walking distance of the convention center. Transportation will not be provided. If you require special accommodations, please notify FCCLA at least 60 days prior to the conference at meetings@fcclainc.org and when registering for the conference.

Hotel reservations must be made using the official FCCLA housing form and submitted directly to your state's assigned hotel by May 18. In your NLC conference registration confirmation email, a link will be provided to the official housing form after your reservation is submitted. Telephone reservations will not be accepted.

**Hard Rock Hotel San Diego**  
207 5th Avenue  
San Diego, CA 92101  
(619) 702-3000  
Two city blocks (0.3 miles) from the convention center  
Single/double/triple/quad room rate is $229 per room, per night plus tax (currently 12.59%)  

**Hilton San Diego**  
Gaslamp Quarter 401 K Street  
San Diego, CA 92101  
(619) 231-4040  
Two city blocks (0.3 miles) from the convention center  
Single/double/triple/quad room rate is $199 per room, per night plus tax (currently 12.59%)  

**Hilton San Diego Bayfront**  
1 Park Boulevard  
San Diego, CA 92101  
(619) 564-3333  
Two city blocks (0.3 miles) from the convention center  
Single/double/triple/quad room rate is $199 per room, per night plus tax (currently 12.59%)  

**Manchester Grand Hyatt San Diego**  
1 Market Place  
San Diego, CA 92101  
(619) 232-1234  
Five city blocks (0.6 miles) from the convention center  
Single/double/triple/quad room rate is $199 per room, per night plus tax (currently 12.59%)  

**Marriott Marquis San Diego Marina**  
333 West Harbor Drive  
San Diego, CA 92101  
(619) 234-1500  
One city block (0.2 miles) from the convention center  
Single/double/triple/quad room rate is $199 per room, per night plus tax (currently 12.59%)  

**Omni San Diego Hotel**  
675 L Street  
San Diego, CA 92101  
(619) 231-6664  
Three city blocks (0.4 miles) from the convention center  
Single/double/triple/quad room rate is $199 per room, per night plus tax (currently 12.59%)  

**San Diego Marriott Gaslamp Quarter**  
660 K Street  
San Diego, CA 92101  
(619) 696-0234  
Four city blocks (0.5 miles) from the convention center  
Single/double/triple/quad room rate is $199 per room, per night plus tax (currently 12.59%)  

**Westin Gaslamp San Diego Quarter**  
910 Broadway Circle  
San Diego, CA 92101  
(619) 239-2200  
Five city blocks (0.6 miles) from the convention center  
Single/double/triple/quad room rate is $199 per room, per night plus tax (currently 12.59%)
Only registered conference attendees are eligible to take advantage of the FCCLA negotiated conference room rates within the housing block dates. Please note: state/chapter advisers, affiliated students, and chaperones will be given priority for housing at the state’s assigned hotel. It is the responsibility of the adviser/chaperone to provide supervision to their student(s) throughout the entire conference. As such, all advisers/chaperones must register for either a weekly registration or registration package.

State Hotel Assignments

The 2016 National Leadership Conference official convention hotels are listed below. Based on state advisers anticipated attendance and conference registrations, additional official hotels may be added. All requests for hotel reservations must be submitted to your states assigned hotel by May 18, 2016. Requests made after May 18, 2016, are not guaranteed the FCCLA special group rate, or that the hotel will be able to accommodate your request.

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<tr>
<th>STATE</th>
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Making Hotel Reservations

When making hotel reservations, it is important that all attendees are listed for each room on the official FCCLA Housing Form. National headquarters verifies hotel housing lists, and attendees not staying at an official convention hotel will be assessed a $25 fee per registration. Also, they will not be eligible to be elected for a national office or to compete in competitive events.

• You must have submitted your NLC conference registration prior to making hotel reservations. After you have submitted your conference registration, you will immediately receive an email confirmation with a link to your state's assigned hotel housing form. You are strongly encouraged to submit your housing form to make hotel reservations immediately after registering for the conference.
• All reservation forms must be emailed to your state's assigned hotel with deposit no later than May 18, 2016.
• Checks for housing payments should not be mailed to FCCLA Headquarters or included with your registration.
• Requests for rooms after May 18, 2016, cannot be guaranteed housing in the same hotel as your state delegation or within the FCCLA hotel block.
• Reservations made after May 18 will be made based on hotel availability.
• Hotels have a limited inventory of double-bedded rooms, and FCCLA secures the maximum number of double-bedded rooms the hotels can provide.
• Due to the high demand for double-bedded rooms, in most cases, double-bedded rooms will only be used to house triple and quad occupancy.
• Your state will be provided with a percentage of the double-bedded rooms requested so all states have an equal share of double-bedded rooms. If your requested block of double-bedded rooms exceeds your state's percentage of rooms, you will be notified.
• The hotel will make every attempt to house rooms with three people in a double-bedded room. However, rooms with three people may be placed in a room with a king-bedded room with a rollaway.
• Rollaway beds may be requested for single-bedded rooms with two occupants for an additional charge and will be based on the hotel's available inventory.

Hotel Room Occupancy

• King Room = Single/Double/Triple
  (Triple occupancy will be placed in a room with a rollaway bed at no additional charge, up to the hotel's inventory.)
• Double/Double Room = Triple/Quad

Final Hotel Payment

• Checks sent for final payment should be made payable to and mailed directly to your confirmed hotel and must be received at least 10 business days prior to arrival.
• If paying your final balance at the hotel with a credit card not in your possession, the hotel may require you to complete a credit card authorization form prior to arrival.
• Refer to specific instructions for your state's assigned hotel on the FCCLA website.

Hotel Check-In

• Make your travel plans with check-in times in mind. Refer to your state's assigned hotel housing form for check-in and check-out times. Check with hotel about special arrangements if you must arrive before check-in time or after 6:00 PM.
• Advisers should check the group into the hotel at one time and secure room assignments and keys. Have a copy of the housing confirmation and valid picture identification with you. If your state adviser made housing reservations as a state group, this is your state adviser's responsibility.
• Outside telephone service will be restricted in rooms not leaving a credit card deposit. Pay movies, room service, and in-room internet access will be on a cash-only basis.
• Due to the high demand for double-bedded rooms, in most cases, double-bedded rooms will only be used to house three or four guests. Rooms with three occupants may be placed in rooms with a king bed and rollaway bed. Rollaway beds may be requested for single-bedded rooms with two occupants for an additional charge and will be based on the hotel's available inventory.
• When checking in, rooms may not be available. This will depend on the hotel occupancy the previous night. The hotels will make all attempts to place students and chaperones on the same floor.
Hotel Check-Out

- Refer to your state’s assigned hotel for specific check-in and check-out times. Failure to vacate rooms by this time may result in a full rate being charged for that day. Advisers must assume financial responsibility for the room bill.

TRAVEL INFORMATION

By Air:

FCCLA has partnered with Delta Airlines to offer discounted airfare for attendees traveling to the National Leadership Conference. Reservations and ticketing are available at www.delta.com. Reservations may also be made via phone Monday - Friday, 7:00 AM – 7:00 PM CDT, by calling the Delta Meetings Network at (800) 328-1111. Attendees must use the following meeting code when purchasing tickets: NMMVR

**When booking online:**

- Select “Book a Trip”
- Click on “Advanced Search”
- Enter the meeting code in the box provided on the “Search Flights” page

*Please note that there is a direct ticketing fee for booking through the reservation number above. All discounted tickets are non-refundable. There is a $200 change fee for all discounted tickets.*

San Diego International Airport (SAN)

**SuperShuttle**

SuperShuttle door-to-door service is available at the San Diego International Airport and is a shared shuttle service from the airport to the downtown hotels. The cost is approximately $10 per person round trip.

FCCLA recommends using SuperShuttle when traveling between your hotel and the airport. We have arranged a shared ride shuttle discount ($1.00 off one way and $2.00 off round trip). You can make your reservation online at http://www.supershuttle.com/default.aspx?GC=H89KL or by calling 1-800-258-3826 and use code H89KL to receive the discount. Be sure to make an advance reservation for your group!

If you have a reservation and/or ticket, you may board the shuttle directly. If not, you must purchase a ticket at the reservation counter in the airport. After claiming your luggage, follow the signs to ground transportation following the directions below based on your arrival terminal.

**Terminal 1 (Alaska Airlines, Southwest, United):** Cross the sky-bridge and take escalators down to street level to the “Shuttle for Hire Island” where a Transportation Coordinator will place you with the first available SuperShuttle van.

**Terminal 2 (American Airlines, America West, British Airways, Delta Airlines, Frontier Airlines, Jet Blue, Spirit Airlines, United Airlines, US Airways, Virgin):** Exit the baggage claim area and use the pedestrian crosswalk to the “Shuttle for Hire Island” and a Transportation Coordinator will place you with the first available Supershuttle van.

After hours, please call 1-800-258-3826 and press 1 for dispatch or 2 for reservations. For information, call 1-800-BLUEVAN or go to SuperShuttle.com.

**Taxi Service**

Taxi service from the airport is approximately $15 (4 miles to downtown hotels for $3/mile plus $2.80 flag drop fee) and any applicable taxes. For additional details and information on what to expect when using taxi service, please visit the San Diego International Airport website.
PARKING IN SAN DIEGO

Downtown San Diego offers several parking options. Each hotel has parking available (onsite and/or valet) as well as several parking garages in the area nearby. See the list of garages within walking distance below. Garage hours will vary based on location, so be sure to review all the information before arriving.

Be advised that the San Diego Padres have baseball games held at Petco Park in downtown San Diego on days (6/28-7/3) during our conference. Parking rates may change and spots will fill up faster on those game days.

Nearby vehicle parking garages:

<table>
<thead>
<tr>
<th>Parking Garage Name</th>
<th>Address/Phone</th>
<th>Capacity</th>
<th>Listed Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th and K Parkade</td>
<td>289 6th Avenue 619-233-3994</td>
<td>1350</td>
<td>$1/hr (3:00 AM-6:00 PM) daily $5 flat rate (6:00 PM-3:00 AM) (Sun- Thurs) $10 flat rate (6:00 PM-3:00 AM) (Fri-Sat) $5 Early Bird Special (in before 9:00 AM and out by 6:00 PM)</td>
</tr>
<tr>
<td>San Diego Convention Center</td>
<td>111 West Harbor Dr. 619-525-5000</td>
<td>1950</td>
<td>(No overnight parking) $15 daily rate $15-$25 on special event days Payment due on entry and no in/out privileges.</td>
</tr>
<tr>
<td>FAL Lot</td>
<td>575 Convention Way (behind SDCC) 619-237-0399</td>
<td>215</td>
<td>$10 daily rate (rates reset at 12:00 AM)</td>
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<tr>
<td>Gaslamp City Square</td>
<td>421 4th Avenue</td>
<td>100</td>
<td>$5 (6:00 AM-6:00 PM) $10 (6:00 PM-6:00 AM)</td>
</tr>
<tr>
<td>Park it on Market</td>
<td>614 Market Street 619-232-4897</td>
<td>500</td>
<td>$1/hr. $15 maximum per day (no in/out privileges) $10 flat rate (6:00 PM – 3:00 AM) (Fri-Sat)</td>
</tr>
<tr>
<td>4th/K lot</td>
<td>372 4th Avenue 619-232-2000</td>
<td>40</td>
<td>$12 for 12 hours (between 5:00 AM-5:00 PM) $10 for 12 hours (between 5:00 PM-5:00 AM) $22 for 24 hours (no in/out privileges)</td>
</tr>
</tbody>
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Marriott Marquis San Diego Marina
Onsite parking with in/out privileges: $30 daily plus any applicable taxes.
Valet parking with in/out privileges: $45 daily plus any applicable taxes.

Hard Rock Hotel San Diego
Valet parking with in/out privileges: $47 overnight plus any applicable taxes.
No self-parking available on-site. Off-site parking available across the street.

Hilton San Diego Gaslamp Quarter
Valet parking only with in/out privileges: $45 daily plus any applicable taxes.

Hilton San Diego Bayfront
Onsite parking with in/out privileges: $32 daily plus any applicable taxes.
Valet parking with in/out privileges: $47 plus any applicable taxes.

Omni San Diego Hotel
Valet parking only with in/out privileges: $40 daily plus any applicable taxes.

Manchester Grand Hyatt San Diego
Onsite parking with in/out privileges: $32 per night plus any applicable taxes.
Valet parking with in/out privileges: $47 overnight plus any applicable taxes.

San Diego Marriott Gaslamp Quarter
Valet parking with in/out privileges: $40 overnight plus any applicable taxes. (2 cars max per room) No self-parking available on-site.

Westin San Diego Gaslamp Quarter
Valet parking with in/out privileges: $42 overnight plus any applicable taxes. FCCLA attendees receive a 30% discount off current parking rates.

Please note that the hotels do not have bus parking availability.
USING SAN DIEGO PUBLIC TRANSPORTATION

Getting around on the San Diego Trolley

The Trolley has a three-line system of trolley cars to get you around many of the popular destinations in the San Diego area. The San Diego Convention Center is located at two stops along the Green Line. The trolley stops approximately every five minutes at each station. To locate the stop closest to your hotel, check the timetable, or determine fares for a trip, visit [http://www.sdmts.com](http://www.sdmts.com).

Free parking is available at many trolley stations. At trolley stations without free parking, paid or street parking is usually available.

Fares

**One-way Ticket:** A one-way trolley ticket is available for $2 and is good for travel for two hours from the time of purchase on any MTS trolley. One-way tickets can be purchased from the ticket vending machines at each trolley station. Round trips and transfers between trolley and bus are not allowed with a one-way.

**Day Pass:** Regional day passes are $5 with a Compass Card ($7 if you do not already have a reusable Compass Card). Day passes can be purchased at any ticket vending machine available at each station. Day passes are good for unlimited rides on most MTS bus and trolley routes.

Allow more time for travel during rush hour/peak hours.

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**LEGEND**

- Connecting Bus Routes
- Conexión de rutas de autobús
- Amtrak and/or COASTER
- Amtrak y/o COASTER
- Parking (Free)
- Estacionamiento (Gratis)
- Pay Parking
- Estacionamiento de cuota
- Parking Nights and Weekends
- Estacionamiento las noches y los fines de semana

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BEFORE THE CONFERENCE

1. **Schedule a meeting with parents, students, and administrators.**
   - Provide a conference information sheet with hotel information. Review the Consent Form and Code of Conduct and discuss consequences.
   - Review the importance of representing their family, school, and chapter in a professional manner.
   - Review the Mandatory Dress Code policy thoroughly with students and parents to avoid a situation where a student or guest would not be admitted to conference sessions.
   - Distribute the trip itinerary and conference schedule. Use this opportunity to show how students are kept very busy with educational and fun activities. Talk about the ways the students prepare for the conference.
   - Let the administrators congratulate the students for accepting the opportunity to participate.
   - For parents who are unable to attend, follow up with a phone call and a mailing.

2. **Submit a press release.**
   - Sample press release materials can be found on the FCCLA national website on June 1, 2016.

3. **Invite the principal to come into the classroom.**
   - He/she should meet the students who will be attending the conference. Let the students present the Code of Conduct they have signed and will practice at the conference. The principal can help reinforce the importance of professional behavior.
   - Ask the students to share ways they are preparing for the event. This may include fundraising efforts, researching the conference location, STAR Events projects, National Officer Candidate speeches, youth workshop presentations, etc.

4. **Discuss emergency procedures and develop a plan with your administrators.**
   - Be prepared for emergencies of all kinds! Always have your administrator's contact information on hand.
   - Be aware of all school policies and procedures.
   - Bring your student's consent forms.

5. **Meet one last time with students before leaving for the conference.**
   - Review professional expectations, the Mandatory Dress Code policy, and the conference program.
   - Answer last-minute questions. Reinforce your belief in them and their abilities.
   - Review emergency procedures with your students. If a student becomes separated from the group without a way to contact you, have a plan to react and make sure all students are aware of that plan.
   - Collect student cell phone numbers before travel. Make a student roster containing all student names and contact information. Leave a blank space for each student's hotel room number which you will fill in once you have checked in at your hotel. Keep this list with you at all times.
   - Download the FCCLA 365 app to receive updates about the conference and scheduling changes while onsite.

Getting Travel Approval and Funding

We know you work hard to raise the funds and resources to attend the 2016 National Leadership Conference. Below are some tips and ideas to gain the support you need to join us in San Diego.

Present at a School Board Meeting

Be proactive and get approval from your school board to attend the National Leadership Conference now. The earlier you start, the better prepared you’ll be for July. Here are some tips for success:
...continued

- **Get on the calendar.** Contact your superintendent’s office and find out how and when FCCLA can present to the board members. Have your chapter officers and/or competitive event participants block off the date so they can be available to attend.

- **Let the youth leaders do the talking.** FCCLA is a student leadership organization, so let the youth prepare and lead the meeting. School board members hear from adults all the time. The youth leaders will likely provide a breath of fresh air and remind them why they care about education.

- **Know your audience.** School board members are serving your community because they want the students living and growing up in their community to get the best possible education, but they need to justify all of the resources used in the process. Your challenge is to show them that FCCLA is successfully preparing your chapter’s members to be engaged and productive citizens ready for the future. Find out what your school board members consider successful education and develop your talking points around that.

- **Check the climate.** Talk to your principal to find out more about the climate of the board. Ask him/her how likely the board will be to approve your request and possibly fund some of the costs.

- **Make it personal.** Show pictures from previous conferences and highlight the individuals who plan on going to NLC to tell board members how these students will engage in the conference. STAR Event participants may present an overview of their project. A national officer candidate might talk about the election process or present their speech. State, regional, or district officers could talk about the trainings they are going to attend. FCCLA/LifeSmarts Knowledge Bowl participants could ask board members sample questions they are practicing.

- **Follow up.** Thank the board for their time (and hopefully support) through handwritten notes after the meeting. Send them the results after the conference or even go to another meeting in July or August to report on what your chapter accomplished and learned at the National Leadership Conference.

### Community Competitive Events Night

An event like this gives youth leaders practice for their events, develops community awareness of FCCLA and the incredible work of FCCLA members, and increases school and community support of FCCLA programs. Combine it with a fundraiser to also bring in some money!

- **Showcase what your chapter is doing.** Host a night for your competitors to present their projects to school and community members. Invite the community for an open house and have STAR Event participants set up stations to talk about their project.

- **Invite strategically.** Publicize the event to the whole community and send special invitations to chapter members’ parents, school administrators, teachers, staff, and school board members. You could invite state FCCLA officers, staff, and your elected officials.

- **Highlight projects and give competitors practice.** Schedule a time for each participant or team to give their presentation and have community members or other teachers score their presentation for practice and feedback. Have a mock FCCLA/LifeSmarts Knowledge Bowl round with your team competing against community members.

- **Recognize members.** Have an awards ceremony or post a timeline that lets everyone know members’ accomplishments and what’s next in the competition process.

- **Combine it with a fundraiser.** Consider holding a fundraiser in conjunction with the event to raise funds for the National Outreach Project or traveling to the National Leadership Conference.
FUNDRAISING

- **Continue events that you know work.** Your chapter likely has events that you do every year and they work well. Keep them! Share these events with other advisers and members so they see if they work in their community, too.

- **Be innovative.** Have your chapter members brainstorm new fundraising ideas for a few minutes during one meeting. Sometimes their wildest ideas lead to something really successful. Think of new ways to capitalize on what’s happening in your community or provide a service or product that people need rather than asking them to purchase something for the sake of supporting your program.

- **Get active in your community.** Many local groups like Lion’s Club, Rotary, Kiwanis, fraternity and sorority groups, American Legion, P.E.O., and more are constantly looking for short programs to entertain their members at regular meetings. These groups are also usually interested in supporting local community members and efforts. Find out if any of your chapter members’ parents, colleagues at school, or friends are members of community organizations and if your members could present at their meeting. This could lead to support and funding from key community members and groups.

**Host Your Own Run4Red 5K**

National FCCLA hosts a Run4Red 5K each year at the National Leadership Conference to raise funds for the Unite in Red blazer fund. This activity can be altered to suit the fundraising needs of your own school and FCCLA chapter. A Run4Red 5K gives community members an opportunity to see the benefits that FCCLA has for its members while involving the community in an FCCLA program that highlights the 2016 NLC Theme EMPOWER! In addition to registration costs, your chapter can sell t-shirts, refreshments, and “finish line photos” to fundraise. Consider asking a local business to sponsor your Run4Red in exchange for advertising their business at the event. This will allow your chapter to use all of the funds earned from registration and sales toward attendance at the National Leadership Conference.

**Online Funding Websites**

Set up an online fundraising account through Go Fund Me or a similar site that will make it easy for friends and family to donate to your cause. In many cases, your friends and family will want to support this learning opportunity but will be more likely to do so if there is a convenient and secure method of donating. Be sure to include information on the funding website about how attendance at the National Leadership Conference will benefit you and ways that you are currently involved in FCCLA. List specific cost information for the conference with a “goal” amount so that contributors will know exactly how the money is being spent.

**Partner Up!**

Talk to local businesses related to career paths that interest your individual student members about sponsoring your involvement at national meetings and conferences. For example, culinary chapters might seek out local restaurants or catering companies for sponsorship. Some companies would be willing to provide funding for chapter shirts with their logo printed on them as compensation. Don’t forget that all attire and promotional products with the FCCLA marks must be ordered through FCCLA’s official store. For more information, contact FCCLA’s Communication Department at communications@fcclainc.org or visit the FCCLA Store online at http://www.co-store.com/fccla.
Recycle4Red

Check to see if your state offers a recycling program in which aluminum and glass bottles and cans can be exchanged for cash at public recycling facilities. If so, have chapter members collect empty cans and bottles from community members. Your chapter can encourage fellow students, community members, and teachers to drop off their cans and bottles at the school, or consider offering pick-up service! Advertise your intended pick-up times by posting flyers, sending emails, and including information in local newspapers and school newsletters. A willing chapter adviser might take several chapter members around to collect items. You may also speak to local grocery stores and other businesses about setting up recycling receptacles in front of their stores. Be sure to include signage that explains why you are collecting the items and to only use the receptacles for aluminum or glass cans and bottles.

School Supplies Store

Have you ever shown up to school and realized you left your pencil pouch on the bus or your notebook on your bed at home? So has everyone else! Use the time in the morning before classes begin or your lunch break time to set up a school supply sales table in the main hallway at your school. Purchase pencils, paper, binders, folders, and even small snack items in bulk and sell them to classmates for a small fee. Each pencil might only cost your chapter $.05 to purchase, but classmates will be willing to purchase them for $0.25. Assign chapter members to manage the table on alternating mornings or lunch breaks so that everyone is able to lend a hand.

Teacher Jeans Day

Many schools will allow teachers to wear casual clothing to work in exchange for purchasing a ticket sold by one of the school’s organizations. Talk to your school administration about hosting a Teacher Jeans Day to earn money for your chapter’s attendance at the National Leadership Conference.

Tried and True

Some of the most popular methods of fundraising are car washes, dance-a-thons, catalog based sales, and raffle sales. These methods are used regularly by school organizations because they work! Get your whole chapter involved in one of these fundraisers, and you’ll be off to a great start. Do a bit of research beforehand to make sure you aren’t hosting your car wash on the same weekend as the football team or selling items on the same day as another school organization.

DURING THE CONFERENCE

1. Conduct a brief chapter meeting after checking in at your hotel.
   • Confirm you have all student cell phone numbers.
   • Record all student hotel room numbers on your student roster.
   • Have your students download the FCCLA 365 app to receive updates about the conference and scheduling notifications while onsite.
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2. Pick up your chapter’s registration packet.
   • If you have registered guests, their name badges will be included in your registration packet.
   • Conference registration desk hours and locations can be found on the FCCLA national website on June 15.

3. Conduct a chapter meeting after picking up your registration packet.
   • Hand out NLC programs, delegate bags, and other conference materials.
   • Go over the schedule of events. Have each student mark in their program or FCCLA 365 app where they are to be throughout the conference. Advise them of your location during the conference.
   • Go over the physical layout of the convention center and official conference hotels where events are held. If time permits, physically walk the convention center space to help students get a good grasp of the layout.
   • Review the conference guidelines, the Code of Conduct, and the Mandatory Dress Code policy.
   • Encourage students to download the FCCLA 365 app so they will have conference information available at their fingertips! Schedule and meeting room location updates and other pertinent information will be available through the FCCLA 365 app.
   • Build on their excitement and enthusiasm! Reinforce your belief in them. Encourage them to meet other delegates from other chapters during the conference.

4. Establish procedures for students to check-in with you during the conference.
   • This is vital! You can help eliminate student frustrations by setting expectations upfront.
   • It is important that you ask your students how they are doing. Be positive and supportive. Keep your eyes open for potential problems.

5. Enforce the conference curfew.
   • The conference in-room curfew for all students is 12:00 midnight.
   • Make sure students are in their own rooms after curfew. You have a responsibility to your students and their parents to see that your students are in the correct room. The curfew applies to all students.

6. Sit with your students during the general sessions and other special functions.
   • Create a “team” spirit for your chapter.

7. Be visible.
   • Drop in and check on your students at sessions. Review the day’s activities and what activities are scheduled the next day.

8. Enforce the Mandatory Dress Code before bringing your students to conference events.
   • Before you leave the hotel, make sure all students are dressed in the FCCLA official uniform or are following the Mandatory Conference Dress Code policy as stated in the Code of Conduct. Students, advisers, and guests not following the mandatory dress code will not be permitted to attend conference events, sessions, exhibits, expo, and workshops.

AFTER THE CONFERENCE

1. Congratulate your students on their professionalism and participation at the conference.

2. Send a letter to parents expressing your appreciation for their support.

3. Follow-up with the principal, other school administrators, and school board members. Have students present their experience during the conference. Highlight competitive event accomplishments! Show your administrators the positive effect attending the FCCLA National Leadership Conference has had on your students.

4. Submit a follow-up press release with chapter pictures and student comments. Sample press release materials can be found on the FCCLA National Website on June 1, 2016.
Competitive Events General Information
COMPETITIVE EVENTS GENERAL INFORMATION

The 2015-2016 Competitive Events Guide, located online, is the guide by which the 2016 events will be conducted. Revisions/corrections are located online at http://fcclainc.org/programs/competitive-events.php and in the 2015-2016 Question and Answer Guide.

States may submit entries in 31 different events, including postsecondary participants (in limited events). Please see the 2015-2016 Competitive Events Guide for events, categories, and number of entries per state.

Contact

Competitive Events Manager
starevents@fcclainc.org (703) 716-1301 (direct line)

SCHEDULE

Competitive events activities will be held Sunday through Thursday, July 3-7, 2016, and will take place in multiple conference venues. The Culinary Arts STAR Event will take place at the Art Institute of California-San Diego. Transportation to the Art Institute will be provided by FCCLA for event participants and volunteers for the Culinary Event.

There will be some overlap with conference events and competitive events. Competitive event participants and volunteers cannot participate in everything. Competitive event activities should take priority over other conference options for all participants. If a participant is also required to attend a conflicting conference session, they should contact national headquarters so appropriate arrangements can be made, if possible. Please indicate potential conflicts or special instructions for volunteer placements during registration so they can be scheduled appropriately. The following groups/events may have scheduling conflicts:

- FCCLA/LifeSmarts Knowledge Bowl Participants
- Leadership Academy Participants
- National Network Team Trainings
- National Officers and National Officer Candidates
- Nominating Committee Members
- State Officers
- Tours
- Voting Delegates

Mandatory Sessions for Competitive Events

STAR Events:
All STAR Events
Registration Packet Pickup
(Saturday or Sunday)
– Chapter Advisers Only

Culinary Arts
Additional Requirement:
Orientation and Test
(Sunday: 6:00 PM - 7:00 PM)

FCCLA/LifeSmarts Knowledge Bowl:
Orientation and Competition
(Sunday)
Finals held during the Business Session (Wednesday)
Chapter advisers will be responsible for picking up all STAR Events registration materials and distributing them to their participants. Any packets not picked up and signed during the specific STAR Events Registration time(s) will result in participants not receiving the 3 points for registration. Participants are still eligible to compete at their scheduled time. Any packets not picked up during the specified time(s) will be returned to the Competitive Events Information Center.

All events will have an orientation session on Sunday from 6:00 PM - 7:00 PM. Culinary Arts participants are required to attend the orientation session. Attendance is highly recommended for all other events. Points are awarded for attendance.

The STAR Events Recognition Session is not required, but participants will not be awarded medals if they are not present to walk across the stage or send a substitute in their place. One medal is given to each individual who walks across stage. Medals will not be given out before or after the sessions except in extenuating circumstances as determined by the Competitive Events Manager. Participants not in official mandatory dress code will not be permitted to cross the stage to receive their medal (exception for Culinary Arts participants in chef attire).

FCCLA/LifeSmarts Knowledge Bowl participants will receive certificates of participation in their registration packet. The FCCLA/LifeSmarts Knowledge Bowl runners-up will be recognized during the Business Session at the National Leadership Conference.

**STAR Events Participant Registration**

Chapters with state competitions on or prior to April 24 must submit all STAR Events registrations online as part of the National Leadership Conference registration by May 4, 2016, at 5:00 PM EDT. Chapters with state competitions after April 24 must submit all STAR Events registrations online as part of the National Leadership Conference registration by May 18, 2016, at 5:00 PM EDT. A fee of $45 to cover room rental, certificates, recognition session expenses, awards, and supplies will be charged to each participant in STAR Events. A technology fee of $25 is charged to each team in the Level II Online STAR Events.

- Any requests for extensions outside the parameters listed must be made in writing via email to the Competitive Events Manager at starevents@fcclainc.org no later than April 1, 5:00 PM EDT.
- Late registrations without an approved extension will be accepted until May 18 with an additional $100 fee per event/category. Registrations will be accepted after May 19 for an additional fee of $200 per event/category.
- Substitutions will be accepted as stated in the 2015-2016 Competitive Events Guide until June 1, 5:00 PM EDT, as long as eligibility requirements are met and national membership affiliation verification and fees are submitted prior to the May 31 late membership deadline. All STAR Events substitutions must be approved by the state adviser. An additional $10 STAR Events substitution fee will be charged from May 19 - June 1 per substitution.
- Participants who are registered or substituted beginning May 19, 2016, may not receive a certificate following competition.
- When registering STAR Events participants, please double check the spelling and capitalization of each participant’s name. Certificates are prepared based upon the data entered during registration. Changes to names are not guaranteed to go into effect if received after June 1. Please ensure information is accurate before submitting registrations.

**Competitive Event Participant Eligibility**

- To be eligible to participate in national competitive events, participants are required to register for the NLC Weekly Registration and must stay at one of the official conference hotels.
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- All STAR Events participants must be affiliated at the national level by May 1, 2016. States should check participant affiliations prior to allowing competition at the state level to ensure that students meet all eligibility requirements. Students must be affiliated with the correct affiliation type (comprehensive or occupational) to meet their event eligibility.
- If a STAR Events participant is not affiliated as of May 1, they may affiliate until May 31 and pay the $50 late fee in addition to state and national dues.
- Advisers of participants who need to transfer from one chapter to another due to a change in schools or courses or if they were incorrectly affiliated (comprehensive or occupational) may submit an Individual Affiliation Type Change Request to their state adviser, who must approve the request before it is implemented. After May 1, a $50 fee will be applied. All changes must be made by May 31. This is done through the national affiliation system.

Volunteer Requirements

With the continued growth of competitive events, increased numbers of volunteers are needed. We depend on chapter and state advisers to provide us with these individuals. We need state and chapter assistance by having each state involved in STAR Events send one volunteer per every three STAR Events participants. State and chapter assistance in this area is crucial if STAR Events are to continue to succeed. Assisting with the events is a worthwhile and rewarding experience. If you have students or adults experienced and knowledgeable about state and national STAR Events who are good organizers and can help with the management or evaluation of these events, please submit them as volunteers during registration. Please remember that the quality of these events is dependent on the quality of evaluators. If you have business and industry contacts in the San Diego area, please nominate these individuals to be evaluators and indicate their area of expertise. The more information provided in the registration process regarding volunteer experience and availability, the more successfully national staff can conduct volunteer placement.

Though national staff does their best to assign volunteers to their top choice of event or position, this is not always possible, so please make volunteers aware that they may be needed elsewhere. Volunteers will be notified of their selection and assignment in early June. If their assignment conflicts with another obligation during the conference, they should contact National Headquarters at starevents@fcclainc.org to change days or cancel. In order to decrease the amount of confusion due to volunteer changes and cancellations, advisers should provide as much information as possible about potential conflicts during the online registration process.

Not all who are nominated may be selected to serve as a room consultant or evaluator (if there is an excess of volunteers). If not initially selected, volunteers will be placed on the substitute/relief volunteer list and will remain there until a placement can be made. This may be anywhere from immediately following the original June notification to an onsite placement. All submitted volunteers are expected to follow through with their placement whether it is a specific event or a substitute/relief volunteer position onsite at the National Leadership Conference unless the volunteer or state adviser contacts National Headquarters to cancel.

Advisers seeking a Continuing Education Unit (CEU) may serve as a competitive events volunteer on Monday or Tuesday of the conference to complete their form. Advisers will purchase CEUs directly through their conference registration, but they also should take necessary steps in the STAR Events volunteer nomination process to ensure they can complete their CEU requirements. Those advisers interested in obtaining a CEU should include “CEU” in the Additional Information/Comments box so they can have a priority volunteer placement when registering as a STAR Events volunteer. The CEU form will require the signature of the Event Lead or Assistant Lead Consultant for attending the Sunday afternoon volunteer orientation and for completing the volunteer assignment on Monday or Tuesday.

Student members of the Competitive Events Network will be expected to participate as a volunteer for one of the Competitive Events. State advisers should review participants and volunteer registrations and confirm the accuracy of STAR Events entries throughout the registration time period.
In June, National Headquarters will send email confirmations to all STAR Events participants and volunteers regarding participation. The email will direct all participants and volunteers to the FCCLA national website to download additional information for their event. It is important that participants and volunteers carefully read the information posted online upon arrival as this is the only information they will be given prior to arriving onsite. If a STAR Events participant does not receive the STAR Events information or if event information in the confirmation is incorrect, he/she should contact the Competitive Events Intern at National Headquarters immediately. Spelling of names will not be corrected, so advisers must make sure they submit correct information during the initial registration process.

COMPETITIVE EVENTS REGISTRATION INSTRUCTIONS

**FCCLA/LifeSmarts Knowledge Bowl:**
All teams who have qualified for Level 3 competition must register no later than May 4, 5:00 PM EDT. Qualifying teams needing to register a substitute participant must email competitiveevents@fcclainc.org by April 1 so that the registration system can reflect the change.

**STAR Events:**
Chapter advisers are responsible for registering national STAR Events participants through the National Leadership Conference online registration system. Only STAR Events participants approved by the state FCCLA association may register for national STAR Events. Questions about eligibility to represent the state association should be directed to the state adviser. Please ensure that you have updated information for each STAR Events participant, and that they are entered in the correct event and category.

Chapter advisers should make sure the following information is up to date in the affiliation system:
- Participant name and grade
- Participant email address (for email confirmation – please do not use adviser email address)
- Participant cell phone number (please do not use an adviser phone number)

Special accommodations needs (physical disability related to presentation needs, etc.) should be indicated during the registration process.

The team number is only used if the chapter has more than one team in a single event/category. Team number is only for grouping team members from the chapter and is not an indicator of state event placement. Leave at “1” if the chapter only has one team entered in that event/category.

**Instructions for State Advisers:**
STAR Events national qualifiers may be entered in one of two ways—using the file import option or the “search to add” option. Participants who are part of a mixed category teams should be qualified under the correct category for their event.

Mixed Category Teams:
- Students through grade 9 who are part of a Senior category team should be entered in the Senior category.
- Occupational members who are part of a Senior category team should be entered in the Senior category

Please remember that events with only Senior and Occupation categories (no Junior category offered) may NOT include members through grade 9. Only students in grades 10-12 are eligible for these events.

**Volunteer Registration:**
Ensure that the following information is correct for volunteers:
- Name
- Cell phone number
- Email address
- Qualifications (certifications, previous experience, comments, etc.)
- Choice of Evaluator, Room Consultant, or either
- Top five STAR Event volunteer choices
The 2016 Tentative Competitive Events Schedule will not be final until all participant registrations have been processed. Check the FCCLA national website for the final version of the schedule in early June.

Chapters with state competitions on or prior to April 24 must submit all STAR Events registrations online as part of the National Leadership Conference registration by May 4, 2016 at 5:00 PM EDT. Chapters with state competitions on or after April 25 must submit all STAR Events registrations online as part of the National Leadership Conference registration by May 18, 2016 at 5:00 PM EDT. A fee of $45 to cover room rental, certificates, recognition session expenses, awards, and supplies will be charged to each participant in STAR Events. A technology fee of $25 is charged to each team in the Level II Online STAR Events.

National Parliamentarian Exam

FCCLA members and STAR Events participants attending the National Leadership Conference will have the opportunity to take part in the membership exam for the National Association of Parliamentarians (NAP). The discounted cost for students is $37.50 plus their state NAP dues. The NAP state dues amount information can be found on the NAP website. The membership exam will be conducted at the following time:

12:30 PM - 2:30 PM
Thursday, July 7, 2016

For location information, check the conference program. Applications and study guides for the test and other additional information about NAP are available at the National Association of Parliamentarians’ website at [www.parliamentarians.org](http://www.parliamentarians.org).

2016 NLC Competitive Events Deadlines

When possible, submit early.

**March 15, 2016**
- STAR Events: Online STAR Events, Level II invitations emailed to participants and chapter advisers. Finalists posted on the national FCCLA website.

**May 1, 2016**
- STAR Events: National membership affiliation deadline. State deadlines may be earlier.

**May 4, 2016**
- STAR Events: For chapters with state competitions on or prior to April 24, the participant registration submission deadline is May 4, 5:00 PM EDT. Registrations submitted after this date without prior approval of a state registration extension will incur an additional late fee of $100 per event/category from May 5 – May 18.
- FCCLA/LifeSmarts Knowledge Bowl: Level III qualifying teams registration deadline.
### May 18, 2016
- STAR Events: For chapters with state competitions occurring after April 24, the participant registration submission deadline is May 18, 5:00 PM EDT. Registrations submitted after this time without prior approval of an extension will incur an additional late fee of $200 per event/category.
- STAR Events: Evaluators and Room Consultant Volunteer submission deadline. States must have one evaluator or room consultant for every three STAR Events participants registered. Chapters must enter their chapter volunteers when registering for the conference.

### May 19, 2016
- Registrations received after the May 18 late participant registration deadline will incur an additional $200 late fee per event/category registration. Students registered after May 18 will not be guaranteed a certificate.
- STAR Events: A $10.00 substitution fee will be assessed for all participant substitutions made May 18, 5:00 PM EDT – June 1. Students substituted after May 18 will not be guaranteed a certificate.

### June 1, 2016
- Substitutions submitted after June 1 are considered new registrations and incur an additional $200 late fee. Substitutions must be approved by the state adviser.

### June 15, 2016
- All STAR Events participants, volunteers, and state advisers will be emailed information from National Headquarters regarding participation information and scheduling. The information will direct all participants and volunteers to the national FCCLA website for further details. It is important that participants, volunteers, and advisers read all information emailed or posted online.
Elections and Voting Delegate Information
2016 ELECTION & VOTING DELEGATE INFORMATION

State Advisers, National Officer Candidates, and National Officer Candidate Advisers should read and be familiar with ALL of the following information regarding National Officer Elections.

Contact

FCCLA Programs Manager
leadership@fcclainc.org
(703) 716-1307

NATIONAL OFFICER CANDIDATE INFORMATION

FCCLA national officers are elected at the National Leadership Conference every year in accordance with the national Bylaws (Revised 2013). Article VI of the current Bylaws states the National Officer Election process and responsibilities.

Each state is allowed to run up to two (2) candidates in the National Executive Council elections.

National Officer Candidate Qualifications

- The state adviser should ensure each candidate possesses the necessary skills and emotional maturity to serve as a national officer. State officers elected to serve as national officers will be expected to relinquish their state office. Consult the Bylaws (Revised 2013) Article VI, Section 2 for the list of required qualifications.

- National Officer Candidate(s) and adviser(s) MUST review the 2016-2017 National Executive Council/Adviser Handbook prior to deciding to run for office. National Officer Candidates and their parents should be made aware of the extent of their responsibilities and must read the entire handbook before running for office. In particular, they should be made aware that National Executive Council members often travel without adult companions throughout the year.
  - If a school system does not permit a national officer to travel alone, the member should not run for national office. Advisers, parents, and school administrators should be advised of this policy. It is also important that candidates understand the responsibilities of serving as a national officer and are willing to make FCCLA their top priority during their term in office. NOTE: National Headquarters may require additional verification for travel following an officer’s election to the National Executive Council.

- Only FCCLA nationally affiliated members may run for office. National Officer Candidates must have paid their national membership dues by March 1, 2016.

- To be eligible to run for national office, candidates must have a non-weighted cumulative grade point average of 3.0 for the previous 3 semesters. National Officer Candidates are required to submit a school transcript with their application. Transcripts submitted should reflect the National Officer Candidate’s grade point average for the previous 3 semesters on a non-weighted 4.0 scale. If the candidate’s school does not use a non-weighted 4.0 scale, a school official must provide on the transcript the candidate’s grade point average converted to a 4.0 non-weighted scale and sign the transcript changes that are made. NOTE: National Headquarters may verify this information with school officials.

- National Officer Candidates and their parents should be informed of the liability incurred by members of the Board of Directors, which includes the newly elected National President and Vice-President of Finance. In the case of a minor, parents would be the responsible party. The FCCLA organization secures a Directors and Officers liability insurance policy that covers all Board members actions that occur within the limitations of the Board roles.
• If elected, national officers may be required to attend the following meetings.
  - Up to two (2) National Executive Council meetings – fall 2016 and winter 2017
  - 2016 Capitol Leadership Meeting – fall 2016
  - National Cluster Meetings – fall 2016
  - FCCLA required events

• To be eligible to run for national office, candidates are required to be registered for the Weekly Registration Package (Weekly Registration and Gala) at the 2016 National Leadership Conference and purchase a ticket for the San Diego Zoo Tour.

• To be eligible to run for national office, candidates are required to stay at the official National Leadership Conference hotel to which their state is assigned. National Officer Candidates not staying at an official hotel may not run for national office or be elected.

• States should not assign responsibilities to National Officer Candidates that will interfere with meetings scheduled for candidates or new officers. A National Officer Candidate will not be able to participate as a conference presenter or in any competitive events, including FCCLA/LifeSmarts Knowledge Bowl and STAR Events, nor should they be assigned to serve as a session leader, usher, etc. If the candidate is not elected, they can attend the sessions following receipt of election results as designated by the state adviser. Candidates who are not elected are encouraged to participate in state officer trainings and activities.

**National Officer Candidate Application**

• Once a candidate is approved to run by their state association, he/she should submit an online Intent to Run Form so national staff knows whose applications to expect in the mail. The form includes basic contact information and requires the electronic submission of the candidate’s headshot to leadership@fcclainc.org. The NOC Intent to Run form must be submitted by April 15. Deadline extensions may be requested by state advisers until April 1.

• Each candidate should complete a National Officer Candidate Application. All applications must be postmarked by May 4. State advisers may request an extended deadline by emailing the FCCLA Programs Manager at leadership@fcclainc.org by April 1. Applications postmarked after the May 4 deadline WILL NOT be accepted unless an extension was granted by April 1. State advisers who have state meetings in late April should be prepared for the May 4 deadline by requiring candidates to have an application completed prior to their meeting and/or by requesting an extension by the April 1 deadline.

• The application is available in both a Word and PDF form on the FCCLA national website on the National Elections Information page of the Youth Leaders Section. (Instructions are included at the end of this section). Use only the 2016 application located on the FCCLA national website.

• The National Officer Candidate’s application must include the following items and must be submitted by May 4 in order for a candidate to be able to run for national office:
  - FCCLA resume
  - 3 letters of recommendation (state adviser, chapter adviser, professional knowledgeable in non-FCCLA related activities)
  - Approval to Run for National Office (school administrator, chapter adviser, state adviser, candidate)
  - 2 Essays
  - Signed transcript release and official transcript using a 4.0 non-weighted scale showing minimum of a 3.0 cumulative GPA for the previous three semesters and at least 1 year (1 Carnegie unit) of Family and Consumer Sciences education (include middle school if applicable)
  - Signed Photography and Website Consent
  - Signed Code of Conduct Agreement
  - Signed Code of Ethics Agreement
National Officer Preference Form
- Letter stating that the school or state association will be responsible for covering the adviser's expenses to travel with the officer (only if the officer is not allowed to travel alone)
- Signatures with dates (National Officer Candidate, chapter adviser, school administrator, state adviser, and parent/guardian) on all required documents

- National Officer Candidates and their adviser should make a copy of the application for their records before submitting it to National Headquarters. Note that National Headquarters cannot provide copies of the application once it has been submitted nor will an application be returned.

- All National Officer Candidate resumes and essays will be posted online on June 15 to give voting delegates adequate time to review candidates' qualifications.

National Election Process
- National Officer Candidates, their chapter advisers, and state advisers should familiarize themselves with the 2016 National Elections Step-by-Step Guide.

- National Officer Candidates, their chapter advisers, and state advisers will receive additional information regarding responsibilities following the application deadline. Candidates will be notified when their application has been received and reviewed for acceptance. A schedule for National Officer Candidates, a memo detailing responsibilities, and supporting materials will be emailed to the candidates via email in June. Chapter and state advisers will receive an emailed copy of the memo within a week of the candidate. National Officer Candidates are expected to complete various forms, have an official FCCLA national uniform, and memorize the appropriate portions of the installation prior to arriving at the 2016 National Leadership Conference.

- An NOC Orientation webinar will take place at 6:00 PM EDT on Thursday, June 2. The webinar will be recorded for those who are unable to attend, but attendance is strongly recommended. Chapter and state advisers are welcome to participate.

- Speeches are required and should be prepared to address the speech topic posted in mid-February on the FCCLA national website. Candidates may not use props or costumes during their speech.

- Candidates must wear the official FCCLA uniform for the NOC speeches and NOC networking sessions.

- National Officer Candidates can become better acquainted with FCCLA on the state and national levels by reading and understanding the following FCCLA resources when running for office. All materials are available online, by request, or for purchase through FCCLA National Headquarters or the FCCLA Store.
  - 2015-2016 Membership Kit
  - FCCLA national program materials
  - *The Guide to Branding & Promoting FCCLA*
  - 2015-2016 issues of *Teen Times*
  - 2016-2017 National Executive Council/Adviser Handbook
  - 2016 National Elections Step-by-Step Guide
  - www.fcclainc.org

- National Officer Candidates will be strongly encouraged to attend the National Network Trainings. If they do not have a scheduling conflict, candidates who will serve as state president (if not elected to the 2016-2017 National Executive Council) should attend the National State Presidents Network. All other candidates should choose any network besides the National State Presidents Network that interests them most (choices include: Competitive Events, Connection, Finance, Membership, or Program).
...continued

• All National Officer Candidates must come to the National Leadership Conference prepared to serve on the 2016-2017 National Executive Council. This includes bringing the following apparel:
  - Officer candidates must bring an official FCCLA blazer. The official national uniform is mandatory for all NOC activities at the conference. Candidates may borrow a blazer for NLC if they do not own one already, but those who become national officers will have to purchase the official blazer for their office term.
  - Female candidates must have a white oxford blouse, black knee-length skirt with a kick-pleat, and black closed, rounded-toed pumps with a 2” heel. Male candidates must have a white oxford shirt, black dress slacks, and black dress shoes. A detailed list of uniform pieces will be sent to candidates in the June packet.
  - Female candidates who are elected will need a solid white formal floor-length dress to wear for the installation at the Closing General Session and Gala. Dresses SHOULD NOT be strapless or have spaghetti straps (straps should be on both shoulders and be two fingers in width). Please check the dress in bright lights to make sure it is suitable for stage lighting. Male candidates who are elected will need a black suit or tuxedo with a black bow tie.

• National Headquarters will provide a “National Officer Candidate” ribbon for each officer candidate. The candidates will receive this ribbon at the National Officer Candidate Orientation. Check the NLC Schedule-At-A-Glance for the orientation time.

• Both incoming and outgoing National Executive Council members will be provided wrist corsages or boutonnieres for the installation ceremony at the Closing General Session. National officers will not be permitted to wear items from state groups during the Closing General Session.

• Those candidates who are elected will attend the San Diego Zoo Tour on Wednesday, July 6 and the Gala on Thursday, July 7 as a council with the outgoing officers. Candidates must purchase tickets prior to the conference, as tickets may not be available onsite. Candidates who are not elected and do not want to attend the Tour and/or Gala are welcome to sell their tickets through the conference ticket board following the election results, if desired.

• All candidates and their advisers will be asked to complete a post-election survey to help improve the process for the future.

• All expenses of the National Officer Candidate to attend the National Leadership Conference will be the responsibility of the candidate, their chapter, and/or their state. The national organization will not reimburse any portion of the candidate’s conference or travel expenses.

CAMPAIGN POLICY

Campaigning, which includes soliciting/asking for votes and distribution or posting of printed materials in support of the candidate or bearing the candidates name, between the time the candidate is approved to run for national office by the state association and the National Executive Council election during the National Leadership conference shall not be allowed by National Officer Candidates or their supporters.

• Supporters of candidates must not make written or verbal statements about their ability to serve the organization and must not ever comment on other candidates’ ability to serve the organization. Candidates may address their qualifications both verbally and in writing during official election sessions. Outside of the official election process events, statements about a candidate’s qualifications are prohibited.

• Candidates, advisers, parents/chaperones, members, and/or supporters of the candidate must not request votes for the candidate in written or verbal communication, including but not limited to the candidate’s speech, signage, or social media sites.
...continued

• Candidates, advisers, parents/chaperones, members, and/or supporters of the candidate must not purchase, create, or pass out any paraphernalia supporting the candidate, including items such as business cards, brochures, stickers, etc. Candidates may not trade state pins with delegates at the National Leadership Conference until the election is over.

If a member or adviser of Family, Career and Community Leaders of America feels that a National Officer Candidate has violated this policy, such violation must be reported, in writing, to national staff via email to leadership@fcclainc.org. Alleged violations must be reported prior to the close of the voting process. A panel consisting of the immediate past president, immediate past vice-president of finance, and the chair of the board of directors will investigate the allegation. If the review panel determines the National Officer Candidate or their supporters has violated this policy, that candidate will be disqualified from election. The decision of the review panel is final.

**ELECTRONIC DEVICE POLICY**

### National Officer Candidates

During National Officer Candidate elections at the National Leadership Conference, all National Officer Candidates are prohibited from using electronic devices (cell phones, PDAs, etc.) during any/all speeches. If a National Officer Candidate is in violation of this policy, such violation must be reported to national FCCLA staff. Alleged violations must be reported in writing to national staff prior to the close of the voting process. This allegation will be investigated by the immediate past president, immediate past vice-president of finance, the Chair of the Board of Directors, and the Executive Director, and may lead to disqualification. The purpose of this policy is to prohibit communication between officer candidates, spectators, voting delegates, or resources which might give the candidate an unfair advantage during the election process.

### Nominating Committee Members and Voting Delegates

During national officer candidate elections at the National Leadership Conference, nominating committee members and all voting delegates are prohibited from using electronic devices (cell phones, PDAs, etc.) during election sessions. If there is a violation of this policy, such violation must be reported to national FCCLA staff. Alleged violations must be reported in writing to national staff prior to the close of the voting process. This allegation will be investigated by the Executive Director and current president; the state adviser of the member will be notified. Upon review, further disciplinary action may be taken, including removal of that voting delegate from any further election proceedings. The purpose of this policy is to prohibit communication between officer candidates, spectators, voting delegates, or resources which might give the candidate an unfair advantage during the election process.

**NATIONAL OFFICER CANDIDATES ADVISER INFORMATION**

National Officer Candidate Advisers are the advisers to the local chapter where the officer attends school or the state adviser. National Executive Council Advisers are required by the **Bylaws (Revised 2013)** to be teachers certified in Family and Consumer Sciences and/or related occupations, and a chapter or state adviser.

- All National Officer Candidate Advisers should refer to the **2016-2017 National Executive Council/ Adviser Handbook** located on the FCCLA national website on the National Election Information page of the Youth Leaders section. This resource provides detailed information about the roles and responsibilities of the officer’s adviser. It is important for advisers to read this resource thoroughly and have a good understanding of the expectations of both their role as an adviser to a national officer and the officer’s role if elected.
...continued

- A pre-conference webinar at 6:00 PM EDT Tuesday, June 7, and an onsite orientation for advisers of National Officer Candidates will be held to brief advisers on how to help their candidates throughout the week. National Officer Candidate Advisers are expected to attend. During these orientation meetings and by email, advisers will receive details about other National Leadership Conference activities in San Diego, CA. Advisers of elected officers will attend a meet and greet, a luncheon, and the 2016-2017 National Executive Council Advisers training meeting.

- Advisers are not permitted to attend any election events that are not open to spectators, including the NOC Test, NOC Orientation, Nominating Committee Interviews, NOC Fishbowl, Networking, or Teambuilding. Advisers will not be permitted in the holding rooms during speeches. Advisers may accompany candidates to and from sessions, but may not go into the above sessions. Advisers should be present for letter drops and speeches.

- Advisers are not permitted to attend any teambuilding, workshop, rehearsal, or planning sessions of the newly elected council. Advisers will be required to attend National Executive Council Adviser sessions if their student is elected. Advisers will have reserved seating at the Business & Recognition Session and Closing General Session.

- Advisers are strongly encouraged to be present with the NOC for each letter drop. Advisers should work with candidates prior to the National Leadership Conference to develop a plan should the candidate not be elected.

- There will be a post-election event for National Officer Candidates who are not elected. Depending on the nature, space, and costs of the event, advisers may not be permitted to attend with their candidate. Candidate involvement will be voluntary.

- FCCLA will cover the costs for National Executive Council Advisers to attend two meetings during the year. National Headquarters does not cover expenses for the adviser’s travel to any other meetings their officer attends.
  - The National Executive Council and Advisers Meeting will be held in the fall in the Washington, D.C., metro area. During this meeting, advisers will become acquainted with their roles and responsibilities, receive professional development training and organizational updates, develop workshops, provide input to strengthen national programs and publications, and plan involvement in national meetings and activities.
  - The 2017 National Leadership Conference will be held July 2017. National Executive Council Advisers will arrive early to help with the conference.
  - NOTE: The same adviser must attend both the Fall Meeting and the 2017 National Leadership Conference. Substitutions at the meetings are not permitted unless arranged with the Director of Membership prior to elections. If an adviser substitution must be made between the Fall Meeting and the 2017 National Leadership Conference, the school or state association will be responsible for covering the adviser’s expenses.

- If an officer is not permitted to travel alone, it is strongly recommended that the student not run for office. However, in such cases the school or state association will be responsible for covering the adviser’s expenses as National Headquarters does not cover these expenses. If this is a problem, the student should not make plans to run for national officer.

NOMINATING COMMITTEE

General Information

In accordance with the Bylaws (Revised 2013), three states from each region (on an alphabetical rotation of states within the region), may select a student representative to serve on the nominating committee. The immediate past National President will chair the committee. A national staff member serves as the election consultant.
Nominating Committee Responsibilities

- The major responsibility of the committee is to evaluate the National Officer Candidate applications, interview the candidates, and narrow the number of candidates down to 20 for consideration by the election voting delegates. Responsibilities for committee members and suggested selection criteria for state advisers responsible for choosing nominating committee members are listed below.

- Nominating Committee members are required to participate in an orientation webinar at 6:00 PM EDT Wednesday, June 1, during which they will receive instructions for scoring candidate applications prior to arriving on site. Nominating Committee members must be willing to dedicate time and energy to scoring applications within the timeframe established during the webinar. If the committee member fails to participate in the webinar or complete the assigned work, he or she will not be eligible to serve on the Nominating Committee. The committee member must be willing and able to score the applications on their own and keep all information about the candidates and their applications confidential.

- During the National Leadership Conference, Nominating Committee members are required to attend an orientation meeting, candidate interviews, the NOC Fishbowl, committee deliberation, the candidates’ speech session, and potentially a tie-breaker meeting. If the committee member does not attend all of the above sessions, he or she will not be eligible to serve on the committee. Representatives on this committee must make the orientation and interview sessions a priority over events such as state pictures, tours, state meetings, etc. When choosing an individual to serve, please ensure the member is committed to arriving in time for responsibilities beginning on Sunday, July 3, and to fully engage in all required sessions. A schedule of the time commitment is included in this document and will be updated should there be any changes to the schedule. Please do not select an individual who is unable to commit to serving on the nominating committee for the entirety of this time.

Nominating Committee Qualifications

- The following states are eligible to select a student for the nominating committee for the 2016 National Leadership Conference:

  **Central Region**
  - Nebraska
  - North Dakota
  - Ohio

  **North Atlantic Region**
  - Vermont
  - West Virginia
  - Connecticut

  **Pacific Region**
  - New Mexico
  - Oregon
  - Utah

  **Southern Region**
  - Tennessee
  - Texas
  - Virginia

- If you know at this time that your state cannot assume its role on the 2016 Nominating Committee, please notify the Programs Manager immediately at leadership@fcclainc.org.

- If your state is able to fulfill this role, please complete the Nominating Committee Form no later than May 1, 2016. If your state does not submit the required form by the established deadline, National Headquarters will assume your state is not participating and move on to the next state.

- Nominating Committee Members must:
  - Be nationally affiliated FCCLA members by May 31, 2016.
  - Become familiar with the election process by reading the 2016 National Elections Step-by-Step Guide.
  - Have good interviewing skills.
  - Have knowledge of the qualities needed to be a national officer by reading the Bylaws (Revised 2013) and the 2016-2017 National Executive Council/Adviser Handbook.
  - Understand both the responsibility and honor of serving on the Nominating Committee.
  - Understand and respect the confidentiality of their role in the election process.

- Members in their junior or senior year with more than two years in FCCLA are preferred.
Nominating Committee members and their chapter and state advisers will be required to sign a confidentiality agreement to ensure candidate information, committee discussion, and committee decisions during and following the election process.

Nominating Committee members should not participate in STAR Events or other activities during the National Leadership Conference that would conflict with their responsibilities, including state pictures. Please note: If there is a conflict with other activities at the National Leadership Conference, please notify the Programs Manager, prior to the National Leadership Conference at leadership@fcclainc.org or call 703-476-4900 x307.

Procedure for Tied Election Results

The Nominating Committee will meet at 10:00 PM Tuesday, July 5, if a tie has occurred. The Nominating Committee Chair and/or national staff will contact committee members via phone or text to indicate the need for the meeting. In the event of a tie, the Nominating Committee will determine out of those tied who will be elected to the 2016-2017 National Executive Council. Information regarding a tie will be confidential within the committee and no one outside the committee will be informed if there was a tie or which candidates were involved. Nominating Committee members will be expected to keep this information confidential indefinitely.

VOTING DELEGATE INFORMATION

General Information

Each state association should select voting delegates to participate in the Business Session. Voting delegates must be FCCLA members. The number of voting delegates from a state is determined by the state's paid membership the year prior to the national conference in accordance with the scale given in the Bylaws, Article IX, Section 2 (Revised 2013). The actual number of voting delegates required for each state at the 2016 National Leadership Conference (based on 2015-2016 paid members and the final membership report) will be sent mid-June.

Each state association should select one of their voting delegates to also serve as the state's Election Voting Delegate. This individual will receive information about the 20 National Officer Candidates selected by the Nominating Committee, attend specific election sessions, and vote on behalf of the state in the election of the 2016-2017 National Executive Council.

Candidates' resumes and essays will be posted online in mid-June so Election Voting Delegates may have sufficient time to review candidates' qualifications. Copies will be given to state advisers and Election Voting Delegates at NLC for reference while onsite.

Responsibilities of ALL Voting Delegates at the National Leadership Conference

At registration, state advisers will receive one “Election Voting Delegate” packet, which includes ribbons for Voting Delegates and Election Voting Delegate. State advisers should make sure Voting Delegates receive the information in the packet as the included ribbons grant them admission to Voting Delegate activities.

Voting Delegates will be conducting the business of the organization. Bylaws amendments may be proposed by: a state association and received at National Headquarters 90 days prior to the opening of the national conference; the National Executive Council; or the National Board of Directors. The National Board of Directors shall review and approve proposed bylaws amendments for recommendation to the Voting Delegates.

- Thirty (30) days before the National Leadership Conference, Board-approved proposed bylaws amendments, and related information, if any, will be sent to state advisers. Official Voting Delegate notification and information will be sent to state associations. This information will be included in
Voting Delegate packets and reviewed at the Voting Delegate Orientation.

- Business will be conducted during the Business & Recognition Session Wednesday, July 6. Voting delegates must sign in prior to the session and sit in the reserved seating area to be included in the business meeting.

- Voting delegates are invited to participate in specific election sessions on Tuesday, July 5, to help provide the state delegation with an informed opinion regarding the National Officer Candidates. These sessions include:
  - Voting Delegates Speeches Sign-In & Packet Pick Up
  - NOC Speeches - Voting Delegates will be given priority seating at the candidate speeches.
  - NOC Networking

- At the Speeches Sign-In & Packet Pick Up, Voting Delegates will be given an election update sheet with the Top 20 candidates, their test scores, and the schedule for the speech session.

- Voting Delegates should not assume the responsibility of session presenter, host, usher, STAR Events participant, or any other responsibility that would conflict with scheduled Voting Delegates’ events. They should not participate in tours, activities, and sightseeing events that conflict with their responsibilities as a Voting Delegate. Additional information on Voting Delegate responsibilities and a final schedule of meetings will be provided to state advisers in June.

- Voting Delegates should be made aware of the privilege bestowed on them to assume a major role in making decisions for their state delegation at the Business Session and during the election process. It is the role of advisers to provide information and guidance, if necessary.

- Voting Delegates will be asked to sign and return an agreement to their responsibility and willingness to abide by election policies and delegate best practices.

- Some states have found it helpful to designate a state officer to help monitor Voting Delegate attendance at specified events during the National Leadership Conference.

- Alternate voting delegates can be substituted if a selected voting delegate cannot meet his/her responsibility.

- Please note that the Electronic Device Policy was revised in January 2016 and includes a section for Voting Delegates. The policy can be found in full in the above National Officer Candidate Information.

**Election Voting Delegate**

Each state adviser will receive one “Election Voting Delegate” packet at registration. This packet, which includes their ribbon, should be given to the Voting Delegate who will vote on behalf of the state in the 2016 National Executive Council elections. Students will not be admitted to closed sessions or allowed to vote if they do not have their “Election Voting Delegate” ribbon, and must be in Conference Dress Code.

The Election Voting Delegate should be a mature member, familiar with the responsibilities of an FCCLA officer, and willing to devote the required time and attention for a successful and fair election.

Election Voting Delegates will be required to participate in specific election sessions on Tuesday, July 5, so they have an informed opinion regarding the National Officer Candidates. All voting delegates must be in dress code to participate in sessions and vote. These sessions include:

- Voting Delegate Orientation
- Voting Delegates Speeches Sign-In & Packet Pick Up
- NOC Speeches - Voting Delegates will have reserved seating at the candidate speeches.
- Voting Delegates Networking Sign-In
- NOC Networking
- National Executive Council Elections
Continued...

Election Voting Delegates will be asked to keep track of candidates using an evaluation form provided by FCCLA. The forms will provide Election Voting Delegates with each candidate’s test score so they have insight into the candidate’s knowledge of FCCLA facts. Election Voting Delegates are encouraged to write constructive comments on the forms, as they may be returned to candidates following the election. Election Voting Delegates will be required to turn in forms for ALL candidates, even incomplete ones, prior to entering the voting room on Tuesday to avoid the circulation of written comments regarding candidates during the remainder of the conference.

2016 NATIONAL OFFICER CANDIDATE APPLICATION INSTRUCTIONS

Listed below is a checklist of instructions:

Copies of portions of the application form will be posted online and given to Nominating Committee members and/or Election Voting Delegates.

- **NOC Intent to Run Form**
  Complete the National Officer Candidate “Intent to Run” form online by April 15, so that the FCCLA national staff will know to expect the candidate’s application in the mail.

- **NOC Application Form**
  Please type all information requested on the 2016 National Officer Candidate Application Form, using only the space provided. This form should not be altered or changed in any way. Additional information, beyond the requested attachments below, will not be considered.
  - **Essay Questions** (Pages 4-5)
    Candidates must answer essay questions 1 and 2 of the application. The essays must be typed in the space provided. Essay questions must be answered by the candidate only.
  - **Approval** (Page 6)
    Candidates must receive approval in order to run for national office. Candidates must seek prior approval for travel to miss school for FCCLA meetings and related activities. Candidates must receive support for their candidacy from each of the individuals listed. Please have each person check all the boxes, and they must include a signature and date. If all boxes are not checked due to lack of support, we cannot accept your application.
    *If the school administrator does not place an “X” in the box to allow the officer to travel alone due to a school regulation, a letter must be attached stating that the school or state association will be responsible for covering the adviser’s expenses to travel with the officer.*
  - **National Officer Candidate Forms** (Pages 7-10)
    Please obtain all of the appropriate signatures for the following forms:
    o Transcript Release Parental Agreement Form
    o Photography & Website Consent & Release Form
    o Code of Conduct Agreement and Code of Ethics Agreement
    o Election Policies
    o National Officer Preference

- **FCCLA Resume**
  Attach a professional FCCLA resume, one page only in length, typed in Calibri size 11 font with margins set at no smaller than .75 all around, providing the information listed below:
  - Name, state, school, chapter, type of affiliation (comprehensive or occupational), year in school, number of years in FCCLA, total years of FACS instruction completed at the end of the 2015-2016 school year.
  - List all Family and Consumer Sciences course(s) and grade level(s) when taken or Family and Consumer Sciences Occupation related course(s), grade level(s) when taken, and area of occupational training (food service, clothing, childcare, etc.). List the course titles as they appear on your transcript.
...continued
- List your participation in FCCLA at the local, district/region/area (if applicable), state, and national level.
- List offices held in FCCLA.
- List contributions to Family and Consumer Sciences education.
- List participation in your school and community (major activities in your community, job experience, etc.).

• Letters of Recommendation
Provide 3 letters of recommendation. Please have the National Officer Candidate Adviser, state adviser, and a school or community professional who is knowledgeable about your activities both in and out of FCCLA each submit a recommendation letter. Please discuss the national officer and adviser responsibilities in detail before securing each recommendation. Recommendation letter requirements:
- Maximum of one page in length per letter.
- Typed in Calibri size 11 font.
- Addresses leadership skills, community involvement, and academic performance.
- Recommendations need to indicate support should the officer be elected.
- Name and title of person writing the recommendation.
- Signed and dated.

• Official Transcript
Attach an official transcript(s). Transcripts must verify the following two qualifications:
- The National Officer Candidate’s cumulative grade point average on a 4.0 non-weighted scale. Candidates must have a cumulative grade point average of 3.0 or higher for the 3 previous semesters.
- The National Officer Candidate must have completed a minimum of 1 year (equal to 1 Carnegie unit) of Family and Consumer Sciences Education (FACS) in order to run for national office. Please include an official transcript other than the current high school if FACS classes for this requirement were completed at another school.

• Membership Affiliation
Verify that the candidate is affiliated, including received payment, by March 1, 2016, and their individual affiliation type (comprehensive or occupational) is correctly identified. Note: No paperwork necessary. National Headquarters will check candidates’ affiliation status in the national database following receipt of the NOC Intent to Run Form.

• National Leadership Conference Registration & Housing Policy
Verify that the candidate is attending the 2016 National Leadership Conference, registered for the Weekly Registration and Gala, and will be staying in an official 2016 National Leadership Conference hotel. Note: No paperwork necessary. National Headquarters will compare the candidate list to the registration and hotel housing lists. When making reservations, it is important that you include all attendee names to ensure accuracy of the housing list.

• Double check your application to ensure all information is complete and all signatures are present. Please make a copy of your application for your records before you submit it to National Headquarters. Please note that National Headquarters cannot provide copies of your application once it has been submitted.

• MAIL APPLICATION POSTMARKED BY MAY 4, 2016, TO:
Programs Manager
Family, Career and Community Leaders of America
1910 Association Drive
Reston, VA 20191-1584
# 2016 National Officer Candidate and Adviser Tentative Agenda Overview

<table>
<thead>
<tr>
<th>Sunday, July 3</th>
<th>Monday, July 4</th>
<th>Tuesday, July 5</th>
<th>Wednesday, July 6</th>
<th>Thursday, July 7</th>
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<tbody>
<tr>
<td>9:00 AM – 10:00 AM NOC Test</td>
<td>8:00 AM – 10:00 AM NOC Fishbowl</td>
<td>8:00 AM – 8:15 AM NOC Pre-Meeting</td>
<td>7:00 AM Letter Drop #2</td>
<td>8:00 AM – 4:00 PM 2016-2017 NEC Workshop Includes Lunch &amp; Installation Rehearsal</td>
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<td>9:00 AM – 10:30 AM NOCA Orientation</td>
<td>10:00 AM – 11:00 AM Voting Delegate Orientation</td>
<td>8:15 AM – 11:00 AM NOC Networking</td>
<td>7:15 AM – 8:00 AM NEC/NECA/Parent Guardian Meet &amp; Greet</td>
<td>11:30 AM – 12:30 PM Joint NEC Luncheon</td>
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<td>10:30 AM – 12:00 PM NOC Orientation &amp; Project Center</td>
<td>12:30 PM – 1:45 PM NOC Speeches-Group A NOC Team Building-Group B</td>
<td>12:30 PM – 1:45 PM NOC Speeches-Group B NOC Team Building-Group A</td>
<td>7:30 AM – 12:30 PM Ford Event (For those not elected)</td>
<td>1:00 PM – 2:30 PM State &amp; Chapter Adviser Recognition Session</td>
</tr>
<tr>
<td>1:00 PM – 10:00 PM NOC Nominating Committee Interviews</td>
<td>2:00 PM – 3:15 PM NOC Speeches-Group B NOC Team Building-Group A</td>
<td>2:00 PM – 3:15 PM NOC Speeches-Group A NOC Team Building-Group B</td>
<td>8:00 AM – 11:00 AM 2016-2017 NEC Workshop</td>
<td>5:00 PM – 7:00 PM Closing General Session &amp; Installation</td>
</tr>
<tr>
<td>2:00 PM – 3:30 PM State Officer Training I</td>
<td>3:00 PM – 4:30 PM State Officer Training II</td>
<td>3:00 PM – 4:30 PM State Officer Training III</td>
<td>11:30 AM – 12:30 PM Joint NEC Lunch</td>
<td>7:00 PM – 11:00 PM Gala &amp; Joint NEC Activities Includes Dinner</td>
</tr>
<tr>
<td>3:45 PM – 4:45 PM National Network Trainings</td>
<td>4:00 PM – 6:30 PM Opening Session</td>
<td>4:00 PM – 6:30 PM Opening Session</td>
<td>1:00 PM – 3:00 PM Business Session</td>
<td>*NOC = National Officer Candidate Grey = National Officer Candidate Adviser Black = NOC &amp; NOCA Activity</td>
</tr>
</tbody>
</table>

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## 2015 NOC Nominating Committee Tentative Agenda Overview

### Prior to NLC

- **Wednesday, June 1** 6:00 PM – 7:30 PM EDT
  NOC Nominating Orientation Webinar
- **Monday, June 13** NOC Application Scores Due

### Sunday, July 3

12:00 PM – 1:00 PM NOC Nominating Committee Meeting
1:00 PM – 10:00 PM NOC Nominating Committee Interviews
6:00 PM – 7:00 PM Dinner Break (on your own)

### Monday, July 4

7:30 AM – 8:00 AM NOC Nominating Committee Meeting
8:00 AM – 10:00 AM NOC Fishbowl
10:00 AM – 11:00 AM Voting Delegate Orientation
11:00 AM – 1:00 PM NOC Nominating Committee Deliberations *Lunch provided
4:00 PM – 6:30 PM Opening General Session

### Tuesday, July 5

12:30 PM – 1:45 PM National Officer Candidate Speeches – Group A
2:00 PM – 3:15 PM National Officer Candidate Speeches – Group B
10:00 PM – 10:30 PM NOC Nominating Committee Meeting (if necessary)
State Adviser Information
STATE ADVISER INFORMATION

Exhibits Expo
The Exhibits Expo features a variety of exhibitors and a College Fair. Don’t forget to bring your ticket to spin the prize wheel that will be distributed with your registration materials. Try your luck at winning one of the many prizes donated by exhibitors, state associations, and local businesses. State associations are asked to contribute state themed prizes. State association prizes can be dropped off during Conference Registration on Saturday, July 2, and Sunday, July 3, or to the exhibit hall during exhibit expo hours.

Hotel Assignments
State hotel assignments have been made based on the estimated hotel room block needs submitted by each state adviser and the state’s position in the state hotel assignment rotation. Please review the housing policy carefully and communicate your state’s assignment with your chapter advisers. State hotel assignments are also posted on the FCCLA website. All delegates must follow the National Leadership Conference housing policy. Hotel reservations must be submitted by May 18.

Registration for Special Groups
Current National Executive Council (NEC), National Executive Council Advisers (NECA), National Consultants Team (NCT), and National Board of Directors will receive specific registration information from National Headquarters and should not be included in the state delegation registration. The FCCLA national office will work directly with these groups to register for the conference and make housing reservations.

State Meetings
State advisers are able to request meeting space to handle state group registration pickups or hold state meetings at designated times. Meeting requests must be made online via the NLC registration system by May 4, 2016. It is strongly recommended that you schedule your state’s meetings between February 1-29 prior to NLC registration opening. Attendees will see a schedule conflict prompt if they sign up for a conflicting event. This prompt will not prevent them from registering for the conflicting event. Room assignments and times are subject to availability and will be confirmed when you select your state meeting dates and times. If attendance significantly varies from a state’s anticipated attendance, FCCLA reserves the right to reassign hotel and meeting rooms. FCCLA will work with state advisers directly on reassignments. Please note that absolutely no outside food or beverages may be brought to state meetings in the hotels or in the convention center. Special meeting break options will be posted on the FCCLA national website.

STAR Events
State advisers must submit your state STAR Events qualifier data via the state adviser portal within one week of your state competition and prior to your STAR Events registration deadline. Chapter advisers must then register and submit all STAR Events participants in order for them to be officially registered to compete. They will not be able to register their STAR Events participants until this data has been uploaded into the NLC online registration system by the state adviser. Use the state adviser STAR Events Registration checklist to make sure all qualified participants have been entered and to monitor the registration process.

Encourage advisers, adults, and members to volunteer as STAR Events consultants and evaluators. All states are expected to meet the quota of one volunteer for every three STAR Events participants.
STATE ADVISER APPOINTMENTS

Adviser-to-Adviser

(By Appointment Only)

State advisers appoint two chapter advisers from their state to complete this training presented by National Consultant Team members. This train-the-trainer session will give chapter advisers the tools and information needed to present FCCLA workshops at the state level. Please provide appointment information online by May 4, 2016.

Criteria:
1. Strong FCCLA background
2. Good rapport with other advisers
3. Strong management and organizational skills
4. Willing to conduct future trainings
5. Strong local administrative support

Responsibilities:
1. Attend and assist with trainings during the 2017 National Leadership Conference
2. Complete the Leader Information and Planning Sheet during training
3. Create and share plan of action with their state adviser
4. Conduct adviser training workshop
5. Develop a strong adviser network
6. Encourage advisers to participate in the 2016-2017 Adviser Recognition Program
7. Promote the Membership Campaign and encourage advisers to apply for recognition
8. Assist with adviser programs at the 2016 National Cluster Meetings
9. Submit end-of-year report to National Headquarters by May 1, 2017

State Officer and National Network Trainings

State advisers must assign in the registration system the state officer information to give student leaders access to free state officer training, including year-long participation in the national networks listed below. State advisers will be required to appoint each officer to the network that best connects to the state role. The network options include:

**National Competitive Events Network**
- Members will provide input and promote competitive events. All student members should bring one idea for a resource that would be beneficial to participants or advisers. In addition, members will receive training to help promote competitive events at the state and local level. Student members of the Competitive Events Network will also be expected to participate as a volunteer for one of the competitive events, and will be assigned by the Competitive Events Intern.

**National Connection Network**
- Members will meet and gather information for *Teen Times* and other national publications throughout the year and be trained as public relations contacts for each state.

**National Finance Network**
- Members will learn basic finance terms, information, and fundraising strategies to implement.

**National Membership Network**
- Members will receive training to promote membership. Designated National Membership Network members should bring one recruitment idea to share with the group.
National Program Network
☐ This training is designed to assist officers in guiding youth leadership and program efforts within their states. Delegates attending this training should bring their goals for the year and be prepared to network with other state leaders.

National State Presidents Network
☐ State presidents will receive national updates and training to assist them in leading their state association. Only one appointment per state.

Voting Delegate Selection
Every state should select student(s) to represent their voice in conducting the organization's business and electing its leaders. For more information, please refer to the Elections and Voting Delegate Information section of this Guide.

2016 NLC State Adviser Deadlines
Please be aware that, in many cases, information will be collected online. Observe online and postmark deadlines and, when possible, submit early.

May 4, 2015
☐ Adviser-to-Adviser appointments
☐ State Meeting Request
☐ 2016-2017 State Officer Directory *email to leadership@fcclainc.org

June 8, 2015
☐ Insurance Application
☐ State Meeting Time assignments posted
Forms
Family, Career and Community Leaders of America, Inc., upon sixty (60) day notice to its National Headquarters in advance of any of its scheduled events, will work with affiliated state associations, chapters, schools, or families to locate and obtain the services of an aide, assistant, interpreter, nurse, or other person whose assistance would enable a member with special needs to participate fully in the scheduled event. The national staff will identify service options that will be funded by the local school district. Federal funds are typically available to school districts for this purpose.

Please fill in the information as completely as possible to help us provide a positive learning experience for all of our conference participants and email it to meetings@fcclainc.org.

Any individuals who accompany a student with special needs will be provided with a complimentary registration. Registration materials for this individual will be included in the FCCLA chapter registration packet.

Please email by May 4 to the FCCLA Conference Department at meetings@fcclainc.org.

Copy and distribute as needed.
I understand that participation in the Run4Red 5k Walk/Run presents certain risks and hazards, including, but not limited to: muscle strains and sprains, bruises, broken limbs, dehydrations, other serious medical problems, or even death and other ordinary risks associated with strenuous physical activity. I acknowledge I do not have a past or present medical condition that may be affected by participating in this Event and that I have obtained clearance from a physician before participating in this Event. I understand my participation is at my sole risk, and I voluntarily assume full and complete responsibility for any injury or accident, which may occur to me or my property during or in connection with this Event.

In consideration of value received of the right to participate in the Run4Red 5k Walk/Run, I, [name of participant] ____________________________________________, for myself, my heirs and assigns, do hereby waive, release, and forever discharge FCCLA, Inc., metroConnections, and each of their parent companies, subsidiaries, and affiliates, and all of their respective officers, directors, shareholders, agents, employees, successors and assigns, and volunteers assisting with this event (hereinafter the “Release Parties”) from all manners of action, causes of action, suits, debts, damages, claims, and liability of any type or kind whatsoever, including attorney’s fees, arising from or in connection with the above-described activity.

Furthermore, I agree to hold harmless and indemnify the Released Parties from and against all liability, claims, suits, demands, damages, judgments, costs, and expenses (including reasonable attorney’s fees) to which any of the Released Parties may be subject by reason of any claim for any injury to or death of any person or persons, or for damage to property or otherwise arising from or in connection with the above-described activity.

I have read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

__________________________________________  ________________________________  __________________________
Parent/Guardian/Adviser SIGNATURE        Parent/Guardian/Adviser PRINTED NAME        Date Signed

(Circle One)

(Circle One)

Understanding of Risk
I understand the seriousness of the risks involved in participating in this program, my personal responsibilities for adhering to rules and regulation, and accept them as a participant.

__________________________________________  ________________________________  __________________________
Participant Signature                     Participant’s PRINTED Name               Date Signed

Print Full Residential Address/City/State

__________________________________________  ______________________________________
Emergency Contact Name                Emergency Contact Phone Number

Copy and distribute as needed and email to meetings@fcclainc.org.
Code of Conduct
FCCLA Code of Conduct

A copy of the Delegate Conduct Practices and Procedures and the Mandatory Dress Policy may be found in this section. The dress code applies to all participants while attending conference sessions, workshops, and exhibits. FCCLA requires every student delegate (including guests) to read and complete these forms as partial completion of NLC attendance requirements. Please make sufficient copies for your delegates to sign and return to you prior to the National Leadership Conference. Chapter advisers should bring these forms with them to the conference for possible reference. Please do not mail signed copies to FCCLA National Headquarters.

Code of Ethics for Adult Advisers

FCCLA offers training to those students who have a career objective in Family and Consumer Sciences and related fields. Individual conduct and appearance is part of this training and becomes apparent at FCCLA’s National Leadership Conference. Chapter advisers set an example of expected behavior from their students. For this reason, the following Code of Ethics has been established for adults attending the National Leadership Conference.

It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of these practices and procedures will be dealt with accordingly by the FCCLA National office and the applicable State Association. These policies and procedures are considered to be in addition to any guidelines established at the school, district, and state level.

- Advisers shall conduct daily meetings with their students for progress reports, time schedules, and other activities.
- Advisers shall keep an agenda for each student so that they may be reached at any time during the conference.
- Chapter advisers are responsible for their students at all times and should always be available to be contacted.
- Each adviser shall be responsible for seeing that participants adhere to all conduct practices and procedures.
- The rules as stated in the Delegate Conduct Practices and Procedures and the Mandatory Dress Code Policy are called to your attention to review and should govern the behavior of advisers as well as students and guests.
- Chapter advisers are responsible for enforcing the Mandatory Dress Code Policy. The Dress Code Policy applies to delegates, advisers, guests, and all other attendees at the National Leadership Conference. Thoroughly review and impress upon your students the importance of adhering to the Mandatory Dress Code Policy. Emphasize that any individuals not adhering to the Dress Code Policy will not be admitted into sessions. FCCLA recommends you address the dress code with your students before leaving the hotel to attend sessions.
Delegate Conduct Practices And Procedures

FCCLA, Inc. requires every student delegate to read and complete the Attendance Permission Form as part of the completion of NLC attendance requirements. This form should be returned to your chapter adviser prior to attendance at the National Leadership Conference.

- The term “delegate” shall mean any FCCLA member, including advisers, attending conferences (middle school, high school, collegiate, alumni, and professional).

- There shall be no defacing of public or private property. Any damage to any property or furnishing in the hotel rooms, convention center, or any other area must be paid for by the individual or chapter responsible.

- Delegates must wear identification badges at all times.

- Delegates shall refrain from using inappropriate or profane language at all times when attending conference activities.

- Delegates shall refrain from verbal, physical, or sexual harassment, hazing, or name-calling.

- Delegates shall respect the rights and safety of other hotel guests.

- Delegates shall not possess alcoholic beverages, narcotics, or weapons in any form at any time under any circumstances.

- Delegates shall refrain from gambling, playing cards, dice, or games of chance for money or other things of value.

- Use of tobacco products by delegates is prohibited at all FCCLA functions.

- Delegates must adhere to the dress code at all times.

- Delegates must not dress or behave in a manner that can be interpreted as sexually explicit.

- Students shall keep their adult advisers informed of their activities and whereabouts at all times.

- No delegate shall leave the conference premises, including their assigned hotel, hotels in which conference events are taking place, and the convention center, unless permission has been received from their chapter adviser.

- Delegates should be prompt and prepared for all activities.

- Delegates should be financially prepared for all activities.

- Delegates are required to attend all sessions and activities assigned, including workshops, exhibits, competitive events, committee meetings, etc. for which they are registered unless engaged in some specific assignment scheduled at the same time.

- Delegates will spend nights at their assigned hotel and in their assigned hotel room. Guests are not permitted in student hotel rooms after curfew.

- 12:00 midnight curfew will be enforced. Delegates are required to be in their assigned hotel room during curfew hours. Quiet hours will be observed after curfew. Delegates are expected to be respectful of other hotel guests.

- FCCLA chapters will be responsible for their delegates’ conduct.

- Delegates who ignore or violate any of the above rules or other rules as outlined in the National Leadership Conference Guide will be subject to disciplinary action, including, but not limited to, disqualification from competitive event involvement and expulsion from FCCLA. Individual delegates may be sent home immediately at their own expense.
MANDATORY DRESS CODE POLICY

Approved by FCCLA's Board of Directors, September 2015

The National Leadership Conference is an excellent opportunity for members to convey to others the positive and professional image of FCCLA. Members’ behavior in the hotels and throughout the National Leadership Conference is the only image others in the hotel and host city may ever have of our organization. Student conduct and dress should contribute to the positive and professional image of FCCLA. The FCCLA official uniform is a red blazer, worn with a black skirt, black slacks, or a black sheath dress. The FCCLA official uniform is always appropriate and strongly encouraged. If not wearing the FCCLA official uniform, the mandatory dress code below should be worn. Thank you for your cooperation and support in putting forth a positive image of FCCLA throughout the National Leadership Conference!

Mandatory Attire | General Sessions | Exhibits Expo | College Expo | Workshops | STAR Events Recognition Sessions | All Election Activities

Advisers are responsible for enforcing the dress policy with their students and guests. Delegates, advisers, and guests not adhering to the dress policy will NOT be admitted into sessions.

**Females**
- Red, black, or white polo or oxford shirt with a collar (long or short sleeves)*
- Black dress slacks or capris (no shorts)
- Black skirts no shorter than 2 inches above the knee
- Black sheath dress no shorter than 2 inches above the knee
- Black dress shoes
- Jeans, t-shirts, and athletic wear are NOT acceptable

**Males**
- Red, black, or white polo or oxford shirt with a collar (long or short sleeves)*
- Black dress slacks (no shorts)
- Black dress shoes
- Jeans, t-shirts, and athletic wear are NOT acceptable

**Advisers / Chaperones / Guests**
- Business professional
- Jeans, t-shirts, shorts, and athletic wear are NOT acceptable
- Guests who attend are required to follow the Mandatory Dress Policy

*Polo shirts and oxford shirts are not required to have the FCCLA logo, but FCCLA branded shirts are strongly encouraged. All current and future attire with the FCCLA logo must be purchased through the official FCCLA emblematic supplier. To purchase official FCCLA polo and oxford shirts, visit the FCCLA store at http://www.co-store.com/fccla. State t-shirts bearing the FCCLA marks must be purchased via the FCCLA use process. For more information, visit http://fcclainc.org/pdf/Emblem Use Request Packet.pdf.*
STAR Events Participants

STAR Events participants are expected to adhere to the published dress code for all general sessions, workshops, and the STAR Events Recognition Session. For participation in competition, follow event specifications for dress, and wear appropriate clothing for the nature of the presentation. If attending conference activities prior to or immediately after a STAR Events presentation, be prepared to change into clothing that meets the conference dress code.

*STAR Events Recognition Session exception - Culinary Arts participants are welcome to wear chef’s attire during this session.

Gala Dress Policy

Formal or semi-formal attire is encouraged for the FCCLA Gala. You may wear formal or semi-formal attire to the closing general session if you are attending the gala. Business professional is also acceptable. You must wear your name badge and wristband for gala admittance to the closing general session if you choose to attend the closing session in gala or business professional attire.

Unacceptable Attire At FCCLA Sessions

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Extremely short skirts or dresses (shorter than 2 inches above the knee)
- Clothing with printing that is suggestive, obscene, or promotes illegal substances
- Athletic clothing, including tennis shoes
- Swimwear
- Rubber, beach-type flip flops
- Night wear (pajamas) should NOT be worn outside of your hotel room
- Clothing with FCCLA trademarks that was not purchased from the FCCLA official emblematic supplier or through the approval process

FCCLA Ultimate Image Award

The FCCLA Ultimate Image Award recognizes the state delegation attending the National Leadership Conference that exemplifies the appropriate FCCLA image. Board members present at NLC will determine which state delegation best represents the FCCLA image of professional appearance and courteous behavior. The winning state delegation is announced during the Closing General Session.
This is to certify that ________________________ has my permission to attend the 2016 National Leadership Conference in San Diego, CA, hosted by Family, Career and Community Leaders of America, Inc. I also do hereby on behalf of him/her absolve and release school officials, FCCLA chapter advisers, and FCCLA state association staff from any claims for personal injuries or illness which might be sustained while he/she is traveling to and from and in attendance at the 2016 National Leadership Conference.

I authorize the chapter adviser or other chaperoning adult to secure the services of a physician or hospital, and to incur the expense for necessary services in the event of accident or illness, and I will provide payment for these costs. Local hospitals, pharmacies, and emergency care facilities are listed below. I understand that, when necessary, in the event of an emergent illness or injury, delegates will be transported to a local medical facility at the choice of the emergency medical professionals who respond. This may or may not include one of the facilities listed below.

Urgent Care Centers

**Gaslamp Medical Center**
250 Market Street
San Diego, CA 92101
(619) 239-9675

**Urgent Care & More**
3434 Midway Drive
San Diego, CA 92101
(619) 225-6200

**Sharp Rees Stealy Downtown San Diego**
300 Fir Street
San Diego, CA 92101
(858) 499-2600

Hospitals

**Scripps Mercy Hospital**
4077 5th Avenue
San Diego, CA 92103
(619) 294-8111

**Naval Medical Center**
34800 Bob Wilson Drive
San Diego, CA 92134
(619) 532-6400

**Sharp Coronado Hospital**
250 Prospect Place
Coronado, CA 92118
(619) 522-3600

**CVS Pharmacy**
645 Market Street
San Diego, CA 92101
(619) 234-5900

**Ralphs Pharmacy**
101 G Street
San Diego, CA 92101
(619) 237-7660

**Walmart Pharmacy**
2121 Imperial Avenue
San Diego, CA 92102
(619) 849-5834

Pharmacies

We have read and agree to abide by the FCCLA Code of Conduct in its entirety. We also agree that school officials, FCCLA chapter advisers, FCCLA state association staff, or FCCLA national staff members have the right to send ________________________ home from the activity at our expense, provided that he/she has violated the Code of Conduct and/or his/her conduct has become a detriment to the conference experience.

| __________________________________________ | __________________________________________ |
| FCCLA Chapter Name | Chapter ID |
| __________________________ | ________________ |
| Name of Student | Student Signature |
| __________________________ | ________________ |
| Parent/Guardian Name | Parent/Guardian Signature |
| __________________________ | ________________ |
| Parent/Guardian Phone Number | Insurance Policy Name |
| __________________________ | ________________ |

Advisers/chaperones must have a copy of this permission form with them at all times during the conference.

Please do not mail signed copies to FCCLA National Headquarters.
Instructions for Completing Ford DSFL Waivers

1) Print out the four (4) forms attached. (Print in color if possible)

2) All 4 forms must be filled in COMPLETELY. If forms are not completed and signed properly your minor child will not be allowed to participate in the event.

3) Page 1 and 4 must be completed and signed by one parent/guardian.

4) Page 2 of 4 MUST be initialed by both parents (except in the case of a single parent family).

5) Page 3 of 4 MUST be signed and dated by BOTH parents (except in the case of a single parent family), and their signatures should be witnessed by a third party.

6) Page 4 MUST be signed and dated by your minor child and witnessed by a third party.

Email completed forms to meetings@fcclainc.org.
Media Use Release

Being of legal age, I hereby consent and authorize Ford Motor Company, its successors, assigns, nominees and clients to use and reproduce the name, picture(s) (moving and/or still) and statement(s) (oral and/or written) of my minor son/daughter/ward,

________________________________________
(Minor’s Name)

with the privilege of editing or rearranging but not changing the original meaning, and to copyright and circulate the same for any and all commercial purposes and in any manner, including but not limited to publications, audio-visual presentations and advertisements of all kind in all media.

With respect to the rights granted herein to use the name, above-described picture(s) and/or statements of my son/daughter/ward, no promises or compensation have been made to me to secure my signature to this release.

Further, all statements, opinions and judgments made by me are in my opinion true, accurate and not misleading.

PRINT PARENT / GUARDIAN: ____________________________________

PARENT / GUARDIAN SIGNATURE: _________________________________

EMAIL ADDRESS: ______________________________________________
(Used only for survey follow up)

DATE: ___________________________________________________________________

Note: You must bring this signed waiver, along with your driver’s license or permit in order to participate in the driving activities.

Email completed forms to meetings@fcclaine.org.
PARENTAL CONSENT, RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT

Hands-On Training / Ford Driving Skills for Life

IN CONSIDERATION of my minor child (the "Minor") being permitted to participate in any way in the EVENT(S) and/or being permitted to enter for any purpose any RESTRICTED AREA(S) (defined to be any area which requires special authorization, credentials or permission to enter or any area to which admission by the general public is restricted or prohibited), I agree:

1. I know the nature of the EVENT(S) and the Minor's experience and capabilities, and believe the Minor to be qualified to participate in the Event(s). I will inspect the premises, facilities, and equipment to be used, or with which the Minor may come in contact. IF I OR THE MINOR BELIEVE ANYTHING IS UNSAFE, I WILL INSTRUCT THE MINOR TO IMMEDIATELY LEAVE THE RESTRICTED AREA AND REFUSE TO PARTICIPATE FURTHER IN THE EVENT(S).

2. I FULLY UNDERSTAND and will instruct the Minor that: (a) THE ACTIVITIES OF THE EVENT(S) ARE POTENTIALLY VERY DANGEROUS and participation in the Event(s) and/or entry into Restricted Areas involves RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by the Minor's own actions, or inactions, the actions or inactions of others participating in the Event(s), the rules of the Event(s), the condition and layout of the premises and equipment, or THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (c) that the other participants in the Event(s) may be minors with limited driving experience and/or ability; (d) there may be OTHER RISKS NOT KNOWN TO ME or that are not readily foreseeable at this time; (e) THE SOCIAL AND ECONOMIC LOSSES and/or damages that could result from those Risk(s) COULD BE SEVERE AND COULD PERMANENTLY CHANGE THE MINOR'S FUTURE.

3. I consent to the Minor's participation in the Event(s) and/or entry into restricted areas and HEREBY ACCEPT AND ASSUME ALL SUCH RISKS, KNOWN AND UNKNOWN, AND ASSUME ALL RESPONSIBILITY FOR THE LOSSES, COSTS AND/OR DAMAGES FOLLOWING SUCH INJURY, DISABILITY, PARALYSIS OR DEATH, EVEN IF CAUSED, IN WHOLE OR IN PART, BY THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW.

PARENT INITIAL ______
PARENT INITIAL ______

Email completed forms to meetings@fcclainc.org.
4. I HEREBY RELEASE, DISCHARGE AND AGREE NOT TO SUE the promoters, participants, track operators, track owners, officials, car owners, drivers, rescue personnel, any persons in any Restricted Area, promoters, sponsors, advertisers, owners and lessees of premises used to conduct the Event(s), premises or event inspectors, surveyors, underwriters, consultants, driving instructors and other persons or entities who give recommendations, directions, or instructions or engage in risk evaluation or loss control activities regarding the premises or Event(s) and each of them, their directors, officers, agents, and employees, all for the purposes herein referred to as "Releasees," FROM ALL LIABILITY TO ME, THE MINOR, my and the minor's personal representatives, assigns, heirs and next of kin, FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON ACCOUNT OF ANY INJURY TO ME OR THE MINOR, including, but not limited to, death or damage to property, CAUSED OR ALLEGED TO BE CAUSED, IN WHOLE OR IN PART, BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE.

5. If, despite this release, I, the Minor, or anyone on the Minor's behalf, makes a claim against any of the "Releasees" named above, I AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE RELEASEES and each of them from ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS, LIABILITY, DAMAGE, OR COST THEY MAY INCUR DUE TO THE CLAIM MADE AGAINST ANY OF THE "RELEASEES" NAMED ABOVE, WHETHER THE CLAIM IS BASED ON THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.

6. I sign this agreement on my own behalf and on behalf of the Minor.

I HAVE READ THIS PARENTAL CONSENT RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, UNDERSTAND THAT BY SIGNING IT I GIVE UP SUBSTANTIAL RIGHTS I AND/OR THE MINOR WOULD OTHERWISE HAVE TO RECOVER DAMAGES FOR LOSSES OCCASIONED BY THE RELEASEES' FAULT, AND SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.

For two parent families BOTH parents must sign.

I HAVE READ BOTH PAGES OF THIS RELEASE

<table>
<thead>
<tr>
<th>Signature of Parent or Guardian</th>
<th>Printed Name of Parent or Guardian</th>
<th>Date</th>
</tr>
</thead>
</table>

I HAVE READ BOTH PAGES OF THIS RELEASE

<table>
<thead>
<tr>
<th>Signature of Parent or Guardian</th>
<th>Printed Name of Parent or Guardian</th>
<th>Date</th>
</tr>
</thead>
</table>

Signature of Witness | Printed Name of Witness | Date |

Note: You must bring this signed waiver, along with your driver’s license or permit in order to participate in the driving activities.

Email completed forms to meetings@fcclainc.org.
MINOR’S ASSUMPTION OF RISK ACKNOWLEDGMENT

I have obtained my parent’s or my guardian's consent to participate in the 2016 Ford Driving Skills for Life Ride & Drive Program (“Event”). I understand that I am assuming all of the risks if I get hurt during the Event, and I state the following:

1. My parents/guardian and I believe I am qualified to participate in the Event. I will inspect the premises and equipment and if, at any time, I feel anything to be unsafe, I will immediately leave and refuse to participate further in the Event.

2. I fully understand that the activities involved in the Event may involve the risk of injury and/or death.

3. I know that these Risks and dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the Event, who may also be minors with limited driving experience and ability, the rules of the Event, the condition and layout of the premises and the equipment, or the negligence of others, including those persons responsible for conducting or otherwise involved in the Event.

This Agreement is interpreted by, and intended to be as broad and inclusive as is permitted by Michigan law and that if any portion hereof is held invalid, that the balance shall, notwithstanding, continue in full legal force and effect. Any litigation related to the Event and/or this Agreement shall be brought only in a court of competent jurisdiction in the State of Michigan.

I HAVE READ THE ABOVE ASSUMPTION OF RISK ACKNOWLEDGEMENT, UNDERSTAND WHAT I HAVE READ, AND SIGN IT VOLUNTARILY.

I HAVE READ THIS RELEASE

<table>
<thead>
<tr>
<th>Signature of Participant</th>
<th>Print Name of Participant</th>
<th>Date</th>
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<table>
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<tr>
<th>Signature of Witness</th>
<th>Print Name of Witness</th>
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Note: You must bring this signed waiver, along with your driver’s license or permit in order to participate in the driving activities.

Email completed forms to meetings@fcclainc.org.