

PRE-STATE CONFERENCE CHECKLIST FOR ADVISORS

Purpose: To assist Advisors in preparing members for active participation at the Annual State Leadership Conference. Check (✓) each step as it is completed.

Advisors

- _____ Review “Advisor Duties and Responsibilities.”
- _____ Review “Guidelines for Conduct and Dress” with student participants.
- _____ Collect “Participant’s Conduct and Responsibility Form” with required signatures from each student. **Bring these with you to the state conference and turn in at the registration desk.** Do not mail these in with registration forms.
- _____ Complete “State Conference Registration Materials” and submit by the due date with appropriate fees. (*Registration materials will be online on or around mid-February.*)
- _____ Complete Hotel Reservation Form and return to the Riverside Convention & Visitor Bureau so that it is received by April 4, 2019. **DO NOT mail with registration materials.**
- _____ If you have members who qualified for CRE State Finals competition, but did NOT compete at the Qualifying Regional Event, be certain that you have obtained a completed “CRE Permission Form” from each of these competitors (*Find online at: <https://www.ca-fccla.org/resources/forms-and-documents/>*) and **bring these with you to state conference and turn in at the ID Check for that competition.** Do not mail these in with registration forms.
- _____ If you have members who qualified for Chapter, Region, or State Degree during this school year, be certain that a completed application form for each qualifying student is sent to the FCCLA Financial Services Office by March 1. (*Applications are available online at <https://www.ca-fccla.org/resources/forms-and-documents/>*.)
- _____ Select voting delegates and so designate on your Chapter’s registration form. Be sure to observe “Details Relating to Delegate Selection” on the “Registration Information” document.
- _____ Develop a plan with your participants on how to bring the information from the Annual State Leadership Conference home to share with chapter members who didn’t attend.
- _____ IMMEDIATELY order any needed official red blazers, official FCCLA T-shirts, polo shirts, sweatshirts and Emblematic Materials needed for state conference to be certain they arrive in plenty of time. All of these supplies, and more, can be ordered online at: <https://www.ca-fccla.org/shop-california-fccla/>.

State Conference Participants - Instruct members to:

- _____ Review “Guidelines for Conduct and Dress.”
- _____ Review “Participant’s Conduct and Responsibility Sheet” and secure signatures before leaving home.
- _____ Bring official red blazer and uniform, official casual dress, and other appropriate clothing.

CRE Participants - Instruct CRE Participants to:

- _____ Review rules and guidelines for their specific event.
- _____ Know the times and location for registration, orientation, and competition.
- _____ Obtain and bring official red blazer and appropriate clothing to be worn with it for competition and the Awards Program Tuesday morning.
- _____ If the student did NOT participate in the Region Qualifying event (is a substitute or Chapter Event representative), be certain a signed copy of the “CRE Permission Form” has been completed and turned in to the Chapter Advisor. (*Find online at: <https://www.ca-fccla.org/resources/forms-and-documents/>*.)

State Officer Candidates - Instruct Candidates to:

- _____ Prepare one campaign poster.
- _____ Bring FCCLA red blazer and other appropriate clothing for official dress and official casual dress.
- _____ Review guidelines for nominating and electing officers.
- _____ Review facts on FCCLA.
- _____ Attend orientation session at 4:15 p.m. on Saturday, April 27, 2019, and other scheduled meetings for State Officer Candidates.

Voting Delegates - Instruct Voting Delegates to:

- _____ Review the Official Voting Delegate materials and become familiar with duties and times for various meetings and activities. (*These materials will be posted online February, 2019.*)