PRE-FCCLA STATE LEADERSHIP CONFERENCE CHECKLIST FOR ADVISORS

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

**Advisors**

- Review “Advisors 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 SLC and turn in at the registration desk.** Do not mail these in with registration forms.
- Complete “SLC 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 Fresno Convention & Visitor Bureau so that it is **received** by April 1, 2020. **DO NOT mail with registration materials.**
- If you have members who qualified for STAR State Finals competition, but did NOT compete at the Qualifying Regional Event, be certain that you have obtained a completed “STAR Permission Form” from each of these competitors *(Find online at: [https://www.ca-fccla.org/resources/forms-and-documents/](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 SLC 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 SLC 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/](https://www.ca-fccla.org/shop-california-fccla/) or [https://fccla.mybrightsites.com](https://fccla.mybrightsites.com).

**SLC 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.

**STAR Participants - Instruct STAR 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 “STAR Permission Form” has been completed and turned in to the Chapter Advisor. *(Find online at: [https://www.ca-fccla.org/resources/forms-and-documents/](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 25, 2020, 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, 2020.)