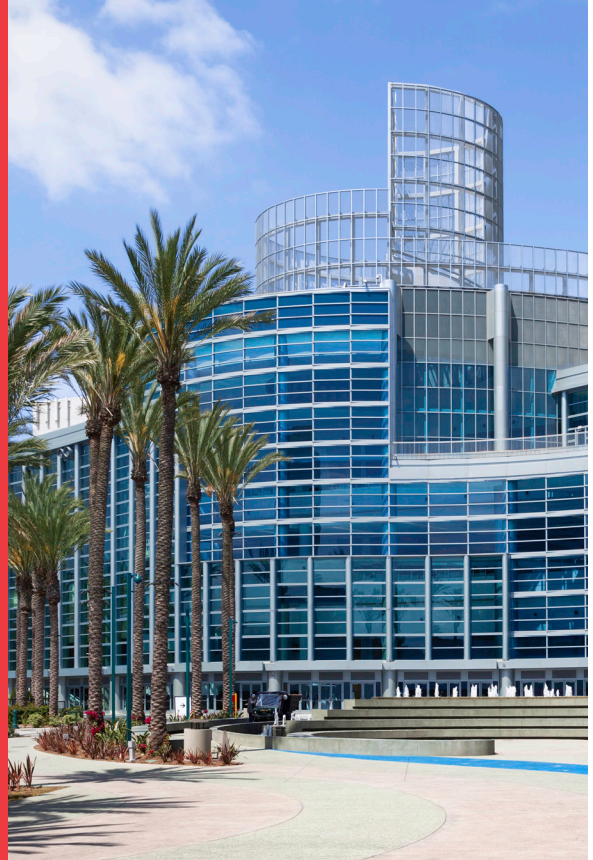
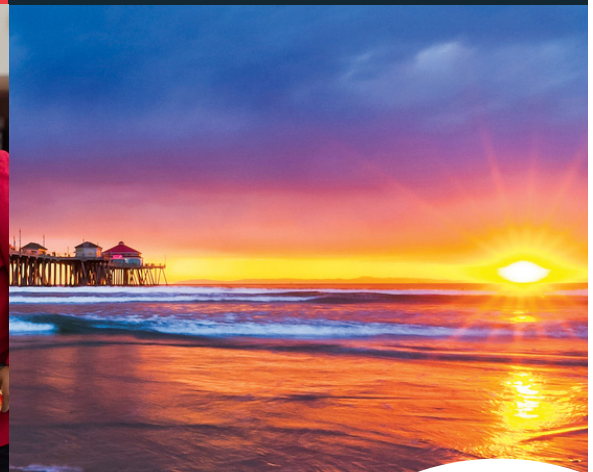


2019 NATIONAL LEADERSHIP CONFERENCE GUIDE



ANAHEIM, CA
JUNE 30 - JULY 4



*Believe in
yourself*

2019 National Leadership Conference



NATIONAL LEADERSHIP CONFERENCE

The 2018-2019 National Executive Council welcomes you to the 2019 National Leadership Conference!

This summer, FCCLA members from across the country will gather in Anaheim to network with fellow members, attend FCCLA program workshops and leadership sessions, and take part in Competitive Events. Don't miss this amazing opportunity to Believe in Yourself with FCCLA!

Believe in Yourself as you explore new avenues through our workshops, Leadership Academy, STAR Event competitions, general sessions, speakers, and other exciting events we have planned throughout the conference. This will be a time for you to discover yourself, forge friendships for a lifetime, explore educational and career opportunities, and Believe in Yourself as you reach for the stars. Let's get ready to take on Anaheim together as we rock the city with FCCLA red!

2019 NLC VENUES:

[Anaheim Convention Center](#)
800 West Katella Avenue
Anaheim, CA 92802

[Hilton Anaheim](#)
777 West Convention Way
Anaheim, CA 92802

[Anaheim Marriott](#)
700 West Convention Way
Anaheim, CA 92802



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Get Connected with FCCLA!

Want access to conference schedules, information, announcements, and updates about 2019 NLC? Visit [Guidebook.com/app/FCCLA365](https://www.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. The 2019 National Leadership Conference app will be available to you when it launches in April.

Follow Us Online!

#2019NLC | @NationalFCCLA



PREPARING TO ATTEND



Step 1. Register for NLC

All registrations occur in the FCCLA Portal. Before you register, the items listed below must be complete:

- Invoices with a balance must be paid.
- All students and advisers attending must be affiliated (submitted and paid).

Once your registrations are submitted, the chapter's primary adviser will receive a registration confirmation email. If you have not received your registration confirmation email within 24-48 hours, check your junk/spam folder. If you are still unable to locate the email, please call 703-476-4900 or email meetings@fcclainc.org to have the email resent to you.



Step 2. Reserve Hotel Room(s)

FCCLA contracts with hotels in cities where the nationally sponsored meetings are held. Room rates and cost of meeting space are based on an anticipated room pick-up. It is important that FCCLA state associations stay within the official meeting/conference hotel block when attending the meeting/conference.

Delegates, Competitors, and National Officer Candidates attending the National Leadership Conference must register to attend the entire conference and stay within the official meeting/conference hotel block for the length of the conference. In any extenuating circumstances, a written waiver may be submitted via the State Adviser to National staff for consideration.

It is strongly recommended that you do not make travel arrangements before booking your hotel room(s). Hotel reservations should be made as soon as you are registered to ensure you receive the FCCLA conference rate. Requests made after the reservation deadline cannot be guaranteed within the FCCLA block or at the conference rate. **The FCCLA hotel rate is not guaranteed for extended dates before/after the official conference dates.**



Step 3. Book Travel

Now that you have registered for the conference and booked your hotel room(s), it is time to make your travel arrangements. Ensure that the hotel is available on your preferred travel dates before making transportation arrangements to avoid any change fees. FCCLA secures a limited number of rooms before and after the official conference dates. **Hotel rates for early arrivals and extended departures are subject to hotel and rate availability.**



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

March 1, 2019

- National Officer Candidate national membership dues payment
 - National Program Award Application
 - Youth Scholarship Application
 - Program Workshop Application
-

April 15, 2019

- National Officer Candidate Intent to Run Form
-

April 19, 2019

- Fashion Show Application
-

May 1, 2019

- Adviser Academy Application
 - National Officer Candidate Application
 - National Officer Candidate Nominating Committee Appointment Form
 - Spotlight on Projects & STAR Events Application
-

May 3, 2019

- FCCLA/LifeSmarts Knowledge Bowl Team Registration (pre-qualified teams only)
 - National Leadership Conference Early Bird and STAR Events Registration ends at 5:00 PM EDT (for states with state competitions on or prior to April 24). **Please be advised that registration must be submitted to receive the Early Bird Rate.**
 - National Leadership Conference Special Needs/Assistance requests must be made at least 60 days prior to the conference and notification given when registering. Registration must be submitted no later than May 3 to qualify for special needs/assistance through the FCCLA national office.
-

May 14, 2019

- National Leadership Conference Early Bird and STAR Events Registration ends at 5:00 PM EDT (for states with state competitions on or after April 25). **Please be advised that registration must be submitted.**

CONFERENCE DEADLINES

May 16, 2019

- National Leadership Conference Housing Deadline

June 3, 2019

- National Leadership Conference Regular Registration ends at 5:00 PM EDT and Late Registration rates are in effect.
- Cancellations must be submitted by 5:00 PM EDT through the FCCLA Portal to be eligible for a refund, less applicable administrative fees. No refunds will be honored for cancellations received after this deadline.
- Specific dietary restrictions must be submitted when registering for the conference.
- Substitutions must be submitted by 5:00 PM EDT through the FCCLA Portal to be processed at no charge.

June 17, 2019

- National Leadership Conference full payment due.





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, the Exhibits Expo, and when shopping at the FCCLA Store.
- Any accidents, injuries, or illnesses 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 conference and their hotel.

- The National Association of Secondary School Principals (NASSP) requires one adult chaperone per every 15 high school students or 12 middle school students attending NASSP sponsored conferences. Parents/guardians may serve as chaperones and must register online, pay the required registration fee, and attend the entire conference for supervision of the student(s). 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 chapter 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, the Exhibits Expo, or the FCCLA store.

CONFERENCE GUIDELINES

Announcements

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

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.

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 conference, 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.
- Do not post names or identifiable information on hotel doors, hotel keys, or hotel key card packets.

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).



FCCLA's Board of Directors has set forth a mandatory dress code policy for the National Leadership Conference, National Fall Conference and Capitol Leadership. Please review the policy prior to attending to ensure you and your students do not miss out on any sessions.

The FCCLA official dress is worn for National FCCLA activities per the dress code as outlined. Students may select the attire that best fits the gender with which they identify. This is a personal choice as long as the FCCLA guidelines are followed. This also applies to the dress code guidelines for FCCLA conferences.

MANDATORY ATTIRE FOR:
General Sessions, Business Session, Exhibits, Workshops, STAR Events Recognition Sessions

- Professional white or black shirt
- Neckwear options can include the neckwear from the official emblematic supplier, black or red tie, black or red bow tie, single strand of pearls, red black, and/or white scarf, or no neckwear
- Black bottoms (slacks, skirt, sheath dress)
- Shoes (black preferred)
- FCCLA red blazer
- Jeans, t-shirts, athletic wear are NOT acceptable

Exception: Culinary Arts participants are welcome to wear their chef's attire during the STAR Events Recognition Sessions.

Advisers/ Chaperones/ Guests

- Business professional
- Jeans, t-shirts, athletic wear are NOT acceptable

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.

Special Event Attire

All Attendees - Casual slacks, shorts, jeans, t-shirts, athletic wear, and tennis shoes

FCCLA Ultimate Image Award

The FCCLA Ultimate Image Award will be based on the vote of the FCCLA Board of Directors present at NLC. The state whose members most exemplify the FCCLA image and display a professional appearance throughout the conference will win the FCCLA Ultimate Image Award! The state that is selected will be presented with the FCCLA Ultimate Image Award at the Closing General Session.



REGISTRATION RATES

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.

2019 National Leadership Conference Registration Rates	Early Bird <i>(Ends May 3)</i>	Regular <i>(Ends June 3)</i>	Late/ Onsite
Weekly Registration (June 30 - July 4) <i>Affiliated students, advisers, and guests serving as a chaperone must register for the Weekly Registration or Registration Package.</i>	\$190	\$200	\$250
Registration Package <i>Includes Weekly Registration, Special Event and FCCLA 4th of July Party</i>	\$320/\$329	\$330/\$339	\$370/\$379
Daily Registration <i>Exclusively for parents, relatives, and guests who are not chaperones. Daily Registration includes all sessions taking place that day.</i>	\$65 <i>per day</i>	\$65 <i>per day</i>	\$70 <i>per day</i>
STAR Events Recognition Session (Thursday, July 4) <i>Exclusively for parents, relatives, and guests who are not registered as chaperones.</i>	\$15	\$15	\$20
Leadership Academy	\$20	\$20	--
Adviser Academy	\$50	\$50	\$50
CEU Credits	\$20	\$20	\$20
Meeting Room Fee <i>Attendees not staying at one of the official conference hotels are required to pay a meeting room fee per registration.</i>	\$25	\$25	\$25
Special Events			
Run4Red 5K Run/Walk	\$50	\$50	\$55
FCCLA Special Event <i>Included in the Registration Package price</i>	\$59/\$68	\$59/\$68	--
FCCLA 4th of July Party <i>Included in the Registration Package price</i>	\$75	\$75	--

REGISTRATION RATES

Registration Fees

The Registration Package includes a Weekly Registration, FCCLA Special Event, and FCCLA 4th of July Party. Please note that package pricing is only available during Early Bird and Regular Registration dates. Additional registration for the FCCLA Special Event and FCCLA 4th of July Party after Regular Registration ends will be on a limited, space-available basis only. You are encouraged to register prior to June 3 to ensure availability. States with state STAR Events competitions on or after April 25 have an Early Bird rate and STAR Events registration automatic extension until May 14, 5:00 PM EDT.

Note: All National Officer Candidates must purchase a Registration Package.

Those candidates who are elected will attend the FCCLA Special Event on Wednesday, July 3, and the FCCLA 4th of July Party on Thursday, July 4, 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 these events 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 *2018-2019 Competitive Events Guide*. Only STAR Events participants approved by the state FCCLA association may register for national STAR Events.

States with state STAR Events competitions on or prior to April 24 have a national conference and STAR Events registration deadline of May 3, 5:00 PM EDT.

STAR Events Registration by May 3, 5:00 PM EDT	\$45 per person
Online STAR Events Level II Registration by May 3, 5:00 PM EDT	\$45 per person plus \$25 per team technology fee
Registration May 3 after 5:00 PM - June 3, 5:00 PM EDT	Costs as above plus \$100 per team
STAR Events Registration beginning June 4	Costs as above plus \$200 per team

States with state STAR Events competitions on or after April 25 have a national conference and STAR Events registration deadline of May 14, 5:00 PM EDT.

STAR Events Registration by May 14, 5:00 PM EDT	\$45 per person
Online STAR Events Level II Registration by May 14, 5:00 PM EDT	\$45 per person plus \$25 per team technology
STAR Events Registration beginning May 14 after 5:00 PM - June 3, 5:00 PM EDT	Costs as above plus \$100 per team
STAR Events Registration beginning June 4	Costs as above plus \$200 per team



HOTEL INFORMATION & POLICIES

The official conference hotels are all within walking distance of the Anaheim Convention Center and convenient to many dining and entertainment options. Additional hotels may be added based on registration counts. In the event the additional hotel(s) is not within walking distance transportation will be provided.

Anaheim Marriott

700 West Convention Way, Anaheim, CA 92802
Check In 4:00 PM; Check Out 12:00 PM
Rate: \$189 plus tax (1-4 guests)
Total Rooms: 800
Room Type: King Bed 40%; 2 Queen Beds 60%
Distance to Anaheim Convention Center: 0.1 mile (2 minute walk)

Hilton Anaheim

777 West Convention Way, Anaheim, CA 92802
Check In 4:00 PM; Check Out 12:00 PM
Rate: \$189 plus tax (1-4 guests)
Total Rooms: 1,300
Room Type: King Bed 45%; 2 Queen Beds 55%
Distance to Anaheim Convention Center: 0.2 miles (4 minute walk)

HOTEL INFORMATION & POLICIES

Homewood Suites by Hilton - Anaheim Resort Convention Center

2010 South Harbor Drive, Anaheim, CA 92802

Check In 4:00 PM; Check Out 12:00 PM

Rate: \$209 (1-3 guests) \$219 (4 guests) \$229 (5-6 guests)

*Rate includes complimentary breakfast

Total Rooms: 75

Room Type: King Bed 10%; 2 Double Beds 90%

Distance to Anaheim Convention Center: 0.5 mile (9 minute walk)

Hyatt Regency Orange County

11999 Harbor Boulevard, Garden Grove, CA 92840

Check In 4:00 PM; Check Out 12:00 PM

Rate: \$185 plus tax (1-2 guests) \$200 plus tax (3-4 guests)

Total Rooms: 300

Room Type: King Bed 5%; 2 Double Beds 95%

Distance to Anaheim Convention Center: 1.1 miles (22 minute walk) Limited transportation will be provided.

Sheraton Park Hotel at the Anaheim Resort

1855 South Harbor Boulevard, Anaheim, CA 92802

Check In 4:00 PM; Check Out 11:00 AM

Rate \$219 plus tax (1-4 guests)

Total Rooms: 250

Room Type: King Bed 45%; 2 Double Beds 55%

Distance to Anaheim Convention Center: 0.3 mile (6-minute walk)

State Packages

Some states offer a state package price that may include 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 that Competitive 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.

HOTEL INFORMATION & POLICIES

Housing Policy

FCCLA contracts with hotels in cities where the nationally sponsored meetings are held. Room rates and cost of meeting space are based on an anticipated room pick-up. It is important that FCCLA state associations stay within the official meeting/conference hotel block when attending the meeting/conference.

Delegates, Competitors, and National Officer Candidates attending the National Leadership Conference must register to attend the entire conference and stay within the official meeting/conference hotel block for the length of the conference. In any extenuating circumstances, a written waiver may be submitted via the State Adviser to National staff for consideration.

Each state delegation is assigned to one of the official conference hotels and will have a block of sleeping rooms to accommodate the state's anticipated attendance. These assignments are based on the anticipated attendance provided by state advisers. Additional hotels may be added based on actual conference registrations.

It is important that you make your hotel reservations before booking travel arrangements. When making hotel reservations, all attendees must be listed for each room when making reservations online or using the official FCCLA Housing Form. National Headquarters verifies hotel housing lists, and attendees not staying within the official meeting/conference hotel block will be assessed a \$25 fee per registration and they will not be eligible to run for a national office or to participate in Competitive Events.

All hotel reservations must be made by May 17, 5:00 PM EDT and will be placed at your state's assigned hotel. Requests made after May 17 at 5:00 PM EDT cannot be guaranteed the FCCLA conference rate or within the official conference hotel block. Delegates attending nationally sponsored meetings/conferences and not staying within the official conference hotel block may not participate in national Competitive Events or run for national office.

Rates

Conference rates will be honored over the peak conference dates (June 30 – July 4, 2019). A limited number of rooms are available before and after the conference dates. Rates may vary based on extended arrivals/departures.

Reservations

- All hotel reservations must be made by May 17, 5:00 PM EDT and will be placed at your state's assigned hotel. Requests made after May 17 at 5:00 PM EDT cannot be guaranteed the FCCLA conference rate or within the official conference hotel block.
- Hotel reservations must be made on the official 2019 NLC Housing Reservation Site or by using the official FCCLA Housing Form (only recommended if reserving more than 10 rooms). After your 2019 NLC registration is submitted, the primary chapter adviser will automatically receive an email confirmation with instructions to make hotel reservations. If you do not receive a registration confirmation within 48 hours, email meetings@fclainc.org. Check your spam or junk mail folder, where the email confirmation may have been filtered to. Telephone reservations will not be accepted and reservations not made using the FCCLA Housing Reservation Site or official Housing Form will not be included in the 2019 NLC hotel block.
- Only registered conference attendees are eligible to take advantage of the FCCLA negotiated conference room rates within the FCCLA 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 the Weekly Registration or Registration Package and attend the entire conference for supervision of the students.

HOTEL INFORMATION & POLICIES

Deadlines

- All reservations must be made no later than May 17, 5:00 PM EDT.
- Reservations made after May 17, 5:00 PM EDT will be made based on hotel and rate availability and are not guaranteed at the conference rate.
- Requests for rooms after May 17, 5:00 PM EDT cannot be guaranteed housing in the same hotel as your state delegation or within the FCCLA hotel block.

Payments

- All reservations must be secured by a credit card. The credit card on file will only be charged if the hotel does not receive full payment (by check or credit card) at least 10 business days prior to your arrival.
- Checks for housing payments should not be mailed to FCCLA Headquarters or included with your NLC registration.
- 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. **Checks should not be mailed prior to June 3. The hotel will receive reservations from the Housing Bureau following the reservation deadline. Checks received at the hotels prior to June 3 will be returned to the sender.**
- 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.

Room Types

- Hotels have a limited inventory of double/double rooms and FCCLA secures the maximum number of double/double rooms the hotels can provide.
- Due to the high demand for double/double rooms, in most cases, double/double rooms will only be used to house triple and quad occupancy.
- Your state will be provided with a percentage of the double/double rooms so all states have an equal share of double/double rooms. If your requested block of double/double 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/double room. However, rooms with three people may be placed in a room with a king-bedded room with a rollaway, or pull-out sofa bed.

- Rollaway beds may be requested for single-bed rooms with two occupants for an additional charge and will be based on the hotel's available inventory.

Hotel Room Occupancy

King Bed: 1-2 guests; 2-Beds: 3-4 guests

King Suite: 3-4 guests; 2-Bed Suite: 4-6 guests

Hotel Check-In

- Rooms will be pre-blocked by the hotel to keep groups together. The hotel will avoid placing males and females in adjoining rooms based on the reservations received. 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.
- When you check-in, not all rooms may not be available. As your group's rooms become available the hotel will contact you. It is important that you allow the hotel to keep the rooms pre-blocked to keep your group together.
- Make your travel plans with check-in times in mind. Check with the hotel about special arrangements if you must arrive before check-in time or after 8:00 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 secured 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.

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.

Special Accommodations

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.



REGISTRATION POLICIES

Conference Registration Policy

- If paying by purchase order or check, full payment must be received at National Headquarters by June 17, 2019. Invoices that have not been paid in full by June 17 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 2019 National Leadership Conference.
- If you register for the conference and do not cancel prior to the deadline or are a "no-show," your chapter will be responsible for the balance due. Your chapter 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 Expo, and workshops.
- 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 the Weekly Registration or Registration Package. The STAR Events Recognition Session registration rate is not available as an option for chaperones.
- 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.

- Tickets and/or wristbands are required for the FCCLA Special Event and the FCCLA 4th of July Party and will be issued with registration materials. If your ticket/wristband is misplaced or lost, you will be required to purchase a new ticket/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.

Tour Registration Policy

- FCCLA and metroConnections are not responsible for lost or damaged articles; accidents; disasters; government regulation or advisory; high altitude sickness; death; injury; illness; fire; disruption; delays, modifications, or cancellations caused by weather conditions; any mechanical or electrical difficulties; strikes; lockouts; acts or threats of terrorism; civil disorder; acts of God; and other events beyond the control of FCCLA and metroConnections. FCCLA and metroConnections will make every effort to conduct the program as described; however, we reserve the right to make adjustments to programs without affecting their overall quality.
- Should situations beyond the control of FCCLA and metroConnections make changes necessary, we will work with each chapter on any such changes whenever possible; however, we are unable to issue refunds if inclement weather renders tour performance impossible or unsafe. FCCLA reserves the right to cancel any tour if the minimum number of participants required to operate the tour is not met. In case of cancellation, participants will be notified in advance and a full refund will be made. Please note that tour times provided are the actual departure and return times.

REGISTRATION POLICIES

Conference Registration Cancellation and Refund Policy

- Cancellation and refund requests must be submitted online through the FCCLA Portal by June 3, 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. This fee will include tours, the FCCLA Special Event, and FCCLA 4th of July Party if they are canceled at the same time.
- Refunds are not honored for Continuing Education Credits, Adviser Academy, Career Explorations, Leadership Academy, Run4Red 5K, or Competitive Events.
- Requests for refunds will not be honored for cancellations received after June 3, 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 or 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 FCCLA Portal by June 3, 5:00 PM EDT. Telephone, email, and fax changes will not be accepted.
- FCCLA will process the name change/substitution without penalty until June 3, 5:00 PM EDT.
- All requests for name changes/substitutions received after June 3, 5:00 PM EDT will incur a \$25 administrative fee. No Competitive Event substitutions are permitted after June 3, 5:00 PM EDT.

Tours, FCCLA Special Event, & 4th of July Party Cancellation and Refund Policy

- Cancellation and refund requests must be submitted online through the FCCLA Portal by June 3, 5:00 PM EDT. Telephone, email, and fax cancellations will not be accepted.
- If you are canceling a registration in full (i.e. the attendee is no longer going to attend), FCCLA will issue a refund for tours, the FCCLA Special Event, and FCCLA 4th of July Party, less a \$25 administrative fee.
- For individually canceled tours, the FCCLA Special Event, or FCCLA 4th of July Party, FCCLA will issue a refund, less a \$25 administrative fee per canceled event.
- Requests for refunds will not be honored after June 3, 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, FCCLA Special Event, and the FCCLA 4th of July Party will apply if these events have been registered for and are subsequently canceled with a conference substitution.

Scheduling Conflicts

When planning your week at NLC, please closely review the Competitive Events schedule, conference schedule, and tour schedule. Some conference activities take place simultaneously. Competitive 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 Competitive Event orientations and competitions prior to purchasing tour tickets. STAR Events and the FCCLA/LifeSmarts Knowledge Bowl competitions should take priority over other conference activities.



The *2018-2019 Competitive Events Guide*, located in the FCCLA Portal, is the guide by which the 2019 events will be conducted.

States may submit entries in 32 different STAR Events, including post secondary participants (in limited events). Please see the *2018-2019 Competitive Events Guide* for events, categories, and number of entries per state.

For more information, contact Christine Hollingsworth, Senior Competitive Events Manager at 703-716-1301 or email starevents@fclclainc.org.

Schedule

Competitive Events activities will be held Sunday - Thursday, June 30 - July 2, 2019, and will take place in multiple conference venues. The Culinary Arts STAR Event will take place at the Art Institute of Hollywood on Sunday, June 30. Transportation to the Art Institute will be provided by FCCLA for event participants and volunteers for the Culinary Arts 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. Members may only compete in one Competitive Event (STAR Event or FCCLA/LifeSmarts Knowledge Bowl) during the National Leadership Conference. 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:

- Leadership Academy Participants
- National Network Team Trainings
- Nominating Committee Members
- State Officers
- Tours
- Voting Delegates

Mandatory Sessions for Competitive Events

STAR Events:

Registration Packet Pickup (Saturday and Sunday)
– Chapter Advisers Only

FCCLA/LifeSmarts Knowledge Bowl:

Orientation and Competition (Monday)
Finals held during the Recognition 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 Headquarters.

The STAR Events Recognition Session is not required, but participants will not be awarded medals if they are not present at the session, or send a substitute in their place. One medal is given to each STAR Event participant recognized during the session. Medals will not be given out before or after the sessions except in extenuating circumstances, as determined by the Senior Competitive Events Manager.

COMPETITIVE EVENTS

Participants not following the Mandatory Dress Code will not be permitted to cross the stage to receive their medal (except for Culinary Arts participants in chef's attire) during the session.

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 Recognition Session at the National Leadership Conference.

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 in the official meeting/conference hotel block for the length of the conference. In any extenuating circumstances, a written waiver may be submitted via the State Adviser to the National staff for consideration.
- FCCLA/LifeSmarts Knowledge Bowl team members may not compete in another competitive event at the National Leadership Conference.
- All STAR Events participants must be affiliated at the national level by May 31, 2019. 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. See pages 97-98 of the *2018-2019 Competitive Events Guide* for more information on requirements/policies for National Leadership Conference participants.

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. State and chapter assistance is needed 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 when registering for the conference. Please remember that the quality of these events is dependent on the quality of evaluators. If you have business and industry contacts in the Anaheim area, please nominate these individuals to be evaluators and indicate their area of expertise. The more information provided during 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 conference registration process.

COMPETITIVE EVENTS

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 Sunday, Monday, or Tuesday of the conference to complete their form. Advisers will purchase CEUs when registering for the conference, but they also should take necessary steps in the Competitive 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 Competitive Events volunteer. The CEU form will require the signature of the Event Lead or Assistant Lead Consultant for attending the volunteer orientation and for completing the volunteer assignment.

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.

Importance of Chapter Advisers Serving as Event Volunteers

Chapter advisers are subject matter experts in both Family and Consumer Sciences and FCCLA. As subject matter experts, they serve an important role in providing essential information about FCCLA, Family and Consumer Sciences curriculum, and career and technical education to both members and other adult volunteers. Without chapter advisers serving as event volunteers (lead and assistant lead consultants, room consultants, evaluators), evaluation teams may lack critical context and subject matter information that could negatively impact scoring. At the National Leadership Conference, all volunteers receive documentation of the hours devoted to Competitive Events. This documentation may be used by volunteers to assist with professional development certification, as allowed by local and/or state policies.

Confirmations

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 National FCCLA website to download additional information for their event. It is important that participants and volunteers carefully read the information posted online before 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 affiliation process. Advisers should ensure that the email addresses for the conference delegates are ones that can be accessed by the students during the month of June.

COMPETITIVE EVENTS REGISTRATION

FCCLA/LifeSmarts Knowledge Bowl:

All teams who have qualified for Level 3 competition must register no later than May 3, 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 FCCLA Portal. 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 FCCLA Portal:

- Participant name and grade
- Participant email address accessible during June (for email confirmation – please do not use an adviser email address)
- Participant cell phone number (please do not use an adviser phone number)

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

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 mixed category teams should be qualified under the correct category for their event.

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.

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.

The 2019 Tentative Competitive Events Schedule will not be final until all participant registrations have been processed. Check the National FCCLA 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 3, 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 14, 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 \$21.00 plus their state NAP dues. The NAP state dues amount information can be found on the NAP website or email hq@nap2.org.

For location information, check the conference program or mobile app. 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.

COMPETITIVE EVENTS DEADLINES

Note: It is best to submit early when possible.

March 15, 2019

STAR Events: Online STAR Events, Level II invitations emailed to participants and chapter advisers. Finalists posted on the National FCCLA website.

May 3, 2019

STAR Events: For chapters with state competitions on or prior to April 24, the participant registration submission deadline is May 3, 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 3 after 5:00 PM – May 13 after 5:00 PM.

May 14, 2019

STAR Events: For chapters with state competitions occurring on or after April 25, the participant registration submission deadline is May 14, 5:00 PM EDT. Registrations submitted after this date without prior approval of an extension will incur an additional late fee of \$100 per event/category, beginning May 14, 5:00 PM EDT and ending June 3, 5:00 PM EDT.

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 31, 2019

STAR Events: National membership affiliation deadline. State deadlines may be earlier.

June 3, 2019

Last day for STAR Events substitutions at 5:00 PM EDT. No substitutions are permitted after this date.

June 4, 2019

All registrations received will incur an additional \$200 late fee per event/category registration beginning June 4, 2019.

June 1-15, 2019

All STAR Events participants, volunteers, and state advisers will be emailed information from National Headquarters regarding participation information, online orientations, 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.



ELECTION & VOTING DELEGATE INFORMATION

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

For more information, contact Karen Patti, Director of Youth Leadership at 703-716-1309 or email leadership@fcclainc.org.

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 2019-2020 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 is strongly discouraged from running 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, 2019.

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 next to 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 member actions that occur within the limitations of the Board roles.

ELECTION & VOTING DELEGATE INFORMATION

If elected, national officers may be required to attend the following meetings:

- Up to two (2) National Executive Council meetings – August 2019 and Winter 2020
- 2019 Capitol Leadership Meeting – Fall 2019
- National Fall Conference – November 15-17, 2019 (anticipated travel date November 13, 2019)
- 2020 National Leadership Conference – July 2020
- FCCLA Required Events

To be eligible to run for national office, candidates are required to be registered for the Registration Package (Weekly Registration, FCCLA Special Event, and 4th of July Party) at the 2019 National Leadership Conference.

To be eligible to run for national office, candidates are required to stay within the official conference hotel block. National Officer Candidates not staying within the official conference hotel block 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. The headshot can also be emailed 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 must complete a National Officer Candidate Application. All applications must be postmarked by May 1. State advisers may request an extended deadline by emailing the FCCLA Director of Youth Leadership at leadership@fcclainc.org by April 1.

State advisers who have state meetings in late April should be prepared for the May 1 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 on the National FCCLA website on the National Elections Information page of the Youth Leaders Section (Instructions are included at the end of this file.) Use only the 2019 application located on the National FCCLA website.

The National Officer Candidate's application must include the following items and must be submitted by May 1 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, and applications will not be returned.

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

ELECTION & VOTING DELEGATE INFORMATION

National Election Process

National Officer Candidates, their chapter advisers, and state advisers should familiarize themselves with the 2019 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 in June. 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 2019 National Leadership Conference.

A National Officer Candidate orientation webinar will take place on Thursday, May 30, 6:00 PM EDT. The webinar will be recorded for those who are unable to attend, but attendance is strongly recommended.

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

Candidates must wear an official FCCLA Red Blazer for all election activities at the National Leadership Conference.

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, or for purchase through FCCLA National Headquarters or the FCCLA Store.

- 2019-2020 Membership Kit
- FCCLA National Program Materials
- 2018-2019 Issues of Teen Times
- 2019-2020 National Executive Council/Adviser Handbook
- 2019 National Elections Step-by-Step Guide
- FCCLA Branding and Promotion Guide
- www.fcclainc.org

All National Officer Candidates must come to the National Leadership Conference prepared to serve on the 2019-2020 National Executive Council. This includes bringing the following apparel:

- Officer candidates must bring an official FCCLA Red Blazer. The official national uniform is mandatory for all National Officer Candidate activities at the conference. Candidates may borrow a blazer for the conference if they do not own one already, but those who become national officers will have to purchase an official blazer for their office term.
- All candidates must have a white oxford shirt, black knee-length skirt with a kick-pleat or black pants, and black dress shoes.
- Female candidates who are elected will need a solid white formal floor-length dress to wear for the installation at the Closing General Session. 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 for the orientation time.

Both incoming and outgoing National Executive Council members will be provided wrist corsages or boutonnières 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.

ELECTION & VOTING DELEGATE INFORMATION

Those candidates who are elected will attend the FCCLA Special Event and the FCCLA 4th of July Party 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 these events are welcome to sell their tickets through the conference ticket board following the election results, if desired.

All candidates and their advisers may 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.

National Officer Candidate 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 2019-2020 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.

A pre-conference webinar on Tuesday, June 4, 6:00 PM EDT 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 Anaheim, CA. Advisers of elected officers will attend a breakfast and the 2019-2020 National Executive Council Advisers training meeting.

Advisers are not permitted to attend any election events that are not open to spectators, including the National Officer Candidate Test, National Officer Candidate Orientation/Project Center, Nominating Committee Interviews, National Officer Candidate Fishbowl, Networking, or Team building. 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 team building, 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 Recognition Session and Closing General Session.

Advisers are strongly encouraged to be present with the National Officer Candidate 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 may 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.

ELECTION & VOTING DELEGATE INFORMATION

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 August 2019 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 2020 National Leadership Conference will be held July 5-9, 2020 in Washington, D.C. National Executive Council Advisers will arrive early to help with the conference.

NOTE: The same adviser must attend both the 2019 August Meeting and the 2020 National Leadership Conference. Substitutions at the meetings are not permitted unless arranged with the FCCLA Outreach and Professional Development Manager prior to elections. If an adviser substitution must be made between the August Meeting and the 2020 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 office. National Headquarters will not make hotel reservations, nor guarantee hotel and rate availability.

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 follow.

Nominating Committee members are required to participate in an orientation webinar on Wednesday, May 29, 6:00 PM EDT, during which time 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 time frame established during the webinar. If the committee member fails to 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 National Officer Candidate Fishbowl, committee deliberation, and the candidates' speech session. 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 tours, state meetings, etc. When choosing an individual to serve, please ensure the member is committed to arriving in time for responsibilities beginning on Saturday, June 29, and to fully engage in all required sessions. Please do not select an individual who is unable to commit to serving on the Nominating Committee for the entirety of this time.

ELECTION & VOTING DELEGATE INFORMATION

Nominating Committee Qualifications

The following states are eligible to select a student for the Nominating Committee for the 2019 National Leadership Conference:

CENTRAL REGION

- Kentucky
- Michigan
- Minnesota

NORTH ATLANTIC REGION

- Vermont
- West Virginia
- Connecticut

PACIFIC REGION

- Hawaii
- Idaho
- Montana

SOUTHERN REGION

- Mississippi
- North Carolina
- Oklahoma

If you know at this time that your state cannot assume its role on the 2019 Nominating Committee, please notify the Director of Youth Leadership 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, 2019. 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, 2019.
- Become familiar with the election process by reading the 2019 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 2019-2020 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 are kept confidential 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. Please note: If there is a conflict with other activities at the National Leadership Conference, please notify the Director of Youth Leadership prior to the National Leadership Conference at leadership@fcclainc.org or call 703-476-4900 x309.

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 2019 National Leadership Conference (based on 2018-2019 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 2019-2020 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 at NLC for reference while onsite.

ELECTION & VOTING DELEGATE INFORMATION

Responsibilities of ALL Voting Delegates at the National Leadership Conference

State advisers will receive one "Election Voting Delegate" packet when picking up their conference registration materials, which includes ribbons for Voting Delegates and the 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, by the National Executive Council, or by the National Board of Directors. The National Board of Directors shall review and approve proposed 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 Session on Monday, July 1. 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 2, to help provide the state delegation with an informed opinion regarding the National Officer Candidates. These sessions include:

- NOC Networking
- Voting Delegates Speeches Sign-In & Packet Pick-Up
- NOC Speeches - Voting Delegates will be given priority seating at the candidate speeches.

At the National Officer Candidate 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 related 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.

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 Election Voting Delegate who will vote on behalf of the state in the 2019 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 are in Mandatory 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 DELEGATE INFORMATION

Election Voting Delegates will be required to participate in specific election sessions on Monday, July 1 and Tuesday, July 2, 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
- National Officer Candidate Speeches - Voting Delegates will have reserved seating at the candidate speeches.
- Voting Delegates Networking Sign-In
- National Officer Candidate Networking

National Executive Council Elections

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.

National Officer Candidate Application Instructions

Listed 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.

National Officer Candidate 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.

National Officer Candidate Application Form

Please type all information requested on the 2019 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, will not be considered.

- **Essay Questions (Pages 4-5)**
Candidates must complete 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:

- Transcript Release Parental Agreement Form
- Photography & Website Consent & Release Form
- Code of Conduct Agreement and Code of Ethics Agreement
- Election Policies
- National Officer Preference

FCCLA Resume

Attach a professional FCCLA resume, one page only in length and typed in Calibri or Arial size 11 font with margins set at no smaller than .75 all around, providing the following information:

- Name, state, school, chapter, type of affiliation (comprehensive or occupational), year in school, number of years in FCCLA, total years of FCS instruction completed at the end of the 2018-2019 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, area of occupational training (food service, clothing, childcare, etc.), and credits earned for each course. List the course titles as they appear on your transcript along with the credit earned for each course.

ELECTION & VOTING DELEGATE INFORMATION

- 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 or Arial 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 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 three previous semesters.
- The National Officer Candidate must have completed a minimum of one year (equal to one Carnegie unit) of Family and Consumer Sciences education (FCS) in order to run for national office. Please include an official transcript other than the current high school if FCS classes for this requirement were completed at another high school or middle school.

Membership Affiliation

Verify that the candidate is affiliated, including received payment, by March 1, 2019, 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 2019 National Leadership Conference, registered for the Registration Package that includes the FCCLA Special Event and FCCLA 4th of July Party, and will be staying within the official 2019 National Leadership Conference hotel block. 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. 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 1, 2019, TO:

Director of Youth Leadership
Family, Career and Community Leaders of America
1910 Association Drive
Reston, VA 20191-1584



STATE ADVISER INFORMATION

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 NLC website. All delegates must follow the National Leadership Conference housing policy.

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. 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 distribute registration materials and/or hold state meetings at designated times. Meeting requests must be made in the FCCLA Portal by April 1, 5:00 PM EDT. It is strongly recommended that you schedule your state's meetings 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. Locations and times are available on a first-come, first-served basis. If attendance significantly varies from a state's anticipated attendance, FCCLA reserves the right to reassign 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. The State Meeting Schedule will be posted on the National FCCLA website in early June.

STAR Events

State advisers must submit 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 registration system by the state adviser. State advisers should monitor STAR Events registration prior to the registration deadline to ensure participants are entered into the correct category, placed on the correct team, if appropriate, and that registration has been submitted.

National staff will pre-qualify participants in the online STAR Events (Digital Stories for Change and FCCLA Chapter Website) as well as the national FCCLA/LifeSmarts Knowledge Bowl team members.

Enlist 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 in the survey provided in the State Adviser Update by May 1, 2019.

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

STATE ADVISER INFORMATION

RESPONSIBILITIES:

1. Attend trainings during the 2019 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 2019-2019 Adviser Recognition Program
7. Promote the Membership Campaign and encourage advisers to apply for recognition
8. Assist with adviser programs at the 2019 National Cluster Meetings
9. Serve as an adviser mentor
10. Submit end-of-year report to National Headquarters by May 1, 2019

State Officer/National Networks

Your State Officers are important part of FCCLA's National Networks. The National Networks provide connections between FCCLA national and state leaders. State officers are assigned to a network based on the office they hold and the make-up of their council. Leadership Training Team (LTT) members and National Executive Council (NEC) coordinate the networks. Beginning at NLC, each team will meet to connect and develop a plan and methods they will communicate throughout the year. The first of these trainings is held at NLC -- be sure to register your state officers! The networks consist of Competitive Events, Connection (PR/Communications), Finance, Membership, Programs and State Presidents. To learn more contact Karen Patti, National Director of Youth Leadership, at kpatti@fcclainc.org.

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.

2019 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.

March 1, 2019

- Adviser-to-Adviser Appointments
- State Meeting Request
- 2018-2019 State Officer Directory email to kpatti@fcclainc.org and enter into the FCCLA Portal