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| fccla_logo | **Utah FCCLA State Conference****Davis Conference Center****762 W. Heritage Park Blvd.****Layton, Utah 84041*****March 26-27, 2019*** |

## Schedule

## State Conference will be held in Layton at the Davis Conference Center. The Utah FCCLA State Conference will start promptly at 7:00 am on Tuesday, March 26, and we will run until Wednesday, March 27 at 1:15 p.m. There will be a mandatory meeting following the closing session on Wednesday, March 27th for all 1st and 2nd place winners and their advisers, and newly elected State and National Officers and their advisers.

**Conference Registration:** Registration for the conference will be done on-line using the “registermychapter” link provided on the state conference page or click here to register: [State Conference Registration](https://www.registermychapter.com/fccla/ut-state/Main.asp). The registration site will close at midnight on March 1, 2019. After you have completed the on-line registration print an invoice and send the invoice and payment to Nikki Sue Larkin, Utah FCCLA State Adviser. She will be receiving **all money for the conference**. You will find her name, e-mail and mailing address on the invoice form. Make checks payable to Utah FCCLA. You can also pay with credit card via PayPal. Your payment and invoice must be sent to Nikki Sue to complete your registration on time. Please make sure that all names are spelled correctly. Nametags are printed directly from the electronic registration form. There will be no refund after the online registration is completed or after the March 1st due date. \****Remember: any registrations/payment postmarked after March 1, 2019 may NOT be accepted.***

**IMPORTANT CONFERENCE FORMS – (ON THE UTAH FCCLA WEBSITE)**

While conference and STAR Events registration are done online, there are additional forms advisers may use for specific conference activities or issues. The forms listed below are available as downloads on the state conference page of the Utah FCCLA website:

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| **FORM** | **DUE DATE** |
| **Housing Reservation Forms (for all hotels holding rooms for FCCLA)** | **March 1 (reserve earlier if you have a specific hotel preference)** |
| **Student Medical Release & Code of Conduct (adviser keep these)** | **Time of state registration pickup** |
| **Advisers’ Responsible Participation Acknowledgment (required/send to Nikki Sue)** | **March 1** |
| **Voting Delegate Form (required/send to Nikki Sue)** | **Time of state registration pickup** |

**Conference rates** The registration cost is $50.

**Registration for Non-Affiliated Attendees** We welcome “friends of FCCLA” who are not part of an affiliated chapter to participate in the conference. These may include Alumni & Associates members, retired advisers, or college/university groups. A registration form is available and can be sent via email or postal service.

**Meals** Participants will be responsible for all meals at the conference. The conference center will have some concessions for sale on Tuesday, March 26 only.

**Utah FCCLA State T-shirt**

Utah FCCLA state t-shirts were distributed to those who attended Fall Leadership Conference. If a participant is registered for state conference and did not receive a state t-shirt at Fall Leadership they will receive one at the conference. When participants register for the conference there will be an opportunity to indicate they need to receive a state t-shirt. Advisers are welcome to purchase extra t-shirts. You can make that selection when you register online for state conference.

**Pick up state registration packets**

Advisers may pick up conference registration packets in advance on Monday evening, March 25 from 7:00 pm-10:00 pm at the registration desk in the Davis Conference Center.

**STAR Events Participation**

Participants in STAR Events (including both state and national events) will compete Tuesday, March 26. Participants must compete in a region competition and receive 50 points or higher in their STAR Event. Advisers must register online for STAR Events (**with conference registration)** on time for participants to be eligible to compete.

**Chapter Members not involved in STAR EVENTS**

We encourage members not entered in STAR events to participate in one of the **Family and Consumer Science Assessment Tests**. Students who did not qualify in their STAR Event to go to the state conference because their score was below 50 or they were in the Culinary Event and did not qualify, can take the FACSA test. FACSA's tests are related to the career clusters and are extensions of the curriculum competencies taught through the FACS courses which include Child Development, Foods, Step One and Interior Design. Students will be allowed to take one test. Students cannot participate in both a STAR Event and a FACSA test. Students will be placed in junior, senior, and occupational categories according to their grade level. Tests will be 50 questions; true/false and multiple choice. Registration will take place through the online registration process.

**Hotel Reservations**

All hotel registrations should be made directly with the hotel you choose. ***Room blocks for Utah FCCLA State Conference will only be held for a limited time. If you register late, you may not get the posted room rate, rooms are subject to availability, and room rates are subject to change after the deadlines of the hotels.*** You should send the hotel registration directly to the hotel of your choice. The hotel will inform you if they want you to fax or e-mail your registration form. You will need to pay the hotel tax on each room. The hotel tax is 12.1%. The individual hotel registration can be found here: [Utah FCCLA State Conference Rooming List](http://utahfccla.org/state-conference.html). This form includes a general housing information sheet and information about each individual hotel. In the EXCEL program located directly at the bottom of the State Rooming List page you will find individual sheets (tabs) that are labeled with the name of the hotels in the Layton Area. Make a note that each hotel has a different hotel registration deadline.

Here is the **list of hotels** and their contact information.

|  |  |  |  |
| --- | --- | --- | --- |
| Comfort Inn877 North 400 WestLayton, UT 84041(801) 544-5577 | Courtyard by Marriott1803 Woodland Park Dr.Layton, UT 84041(801) 217-2300  | Fairfield Inn1740 Heritage Park Blvd.Layton, UT 84044(801) 444-1600 | Hampton Inn1702 N Woodland Park Dr Layton, UT 84041(810) 775-8800 |
| Holiday Inn1695 Woodland Park Dr.Layton, UT 84041(810) 773-3773 | Hilton Garden Inn762 W. Heritage Park BlvdLayton, UT 84041(801) 416-8899 | Home2Suites803 W Heritage Park BlvdLayton, UT 84041(801) 820-9222 | LaQuinta Inn1965 N. 1200 W.Layton, UT 84041(801) 776-6700 |

TownePlace Suites

1743 Woodland Park Blvd

Layton, UT 84041

(801) 779-2422

**GENERAL SESSIONS**

 **OPENING SESSION (including keynote speaker)**

During the Opening Session, we will be motivated by the dynamic and entertaining keynote speaker, Blake Fly. Theme presentations, program awards, and lots of audience participation will make this session entertaining as well as informative.

 **AWARDS SESSION**

National Program Awards, Membership awards, 4 Star Chapters, will be announced during the Business Session.

**CLOSING RECOGNITION SESSION**

A closing session will include installation of new state officers, adviser awards, and awarding of all STAR Events medals, trophies, and scholarships.

**FCCLA Expo**

A special feature of the conference is the **FCCLA Expo**. The expo will have booths from several colleges and FACS related post-secondary programs, including culinary schools. Students will have the opportunity to “Say Yes to FCS” with detailed information and activities related to careers in Family & Consumer Sciences. The **FCCLA Expo** is planned for Tuesday, March 26, with activities beginning at 10:00 a.m.

**Workshops**

Please encourage your students to attend the workshops. There is a wide variety of interesting topics and great presenters. Tickets will be given to those who attend the workshops. These tickets will be entered into a drawing for some great prizes.

**Service Project**

Join with FCCLA members from all over the state to do a service project during the State Conference. More details will come with what supplies to bring.

**Evening State Activity: “Travel World with Us”**

On Tuesday night, March 26 come participate with the entire state delegation in activities which include karaoke, face painting, photo booth, blow-up obstacle courses, and more. It will be a great way for all FCCLA members to have a good time and make many new friends!

Advisers are also asked to remind the student that this is an “educational” experience, not just “free play” time. General sessions are scheduled for approximately 1 & ½ to 2 hours and contain educational content as well as entertainment. Students are expected to participate in the General Sessions, FCCLA Expo, and in the workshop sessions. Students need to understand that the educational activities of the conference are a first priority. We strongly encourage advisers and chaperones to keep the students involved in the scheduled sessions and activities. Unsupervised time in the hotel can lead to problem behavior. Too much “free time” often results in discipline issues. Keeping the students busy in supervised activities and sessions, especially in the evenings, reduces negative behavior.

**Advisers’ Responsible Participation Acknowledgment Form**

In an effort to emphasize the importance of involving students in all scheduled conference activities and reducing opportunities for inappropriate behavior, a new form has been developed requiring the chapter adviser to acknowledge his/her responsibility in making certain that all delegates from the chapter participate in all of the scheduled conference activities. Advisers who allow students to skip or leave sessions/activities early are putting students in higher risk situations and must assume complete responsibility for such decisions. Conference registration packets, including STAR Events packets, **will not be released** until this form, signed by the adviser and principal, has been submitted. This form is due **March 1** to the state adviser.

**Code of Conduct/Medical Release**

Please have each student complete a Code of Conduct form and bring it with you to State Conference. This form also has the student medical information. This is for your records. Click here to for [Code of Conduct](http://utahfccla.org/state-conference.html). We would also encourage you to get a Medical Information Form from each student. Please contact your district for their individual requirements concerning this matter.

**Dress Code**

We will maintain the National FCCLA Dress Code at all sessions of the State Conference. We, as a State Staff and Utah FCCLA Board, feel that the dress code will promote greater unity and dedication to the organization, contribute to the positive, professional image of FCCLA, and prepare students for future leadership opportunities. We do not want this to be a financial burden on students. We believe that students can be resourceful in finding clothing. **Advisers are responsible for enforcing the dress code with their students**. It is the adviser’s responsibility to adequately discuss appropriate conduct and dress with all of his/her chapter’s delegates – this includes adherence to and enforcement of our dress code and “no jeans” policy. Each delegate is to read the **Utah FCCLA Dress Code. Attendees not adhering to the mandatory meeting dress code will not be admitted into sessions.**

**Dress code for participation in the STAR EVENTS** Follow event specifications for attire. If attending meeting sessions prior to, or immediately following competition, be prepared to change into clothing that adheres to the meeting dress code.

**Mandatory** attire for the Opening Session, Workshops, General Awards Session, Region Meetings, and STAR Event Recognition Session are as follows:

**Females:**

* Shirt: **MUST have a collar** and be red, black or white (must have long or short sleeves). This can be an oxford (collared), polo shirt style, or blouse style. No sheer blouses. **PLEASE NOTE THAT SHIRTS DO NOT NEED TO BE FCCLA BRANDED.**
* Bottom: black professional slack/pants (no capris, shorts, or LEGGINGS)
* Skirts: black can be no shorter than 2” above the knees.
* Black sheath dress can be worn only if worn **with FCCLA red jacket**
* Dress shoes
* **Jeans, t-shirts, and athletic wear are NOT acceptable.**

**Males:**

* Shirt: **MUST have a collar** and be red, black or white (must have long or short sleeves). This can be an oxford (collared) or polo shirt style. **PLEASE NOTE THAT SHIRTS DO NOT NEED TO BE FCCLA BRANDED.**
* Pants: black dress slacks
* Dress shoes
* **Jeans, t-shirts, and athletic wear are NOT acceptable.**

 **Advisers/Chaperones/Guests:**

* Business professional

**Dress code for the NIGHT ACTIVITY** Casual attire including denim, t-shirts, tennis shoes, etc. is allowed.

**STUDENT PARTICIPANT OPPORTUNITIES**

**Family and Consumer Science Assessment** tests will be administered on-site during the STAR Event competitions. These tests are available for students who are not competing in a STAR Event at state conference. FACSA's tests are related to the Career Clusters and are extensions of the curriculum competencies taught through the FACS courses. Students will be allowed to take one test in the following career cluster areas: Child Development, Step One, and Interior Design. Students cannot participate in both a STAR Event and a FACSA test. Students will be placed in junior, senior, and occupational categories according to their grade level. If they do not qualify in their STAR Event to go to the state conference because their score is below 50 or they were in the Culinary Event and did not qualify, they can take the FACSA test. Tests will be 50 questions; true/false and multiple choice. Deadline for registration is March 1 and will take place through the online registration process.

**Voting Delegates**

Voting delegates are voting representatives of their chapters. They will vote on national and state officer candidates and on any proposed bylaws changes. If bylaws changes are proposed, they will be posted on the *Bylaws* section of the state website prior to the conference. Officer candidate information will be distributed to advisers in their conference packets. Since the entire chapter may not have the opportunity to review the officer candidate information, voting delegates should be selected to represent the views of the entire chapter. At the state conference voting delegates will be required to watch a voting delegate instruction video before they can cast their vote.

Each chapter shall be allowed the following number of voting delegates:

 1—20 members = 2 voting delegates

 21—40 members = 3 voting delegates

 41—60 members = 4 voting delegates

 61—80 members = 5 voting delegates

 81—100 members = 6 voting delegates

 100 + members = 10 voting delegates maximum

 **Please indicate on the Voting Delegate form which chapter member(s) will serve as voting delegate(s) and send to Nikki Sue Larkin via mail or email by March 1.**

**FCCLA Weather Related Cancellation Policy:** In the event that an FCCLA state sponsored competition or event is cancelled due to weather the following will take place in this order:

1. The event will be rescheduled as quickly as possible. No refunds will take place, but students who may no longer be able to attend may be able to be swapped out by other students who could now attend.
2. If the event is cancelled and not rescheduled the remaining balance of monies not already used will be divided equally and refunded to chapter members who registered to attend the event

**Chapter/Member Recognition**

**National Programs Recognition Forms:** ALL CHAPTERS THAT HAVE DONE A SERVICE PROJECT throughout the year can be recognized for their efforts. Chapters can submit a **National Program Award Application** for the service projects they have completed. The projects could fit into one of the National Programs. These submissions will be done on the National FCCLA website under the chapter log-in portal. **Power of One** names will also be submitted by this process. Applications are due **March 1.**All chapters that submit a national program will receive recognition at the Utah FCCLA State Conference.

**State Recognitions Forms**

It is a time for all chapters to receive recognition for everything they have done throughout the year. Due **March 1** are 4 Star Chapters, Scholarships, Adviser of the Year, New Adviser of the Year, and Utah FCCLA State Goals You will also find the links to these forms on

the state website www.utahfccla.org. **Please mail all recognition forms to Nikki Sue Larkin, 1704 E. 560 S., Heber, UT 84032.** These applications must be postmarked by **March 1, 2019** for consideration.

**State Officer Applications**

The applications are now available. All officer applications must be completed online and all documentation must be uploaded by March 1. Please make sure your officers and the adviser in charge of the officer read through the state officer handbooks. **Please send one copy of officer applications to Nikki Sue Larkin and a separate copy to Christine Heslop, postmarked by March 1, 2019.**

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Please refer questions concerning STAR Events to **Lindsay Maxfield**, Utah FCCLA Star Events Coordinator at:

Office: (801) 256-5800

email: lindsay.maxfield@jordandistrict.org

Please refer questions concerning the conference to **Nikki Sue Larkin**, Utah FCCLA State Adviser, at:

Office: (801) 641-1241

email: utahfccla@gmail.com

***TENTATIVE AGENDA***

**2019**

**UTAH FCCLA STATE LEADERSHIP & RECOGNITION CONFERENCE**

***Times may change – see final conference program available on the Utah FCCLA app to confirm times.***

**DATE/TIME ACTIVITY**

**MONDAY, MARCH 25**

7:00 pm – 10:00 pm Conference Packet Pick-up

**TUESDAY, MARCH 26**

7:00 am – 7:30 am Conference Packet Pick-up & Registration

7:15 am – 7:50 am Mandatory STAR Event Sign In

8:00 am – 9:15 am OPENING GENERAL SESSION (includes keynote speaker)

8:30 am – 8:50 am Evaluators/Room Consultant Check-in & Orientation

9:20 am – 9:45 am State and National Officer Candidate with advisers Meet & Greet

9:30 am – 11:00 am STAR Events Competition/FACS Assessment Testing

9:45 am – 11:00 am State and National Officer Candidate Test

10:00 am – 3:00 pm State and National Officer Candidate Interviews

10:00 am – 3:00 pm Service Project Activity

10:00 am – 4:00 pm FCCLA Expo Interactive Exhibits Open

10:00 am – 3:00 pm Workshops

4:15 pm – 5:20 pm AWARDS SESSION

5:30 pm – 6:15 pm Region Meetings

6:15 pm – 8:00 pm Dinner (on your own)

8:00 pm – 10:30 pm State Activity “Travel the World with Us”

**WEDNESDAY, MARCH 27**

9:00 am – 12:00 pm CLOSING RECOGNITION SESSION

12:00 pm – 1:15 pm National Leadership Conference Information Session

 All 1st and 2nd place winners and their advisers, and newly elected State and

 National Officers and their advisers must attend.

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**Voting Delegates**

Voting delegates are voting representatives of their chapters. They will vote on national and state officer candidates and on any proposed bylaws changes. If bylaws changes are proposed, they will be posted on the *Bylaws* section of the state website prior to the conference. Officer candidate information will be distributed to advisers in their conference packets. Since the entire chapter may not have the opportunity to review the officer candidate information, voting delegates should be selected to represent the views of the entire chapter. At the state conference voting delegates will be required to watch a voting delegate instruction video before they can cast their vote.

Each chapter shall be allowed the following number of voting delegates:

 1—20 members = 2 voting delegates

 21—40 members = 3 voting delegates

 41—60 members = 4 voting delegates

 61—80 members = 5 voting delegates

 81—100 members= 6 voting delegates

 100 + members = 10 voting delegates maximum

Cut the form here and send to Nikki Sue Larkin via mail or email by **March 1**.

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**Please indicate on the Voting Delegate form which chapter member(s) will serve as voting delegate(s).**

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 **School Region**

**Voting Delegate #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Voting Delegate #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Voting Delegate #3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Voting Delegate #4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Voting Delegate #5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Voting Delegate #6: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***TO BE COMPLETED BY ANY CHAPTER ADVISER WITH STUDENTS REGISTERED FOR THE***

**Responsible Participation Acknowledgement Form**

***2019 UTAH FCCLA STATE CONFERENCE***

In an effort to emphasize the importance of involving students in all scheduled conference activities and reducing opportunities for inappropriate behavior, this form has been developed requiring the chapter adviser to acknowledge his/her responsibility in making certain that delegates from the chapter participate in all of the scheduled conference activities. Advisers who allow students to skip or leave sessions/activities early are putting students in higher-risk situations and must assume complete responsibility for such decisions.

We schedule programed sessions, speakers, and supervised activities for the students up until 30 minutes prior to curfew on Tuesday night. We realize that the best way to reduce behavioral problems is to keep students busy in organized activities. We strongly encourage advisers and chaperones to keep the students involved in the scheduled sessions and activities. Unsupervised time in the hotel can lead to problem behavior. Too much “free time” often results in discipline issues. Keeping the students busy in supervised activities and sessions, especially in the evenings, reduces negative behavior.

Conference registration packets, **will not be released** until this form, signed by the adviser and principal, has been submitted. For smooth packet pick-up, it should be sent **by March 1**. Also make sure that you have a copy of Code of Conduct/Student Medical Release form.

**CHAPTER: **

**ADVISER/S: **

**ADVISER/S CELL PHONE: **

**SCHOOL PHONE: **

**PRINCIPAL:** 

**Acknowledgement of Responsibility Statement:**

As adviser/chaperone of students attending the Utah FCCLA State Leadership Conference, I understand the importance of providing a safe, enjoyable conference experience for my students. I realize that students are expected to participate in the full schedule of conference sessions, workshops, and activities. Students need to understand that the educational activities of the conference are a first priority. As adviser, I assume responsibility for keeping my students involved in the scheduled conference activities throughout the day and evening. I realize this is an important part of providing a safe, educational experience for my students.

I have reviewed the Code of Conduct and the Utah FCCLA Dress Code with my students. I have discussed appropriate behavior, including being courteous and quiet in the hotel.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chapter Advisers/Chaperone

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, School Principal

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***To ensure that your conference registration is complete, please refer to the checklist below.***

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| **✓** | **REGISTRATION CHECKLIST: Have you...** |
|  | registered using the online system that combines conference registration and STAR Events registration in one easy process? |
|  | sent the **Housing Reservation Form** for the hotel you have selected **directly to the hotel**, not to Utah FCCLA? |
|  | mailed the check for registration made payable to "Utah FCCLA"? *(Registration checks must be postmarked by March 1, 2019.)* |
|  | checked that names are spelled correctly in your chapter affiliation? |
|  | read the Utah FCCLA State Conference General Information file to review important information and new activities? |
|  | sent **Voting Delegates** form by March 1 to Nikki Sue Larkin |
|  | reviewed the **Utah FCCLA Dress Code** with your attendees? |
|  | mailed, or scanned the **Responsible Participation Acknowledgement** form signed by the adviser and principal to Nikki Sue Larkin\*\* |
|  | signed **Medical Release and Code of Conduct** for each student |
|  | submitted a National Project application on the national FCCLA website. |
|  | Sent applications for 4 Star Chapter, Adviser of the Year or New Adviser of the Year, FCCLA scholarship, and Utah FCCLA goals to Nikki Sue Larkin by **March 1** |

**Remember: Online conference registration closes at 11:59 pm. on March 1.**

IMPORTANT NOTES:

1.) \*\*Medical/Code of Conduct forms for the students are important. Advisers need a form for each student. Bring the medical forms to the conference and keep them on site. ***No conference packets will be released until a responsible participation acknowledgement form is provided.***

2.) The **Housing Reservation Form** for the hotel you have selected must be sent directly to the hotel, not to Utah FCCLA. Meeting the March 1 deadline for the **Housing Reservation Form** will guarantee the conference rate and increase the likelihood of availability.