

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



✓	REGISTRATION CHECKLIST: Have you...
<input type="checkbox"/>	registered using the online system that combines conference registration and STAR Events registration in one easy process? Due March 2
<input type="checkbox"/>	sent the Housing Reservation Form for the hotel you have selected <u>directly to the hotel</u> , not to Utah FCCLA?
<input type="checkbox"/>	mailed the check for registration made payable to "Utah FCCLA"? (<i>Registration checks must be postmarked by March 2.</i>)
<input type="checkbox"/>	checked that names are spelled correctly in your chapter affiliation?
<input type="checkbox"/>	read the Utah FCCLA State Conference General Information file to review important information and new activities?
<input type="checkbox"/>	reviewed the Utah FCCLA Dress Code with your attendees?
<input type="checkbox"/>	mailed, or scanned the Responsible Participation Acknowledgement form signed by the adviser and principal to Nikki Sue Larkin by March 2?*
<input type="checkbox"/>	signed Medical Release and Code of Conduct for each student (you keep for your records)
<input type="checkbox"/>	submitted a National Project application on the national FCCLA website.
<input type="checkbox"/>	Sent applications for 4 Star Chapter, Adviser of the Year or New Adviser of the Year, FCCLA scholarship, Member of the Year, Chapter Officer of the Year and Utah FCCLA goals to Nikki Sue Larkin by March 2

Remember: Online conference registration closes at 11:59 pm. on March 2, 2020.

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.