

Purpose: To assist advisers in preparing members for active participation at the Missouri FCCLA Fall Leadership Conference (SLC).

ADVISERS

- ✓ Review the conference information published on the Missouri FCCLA website (Attend > Fall Leadership Conference) as soon as it is available.
- ✓ Have your student attendees fill out and get appropriate signatures on the *DESE Consent & Release Form* prior to registration. This form will help you during the registration process. Be sure ALL required information is included to avoid issues at check-in.
- ✓ Complete the online conference registration by the regular registration deadline to avoid late fees and to guarantee conference swag for attendees.
- ✓ Make hotel reservations EARLY!
- ✓ Review the Conference Etiquette Policy, Dress Code Policy, and Code of Conduct with student attendees.
- ✓ Submit the *DESE Consent & Release Form* for each student attendee to the appropriate link (found on the SLC page of the Missouri FCCLA website) by October 1, 2024.
- ✓ Review the *Adviser and Chaperone Responsibilities & Code of Conduct* webinar and submit the *Adviser & Chaperone Agreement* to the appropriate link (found on the FLC page of the Missouri FCCLA website) by October 1, 2024.
- ✓ Immediately order any needed official red blazers, official FCCLA t-shirts, polos, and any other emblematic materials to be sure they arrive on time. Suppliers and items can be found on the Missouri FCCLA website under Advisers or Store.

CONFERENCE PARTICIPANTS

- ✓ With your parents/guardians, fill out the *DESE Consent & Release Form* and get the appropriate signatures and turn into your adviser prior to conference registration. Be sure ALL required information is included to avoid issues at check-in.
- ✓ Review the *Conference Etiquette Policy, Dress Code Policy, and Code of Conduct*.
- ✓ Work with your adviser and parents/guardians to create a budget for the conference to cover necessary meals, merch from the FCCLA Store, service project donation, and any other fun activities with your chapter.
- ✓ Review the conference schedule to create a plan of attack to get the most out of the conference.
- ✓ Be sure you have all dress code pieces.

COMPETITIVE EVENTS PARTICIPANTS AND ADVISERS

- ✓ Review the rules and guidelines for your specific event and prepare required items ahead of time.
- ✓ Review the *Competitive Events Schedule* when it is released on the Missouri FCCLA website (Compete > Fall Leadership Conference). Confirm your schedule at the appropriate link by October 1, 2024.
- ✓ Review the *Competitive Events Orientation* webinar when it is released on the Missouri FCCLA website (Compete > Fall Leadership Conference). Submit the *Orientation Verification* at the appropriate link by October 1, 2024.