

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

ADVISERS

- ✓ Review the conference information published on the Missouri FCCLA website (Attend > State 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.
- ✓ Select voting delegate(s) and designate on your chapter's conference registration.
- ✓ 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 March 1, 2025.
- ✓ Review the *Adviser and Chaperone Responsibilities & Code of Conduct* webinar and submit the *Adviser & Chaperone Agreement* to the appropriate link (found on the SLC page of the Missouri FCCLA website) by March 1, 2025.
- ✓ Be sure all qualifying award applications, scholarship applications, and National Program award applications for state recognition are submitted by February 1, 2025. Applications can be found on the Missouri FCCLA website (Engage > Awards & Scholarships), and National Program award applications can be found in the FCCLA Adviser Portal (Program Awards tab).
- ✓ 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 > State Leadership Conference). Confirm your schedule at the appropriate link by March 8, 2025.
- ✓ Review the *Competitive Events Orientation* webinar when it is released on the Missouri FCCLA website (Compete > State Leadership Conference). Submit the *Orientation Verification* at the appropriate link by March 8, 2025.

VOTING DELEGATES

- ✓ Review the *Official Voting Delegate* materials and become familiar with responsibilities and times for various meetings and activities.
- ✓ Review State Officer Candidate applications when released on the Missouri FCCLA website (Lead > Elections & Procedures).