



2009 Call to Conference January 2009

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Colorado FCCLA State Leadership Conference - April 2-4, 2009
Denver Marriott Tech Center

Food Events Competition - April 3, 2009
Johnson & Wales University

Join Colorado FCCLA members, advisers, and guests where "Heroes Happen" at the 2009 FCCLA State Leadership Conference, Thursday, April 2, through Saturday, April 4, 2009, at the Denver Marriott Tech Center.

Occupational students will perform *HEROIC fetes* at their Food Events Competition (including the Culinary Arts STAR Event), and *be wowed* in workshops held at the Culinary Arts Building at Johnson & Wales University (JWU) on Friday, April 3, 2009. In the culinary workshops the students will create delicacies for their Awards Reception that afternoon.

Important Electronic Registration Information:

REMINDER: there will be **two separate electronic registration websites**. One for State Leadership Conference and the other for the Food Events Competition. At each registration site an adviser or chaperone must be registered along with students. Registered individuals participating at both JWU and the Marriott should register on the Food Events Registration Website, registration fee for those attending both is \$105 (includes banquet cost.)

- Electronic Registration opens on **January 23, 2009**. **Advisers will be sent website addresses in an email. Watch for it.**
- **On-time Electronic Registrations** must be completed and submitted by **10 p.m. February 20, 2009**.
- **Late Registrations** – those submitted after 10 p.m. February 20 and up until 10 p.m. February 27 **must pay a \$20 per person late fee. No registrations will be accepted after 10 p.m. February 27.**
- You can make changes to your registration - until 10 p.m. on February 27. **Note: Each addition to registrations made after 10 p.m. Feb. 20 and up to 10 p.m. Feb. 27 will be charged a \$20 per person late fee.**

Payment for State Conference and Foods Competition must be postmarked no later than Friday, March 6, 2009.

State Conference and Food Events On-time Registration fee is **\$75 per person plus competitive event fee of \$15 per person**. NOTE: Those attending both the Food Events Competition and activities at the Marriott must register on the Food Events Electronic Registration site and pay an additional \$30 per person for the banquet.

After registering electronically print a copy of your Invoice and send it with your payment – Checks Only to Colorado FCCLA (no credit cards) along with a copy of your National Affiliation Roster (verifies event eligibility), postmarked by Friday, March 6, 2009.

To: FCCLA State Leadership Conference
9101 E. Lowry Blvd.
Denver, CO 80230-6011

Items of Note:

When preparing students for competition be sure to use the 2008 -09 STAR Events Manual (www.fcclainc.org) and the 2008-2009 Colorado Competitive Events Handbook (http://www.fccla.cccs.edu/Chapter_Handbook/2009EventGuidelinesHandbook.pdf)

Food Events Competition

- **Host/Hostess Event has been eliminated and Team Restaurant Service**, includes some aspects of the former Host/Hostess Event.
- **Line Cook and Pantry** menu options have been revised - **Be sure to review the rules.**
- **Culinary Arts STAR Event** - Students must be entered as a team of three. The teams will be slotted on a first-registered, first-served basis – **limit of 12 teams.** Each team and adviser(s) should be prepared for the possibility of competing at National Meeting. \$300 Scholarships per person will be provided to help the winning team attend national competition.
- **Baking and Pastry:** Due to the length of this event, each chapter may only submit one entry for the event thus it is very important that the registered student competes.

Workshops at the Food Events Competition:

Culinary instructors will lead workshops for the preparation of culinary creations for the afternoon awards reception.

STAR and State Events

- In addition to the four new National STAR Events introduced last year (Life Event Planning, Fashion Construction, Interior Design and Recycle and Redesign) this year two more new events will be offered – **Promote and Publicize FCCLA!** and **Teach and Train.** Be sure to check the guidelines for the number of entries allowed per chapter.
- **Recycle and Redesign and Fashion Construction Participants** will be required to submit a copy of their completed Skills Selection Chart at Orientation.
- **Job Interview Participants** – will be required to complete job applications and submit Portfolios at Orientation.
- **Illustrated Talk** – due to the high numbers of participants in this event, chapters are limited to two entries.
- **Parliamentary Procedure** - Participants will be required to take a Parliamentary Procedure Knowledge Test at Orientation.
- **Interior Design STAR Event**- Be sure to review the many updates/changes.

General - Important Reminders

- Any student who participates in a STAR, State or Food Proficiency Event and receives a gold medal or is a national qualifier is ineligible to compete in the same event again the following year. **Gold medal winners must wait out one year**, then they can compete again in the same event. Silver or bronze medal winners may compete in the same event the following year.
- All FCCLA members attending the State Leadership Conference or the Food Events Competition must be a paid, nationally affiliated member as of February 15, 2009.
- FCCLA members in grade 9 are considered **Junior** Members, those in grades 10-12 are either **Senior** (Comprehensive) or **Occupational** Members.
- Only Occupationally-Affiliated Members can compete in the Food Events Competition at Johnson and Wales University.
- Participants are encouraged to arrive 30 minutes before scheduled presentation.
- Do not list current state officers on registration form. The State Office will arrange their lodging and meals.

Workshops at State Leadership Conference:

A variety of informative workshops will be led by State Officers and outside speakers. Workshops include:

- FCCLA to Infinity and Beyond
- Become Batman to Your Robin
- WAIT (Why Am I Tempted?) Training – requires a signed permission slip
- Finding the Hero Within, and more.

Check conference program for details.

State Leadership Conference Lodging

All registered State Leadership Conference Delegates must stay at the Denver Marriott Tech Center. In order to use all meeting room space, we have guaranteed a quantity of sleeping rooms to the hotel and need to fulfill our commitment. By staying at the hotel, participants benefit from the impact and overall experience of a state conference. Students gain leadership skills through competitive events, are exposed to national speakers, can connect with other FLCCA members, and attend educational workshops.

Make lodging reservations by completing the enclosed Rooming List and mailing or faxing it to the **hotel by Monday, March 2, 2009.** Reservations must be guaranteed by payment or credit card. Higher room rates may be charged after this date. You should receive a confirmation (by email) within two weeks after March 6. Contact information for the conference hotel is:

Denver Marriott Tech Center
4900 South Syracuse Street
Denver, CO 80237

Phone: (303) 779-1100 - Fax: (303) 770-6112

Conference lodging is a flat rate of \$99 per room (single, double, triple, or quad) plus tax. **If school funding is used, the hotel will need a completed Tax Exemption Form (enclosed) at time of payment.**

Hotel Check-in: Thursday, April 2, 2009 – starting at 3 pm

Hotel Check-out: Saturday, April 4, 2009 by noon

Only advisers will be assigned keys. The hotel will shut off phone and video rentals unless a credit card is provided. They will also check rooms for damage and missing items and the chapter will be billed and is responsible for any damages or loss of property incurred by the hotel.

No Refunds

Registration fees and the cost of meals are nonrefundable. Refunds will be made for hotel expenses according to hotel policy.

Conference Headquarters

The Conference Headquarters will be located in the Spruce Room in the lobby area. Hours 8 a.m.-5 p.m. Discipline reports, conference emergencies, lost and found, additional programs, etc., can be located/handled at Conference Headquarters.

Nametags

A nametag will be issued for each conference participant and must be worn **at all times** while attending the conference. Lost nametags can be replaced at Headquarters for a \$3 fee. Students not wearing a nametag may be asked to leave.

Dress Code

In order to maintain the positive image of our organization, the following dress code is in effect for members while attending State Leadership Conference:

- Arrival, Opening Session, Keynote Speaker – Business Casual
- STAR Events Setup – Business Casual
- STAR and Colorado Events – Business Professional; only exception-STAR events if costumes are applicable
- Workshops – Business Professional or Business Casual
- Banquet – Business Professional, formal or semi-formal
- Awards – Business Professional

Casual Attire is acceptable after 9:30 p.m. on Thursday and after 9 p.m. Friday evening.

Business Professional Attire

For females includes suits, cropped pants or city shorts with coordinating jacket, dresses, skirts, blazers, dress slacks, blouses, shirts, sweaters, and

dress shoes. For males includes suits or blazers, dress pants or docker-type pants (nicely pressed and in good condition), with dress shirts, dress shoes and socks.

Business Casual Attire

For females includes dress or casual slacks (no blue jeans), cropped pants, sleeveless or short-sleeved dresses (no spaghetti straps or strapless); skirts; blouses or collared, casual shirts, and dress shoes or sandals. All dress or shirt straps must be no less than 3-fingers wide. NO plastic-type flip flops or beach shoes. For males—dress or casual slacks (no blue jeans and no shorts) with collared shirts, denim shirts, no T-shirts.

Banquet Attire

For females is business professional, formal or semi-formal. Strapless, backless, or spaghetti strap dresses require a cover-up (shawl or shrug.) Dress or shirt bodice should not extend below the arm pit. For males, professional business attire, including dress shirt and dress slacks are required. **No denim will be permitted at the banquet.**

Casual Attire

Includes blue jeans (not frayed or torn), shorts and T-shirts that are acceptable for school. Clothing that is frayed or torn or has objectionable or suggestive messages or pictures is not allowed at any time. Pajama attire, sweats, halter-tops, spaghetti straps, and bared midriffs are **NOT acceptable at any time.**

- During the conference, all advisers are expected to send all inappropriately dressed attendees to their rooms to change.

Meals on Your Own

The Denver Tech Marriott offers the following restaurants:

- **Front Range Trading Post** (Coffee and Deli)
M-F 6 am – 7 pm Sat 6:30 am – 7 pm
- **The Lift** serving breakfast 6:30 - 11 am and casual dining 11 am – 11 pm

Multimedia Presentation

Thursday afternoon, noon–1 p.m. and again from 1-2 pm, a multimedia presentation will be offered to early arriving students not involved in the Business Meeting. Check program for location.

Keynote Speaker 8:30 – 9:30 p.m. on Thursday

You won't want to miss "Superman" Ryan Moran and his keynote address.

CSU "One for the Future" Reception: 9:30 p.m.

On Thursday at 9:30 p.m., immediately after the keynote speaker, CSU will host its "One for the Future" reception. The reception - for students who are prospective CSU Family and Consumer Sciences majors - is by invitation only. An Information Letter and Registration Form are included in this Call to Conference. Advisers must complete and return the form to Dawn Mallette by March 2. Students nominated by their advisers will receive a letter of invitation and ticket for attendance.

Banquet, Seating and Dance

State Conference Registration fees include the Friday evening banquet; additional banquet guests are \$30 each and must be included on registration information and with payment.

State Officers' Parents and Chapters, State Officer Candidates' Chapters, Friends of FCCLA and their nominating chapters, and National Program Participant Chapters will be assigned seating in the ballroom. Other seating will be assigned as available.

Following the banquet, a dance is planned. The fee to attend the dance is included in the registration fee. Students are encouraged to wear FCCLA T-shirts. All advisers are required to assist with supervision.

Spotlight on Projects

State Conference Event Participants are encouraged to showcase their projects on Friday evening. Projects can be viewed in Evergreen C from 9 – 11 p.m. Be sure to pick projects up after the dance.

Additional Friday Night Activity

Want something to do besides the Dance? Friday night, from 9:30 – 10:30 p.m., the Standley Lake High School Improv Group, Mixed Nuts, will perform. Check program for location.

Pool Behavior

In the past, some behavior in the pool area has been inappropriate. Advise students if this behavior continues the pool area will be off limits.

Photographs

During Competitive Events and meetings the contracted FCCLA photographer is the only person allowed to take pictures. As flashing bulbs are very distracting to speakers, please do not use them during meetings.

State Officer Selection

State Officer Selection will take place at the State Leadership Conference. State and National Officer Candidates are required to attend an orientation on Thursday, April 2 at 12 noon. If a student has been selected for the Interview Panel, she/he will need to attend an orientation on Thursday at 2 pm. Each officer candidate will introduce her/himself at the Opening General Session on Thursday afternoon. Interviews will take place on Friday, April 3. State officer candidates are not permitted to participate in competitive events at State Conference or at the Food Events Competition.

National Officer Candidates

Colorado is eligible to nominate two National Officer Candidates – a Pacific Region candidate and a Candidate-at-large. National Officer Candidates must complete the State Officer selection process and as well as pass a National Officer Candidate Exam at the State Leadership Conference.

FCCLA State Leadership Conference Tentative Schedule

Thursday, April 2, 2009

11 am – 2 pm	Registration Packet Distribution
12 – 1 pm	State and National Officer Candidate Orientation
12 – 1 pm	Competitive Events Chair People Meeting
12 – 1 pm and 1 – 2 pm	Multimedia Presentation
1 – 2 pm	Voting Delegate Orientation and Business Meeting
2 – 3:30 pm	State Officer Interviewing Panel Orientation
2:15 – 3 pm	STAR and State Events Orientation (required meeting)
3 – 4 pm	Hotel Check-In
3:15 – 3:45 pm	District Officers and Chapter Presidents line up
4 – 5:15 pm	Opening General Session Advisers' Years of Service, Introduction of State Officers Interviewing Panel, Prop Speeches, Chapter Awards
5:30 – 6 pm	Advisers Meeting (required)
6 pm	Dinner on Your Own
6 – 8:30	District Meetings Check with your District Consultant for specific time and location
8:30 – 9:30 pm	Keynote Speaker
9:30 – 10 pm	CSU One for the Future Reception (by invitation)
10 – 10 30 pm	Reflections (current state officers and officer candidates)
11 pm	Curfew

Friday, April 3, 2009

7 – 8:30 am	Judges Orientation
8:30 am – 5 pm	Officer Candidate Selection STAR and State Event Competition
9 am – 4 pm	Exhibit Booths and Workshops
6:10 – 6:30 pm	Banquet Seating
6:30 – 8 pm	Honorees, Announcement of 2009-10 State Officer Team, and Banquet
8 – 9 pm	State Officer Reception
9 – 11 pm	Dance and Spotlight on Projects
9:30-10:30 pm	Improv Group – Mixed Nuts
11 - 11:30 pm	New Officers Meeting
11:30 pm	Curfew

Saturday, April 4, 2009

7 – 9 am	New State Officers Meeting and Rehearsal
9 – 11 am	Awards Ceremony and Installation of New Officers
11 – 11:30 am	National Conference Delegates Meeting
Noon	Departure

Food Events Competition including Culinary Arts STAR Event Tentative Schedule Johnson & Wales University Friday, April 3, 2009

5:30 – 7 am	Event Set Up/Prep by Chairpeople
7 – 8 am	Judges Breakfast and Orientation
7:30 – 8 am	Participants Check-In, Continental Breakfast
8 – 8:30 am	Event Orientation
8:45 am	Events Begin
10 am – 3:30 pm	Workshops (required attendance)
4 – 5:30 pm	Awards Reception

District Officers and Chapter Presidents

State FCCLA will provide each District President with an "heroic-type" prop to be carried across the Stage during Opening Session. District Officers and Chapter Presidents will meet at 3:15 to prepare for Opening Session. Check Program for location.

Awards and Recognition

Colorado Awards - Please submit applications for the following awards and recognition with Conference Registration postmarked by March 6, 2009. Application forms can be found on the website:

http://www.fccla.cccs.edu/Chapter_Handbook/SECTION11-StateRecognition12-08.pdf

- Outstanding FCCLA Adviser
- Outstanding Administrative Support
- Friends of FCCLA (include \$15 plaque fee)
- Honorary Membership
- Little Giant Chapter Award

Chapters with members completing the following National Programs will receive recognition at the State Leadership Conference. **Advisers need to verify that projects have been completed successfully and must submit names on the State Recognition for National Program Participation Form by email to Patti Krattenmaker by March 1.** To receive national recognition, chapters need to submit the proper forms to the National Office by March 1. Send a copy to the State Office.

- Career Connection
- Community Service
- Dynamic Leadership
- Families First
- FACTS
- Financial Fitness
- Leaders at Work
- Power of One
- Step One
- STOP the Violence
- Student Body
- Be a part of it! Membership Campaign

Voting Delegates for State Conference

Each member chapter shall appoint two voting delegates. Voting Delegates responsibilities include: 1) attend the voting delegate orientation and the business meeting on Thursday afternoon, and 2) vote on all business issues of the State Association. Voting delegates should be identified in the registration system and wear their official nametags.

Business Meeting

Business Meeting Rules

For the Business Meeting, parliamentary procedure according to Robert's Rules of Order, Newly Revised will be used. The primary purposes for using parliamentary procedure are to:

- Maintain the correct order of business.
- Provide all delegates an opportunity to speak in an organized manner.
- Provide a system for reporting all pertinent business to the organization.
- Keep the items of business within an approved time agenda.
- Provide all chapters representation through their selected voting delegates.

Business Rules

- According to parliamentary rules, only chapter voting delegates are allowed to speak and vote. Those wishing to speak should sign in during voting delegate registration.
- Any proposed bylaw amendment must be presented in writing, in duplicate, to the State Secretary and to the tabulation table.
- A delegate must come to the microphone if she/he wishes to speak, first state name and chapter, and then speak when recognized by the President.
- A standing majority vote will be taken unless parliamentary authority and bylaws require a standing 2/3 vote.

Written Notification of Bylaw Changes

Advisers please inform your voting delegates of the following items of business to be voted on at the Business Meeting at State Conference:

The first item of business - five Colorado bylaws changes:

- Article III, Section 4B, letter F – “Should a previously active member who has met membership requirements attend a school where the FACS program is suspended or terminated, the student has the option of joining a chapter in their FCCLA district as an active member. If the student is physically closer to a chapter outside their district, they may join the chapter with approval from the State Advisor.”
- Article III, Section 4, letter B, number 2 – insert the word “local” after each affiliate.
- Article VI, Section 3, Letter D, Bullet 5- by adding at the end “...must have competed in a STAR Event (excluding State and Proficiency events).”
- Article VI, Section 9, Letter C, Bullet 1- by deleting “appointed...interviewing panel” and inserting “on an alphabetical district rotation basis but not to be from the same FCCLA district as district consultant.”
- Article VI, Section 11, letter G – delete “will become a state representative” and insert “will become eligible to become a state officer.”

The second item of business is a Colorado state dues increase of \$1.

District Meetings

Please notify Patti Krattenmaker by February 15, 2009, if your district needs a meeting room. District consultants are responsible for communicating the date, time and room assignment to the chapters in their district.

Roll Call

Each district must select one member to give the district membership statistics at the Opening Ceremony.

ADA Statement

Please notify Patti Krattenmaker by March 1, 2009, if a student or adviser needs special accommodations.

STAR, State and Food Event Guidelines

Colorado FCCLA offers two types of competitive events:

- National STAR Events
- Colorado State and Food Events

Students may participate in only one competitive event.

A team is one entry composed of 1-3 individuals with the exception of Parliamentary Procedure (4-8 members are permissible), the Culinary Arts team (composed of three (3) individuals) and Team Restaurant Service team which must be composed of 2 individuals.

STAR Events Include:

Foundational: Applied Technology; Career Investigation; Entrepreneurship; Focus on Children; Illustrated Talk; Interpersonal Communications; Job Interview; Life Event Planning; Parliamentary Procedure; and Recycle and Redesign.

Leadership: Chapter Service Project Display; Chapter Service Project Manual; Chapter Showcase Display; Chapter Showcase Manual; and National Programs in Action.

Career Preparation: Culinary Arts (at Johnson & Wales); Early Childhood (2009 theme: A Splash of Color: Know Your Fruits and Vegetables); Fashion Construction; Hospitality; and Interior Design.

Two NEW STAR Events: Promote and Publicize FCCLA! and Teach and Train.

All of the STAR Events will be offered at the National Leadership Conference. Please follow the STAR Events Manual available at no charge on the national website, www.fcclainc.org.

Colorado State Events include:

- | |
|---|
| • Consumer Child Care - Senior and Occupational |
| • Diplomas Before Diapers –Junior, Senior and Occupational |
| • Fashion Coordination - Senior and Occupational |
| • Habitat for Humanity Interior Design State- Junior, Senior and Occupational |

Food Events* open to Occupational-only students include:

- Baking and Pastry
- Gourmet Food Presentation
- Line Cook
- Pantry
- Team Restaurant Service
- Thematic Table Setting

* Food Events and the Culinary Arts STAR Event are open to Occupational students only and will be held on Friday, April 3, 2009, at the Johnson & Wales Denver Campus.

For Colorado State Events and Food Events, follow the 2008 – 09 Colorado Event Guidelines Handbook available online at www.fccla.cccs.edu – Advisers' Page.

Note: A competitive event participant that needs to miss her/his event orientation meeting due to a conflicting school supported scholastic or athletic activity may be excused (without a point deduction penalty) if written notice is received by the state office at least two weeks in advance of April 2, 2009. The notice must have an administrator's signature, parent's signature and participant's signature. The participant must have a representative at the orientation meeting, either an event participant team member or fellow chapter member.

Scholarships

Colorado FCCLA is very pleased to offer three scholarships which will be awarded at the 2009 State Leadership Conference. One scholarship will be presented to the **Promise Award Winner**, one to the **Leadership Scholarship Winner**, and one to the **Nelva Caton Memorial Scholarship Winner**.

Current application information is on the Colorado FCCLA website, Scholarships page at:

<http://www.fccla.cccs.edu/scholarships.htm> **Scholarship Application Deadline: February 15**

Johnson & Wales University will offer scholarships to winners in the Applied Technology, Culinary Arts, Entrepreneurship, and Job Interview Events, at the following levels: 1st place winner-\$1,000, 2nd place winner-\$750, and 3rd place winner-\$500 (all are four-year renewable).

State and National Charity – FEED THE CHILDREN

The State Officers ask for your help to raise \$14,400 as Colorado joins with National FCCLA to take a stand against hunger and partner with the national nonprofit, Feed the Children. This organization distributes food for impoverished families across the United States. Each state has been asked to raise \$7,200 which is enough funds to pay for one truck of food. Colorado is hoping to raise funds for two trucks. Chapters are encouraged to do various projects to raise money and awareness for Feed the Children. With the help of FCCLA chapters across the country we can help children and families everywhere live a better life. Join National FCCLA in Making a Difference Everywhere with Feed The Children! **Please turn in monies raised for Feed the Children ASAP to the State Office.**

Community Service and Dynamic Leader Recognition

The State Service Committee is interested in gathering more data related to service projects that chapters complete. The State Officers want to recognize chapters for participation in **Community Service** Projects and members for participation in **Dynamic Leadership**. Forms that have been emailed need to be completed and returned by March 1. The chapters will be recognized at state for community service efforts. Advisors will send in the form with a picture for their top leader of the month. This leader will be recognized at state on a super hero poster.

Adviser Checklist for State Leadership Conference

(Please take a minute to review)

- Have reviewed the 2009 STAR Events Manual and the 2008-2009 Colorado Event Guidelines with each event participant.
- Designated two (2) voting delegates on the Electronic Registration.
- Have completed and submitted Electronic Registration by 10 p.m. February 20, 2009.** Registrations submitted after 10 p.m. February 20 and up until 10 p.m. February 27, 2009, must pay a \$20 per person late fee. No registrations will be accepted after 10 p.m. February 27.
- Sent Payment** for State Conference and Foods Competition **postmarked by Friday, March 6, 2009.** On-time Registration is \$75 per person and the entry fee for competitive events is \$15 per person. Send check made to Colorado FCCLA (no credit cards accepted) along with a copy of your Invoice (printed from the Electronic Registration system) and a copy of National Affiliation Roster (to verify participant eligibility) to:

FCCLA State Leadership Conference
9101 E. Lowry Blvd.
Denver, CO 80230-6011

Those attending both State Conference at the Marriott and the Foods Competition are registered on the Food Events registration site and have paid an additional \$30 for the banquet.

- Emailed the State Recognition for National Program Participation Form to Patti Krattenmaker by March 1.
- Have chosen to complete the following recognition forms and sent them with payment:
 - ✓ Outstanding FCCLA Adviser.
 - ✓ Outstanding Administrative Support.
 - ✓ Friends of FCCLA (include \$15 fee with registration)
 - ✓ Honorary Membership
- The following forms have been completed by each conference delegate, are on file, and will be kept with the chapter adviser and brought to State Leadership Conference or Food Events Competition. **DO NOT MAIL TO THE STATE OFFICE.**
 - ✓ Policies and Disciplinary Procedures Code of Conduct and Verification Statement.
 - ✓ Authorization—Medical Release—Parental Consent Form.
 - ✓ Advisers and Chaperones attending have also completed Authorization—Medical Release.
- Completed Rooming List has been mailed or faxed and guaranteed by payment or credit card by Monday, March 2, 2009, with the Conference Hotel:

Denver Marriott Tech Center
4900 South Syracuse Street
Denver, CO 80237
Fax: (303) 770-6112

Reminders for Advisers

A required meeting for all advisers will be held on Thursday, April 2 at 5:30 pm. Advisers will receive last-minute instructions. Please be prompt.

Advisers are reminded that legal authority to enforce rules and control student behavior extends beyond the classroom to school-sponsored trips. Advisers stand in loco parentis (in place of parent) with respect to the student at school-sponsored functions. **Adequate supervision is a must.**

Advisers are responsible for their students. Curfew is expected to be enforced and room checks are required.

Depending on school policy, advisers may request a signed consent slip from parents. The consent slip and discussion of the guidelines with students indicates that the adviser has planned adequately and acted in good faith.

A completed and signed **Code of Conduct Verification Statement and the Medical Release Authorization – Parental Consent Forms** are required for each student attending State Conference. Forms are included in this packet. **These forms are required to be kept by Chapter Advisers at State Conference - do not send to State Adviser.**

Students violating Code of Conduct rules are subject to disciplinary action, including being sent home at their own expense.

COLORADO FCCLA COMPETITIVE EVENTS

GENERAL RULES EVENT INFORMATION - Each chapter may have the following number of entrants:

INDIVIDUAL OR TEAM EVENT - A team is 1 entry composed of 1-3 individuals, with the exception of Parliamentary Procedure, which can have 4-8 members and the Culinary Arts team is composed of three (3) individuals. Two entries may be any of the following: 2 teams of 1-3 individuals, 2 individuals or 1 team and 1 individual.

STAR Events	Possible Entries per Category	Individual Event	And/Or	Team Event	Chapter Entries Allowed
Foundational					
Applied Technology					
Junior	2	X	or	X	3
Senior	2	X	or	X	
Occupational	2	X	or	X	
Career Investigation					
Junior	2	X			3
Senior	2	X			
Entrepreneurship					
Junior	2	X	or	X	3
Senior	2	X	or	X	
Occupational	2	X	or	X	
Focus on Children					
Junior	1	X	or	X	2
Senior	1	X	or	X	
Occupational	1	X	or	X	
Illustrated Talk					
Junior	1	X	or	X	2
Senior	1	X	or	X	
Occupational	1	X	or	X	
Interpersonal Communications					
Junior	2	X	or	X	3
Senior	2	X	or	X	
Occupational	2	X	or	X	
Job Interview					
Senior	2	X			3
Occupational	2	X			
Life Event Planning					
Junior	2	X	or	X	2
Senior	2	X	or	X	
Occupational	2	X	or	X	
Parliamentary Procedure					
Junior	1			X	2
Senior	1			X	
Occupational	1			X	
Recycle and Redesign					
Junior	2	X			3
Senior	2	X			

STAR Events	Possible Entries per Category	Individual Event	And/Or	Team Event	Chapter Entries Allowed
Leadership					
Chapter Service Project Display					
Junior	1			X	2
Senior	1			X	
Occupational	1			X	
Chapter Service Project Manual					
Junior	1			X	2
Senior	1			X	
Occupational	1			X	
Chapter Showcase Display					
Junior	1			X	2
Senior	1			X	
Occupational	1			X	
Chapter Showcase Manual					
Junior	1			X	2
Senior	1			X	
Occupational	1			X	
National Programs in Action					
Junior	2	X	or	X	3
Senior	2	X	or	X	
Occupational	2	X	or	X	
Career Preparation					
Culinary Arts					
Occupational	1 Team*			X	1 Team*
Early Childhood					
Occupational	2	X			2
Fashion Construction					
Senior	2	X			2
Occupational	2	X			
Hospitality					
Senior/Occupational	2	X	or	X	2
Interior Design					
Senior	2	X	or	X	2
Occupational	2	X	or	X	
New Events					
Promote and Publicize FCCLA					
Junior	2	X	or	X	3
Senior	2	X	or	X	
Occupational	2	X	or	X	
Teach and Train					
Junior	2	X			3
Senior	2	X			
Occupational	2	X			

***Culinary Arts:** Each chapter may submit one team of three individuals, or a chapter may combine an individual(s) with another chapter(s) to complete a team of three. Teams will be slotted on a first-registered, first-served basis.

COLORADO STATE AND FOOD EVENTS

Colorado Event	Possible Entries Per Category	Individual Event	And/Or	Team Event	Chapter Entries Allowed
Consumer Child Care					
Senior	2	X			2
Occupational	2	X			
Diplomas Before Diapers					
Junior	2	X	or	X	2
Senior	2	X		X	
Occupational	2	X		X	
Fashion Coordination					
Senior	2	X			2
Occupational	2	X			
Habitat for Humanity Interior Design					
Junior	2	X	or	X	2
Senior	2	X		X	
Occupational	2	X		X	
The following food events are open to Occupational Members only					
Baking and Pastry		X			1
Gourmet Food Presentation		X			3
Line Cook		X			3
Pantry		X			3
Team Restaurant Service				1 Team of 2	1
Thematic Table Setting		X			3

EVENT CATEGORIES:

1. An event category is determined by the participant's current or previous enrollment in Family and Consumer Sciences coursework and grade in school during the school year preceding the National Leadership Conference.
2. Event categories are defined as:
 - a. **Junior** - FCCLA Chapter members in grade 9.
 - b. **Senior** - FCCLA chapter members in grades 10-12; who are identified as comprehensive members on the national affiliation form.
 - c. **Occupational** - FCCLA chapter members in grades 10-12 who have been, or are currently enrolled in, occupational Family and Consumer Sciences coursework and who are identified as occupational on the national affiliation form.
3. A team composed of both junior (through grade 9) and senior (grades 10-12) comprehensive or occupational members must enter the senior category.
4. A team composed of both senior (grades 10-12) comprehensive and occupational (grades 10-12) members must enter the senior category.
5. A team composed of both junior (through grade 9) and occupational (grades 10-12) members must enter the senior category.

CITY AND COUNTY OF DENVER AND STATE OF COLORADO
FOR USE BY HOTELS, MOTELS, AND RESTAURANTS

Organization Name _____

Authorized Representative _____ Title _____

Address _____

City _____ State _____ Zip Code _____

Basis of Exemption Religious Charitable Governmental

TRUE FALSE

NO EXEMPTIONS ARE ALLOWED FOR FUND RAISING EVENTS.
The purchase is included under and is party of the regular religious or charitable functions and activities of the organization, or is purchased in a government capacity.

The transaction will be paid by the organization and payment is made with a check directly from organization funds.

Purchases of food or lodging by individuals do not qualify for the exemption even though the individual will be reimbursed by the organization or government.

The participants at the event have not and will not reimburse the organization in any way for the event such as by purchase of ticket, payment of registration fee, or making a contribution.

The exemption does not apply to food, beverage, or lodging where the recipient of the food, beverage, or lodging reimburses the organization in any way, such as by the purchase of a ticket, payment of a fee, or making an involuntary contribution.

The organization making the purchase has 501C3 tax-exempt status through the I.R.S.

The organization has tax-exempt status from their state of residence. Copy of your state's exemption form or letter must be attached to this document.

Government only: A purchase order has been issued for this event. A copy of the purchase order must be attached to this document.

ALL OF THE ABOVE STATEMENTS MUST BE TRUE FOR THE PURCHASE TO QUALIFY FOR TAX EXEMPTION:

The undersigned declares and affirms that the above statements are true and accepts liability for the tax should the transaction not qualify for exemption.

Name: _____ Title: _____ Date: _____

FOR HOTEL/MOTEL/RESTAURANT USE TO VERIFY EXEMPTION

CITY OF DENVER: 640-3489

DENVER TAX EXEMPT VERIFIED BY CITY: YES NO DATE _____

NAME OF PERSON VERIFIED WITH: _____

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to the Sales and Catering Office at the Denver Marriott Tech Center, fax number 303-770-6112. Thank you.

Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/C B Discover JCB

Account type: Individual (personal credit card) Will not qualify for tax exemption Corporate (School / School System) Must be corporate / school/ school system card to qualify for tax exemption

Account number: _____ Exp. date: _____

Address: (where statement is mailed) _____

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Guest Information

Guest name: _____

Conference Attending: FCCLA 2009 State Leadership Conference

School / School System Name _____

Phone number: _____ Fax or alternate number: _____

Confirmation number: _____

Arrival date: _____ Departure date: _____

Relation to cardholder: Relative Friend Business Associate Other: _____

Rate Information and Approved Charges

Room rate:* \$ 99.00 Taxes:* \$ 14.70 Total daily rate:* \$ 113.70 Number of nights: _____

*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

Tax Exemption Form - Must be accompanied and completed for exemption status.

All Charges Room & Tax Telephone (LD) Telephone (Local) Restaurant

Room Service Valet (Laundry) Parking HS Internet Access Movies

I certify that all information is complete and accurate. I hereby authorize the Denver Marriott City Center to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed _____ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____

**COLORADO FCCLA
POLICIES AND DISCIPLINARY PROCEDURES**

For Members While in Attendance at District, State, Regional, and National Activities

Code of Conduct and Verification Statement

I understand that if a violation of the Code of Conduct occurs, I may be subject to disciplinary action at the discretion of the Local Adviser/sponsor and state CTSO Specialist and may be sent home at my own expense. I understand all school district policies may apply.

Causes for disciplinary action to be taken:

- A. Defacing or damaging public property (including pulling fire alarms).
- B. Possession, consumption or under influence of alcoholic beverages or controlled substances (drugs), other than those prescribed by a physician.
- C. Violation of school and/or hotel tobacco policies.
- D. Violation of dress code as stated in the conference policies or Call to Conference.
- E. Violation of curfew as stated in program.
- F. Person of opposite sex in room without adviser present. **NO EXCEPTIONS**, even with the door open!
- G. Violation of harassment policies.
- H. Other actions that bring criticism or discredit to Colorado FCCLA or violate Colorado FCCLA Policies and Procedures.

For more information regarding Policies and Disciplinary Procedures, see Chapter Handbook.

Disregarding or Violating the Code of Conduct

Delegates who disregard or violate this code will be subject to disciplinary action including, but not limited to, competitive event disqualification, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FCCLA reserves the right to notify law enforcement. Any Code of Conduct violation must be brought to the attention of the State Adviser prior to the conclusion of the conference. Disciplinary decisions will be made by Chapter Adviser(s) and/or State Advisor and/or local administrator.

This is to acknowledge I have read and understand the FCCLA Policies and Procedures, Code of Conduct and conference Dress Code.

Student Signature _____ Date _____
I understand that my child could be sent home at my expense should disciplinary action need to be taken.

Parent/Guardian Signature _____ Date _____

Home Address _____ City _____ State _____ Zip _____

Home Phone No. (_____) _____ Cell or Work Phone No. (_____) _____

Chapter Adviser Signature _____ Date _____

Building Administrator Signature _____ Date _____

School Phone No. (_____) _____

RETURN COMPLETED FORM TO CHAPTER ADVISER

Student Authorization - Medical Release - Parental Consent Form

(Please use this form. Consult with your district administration regarding other forms they may require.) **Must be on each participant's person during conference. Advisers should keep one copy with them. Do not mail to Colorado FCCLA.**

Student Name: _____

Name of Organization: _____

Adviser: _____

School Name: _____

ADVISER AUTHORIZATION AND STUDENT PARTICIPATION AT ALL LOCAL, DISTRICT, STATE, AND NATIONAL CTSO ACTIVITIES FOR THE YEAR DESIGNATED BELOW:

Date(s) of Activity: From July 1, _____ to August 1, _____

I, the Adviser, hereby certify that this student has been authorized to represent our chapter as a participant/ delegate and has received instructions concerning the organization rules at state authorized activities.

Adviser Signature Date

I, the student, do hereby verify that I have received the above information.

Student Signature Date

MEDICAL RELEASE:

I, _____
Parent/Guardian Signature Social Security #

_____ of _____
Relationship Student Name Social Security #

_____ of _____
Date of Birth Complete home address including ZIP Code

hereby authorize in advance any necessary medical treatment required for my son/daughter. This student is presently under medical care. Yes No

If yes, explain: _____

Date Signed: _____

Parent/Guardian Home Phone No.: _____

Medical Insurance Co.: _____ Policy No.: _____

Name of Insured: _____

Name of Family Physician: _____

Any allergies, medications, etc.: _____

PARENT/GUARDIAN AUTHORIZATION: I agree not to hold the Colorado Career and Technical Student Organizations, the State Board for Community Colleges of Colorado, or any of its agents, liable for any accident, illness, or injury to me during participation in any state authorized activity, including travel to and from activity sites.

Parent/Guardian Signature (if student is under 18 years) Date

Student Signature (if student is over 18 years) Date

Adult Authorization Medical Release

(Please use this form. Consult with your district administration regarding other forms they may require.)
Must be on each participant's person during conference. Advisers should keep one copy with them.
Do not mail to Colorado FCCLA.

Name: _____

Name of Organization: _____

Address: _____

School Name: _____

MEDICAL RELEASE:

I, _____
Adviser, Teacher or Parent/Guest Signature Social Security #

hereby authorize in advance any necessary medical treatment required for me.

I am presently under medical care. ____ Yes ____ No

If yes, explain: _____

Date Signed: _____

Home Phone No.: _____

Medical Insurance Co.: _____ Policy No.: _____

Name of Insured: _____

Name of Family Physician: _____

Any allergies, medications, etc.: _____

RELEASE:

I agree not to hold the Colorado Career and Technical Student Organizations, the State Board for Community Colleges of Colorado, or any of its agents, liable for any accident, illness, or injury to me during participation in any state authorized activity, including travel to and from activity sites.

This release is for all local, district, state and national CTSO activities for the current school year beginning July 1 and ending August 1.

Adviser/Administrator/Parent (or other attending adult) Signature

Date (month/day/year)



CSU FCS Recruitment Reception @ State FCCLA Conference

TO: All Family and Consumer Sciences Professionals in Colorado

FROM: Dawn Mallette, Family and Consumer Sciences – Colorado State University

SUBJECT: 13th Annual *One For The Future* Campaign
CSU FCS RECRUITMENT RECEPTION – FCCLA STATE CONFERENCE

Are you doing all you can to recruit the best and brightest into the Family and Consumer Sciences profession? Will there be an FCS professional to replace you or add to your programs in the future? What are you doing to assure there will be someone for the job? Now is your chance. Encourage a student or students to participate in the 13th Annual ***One For The Future Recruitment Campaign***.

Find those special students (high school soph., jr., sr., community college transfer, or graduate) who might be your replacement or departmental addition who will be ATTENDING FCCLA STATE CONFERENCE or who could get themselves to the conference hotel - Check with them to see if they would be interested in seeing what a career as a Family and Consumer Sciences Professional has to offer and be introduced to the CSU FCS program. We plan on inviting all nominated students to a reception at FCCLA State Conference hosted by the Family and Consumer Sciences program at Colorado State University on **Thursday evening, April 2, 2009**. The event will be held in a meeting room at the conference hotel from 9:30-10 pm, right after the key note speaker. Students will be served a little dessert treat, introduced to the CSU Family and Consumer Sciences program, and entered into drawings for CSU paraphernalia. The event is free to those students nominated and receiving a CSU FCS invitation.

So what do you as the teacher need to do? Talk to those special students and be sure they are attending FCCLA State Conference or could get themselves to the conference hotel.

- Complete a form or forms for each student you are nominating and send, fax, call, or e-mail Dawn Mallette with your name, school name/address/phone, and the student's name/address/phone/e-mail.
- Do this by **Monday March 2, 2009 (the sooner the better)**.
- Follow up by checking to see if the student has received any information from us and encourage them to attend.

Then what will happen?

- A letter of invitation, a ticket for attendance, and registration form will be sent directly to your nominated student(s) with the time and location. **Please do not just send students to the event – they must register. In addition, this offer should be for only those students you believe might consider Family and Consumer Sciences as their major .**
- They will need to return a registration form or contact me regarding their attendance.

We hope you and your students take advantage of this opportunity.

Thank you in advance for all you do!



ONE FOR THE FUTURE

CSU FCS Reception – FCCLA State Conference

Name of Teacher (your name): _____

School, Address & Zip _____

Home Phone #: _____ **Cell #:** _____

School Phone #: _____

Prospective Family and Consumer Sciences Student

(Make duplicate copies of this form for more than one student.)

Name of Student: _____

Home Address & Zip _____

Home Phone #: _____ **Cell #:** _____

E-Mail address (very important): _____

E-mail, Send, Fax, or Call in information to:

Dawn Mallette

203 Education

Colorado State University

Ft. Collins, CO 80523-1588

970-491-5319 Fax: 970-491-7204

dawnm@cahs.colostate.edu

Deadline: Monday, March 2, 2009



**WAIT Training Workshop
Colorado Family, Career and Community Leaders of America
State Conference Permission Slip**

This permission slip is being sent to you because we honor the fact that you are the primary health educators of your teens and want to inform you about a workshop that is being offered on April 3, 2009, at the Colorado FCCLA State Leadership Conference. It will be one of the many workshop choices available to conference participants.

The workshop is called WAIT Training, a directive abstinence-only curricula that teaches how to have the BEST sex (by waiting until and in preparation for marriage)! This curriculum is a high-energy, fun, positive initiative that empowers teens to make healthy life choices and gives them a toolbox full of tools to resist our sexually-saturated culture. Some of the topics addressed are:

- The differences between men and women
- The differences between humans and animals
- The difference between love and lust
- How to give and receive love without being sexually active
- How to recognize a healthy relationship
- How to set dating boundaries
- Sexual refusal skills
- How to recognize the marketing strategies of the media
- How to find peer support
- How to get to your hopes and dreams
- How to start over if you have made a mistake

This workshop includes a frank discussion of current activities going on in the lives of some teens. It is really not sex education, but rather love education!

Note: Only students with signed permission slips will be admitted to the workshop.

Please feel free to contact Shelly Donahue, WAIT Training Educator at 720-488-8888 with any questions you might have about the workshop.

WAIT Training Workshop Permission Slip

Return completed form to FCCLA Chapter Adviser by _____.

I, _____, do hereby consent to have my teen _____ participate in the WAIT Training Workshop at the Colorado FCCLA State Conference, April 3, 2009, at the Denver Tech Marriott.

Signature of Parent

Date

Phone Number _____