



## 2010 Call to Conference January 2010

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**Colorado FCCLA State Leadership Conference - April 8-10, 2010**  
**Denver Marriott Tech Center**

**Food Events Competition - April 9, 2010**  
**Johnson & Wales University**

*Game On!* Colorado FCCLA members, advisers, and guests join your State Officer Team at the 2010 FCCLA State Leadership Conference, Thursday, April 8, through Saturday, April 10, 2010, at the Denver Marriott Tech Center.

Occupational culinary students will showcase their *winning talents* at the Food Events Competition (including the STAR Events – Culinary Arts and NEW Food Innovations), and in workshops held at the Culinary Arts Building at Johnson & Wales University (JWU) on Friday, April 9, 2010. In the culinary workshops students will create delicacies for their Awards Reception that afternoon – parents and supporters are invited!

### Important Electronic Registration Information:

REMINDER: There will be **two separate electronic registration websites**. One to register 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 (to cover banquet cost.)

- Electronic Registration opens on **Friday, January 22, 2010**. **Advisers will be sent website addresses in an email on January 18.**
- **On-time Electronic Registrations** must be completed and submitted by **10 p.m. Friday, February 19, 2010**.
- **Late Registrations** – those submitted after 10 p.m. February 19 and up until 10 p.m. Friday, February 26, **must pay a \$20 per person late fee. No registrations will be accepted after 10 p.m. February 26.**
- You can make changes to your registration - until 10 p.m. on February 26. **Note: Each addition to registrations made after 10 p.m. Feb. 19 and up to 10 p.m. Feb. 26 will be charged the \$20 per person late fee.**

**Payment for State Conference and Foods Competition must be postmarked no later than Friday, March 5, 2010.**

State Conference and Food Events On-time Registration fee is **\$75 per person plus a competitive event fee of \$15 per event participant**. NOTE: Those participating in 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 (to cover banquet fees.)

**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 5, 2010.**

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 2009-2010 STAR Events Manual ([www.fcclainc.org](http://www.fcclainc.org)) and the 2009-2010 Colorado Competitive Events Handbook [http://www.fccla.cccs.edu/Chapter\\_Handbook/2009EventGuidelinesHandbook.pdf](http://www.fccla.cccs.edu/Chapter_Handbook/2009EventGuidelinesHandbook.pdf)

### Food Events Competition - JWU

- **Line Cook, Pantry, and Team Restaurant** Service Events **have been eliminated.**
- **NEW Colorado Events** include Knife Skills and Front of the House (replaces Team Restaurant).
- **The Food Innovations Event** will take place at Johnson & Wales University.
- **Culinary Arts STAR Event** - Students must be entered as a team of three. The teams will be slotted on a first-registered basis – **limit of 16 teams.** Each team and adviser(s) should be prepared for the possibility of competing at National Conference. **NEW– Colorado requirements** – participants must submit a sketch of their final plate; will be required to use timers; must be in grades 11 or 12.
- **Baking and Pastry:** Will be limited to 20 participants, up to 2 per chapter on a first-registered basis.
- **Gourmet Food Presentation will be divided into two sections** – Savory or Sweet
- **All participants must return at day's end to clean up or may be disqualified.**

#### Workshops at the Food Events Competition:

Culinary instructors will lead workshops for the preparation of culinary creations for the afternoon awards reception – parents and sponsors welcome.

### STAR and State Events

- All of the National STAR Events are offered. Be sure to check the Colorado Guidelines for 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.
- **Parliamentary Procedure** - Participants will be required to take a Parliamentary Procedure Knowledge Test at Orientation.
- **Consumer Child Care and Diplomas Before Diapers** Events **have been eliminated.**

#### 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 State Conference or the Food Events Competition must be paid and nationally affiliated members as of **February 15, 2010.**
- 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 time.
- Do not list current state officers on registration form. The State Office arranges 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:

- Get a *Monopoly* on Community Service
- *Clues* to Your Personality
- The Real *Charade* about Cancer
- Preventing *Operation*, 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 both Thursday and Friday nights.**

In order to use all meeting room space, we have guaranteed a block of sleeping rooms to the hotel and need to fulfill our commitment. By staying at the hotel, participants benefit from the overall experience of a leadership conference. Students gain skills through competitive events, are exposed to national speakers, connect with other FCCLA 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 1, 2010.** 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 1. 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 needs a completed Tax Exemption Form (enclosed) at time of payment.**

**Hotel Check-in:** Thursday, April 8, 2010 – starting at 3 pm

**Hotel Check-out:** Saturday, April 10, 2010 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 are nonrefundable.** Refunds may 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 \$5 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 - 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. 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, no T-shirts.

### **Banquet Attire**

For females - 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 is 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 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

### **NEW Youth Expo – Interactive Exhibits - Thursday**

Members are encouraged to visit the Youth Expo exhibits on Thursday from 11 a.m. to 3:30 p.m. The organizations represent many areas of interest to today's youth and will offer exciting prizes.

### **Keynote Speaker - Thursday 8:30 – 9:30 p.m.**

Not to be missed – **Speaker Josh Shipp.**

### **CSU “One for the Future” Reception**

Thursday at 9:30 p.m., immediately following the keynote speaker, CSU and FCCLA will host a “One for the Future” reception. The reception - for students who are prospective CSU Family and Consumer Sciences majors – is by invitation only. An informational letter and registration form are included in this Call to Conference. Advisers must complete and return the form to Dawn Mallette by March 1. Students nominated by their advisers will receive a letter of invitation and ticket for attendance.

**CLUE into State Conference** – Throughout State Conference members are encouraged to collect game cards in an effort to “solve the mystery” of WHO won the Gold Medal, in WHAT Event and WHERE.

## Banquet, Seating and Dance

State Conference \$75 Registration fee includes the Friday evening banquet; additional banquet guests are \$30 each and guests must be identified on registration information and with payment.

SEATING-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. Additional seating will be assigned. Chapters may request Atrium seating.

DANCE-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 to the dance. 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 from 9 – 11 p.m. Check your program for location. Be sure to pick projects up after the dance.

## 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 8 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 9. 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 8, 2010

11 am – 2 pm	Registration Packet Distribution
12 – 1 pm	State and National Officer Candidate Orientation
12 – 1 pm	Competitive Events Chair People Meeting
11 am– 3:30 pm	Youth EXPO Exhibits
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
Immediately Following Opening Session	Advisers Meeting (required)
6 pm	Dinner on Your Own
6 – 8:30 pm	District Meetings Check with your District Consultant for 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 9, 2010

7 – 8:30 am	Judges Orientation
8:30 am – 5 pm	Officer Candidate Selection STAR and State Event Competition
9 am – 4 pm	Workshops
6:10 – 6:30 pm	Banquet Seating
6:30 – 8 pm	Honorees, Announcement of 2010-11 State Officer Team, and Banquet
8 – 9 pm	State Officer Reception
9 – 11 pm	Dance and Spotlight on Projects
11 – 11:30 pm	New Officers Meeting
11:30 pm	Curfew

### Saturday, April 10, 2010

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 and Food Innovations Tentative Schedule

### Johnson & Wales University Friday, April 9, 2010

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)
Late afternoon	return for kitchen cleanup
4 – 5:30 pm	Awards Reception

### District Officers and Chapter Presidents

State FCCLA will provide each District President with a Gameboard-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

Help us recognize our *Winning Game Players*! Submit applications for the following TWO NEW Awards. Completed applications must be received by February 15:

- **Outstanding New Adviser** (within first five years of teaching) - applications at [http://www.fccla.ccs.edu/09-10docs/2009\\_APPforOUTSTANDING\\_NEW\\_ADVISER.doc](http://www.fccla.ccs.edu/09-10docs/2009_APPforOUTSTANDING_NEW_ADVISER.doc) AND
- **Outstanding Members** – <http://www.fccla.ccs.edu/09-10docs/2009OutstandingMemberAward.doc>.

**Colorado Awards** – Be sure to submit applications for the following awards and recognition along with Conference Registration postmarked by Friday, March 5, 2010. Application forms can be found on the website: [http://www.fccla.ccs.edu/Chapter\\_Handbook/SECTION11-StateRecognition12-08.pdf](http://www.fccla.ccs.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 – two Colorado bylaws changes:

- In Article 1, Section 1, delete the word 'vocational' and insert 'career'.
- In Article 3, Section 4b, letter F the words "previously active member" will be changed to the word "student."

## **District Meetings**

Please notify Patti Krattenmaker by March 1, 2010, 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 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 Front of the House composed of 1-2 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; National Programs in Action; and Promote and Publicize FCCLA!
- *Career Preparation:* Culinary Arts (at Johnson & Wales); Early Childhood (2010 theme: Let's Go On a Picnic); Fashion Construction; Hospitality; Interior Design; and Teach and Train.
- *NEW STAR Events:* Environmental Ambassador; Fashion Design; and Food Innovations (held at JWU).

**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](http://www.fcclainc.org).

## **Colorado State Events include:**

- |   |
|---|
| <ul style="list-style-type: none"><li>• Fashion Coordination - Senior and Occupational</li></ul>                              |
| <ul style="list-style-type: none"><li>• Habitat for Humanity Interior Design State- Junior, Senior and Occupational</li></ul> |

## **Food Events\* open to Occupational-only students include:**

- Baking and Pastry
- Front of the House
- Gourmet Food Presentation – Sweet
- Gourmet Food Presentation – Savory
- Knife Skills
- Thematic Table Setting

\* Food Events and the Culinary Arts STAR Event are open to Occupational students only and will be held on Friday, April 9, 2010, at the Johnson & Wales Denver Campus.

For Colorado State Events and Food Events, follow the 2009–2010 Colorado Event Guidelines Handbook available online at [www.fccla.cccs.edu](http://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 8, 2010. 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 two scholarships which will be awarded at the 2010 State Leadership Conference. One scholarship will be presented to the **Promise Award Winner** and one to the **Leadership Scholarship Winner**. Application information is on the Colorado FCCLA website, Scholarship page at: <http://www.fccla.cccs.edu/scholarships.htm> **Scholarship Application Deadline: February 15**

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

### **State and National Service Project – DIG IT ...GROWING MIRACLES WITH FCCLA**

This year Colorado FCCLA is teaming up with "Dig it... Growing Miracles with FCCLA" to raise money and awareness for the Children's Miracle Network. The Children's Miracle Network is a non-profit organization that raises funds for over 170 Children's Hospitals. Through donations, the Children's Miracle Network positively affects over 17 million children each year. This year Colorado FCCLA has a goal to raise and donate \$11,000 – we can't do it without you so please get in the game! When each chapter contributes at least \$100 – you win and so do the families that rely on the Children's Miracle Network. Chapters contributing \$100 will be recognized at National Leadership Conference with the "*Outstanding Citizenship Status*." Your financial contributions will be used for immediate medical needs, preventative education, life-saving research, state-of-the-art equipment, and charitable care.

Once you've raised funds make your check out to: Children's Miracle Network  
include on the memo line – Your Chapter, City, Zip Code

And send your check to: Children's Miracle Network  
ATTN: FCCLA Fundraising  
205 West 700 South  
Salt Lake City, UT 84101

In addition to monetary donations Colorado FCCLA is collecting boardgames during the State Conference to donate to Colorado Children's Hospitals. Some of the games will go into playrooms while others will be integrated into patient's treatments by their therapists. As your chapters work toward donation goals please keep in mind that all items must be new, unopened, non-violent, and may not contain bubbles.

You may also bring items to State Conference from the Children's Hospital Wish List which you can find in the Winter Edition of *Colorado Comments* and at:

[www.thechildrenshospital.org/give/in\\_kind.aspx](http://www.thechildrenshospital.org/give/in_kind.aspx).

## **Adviser Checklist for State Leadership Conference**

(Please take a minute to review)

- Have reviewed specific event guidelines from the 2009-2010 STAR Events Manual and the 2009-2010 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 19, 2010.** Registrations submitted after 10 p.m. February 19 and up until 10 p.m. February 26, 2010, must pay a \$20 per person late fee. No registrations will be accepted after 10 p.m. February 26.
  
- Sent Payment and Copy of Invoice** for State Conference and Foods Competition **postmarked by Friday, March 5, 2010.** On-time Registration is \$75 per person plus entry fee for competitive events of \$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 80230-6011Those 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 to cover banquet cost.
  
- 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 1, 2010, 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 8 immediately following Opening Session. 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, and/or may need to complete additional school-required forms and paperwork for student travel. Completed paperwork and discussion of the guidelines and disciplinary actions with students indicate that advisers have 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 completed forms are required to be kept with Chapter Advisers at State Conference - do not send to State Adviser.**

Students violating Code of Conduct rules are subject to disciplinary action, including, but not limited to, competitive event disqualification, forfeiture of privileges to attend further events, confinement to hotel room, dismissal from the conference, and 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, the Culinary Arts team which is composed of 3 individuals, and the Front of the House team which is composed of 2 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
<b>Foundational</b>					
<b>Applied Technology</b>					
Junior	2	X	or	X	3
Senior	2	X	or	X	
Occupational	2	X	or	X	
<b>Career Investigation</b>					
Junior	2	X			3
Senior	2	X			
<b>Entrepreneurship</b>					
Junior	2	X	or	X	3
Senior	2	X	or	X	
Occupational	2	X	or	X	
<b>Focus on Children</b>					
Junior	1	X	or	X	2
Senior	1	X	or	X	
Occupational	1	X	or	X	
<b>Illustrated Talk</b>					
Junior	1	X	or	X	2
Senior	1	X	or	X	
Occupational	1	X	or	X	
<b>Interpersonal Communications</b>					
Junior	2	X	or	X	3
Senior	2	X	or	X	
Occupational	2	X	or	X	
<b>Job Interview</b>					
Senior	2	X			3
Occupational	2	X			
<b>Life Event Planning</b>					
Junior	2	X	or	X	3
Senior	2	X	or	X	
Occupational	2	X	or	X	
<b>Parliamentary Procedure</b>					
Junior	1			X	2
Senior	1			X	
Occupational	1			X	
<b>Recycle and Redesign</b>					
Junior	2	X			3
Senior	2	X			

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

\*Culinary Arts is limited to 16 teams. Each chapter may submit one team of 3 individuals. Teams will be slotted by first-registered, first-served.

New Events					
<b>Environmental Ambassador</b>					
Junior	2	X	or	X	3
Senior	2	X	or	X	
Occupational	2	X	or	X	
<b>Fashion Design</b>					
Senior	2	X			3
Occupational	2	X			
<b>Food Innovations</b>					
Junior	2	X	or	X	3
Senior	2	X	or	X	
Occupational	2	X	or	X	

## COLORADO STATE AND FOOD EVENTS

Colorado Events	Entries Per Category	Individual Event	And/Or	Team Event	Chapter Entries Allowed
<b>Fashion Coordination</b>					3
Senior	2	X			
Occupational	2	X			
<b>Habitat for Humanity Interior Design</b>					3
Junior	2	X	or	X	
Senior	2	X	or	X	
Occupational	2	X	or	X	
<b>The following food events are open to Occupational Members only</b>					
<b>Baking and Pastry*</b>		X			Up to 2/chapter
<b>Front of the House</b>		X	or	Team of 2	2
<b>Gourmet Food Presentation-Savory</b>		X			2
<b>Gourmet Food Presentation-Sweet</b>		X			2
<b>Knife Skills</b>		X			4
<b>Thematic Table Setting</b>		X			3

\*Baking and Pastry will be limited to 20 on a first-registered, first-served basis.

## 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.

**This form may not print clearly. COMPLETE THE FIRST PAGE OF THE DENVER SALES TAX EXEMPTION FORM (SENT SEPARATELY). Submit completed form with payment to the Marriott.**

**CLAIM FOR EXEMPTION FROM DENVER SALES, USE OR LODGER'S TAX**  
**FOR USE BY HOTELS, MOTELS AND RESTAURANTS**  
**FOR THE FOLLOWING DESCRIBED EVENT**

PLEASE REPRODUCE PRINTED COPY;

Organization's Name: \_\_\_\_\_  
 Date of event: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_  
 Description of Event: \_\_\_\_\_

Basic of Description: Religious  Charitable  Governmental

Indicate if all of the following statements are true for this event:

yes No

- The purchase is included under, and is part of, the regular religious or charitable functions and activities of the organization, or is purchased in a governmental capacity.
- The transaction is billed directly to the organization and payment is made 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 a ticket, payment of a registration fee, or by making an involuntary 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.

**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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

FOR HOTEL/MOTEL/RESTAURANT USE TO VERIFY EXEMPTION

City of Denver, Treasury Division, Tax Compliance, Audit Unit - (720) 913-9350

Denver exemption verified by \_\_\_\_\_ Yes  No  Date \_\_\_\_\_  
 (Hotel employee)

\_\_\_\_\_  
 (City employee)

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 2010 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: \_\_\_\_\_

**FAX COMPLETED ROOMING LIST TO THE DENVER MARRIOTT TECH CENTER (303-770-6112) BY MARCH 1, 2010**

**FCCLA STATE CONFERENCE ROOMING LIST**

Chapter Name: \_\_\_\_\_ Meeting Dates: April 8-10, 2010

Adviser Name: \_\_\_\_\_ School and Cell Phone Nos.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Total # of Rooms: \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

**NOTE: Rooms with 2 double beds will be assigned on a first-come first-served basis based on the hotel's receipt of your rooming list.**

Name Last/First	Adult	Student	Female (F)	Male (M)	Single/Double	Triple/Quad	Confirmation
Room 1:							
Room 2:							
Room 3:							
Room 4:							
Room 5:							

Name Last/First	Adult	Student	Female (F)	Male (M)	Single/Double	Triple/Quad	Confirmation
Room 6:							
Room 7:							
Room 8:							
Room 9:							
Room 10:							
Room 11:							

**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

\_\_\_\_\_ of \_\_\_\_\_  
Relationship Student Name

\_\_\_\_\_ 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

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 FACS 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:** 14<sup>th</sup> Annual *One For The Future* Campaign  
**CSU FACS RECRUITMENT RECEPTION – FCCLA STATE CONFERENCE**

Help us recruit the best and brightest into the Family and Consumer Sciences profession! Will there be an FACS professional to replace you or add to your programs in the future? Bring your interested student or students to the ***One For The Future* Recruitment Reception at FCCLA State Conference.**

Find your outstanding students (high school soph., jr., sr., community college transfer, or graduate) who might be your replacement or FACS 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 FACS program. All nominated students will be invited to a reception at FCCLA State Conference hosted by FCCLA and the Family and Consumer Sciences program at Colorado State University on **Thursday evening, April 8, 2010**. The event will be held at the Denver Tech Marriott from 9:30-10 pm, following 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 great gifts. The event is free to those students nominated and registered ahead of time – they will receive a special invitation by mail or email.

**What do Teachers need to do?** Talk to your outstanding 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'd like to attend the reception and send, fax, call, or e-mail Dawn Mallette with your name, school name/address/phone, and the student's info.
- Return the forms by **Monday March 1, 2010 (the sooner the better)**.
- Follow up by checking to see if the student has received an invitation from CSU 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 Dawn Mallette 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 FACS Reception at 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](mailto:dawnm@cahs.colostate.edu)

Deadline: Monday, March 1, 2010

