



**OREGON**  
STATE ASSOCIATION

# Oregon FCCLA State Leadership Conference

2022 – 2023

**Oregon FCCLA State Leadership Conference 2023**  
**March 16-18, 2023**  
**Portland, Oregon**

2022-2023 Oregon FCCLA State Executive Council .....	2
Oregon FCCLA State Leadership Conference 2023—Portland! .....	3
Conference Overview: .....	3
Conference Fee Structure .....	4
Registration Fees.....	4
Registration for Those Not Staying at the Holiday Inn .....	4
Payment Information.....	4
Conference Lodging .....	5
Special Room Rate .....	5
Parking .....	5
Important Notes.....	5
Important Dates.....	6
Pre-Registration Checklist.....	7
Registration Reminders.....	8
Registration Tips .....	8
Tentative Agenda .....	9
Competitive Event Overview .....	10
STAR Events (Students Taking Action with Recognition).....	10
Eligibility .....	10
National STAR Events .....	11
Online STAR Events .....	11
State Only Event.....	11
Judges Needed .....	11
Leadership Opportunities .....	15
Running for State Office.....	15
National Leadership Honor Roll .....	15
Voting Delegates .....	16
Adviser Reminders .....	16

Code of Conduct .....	16
Curfew .....	17
Onsite Chaperoning .....	17
Adviser to Student Ratio .....	17
Visibility.....	18
Students with Special Needs.....	18
Adviser Assignments .....	18
Adviser Statement of Assurance.....	19
Student and Chaperone Code of Conduct .....	19
OREGON FCCLA DELEGATE PERMISSION/MEDICAL RELEASE.....	21
COVID-19 Acknowledgement and Personal Responsibility Policy.....	23
No Refunds.....	23
Oregon FCCLA Dress Code .....	24
Registration Guide .....	27

**Additional SLC Resources available at [www.oregonfccla.org](http://www.oregonfccla.org):**

- *State Level Competitive Event Guidelines*
- *State Officer Candidate Application*
- *Nomination Forms*

# 2022-2023 Oregon FCCLA State Executive Council



**Rhyson Collier**  
State President

**Lauren McBurney**  
VP Development

**Alexa Gomez Silva**  
Secretary

**Isay Osario Estrada**  
VP Membership



# Oregon FCCLA State Leadership Conference 2023— Portland!

## Conference Overview:

Oregon Family, Career and Community Leaders of America and the Oregon Department of Education are excited to invite your FCCLA chapter to the **Oregon FCCLA State Leadership Conference, March 16-18, 2023**, where FCCLA members will help you have an Incredible time with the Ultimate Leadership Experience.

**The Holiday Inn Portland-Columbia Riverfront** will again be the site of Oregon FCCLA's State Leadership Conference. During the Conference, Oregon's finest high school members will have the opportunity to:

- Test leadership and career skills in competitive events!
- Compete for the opportunity to advance to the National Leadership Conference in Denver, CO!
- Celebrate over 75 years of FCCLA history, success, and excellence!
- Earn recognition and attend stimulating leadership sessions!
- Run for election to a State Office and elect State Leaders!
- Participate in fun entertainment and activities!
- Meet and network with fellow members, advisers, industry, and community leaders!
- Enjoy spectacular and inspiring general sessions!
- Earn honors and scholarships as one of the best Career Technical Student Organizations in education!



## Holiday Inn Portland-Columbia Riverfront — Home of the 2023 State Leadership Conference

Oregon FCCLA is privileged to celebrate the capstone event of the FCCLA experience in Oregon at the amazing Holiday Inn Portland-Columbia Riverfront. In addition to the incredible opportunities in competition and leadership development, FCCLA members will enjoy the following amenities:

- On-site dining at the Jantzen Breach Bar & Grill for breakfast, lunch, and dinner from 7:00am to 10:00pm
- Located on the scenic Columbia River near I-5
- Complimentary Wi-Fi
- Fitness Facilities
- And more!



# Conference Fee Structure

Registration Link: <https://www.registermychapter.com/fccla/or>

## Registration Fees

**Early Registration for Members and Advisers** **\$95**  
**(Received January 31, 2023)**

Must be a Nationally Affiliated FCCLA Member or Adviser. Registration for the State Leadership Conference must be completed using the above-referenced link. Registration includes leadership training, eligibility to participate in competitive events, conference t-shirt, evening social activity, and online registration fee. (updated)

**Registration for Members and Advisers** **\$110**  
**(Received on or after February 1, 2023)**

**Guests and Chaperones** **\$50**

Registration includes general sessions, conference t-shirt, and evening social activity. Chaperones and guests may only receive this price if they volunteer and fulfill competitive event responsibilities, such as evaluating or being a Lead Consultant.

**STAR Event Registration Fee** **\$10/participant – STAR**  
**\$10/participant – Culinary**  
**\$50/team – Parliamentary Procedure**

This fee is an additional fee for all members competing in STAR Events. This year students competing in Culinary Arts will be charged \$10 per member instead of the traditional \$15, because they are asked to bring their own ingredients. Parliamentary Procedures has a \$50 team fee.

## Registration for Those Not Staying at the Holiday Inn

Members, advisers, and guests who do not wish to stay at the Holiday Inn will pay **\$175 per person**. This fee includes all the regular conference registration offerings plus an additional fee to contribute to the meeting space expenses that are subsidized by attendees staying overnight at the hotel.

## Payment Information

Payment should be made to Oregon FCCLA (not National FCCLA). Please wait for the invoice before making a payment. Payment and a copy of the invoice must be received by February 28, 2023, at the Oregon FCCLA Finance Office, P. O. Box 1440, Owasso, OK 74055. Please check with your school's finance department to ensure payment will be received by the correct date.

# Conference Lodging

The Holiday Inn Portland-Columbia Riverfront is the official State Leadership Conference hotel.

Holiday Inn Portland-Columbia Riverfront  
909 N. Hayden Island Drive  
Portland, OR 97217  
503.283.4466

## Special Room Rate

FCCLA Guests will receive a special room rate - **\$148 per night**

This rate is available until February 20, 2023.

All rooms are subject to a total guestroom tax, which is currently **16.0%**.

Rooms are based on availability; make your reservations today!

Deadline: February 20, 2023  
Group Code: FCCLA & HOSA 2023 State Leadership Conference

## Parking

Hotel provides complimentary parking for overnight vehicles as space is available.

## Important Notes

- Only advisers may contact the Holiday Inn Portland-Columbia Riverfront to reserve hotel rooms.
- To reserve rooms:
  - Call 1-503-283-4466
  - Mention "FCCLA & HOSA 2023 State Leadership Conference" for the special room rate.

## No Refunds

As a reminder, there are no refunds (conference registration or hotel) for cancellations that occur after the February 17, 2023, the final change deadline.

# Important Dates

## January 31, 2023 (REGISTRATION DEADLINE)

- State Leadership Conference registration due. Visit [www.oregonfccla.org](http://www.oregonfccla.org) to complete your chapter's registration.
- All members competing in STAR Events must be affiliated with National FCCLA by this date.
- Final submission date for the following items. Please complete all forms online for state awards (links to forms can be found online at [www.oregonfccla.org](http://www.oregonfccla.org)):
  - Administrator of the Year Nomination
  - Adviser of the Year Nomination
  - Community Service Activity Report
  - Five Star Chapter Award
  - State Officer Candidate Application
  - Four Year Member Award
  - Five Year Member Award
  - National Leadership Honor Roll

## February 17, 2023

- Deadline for late registration and ALL substitutions or changes to registration—there will be **NO REFUNDS** for registration, *only substitutions*, and a \$10 change fee will be added to your invoice for each change that is made to your registration.

## February 20, 2023

- Hotel room reservation deadline for conference room rates.

## March 1, 2023

- The following forms are submitted to the **National FCCLA Office. To complete these forms please visit the Surveys/Applications tab in the membership portal by March 1, 2023.** More information about these national recognition programs is available at [www.fcclainc.org](http://www.fcclainc.org):
  - National Educated Adviser Award
  - National Alumni Achievement Award
  - National Distinguished Service Award
  - National FCCLA State Adviser of the Year
  - National Honorary Membership
  - National Chapter Public Relations Award
  - National STAR Events Volunteer Award

## March 16-18, 2023

- State Leadership Conference!
  - Adviser Assurance Form (available in this packet) – turn in at registration



# Pre-Registration Checklist

All registration must be submitted electronically, via Register My Chapter; access online registration by visiting <https://www.registermychapter.com/fccla/or>.

Registration information is located at the end of this Guide.

**When registering your chapter for State Leadership Conference, the following information should be readily available:**

- Chapter member's first and last name
- T-Shirt size
- Grade in school
- Gender
- Membership status
  - Level 1 – Grades 8 and below
  - Level 2 – Grades 9 and 10
  - Level 3 – Grades 11 and 12
- Competitive events in which member is competing
- List of guests or chaperones



# Registration Reminders

The following forms are required with your State Leadership Conference Registration:

(Online deadline January 31, 2023)

- ✓ Registration entry per person in attendance (online through the registration system)
- ✓ Competition registration (online through the registration system)
- ✓ Adviser Statement of Assurance Form - collected at registration

## Registration Tips

- *Avoid common registration frustrations! Read this registration packet in detail! Assign it for extra credit to chapter officers to ensure that multiple members of your chapter are familiar with the SLC requirements and procedures.*
- *Read the FCCLA Competitive Events Guide 2022-2023 edition. Additions to this guide have been made, so please ensure you are using the most up-to-date information when preparing for competitive events.*
- Follow-up with the district or business office to ensure the invoice will be paid on time.
- Photocopy all forms and correspondence for your records and bring them with you to SLC!
- Make registration checks payable to: Oregon FCCLA and mail to P. O. Box 1440 Owasso, OK 74055.
- Carefully review the Oregon FCCLA Dress Code Policy and Code of Conduct standards with your students before you arrive for SLC. The Dress Code has been updated for 2022-2023.
- Email all questions to [register@oregonfccla.org](mailto:register@oregonfccla.org)

# Tentative Agenda

***Tentative and subject to change without notification (updated 2/2/2023). Attire is FCCLA Dress for all events, unless otherwise specified. See the Oregon FCCLA Dress Code for additional details.***

## **Thursday, March 16, 2023:**

1:00 p.m. – 3:00 p.m.	Adviser & Lead Consultant Meeting/Registration (Required) – Ballroom Prefunction Area
	<ul style="list-style-type: none"><li>• Lead4Change – Lisa Collier</li></ul>
2:30 p.m. – 3:30 p.m.	State Officer Candidate—Briefing and Interviews – Columbia B
3:30 p.m. – 5:00 p.m.	Culinary Arts Participant Orientation and Test – Columbia A
4:30 p.m. – 5:00 p.m.	Chapter President Orientation – Columbia B
7:00 p.m. – 8:30 p.m.	Opening General Session – Mount St. Helens
8:45 p.m. – 9:30 p.m.	FCCLA General Session & Business Meeting – Washington
9:30 p.m. – 10:00 p.m.	Candidate Meet & Greet Session – Washington
10:00 p.m. – 11:00 p.m.	Competitive Event Practice (on your own)
11:00 p.m.	Curfew

## **Friday, March 17, 2023:**

7:15 a.m. – 8:00 a.m.	Judge, Lead Consultant, Adviser Breakfast – Salon 1
8:00 a.m. – 2:30 p.m.	Culinary Arts STAR Event (On-Site) – Columbia A
8:00 a.m. – 8:30 a.m.	Judge Orientation – Columbia B
8:00 a.m. – 4:00 p.m.	Exhibit Hall and Spotlight on Projects – Ballroom Hallway
8:15 a.m. – 9:00 a.m.	Polls Open! ( <i>Voting by Voting Delegates</i> ) – Salon 1
8:30 a.m. – 3:30 p.m.	STAR Competitive Events – Columbia B
	Event Preparation – Salon 2   Holding – Prefunction Area
10:00 a.m. – 4:00 p.m.	Workshops – TBD
11:30 a.m. – 1:30 p.m.	Judge’s Lunch (as schedule allows) – Salon 1
11:30 a.m. – 1:30 p.m.	Chapter Caucus ( <i>and lunch on own</i> )
3:30 p.m. – 4:30 p.m.	State Officer Transition Meeting – Columbia B
4:30 p.m. – 7:00 p.m.	Dinner on your own
7:00 p.m. – 9:00 p.m.	Entertainment: Hypnotist Show!
11:00 p.m.	Curfew

## **Saturday, March 18, 2023:**

8:00 a.m. – 9:30 a.m.	FCCLA Adviser Meeting/Board Meeting/NLC Updates – Columbia B
8:00 a.m. – 9:00 a.m.	Newly Elected State Officer Academy – Columbia A
9:00 a.m. – 10:45 a.m.	FCCLA Grand Awards Session – Mount St. Helens

# Competitive Event Overview

## STAR Events (Students Taking Action with Recognition)

STAR Events offer FCCLA members the opportunity to expand their leadership potential and develop necessary skills for life and for future families, communities, and workplaces. Members can demonstrate family and consumer sciences skills, career skills, and interpersonal skills through competitive events. Events in Oregon FCCLA begin at the State Leadership Conference, and STAR Event Participants can advance to the National Leadership Conference. For a complete list of STAR Events, visit the STAR Events section of the National FCCLA website, <http://fcclainc.org/programs/star-events.php>.

## Eligibility

To be eligible for competition, FCCLA members must be affiliated members of an active FCCLA chapter. Members wishing to compete in a Competitive Event must be affiliated by **January 31, 2023**. Visit [www.fcclainc.org](http://www.fcclainc.org) to complete the affiliation process.



## **National STAR Events**

Baking and Pastry (not offered at 2023 SLC)  
Career Investigation  
Chapter in Review (Display and Portfolio)  
Chapter Service Project (Display and Portfolio)  
Culinary Arts ([link to rubric](#))  
Culinary Math Management  
Early Childhood Education  
Entrepreneurship  
Event Management  
Fashion Construction  
Fashion Design  
Focus on Children  
Food Innovations  
Hospitality, Tourism and Recreation

Interior Design  
Interpersonal Communications  
Job Interview  
Leadership  
National Programs in Action  
Nutrition and Wellness  
Parliamentary Procedure  
Professional Presentation  
Promote and Publicize FCCLA  
Public Policy Advocate  
Repurpose and Redesign  
Say Yes to FCS Education  
Sports Nutrition  
Sustainability Challenge  
Teach or Train

## **Online STAR Events**

*(online submission to National FCCLA due February 1, 2023)*

FCCLA Chapter Website  
Digital Stories for Change  
Instructional Video Design

## **State Only Event**

State Only Culinary Event – Under review

# **Judges Needed**

The Oregon FCCLA Competitive Events Program requires an extraordinary amount of effort, work, and volunteer spirit to be successful and truly prepare students for career achievement. If you have chaperones, contacts, and colleagues that are willing to judge events, we would love to get them involved. Please have volunteers interested in judging register at this link: <https://oregonfccla.org/conference-judging/>. We will contact them with information and follow-up.

# Leadership Opportunities

## Running for State Office

During the State Leadership Conference, members will have the opportunity to run for an office on the 2023-2024 State Executive Council. All members that are dedicated to FCCLA, have served as a chapter officer or committee member, have a passion for leadership, and enjoy working with others to improve the organization are encouraged to run for office. Please consult the State Officer Candidate Guide for a list of eligibility requirements. Being a State Officer for the Oregon Association of FCCLA is an incredible honor.

Each candidate must complete the 2023-2024 State Officer Candidate Application Packet, which can be found on the Oregon FCCLA website under “State Officers”. The application must be submitted online by January 31, 2023. Subject to approval of an amendment to the Bylaws, each chapter will be eligible to have a maximum of three (3) students elected to the State Executive Council.



## National Leadership Honor Roll

The National Leadership Honor Roll recognizes FCCLA members who achieve academic, leadership, and career success. To be recognized for the National Leadership Honor Roll, members need to achieve the following:

- 3.5 GPA
- Be a current FCCLA Member—affiliated online by January 31, 2023
- Complete a professional profile in LinkedIn
- Provide a brief testimonial on how FCCLA has positively prepared the member for college, career, and life success



Members who achieve National Leadership Honor Roll distinction will receive recognition at the State Leadership Conference. Honorees will also receive a certificate and lapel pin to commemorate their achievement.

To apply, visit [www.oregonfccla.org](http://www.oregonfccla.org). All applications must be submitted by January 31, 2023.

## **Voting Delegates**

As a student-led association, the power to change, direct, and propel the association rests with student voting delegates. Voting delegates elect state officers and approve amendments to the State Association Bylaws.



Voting Delegates are required to attend the following meetings:

- Voting Delegate Orientation
- Opening General Session and FCCLA General Session
- Officer Candidate Meet & Greet
- FCCLA Business Meeting
- Voting Session

Voting Delegates are determined by the membership affiliation of each school. Below is the outline of how many voting delegates a chapter may receive:

- 1 – 19 affiliated members = 2 Voting Delegates
- 20 – 49 affiliated members = 3 Voting Delegates
- 50 – 100 affiliated members = 4 Voting Delegates

Voting delegates are indicated by a ribbon added to their nametag. Ribbons will be in chapter packets at registration.

Voting delegates will receive an orientation paper in their chapter's registration packet. Delegates must attend the voting session where they will be given instructions and cast their vote on Friday of State Leadership Conference.

## **Adviser Reminders**

As leaders and teachers of young professionals, it is important that we prepare our students for this upcoming event. The following information will help you plan for the State Leadership Conference (SLC) and prepare your students with important information about the conference.

### **Code of Conduct**

Oregon FCCLA has established a Participant Conduct Code, which can be found in the Student/Adviser Participation Forms Packet. Please review it carefully with your students prior to the conference.

Additional Conduct Code forms can be found on the Oregon FCCLA website under the State Leadership Conference information. Each student must sign a Conduct Code form, found in the Student/Adviser Participation Forms Packet, agreeing they will abide by the rules of the

conference. Advisers will keep the Conduct Code forms on their person during State Leadership Conference and have them available for the State Adviser if needed.

### **Curfew**

While attending the conference, please keep in mind the event has a curfew. Therefore, be mindful of this curfew when taking your students out for the evening. In addition, please make sure that there are no pizza deliveries after curfew, no running to the soda machine, or chapter meetings in an adviser's room running so late that students will be in the hall after curfew. As an adviser, please do your part to help make the system work for the benefit of everyone. Please plan for your chapter meetings and any late-night food supplies for your students within curfew requirements.

We all need to work together to keep the noise level in the hallways down during all hours. Remember there are other guests in the hotel besides those with our organization.

Chapter advisers are responsible for the conduct of their chapter members. Unfortunately, simply checking to make sure your students are in their rooms at curfew does little to ensure they will stay there. Therefore, advisers should be visible in each hall for at least one hour past the published curfew.

### **Onsite Chaperoning**

Having your students check in with you at least three times per day is recommended. Let your students know of your whereabouts so they can easily do this. Use your room door as a message center. Have your students work together to remind each other of the times and locations for their events and activities. When you are busy assisting with an activity, make sure you let your students know where your assignment will be and have them write it down in their programs.

Remind students to thank the event staff, judges, and volunteers. They appreciate knowing their hard work has benefited the students. If you plan to use parent chaperones, encourage your officers to plan a special way to thank them at the conference or upon returning home.

### **Adviser to Student Ratio**

The Adviser-to-Student Ratio for the State Leadership Conference is required to be a minimum of one (1) Adviser for every ten (10) student delegates. Advisers should check their school district's policy regarding supervision of students on trips.



## **Visibility**

Drop in and check on your students. Performing a "head count" at curfew time is vital. Be sure to physically see every student at curfew. Ask questions about events and have a conversation with them so you can see how things are going.

## **Students with Special Needs**

If you contact us prior to the conference, we can make the conference and competition as barrier free as possible. Please inform us about participants with special needs and any accommodations that may be needed during the registration process. Also, please inform the hotel when making room reservations.

Please inform Oregon FCCLA by January 31, 2023, of any special requirements that may be needed for competitions and sessions.

## **Adviser Assignments**

Please be prepared to assist as a competitive event lead or assistant lead. If you are bringing chaperones, we could use their assistance as well. Your support will continue to ensure a smooth-running conference.

# Adviser Statement of Assurance

As the adviser responsible for the students, chaperones, and guests attending this event, I confirm that:

- I have reviewed this Student/Adviser Participation Forms packet with all delegates attending this event from my chapter.
- I have reviewed the delegate Permission/Medical Release Form with my delegates who are under age 21, and I will have a completed copy of the fully signed form for each student attending in my possession for the duration of the event, including travel to and from this event.
- I have reviewed the Chaperone/Guest/Alumni Conduct Code Form with each participant who will be attending in this capacity, and I will have a signed copy of the form in my possession at this event.
- I will ensure that chaperones who will be assisting me will:
  - Be 21 or older;
  - Follow the Chaperone/Guest/Alumni Conduct Code and Dress Code;
  - Act responsibly and interact appropriately with students.
- I understand that proper completion of the Delegate Permission/Medical Release/Publicity Authorization Form provides the best protection for my delegates' needs and my liability during this Oregon FCCLA event.
- I understand that Oregon FCCLA will not collect the individual delegate forms for this event, that they are to be kept in my possession, and the Oregon FCCLA State Director or State Adviser might ask to see them.
- I have reviewed, signed, and sent the State Director a copy of the Adviser Conduct Code before the first FCCLA State sponsored activity during this year, July 1 - June 30.
- If this is not the first State sponsored event of the year, I have recently reviewed the Adviser Conduct Code to refresh my memory on my responsibilities as an adviser for this event.
- I understand that students attending the above event may have the opportunity to participate in activities outside of the conference facility, thus requiring walking or further public transportation. If this is the case for this event, I have discussed this with my students and their parents/guardians and have also informed them of proper etiquette and safety precautions while traveling in/around metropolitan areas.
- I have checked with my administrator and have secured authorization for my chapter to travel to this event. I have reviewed and complied with all school/district policies regarding travel and supervision of students on trips and will abide by them.
- Oregon FCCLA requires a minimum chaperone to student ratio of 1:10 at all events. Our delegation meets this minimum requirement, unless our district has a lower chaperone to student ratio.
- I understand the responsibility for the safety of the delegates from this chapter rests with the adviser who signs this Statement of Assurance.
- I will participate in all general sessions, workshops, and scheduled activities as well as fulfill all my assigned responsibilities during the conference.
- I will patrol the halls (even during the day, if necessary), stay up until students and/or halls are quiet, enforce the conference student Conduct Code and Dress Code, and regularly check-in with my students.

I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated on the Conduct Forms as indicated by my signature appearing below.

(Typing/writing your name in the box below serves as your signature and confirmation of understanding):

Adviser Name (Please print):	
Adviser Signature:	
Chapter Name:	
Date:	

# Student and Chaperone Code of Conduct

Students and Supervisory Adults for all FCCLA Conferences and Activities 2022-2023

1. Chaperones, guests, and alumni must be on-site for their entire assigned responsibilities for the Oregon FCCLA State-sponsored event.
2. Chaperones, in coordination with their chapter adviser, are responsible for being available to their students and other delegates 24 hours each day. Supervision responsibilities begin from the time parents/guardians leave students with the adviser until the time they pick them up after the activity.
3. Chaperones, guests, and alumni are responsible to follow all behavior, conduct, and dress code requirements set forth for delegates at this event.
4. No alcohol is to be consumed by any chaperone, alumni, or guest on the event site during the event, even if the adult is not "on duty" or responsible for student delegates.
5. When a chaperone, guest, or alumni is assigned job duties, it is his/her responsibility to promptly carry out those duties or advise their chapter adviser or the State Director that he/she will not be able to fulfill their responsibility.
6. The Saturday evening social is for student delegates. Invited chaperones, guests, and alumni must behave in the role of an adult chaperone and not as a student delegate if assigned to attend these events.

By signing the Oregon FCCLA Chaperone/Guest/Alumni Conduct Code, the adviser agrees to abide by the rules set forth in this document.

**Typing/writing your name in the box below serves as your signature and confirmation of understanding.**

Student Name (Please print):	
Student Signature:	
Chaperone/Guest/Alumni Signature (Please print):	
Chaperone/Guest/Alumni Signature:	
Chapter Affiliation:	
Date:	

# OREGON FCCLA DELEGATE PERMISSION/MEDICAL RELEASE

(Students and Alumni are collectively referred to as "Delegates" in this document)

**Conduct Code Endorsement, Permissions to Attend Oregon FCCLA Sponsored Activities, and Authorization to use pictures or student name in publications.**

**Release of Claim for Damages, Emergency Medical Treatment Authorization:**

Name of Delegate: \_\_\_\_\_ Date: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name of High School: \_\_\_\_\_ Phone: \_\_\_\_\_  
Adviser (s) in Charge: \_\_\_\_\_

This is to certify that *the above-named delegate* has my permission to attend all Oregon FCCLA sponsored activities for the 2022-2023 School Year. I also do hereby, on the behalf of *the above-named delegate* absolve and release Oregon FCCLA, the school officials, the FCCLA chapter advisers, conference staff, and Oregon FCCLA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the FCCLA sponsored activity.

I authorize the above-named adviser or the Oregon FCCLA staff to secure the services of a doctor or hospital for *the above-named delegate*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to Oregon FCCLA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Oregon FCCLA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter adviser determines the criteria at the local site, for individual students and alumni to attend and participate at all FCCLA activities.

We have read and agree to abide by the supplied Oregon FCCLA Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Chapter Adviser Signature \_\_\_\_\_ Date \_\_\_\_\_

School /ROP Official Signature \_\_\_\_\_ Date \_\_\_\_\_

### MEDICAL INFORMATION

Name of Delegate: \_\_\_\_\_ Date: \_\_\_\_\_

Known allergies (drug or natural) \_\_\_\_\_

Special medication being taken \_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_

History of heart condition, diabetes, asthma, epilepsy, or rheumatic fever \_\_\_\_\_

Any physical restrictions \_\_\_\_\_

Other conditions \_\_\_\_\_

Family doctor \_\_\_\_\_ Phone \_\_\_\_\_

### INSURANCE INFORMATION

Company Name \_\_\_\_\_ Policy Number \_\_\_\_\_

**Note:** Please provide a front/back copy of the insurance card. It will be required if seeking medical attention.

# COVID-19 Acknowledgement and Personal Responsibility Policy

Oregon FCCLA considers the health and safety of our students, advisers, judges, and business partners as our top priority. In cooperation with our hotel partners and in compliance with local and state guidelines and mandates, Oregon FCCLA will implement protective measures aimed at reducing the likelihood of spread of the novel coronavirus (“COVID-19”) between participants and others attending its events. These measures and protocols are designed to be consistent with current guidance from the U.S. Centers for Disease Control and Prevention (“CDC”), as well as state and local authorities. However, Oregon FCCLA cannot guarantee that event participants will not be exposed to COVID-19 while participating in or attending its events.

Oregon FCCLA will continue to monitor the COVID-19 status and remain in regular communication with our hotel partners. Our plans will continue to evolve as the hotel and local protocols change. Please note:

- Participants must follow all state and local guidelines, as well as those set forth by the respective hotels hosting our conferences.
- All attendees will be required to observe the social distancing rules established by the venue and local authorities at the time of the event.
- All room sets will be based on the social distancing requirements at the time of the event.

Please visit the CDC site for recommendations on how to protect yourself against COVID-19: [cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

## No Refunds

As a reminder, there are no refunds (conference registration or hotel) for cancellations that occur after the February 17, 2023, the final change deadline.

# Oregon FCCLA Dress Code

FCCLA members and advisers are representing an outstanding student organization and should project the image of a leader. Attendees at state and national meetings are required to adhere to the mandatory dress policy listed below. This policy applies to all state and national meetings for students, advisers, and guests in attendance. Advisers are responsible for enforcing the dress policy with their students. Delegates and guests not adhering to the dress policy will not be admitted into sessions.

*It should be noted that the official FCCLA uniform is always acceptable and encouraged for members during FCCLA events.*

<u>Dress Attire</u>	<u>Students</u>	<u>Advisers/Chaperones/ Guests</u>
<p><b>Professional:</b> <i>Business Meetings, Exhibits, Workshops, Competitive Events, General and Recognition Sessions</i></p>	<ul style="list-style-type: none"> <li>• FCCLA red blazer</li> <li>• Professional white or black shirt</li> <li>• Neckwear options can include the neckwear from the official emblematic supplier; black or red tie; black or red bow tie; single strand of pearls; red, black, or white scarf; or no neckwear</li> <li>• Black bottoms (slacks, skirt, sheath dress)</li> <li>• Shoes (black preferred)</li> <li>• Jeans, t-shirts, athletic wear are NOT acceptable</li> </ul> <p><b>Exception:</b> Culinary Arts participants are welcome to wear their Chef's Attire during the STAR Events Recognition Session</p>	<ul style="list-style-type: none"> <li>• Business professional</li> <li>• Jeans, t-shirts, athletic wear are NOT acceptable</li> </ul>
<p><b>Business Casual:</b> <i>Any time at conferences when not in general sessions, workshops, or competing</i></p>	<ul style="list-style-type: none"> <li>• FCCLA red blazer is encouraged</li> <li>• Red, black, or white polo or professional white shirt (long or short sleeves)</li> <li>• Black bottoms (slacks, skirt, sheath dress)</li> <li>• Shoes (black preferred)</li> <li>• Jeans, t-shirts, athletic wear are NOT acceptable</li> </ul>	<ul style="list-style-type: none"> <li>• Business professional</li> <li>• Jeans, t-shirts, athletic wear are NOT acceptable</li> </ul>

	<b>SKILL DEMONSTRATION EVENT PARTICIPANTS</b> are expected to adhere to the published dress code. For participation in competition, follow event specifications for dress, and wear appropriate clothing for the nature of the presentation. If attending conference activities prior to or immediately after a presentation, be prepared to change into clothing that meets the conference dress code.	
<b>Casual:</b> <i>Travel to and from FCCLA functions, recreational tours, theme parks, and other casual activities</i>	<ul style="list-style-type: none"> <li>Casual slacks, shorts, jeans, athletic and tennis shoes</li> </ul>	<ul style="list-style-type: none"> <li>Casual slacks, shorts, jeans, athletic and tennis shoes</li> </ul>
<b>Formal:</b> <i>SLC Grand Achievement Awards Dinner and/or NLC Gala</i>	<ul style="list-style-type: none"> <li>Semi-formal</li> <li>Jeans, t-shirts, athletic wear, and athletic shoes are NOT included in semi-formal attire</li> </ul>	<ul style="list-style-type: none"> <li>Semi-formal or business professional</li> <li>Jeans, t-shirts, athletic wear, and athletic shoes are NOT acceptable</li> </ul>
<b>Pool Attire:</b> <i>For SLC and NLC</i>	<ul style="list-style-type: none"> <li>Conservative swimsuit/ swim trunks (one piece or moderately cut two-piece, no speedos)</li> <li><i>Shirt/cover-up and shoes must be worn to and from pool area</i></li> </ul>	<ul style="list-style-type: none"> <li>Conservative swimsuit/ swim trunks (one piece or moderately cut two-piece, no speedos)</li> <li><i>Shirt/cover-up and shoes must be worn to and from pool area</i></li> </ul>

### Inappropriate Attire

The following should not be worn to any FCCLA activity:

- Clothing and accessories, which are sexually suggestive, which advertise drugs, alcohol, or tobacco products, or display profanity; or are affiliated with gangs
- See-through, tight fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/shirts; and very short skirts
- Pants or skirts which are worn below the hipbone; visible undergarments
- Spandex, leggings, stirrup pants, leotards, short shorts, cutoffs, pajamas
- Clothing which is stained, torn, or ripped
- Athletic clothing
- Swimwear
- Bare feet
- Night wear (pajamas) should not be worn outside of your hotel room



## Dress to Impress!

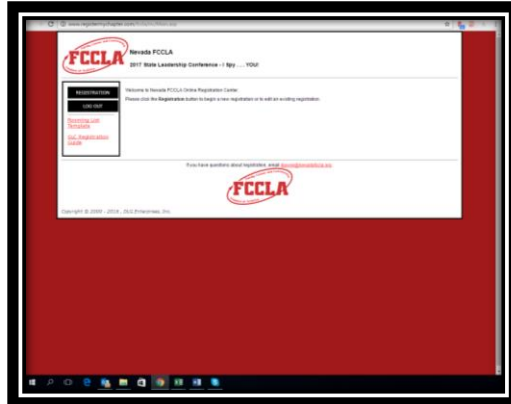
When you look your best, you have a great chance of leading at your best! Contact your State Officer Team for tips and any assistance on FCCLA Dress for conference!



# Registration Guide

All registrations must be submitted electronically, via Register My Chapter; access online registration by visiting <https://www.registermychapter.com/fccla/or>

1. In your web browser, go to the web site that you were given for registration. A screen similar to the following screen should appear:



2. Click the **Registration** button to begin registration. You will be asked to log in. You will be required to log in using the username and password that is used for your online affiliation portal.
3. The first time in, you will be asked to verify your school information. Double check all the fields and press the **Submit** button at the bottom to save any changes.
4. You will need to add yourself as the adviser to the attendee list. Click Add Adviser. This will show a list of advisers from the affiliation portal. You can then use the drop-down menu to indicate which adviser(s) will be attending. \*\*If the adviser is greyed out and you are unable to add them then they have not been paid for in the affiliation portal. Please go to the affiliation portal and pay for their membership.
5. Click the **Add Student** button to add a student to the list. This will bring you to a search box. It is recommended that you keep it simple and only search using one or two letters or leave it blank, and it will bring up your entire list of student names. Use the drop-down menu to indicate which student(s) will be attending. Indicate if the student will be volunteering and select the appropriate T-shirt size. Then click the continue button. The system will then take you through detailed information for each student. \*\*If the student is greyed out and you are unable to add them then they have not been paid for in the affiliation portal. Please go to the affiliation portal and pay for their membership.
6. On the **Events** tab you can indicate what event each participant is participating in. To enter **team** events, be sure to select the correct team number. The number should be 1 for the first team for this event, and 2 for the second team for this event, etc.

7. Continue adding names until you have entered all your students. If you attempt to enter more students in an event than are allowed, you will be informed and not allowed to exceed the event maximum. At any point, you may press the **View Registration** button to get an idea of your total invoice amount and a better understanding of who is registered for which events.
8. If you need to change any information for a student, click on the **Edit** link next to the student's name. You can also directly edit which event a student is in by clicking the **Event** link next to the student's name.
9. If you will be bringing additional chaperones that are not part of the chapter, you can use the **Add Other Name** button to enter their information.
10. When you are finished, press the **Finished Registering** button at the bottom. At this point, you may have several red messages at the top of the screen. Please read these carefully. Your registration will not be complete until these problems have been resolved. To correct this problem, click the **Back to Registration** link at the bottom. Select the student you may be having registration problems with and click the **Edit** link beside that student. Change the information you need to change, and press **Submit** to save. When you're finished making these changes, press the **Finished Registering** link again.
11. If you get a message that states that you have not met the minimum requirements for an event, then you must click the **Back to Registration** link and either add students to those events that are short or remove students from those events that are over the limit. When you're finished making those changes, press the **Finished Registering** button again.
12. When you have corrected any problems that may have appeared, press the **Confirm** link at the bottom to confirm that the estimate is correct. A copy of the email will be sent to you and to the State Adviser. **Print** a copy of this **registration estimate** from the Finished Registering screen. You can use this to begin processing payment through your business office. **IMPORTANT:** You will receive an official **Invoice** from the state business office following the closing of the registration system. **Do not** pay from the Registration Estimate.
13. If you need to edit your registration, you may come back to this location and make changes until the close date/time. After that date/time, no more changes may be made.
14. To make changes, click on the **Registration** button at the left. After logging in, the list of Registered Individuals will appear. Simply click the **Edit** link and make any changes you need. When you do this, remember to press the **Finished Registering** button to check for problems and to resubmit the invoice.
15. Once you are finished with your registration, be sure to either click the **Log Out** link to make sure that the connection is securely closed or exit your browser. This will ensure that no one can get in and make changes to your registration.