



2019 Chapter Advisers Summit

February 1 - 3

Anaheim, CA

GENERAL INFORMATION

Chapter Advisers Summit Meeting Venue:

Sheraton Park Hotel at the Anaheim Resort
1855 S Harbor Blvd
Anaheim, CA 92802

The Chapter Advisers Summit provides professional development opportunities designed specifically for Family and Consumer Sciences Education teachers looking to excel in the classroom and in FCCLA. The program is developed by FCCLA National Staff and the National Consultant Team. Attendees will be able to experience the venue for the 2019 National Leadership Conference first hand, receive program updates, share ideas and network.

Step 1. Register for the Chapter Adviser Summit

- All registrations occur in the FCCLA Portal. Before you register, the items listed below must be complete:
- Invoices with a balance must be paid.
- You must submit your registrations and generate an invoice to be officially registered for the meeting.

Step 2. Reserve Hotel Room(s)

See instructions in the Hotel Information section to secure your guestroom.

Step 3. Book Travel

Make travel arrangements after you are officially registered and hotel reservations have been made.

CHAPTER ADVISER SUMMIT GUIDELINES

Photography Release

FCCLA appreciates the opportunity to build our library of photos on an on-going basis. These photos support a variety of our communication efforts as we showcase our members and advisers. FCCLA photographers and videographers will be taking photos and video throughout the meeting for use in any manner FCCLA deems appropriate, including, but not limited to, FCCLA publications, use on the FCCLA website, and in connection with Competitive Events. Names will not appear on photos or in videos. By attending the meeting, you grant FCCLA the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indication of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/ or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, internet, web casting, video streaming, television, or radio), for the use of FCCLA, its affiliates, or any individual, organization, business, publication, network, or other third party, in perpetuity, without payment or any consideration.

Meeting Attire Policy

Registered Attendees and Guests

- Business professional
- Guests wearing jeans, t-shirts, shorts, and athletic will not be admitted into meeting sessions
- Business casual or casual attire is acceptable at non-meeting meals or events
- The range of temperatures in Anaheim in January is low 70's.



REGISTRATION INFORMATION

Registrants must be entered in the FCCLA Portal as a Chapter Adviser to be eligible to attend meeting.

2019 Chapter Adviser Summit Registration Rates

REGULAR REGISTRATION RATE

Regular registration rates end on December 18, 2018 at 5:00 PM EST

\$80

LATE REGISTRATION RATE

Late registration rates are in effect after December 18, 2018 at 5:00 PM EST

\$90

Registration includes:

Meeting materials and speakers fees

OPTIONAL ITEMS

Train the Trainer

Friday, February 1

\$40

ServSafe Training and Exam

Friday, February 1

\$90

ServSafe Exam Only

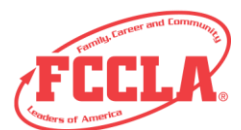
Friday, February 1

\$45

REGISTRATION POLICIES

Registration Policies

- Only registered attendees may participate in meal functions, receptions, sponsored events, and tours.
- If paying by purchase order or check, full payment must be received at national headquarters by December 18, 2018. Invoices that have not been paid in full by December 18, 2018, will incur a \$25 late fee per invoice.
- Registration packets will only be distributed to attendees with a zero balance or by securing the balance with another form of payment when picking up registration materials.
- Remember that outstanding balances from previous FCCLA national conferences/meetings and/or FCCLA national affiliation dues must be paid in full prior to registering for the meeting.
- If you register for the meeting and do not cancel prior to the deadline or are a “no-show,” your FCCLA state office will be responsible for the balance due. Your FCCLA state staff will not be able to register for future national conferences/meetings or affiliate until the balance has been paid in full.
- Each person attending the meeting or any part of the meeting must be officially registered. Each registrant will receive a computer-generated name badge that serves as an admission to all sessions.
- All registration payments should be sent directly to:
Family, Career and Community Leaders of America
ATTN: 2019 CAS
1910 Association
Drive Reston, VA 20191





Cancellation & Refund Policies

- Cancellation and refund requests must be submitted online through the FCCLA Portal by December 18, 2018, 5:00 PM EST. Telephone, email, and fax cancellations will not be accepted.
- For cancellations received by the deadline, FCCLA will refund your registration fee, less a \$25 administrative fee per attendee cancellation.
- Requests for refunds will not be honored for cancellations received after December 18, 2018, 5:00 PM EST.
- Refunds for “no-shows” will not be honored, and the FCCLA state office will still be responsible for all registration fees. Please note your FCCLA state staff will not be eligible to register for future FCCLA national conferences/meetings or affiliate until the balance has been paid in full.
- All refunds will be processed following the meeting.

Name Changes/Substitutions

- Name changes/substitutions must be submitted online through the FCCLA Portal by December 18, 2018, 5:00 PM EST. Telephone, email, and fax changes will not be accepted.
- FCCLA will process the name change/ substitution without penalty until December 18, 2018, 5:00 PM EST.
- All requests for name changes/substitutions received after December 18, 2018, 5:00 PM EST will incur a \$25 administrative fee

HOTEL & TRAVEL INFORMATION

The official hotel for the 2019 Chapter Advisers Summit is the Sheraton Park Hotel at the Anaheim Resort. If you require special accommodations, please notify FCCLA at least 30 days prior to the start of the meeting at meetings@fclclainc.org and when registering for the meeting. The \$159 rate includes a \$25 per day to be utilized in the following hotel outlets: Room Service, Park 55, and Sip & Splash. Credit will be applied to the guest room folio and must be used by February 1- February 3, 2019. Credit is non-transferable and unused credit has no cash value.

Hotel Information

Sheraton Park Hotel at the Anaheim Resort

1855 South Harbor Blvd

Anaheim, CA 92802

Check In: 4:00 PM / Check Out: 11:00 AM

Rate: \$159 plus tax





Rates

Convention rates will be honored over the official meeting dates (February 1-3, 2019). A limited number of rooms are available before and after these dates. Rates may vary based on extended

arrivals/departures and are based on hotel and rate availability. The current tax rate is 17.228% and is subject to change. This tax will be added to the room rate each day.

Reservations

- It is important that you make your hotel reservations before booking travel arrangements.
- When making hotel reservations, all attendees must be listed for each room. National Headquarters verifies hotel housing lists, and attendees not staying within the official meeting/conference hotel will be assessed a \$25 fee per registration per day.
- Hotel reservations must be made using the official 2019 Chapter Advisers Summit Housing Reservation Site by December 18, 5:00 PM EST. After your 2019 Chapter Advisers Summit registration is submitted, you will automatically receive an email confirmation with instructions to make hotel reservations.
- If you do not receive a reservation confirmation within 72 hours, email meetings@fcclainc.org. Check your spam or junk mail folder, where the email confirmation may have been filtered to.
- Telephone and online reservations not made using the 2019 Chapter Adviser Summit Housing

Reservation Site will not be included in the convention hotel block.

- Only registered meeting attendees are eligible to take advantage of the FCCLA negotiated conference room rates within the FCCLA housing block dates.
- Reservations made by third party booking sites (Orbitz, Kayak, etc.) or directly with the hotel either online or by phone will not be included in the FCCLA hotel block. FCCLA cannot accept responsibility for reservations booked improperly.

Deadlines

- All hotel reservations must be made by December 18, 5:00 PM EST. Requests made after this deadline cannot be guaranteed the FCCLA convention rate or within the official hotel block.
- Attendees making reservations after the deadline will be responsible for finding alternative hotel arrangements and transportation to/from the Sheraton Park Hotel at Anaheim Resort.
- Attendees not staying within the official meeting/conference hotel will be assessed a \$25 fee per registration per day.

HOTEL & TRAVEL INFORMATION

Hotel Payments

- All reservations must be secured by a credit card as a method of guarantee. The credit card on file will only be charged if the hotel does not receive full payment (by check or credit card) at least 10 business days prior to your arrival.
- Checks for housing payments should not be mailed to FCCLA Headquarters or included with your meeting registration.
- Checks sent for final payment should be made payable to and mailed directly to your confirmed hotel and must be received at least 10 business days prior to arrival.
- If paying your final balance at the hotel with a credit card not in your possession, the hotel will require you to complete a credit card authorization form prior to arrival.
- Follow the instructions in your hotel reservation confirmation for additional information on making payments.



Hotel Check In/Check Out

- Refer to your hotel confirmation for specific Check In/Check Out times. Failure to vacate rooms by this time may result in a full rate being charged for that day.

Luggage Storage

- The hotel will provide a luggage holding area and the security to protect it during heavy Check In/Check Out times. It is customary to tip hotel staff \$2 per bag when luggage is retrieved.

Travel Information

It is important that you make your hotel reservations before booking travel arrangements. Travel times noted are approximate and may vary significantly depending on local traffic during commuter rush hours.

BY AIR

John Wayne Airport – Orange County (SNA)
 18601 Airport Way
 Santa Ana, CA 92707
 949-252-5200
 Distance to the Hotel: 13 miles
 (18-22 minutes drive)

Los Angeles International Airport (LAX)
 200 North Spring Street
 Los Angeles, CA 90012
 855-463-5252
 Distance to the Hotel: 35 miles
 (38-50 minutes drive)

Ontario International Airport (ONT)
 2900 E Airport Drive
 Ontario, CA 91761
 909-544-5300
 Distance to the Hotel: 13 miles
 (52-60 minutes drive)

HOTEL & TRAVEL INFORMATION

Delta Airlines



- Fares Offered: Up to 10% discount on applicable fares
- Travel Dates: January 25 - February 5, 2019
- Origin: Any Delta Airlines city
- Meeting Promotional Code: **NY2FU**

Reservations and ticketing are available via www.delta.com or by calling the Delta Meeting Network Reservations at 800-328-1111. Please note there is not an additional fee when booking by phone. When booking online, select Meeting Event Code and enter your Meeting ID in the box provided on the Advanced Search Flights page. All discounted tickets are non-refundable. There is a \$200 change fee for all discounted tickets.

United Airlines



- Fares Offered: Up to 10% discount on applicable fares
- Travel Dates: January 25 – February 3, 2019
- Origin: Any United Airlines city
- Offer Code: **ZFUM940616**
- Agreement Code: **940616**

Reservations and ticketing are available via www.united.com or by calling the United Reservations Meetings Desk at 800-426-1122 for reservations. Provide the Z Code ZFUM and Agreement Code 940616. Booking fees are waived for Meeting reservations. When booking online, enter code ZFUM940616 in the Offer Code box on the All Search Options page.

Ground Transportation

When you arrive at the airport, you will need to make arrangements for ground transportation to the hotel (the hotel does not offer shuttle service). Plan ahead by reviewing the options below for transportation between the area airports and the hotel location.





Options from John Wayne Airport – Orange County (SNA)

Taxi: Approximately \$50 plus any applicable taxes. Fares do not include any airport fee or other applicable charges. John Wayne Airport Yellow Cab offers convenient taxicab service to travelers from the Ground Transportation Center (GTC) on the Arrival (lower) Level between Terminals A and B. In Terminal C, Yellow Cabs are available on the Arrival (lower) Level at Column 14. Taxicabs include standard 4-passenger vehicles, large capacity 7-passenger vans, and wheelchair access vans, and because all taxicabs are either powered by Compressed Natural Gas (CNG) or are certified Ultra Low-Emission Vehicles (ULEV), you’ll be riding in some of the greenest yellow vehicles in Orange County! Look for the taxi coordinators who can assist you and get you on your way. For additional information, click [HERE](#).

Uber: Approximate costs each way is \$23 for **UberX** and \$40 for **UberXL**. [Fare Estimate](#).

Lyft: Approximately \$20-\$25 each way for **Lyft** and \$30-\$35 for **Lyft Plus**. [Fare Estimate](#).

Wingz: Approximately \$34 each way. [Fare Estimate](#).

How to get picked up by Uber, Lyft or Wingz at SNA Airport

STEP 1

Request when you’re ready to walk outside. Choose a ride option that suits your group size and luggage storage needs.

STEP 2

Exit on the arrivals level. This is where all driver-partners at SNA meet travelers for pickup.

STEP 3

Confirm your location. Enter your terminal and column number so your driver knows where to find you.

HOTEL & TRAVEL INFORMATION

Shuttle Service: [SuperShuttle](#) shared-ride service is offering discounted rates for 2019 CAS attendees. Click [HERE](#) to book reservations in advance for your group and enter Discount Code **744PK**. The one-way trip is \$11.40 for one passenger and \$11.20 for each additional passenger.

Options from Los Angeles International Airport (LAX)

Taxi: For more information on taxi services and ground transportation, click [HERE](#).

Uber: Approximate costs each way is \$48 for **UberX** and \$81 for **UberXL**. [Fare Estimate](#).

Lyft: Approximately \$24 each way for **Lyft** and \$36 for **Lyft Plus**. [Fare Estimate](#).

Lyft, Inc., Opoli, and Rasier-CA, LLC (Uber) are authorized to provide pick-up services at LAX.

How to get picked up by Uber or Lyft at LAX Airport

STEP 1

Request when you’re ready to walk outside. Choose a ride option that suits your group size and luggage storage needs.

STEP 2

Authorized Transportation Network Companies may drop-off and pick-up passengers on the Airport Upper/Departures Level only.

STEP 3

Confirm your location. Enter your terminal and column number so your driver knows where to find you.

Shuttle Service: [SuperShuttle](#) shared-ride service is offering discounted rates for 2019 CAS attendees. Click [HERE](#) to book reservations in advance for your group and enter Discount Code **744PK**. The one-way trip is \$17.00 for one passenger and \$15.40 for each additional passenger.





Options from Ontario International Airport (ONT)

Taxi: For more information on ground transportation, click [HERE](#).

Uber: Approximate costs each way is \$53 for **UberX** and \$75 for **UberXL**. [Fare Estimate](#).

Lyft: Approximately \$45-\$50 each way for **Lyft** and \$65-\$70 for **Lyft Plus**. [Fare Estimate](#).

How to get picked up by Uber or Lyft at ONT Airport

STEP 1

Request when you're ready to walk outside. Choose a ride option that suits your group size and luggage storage needs.

STEP 2

Look for the Ride-Share Pick Up Location sign (pictured) at each passenger terminal and the USO Lounge to meet your driver.

STEP 3

Confirm your location. Enter your terminal and column number so your driver knows where to find you.

SuperShuttle shared-ride service is offering discounted rates for 2019 CAS attendees. Click [HERE](#) to book reservations in advance for your group and enter Discount Code **744PK**. The one-way trip is \$53.00 for one passenger and \$9.00 for each additional passenger.

Parking

The Sheraton Park Hotel offers outdoor self-parking and valet parking. The discounted daily self-parking rate for 2019 CAS attendees is \$10 per day. Valet parking is available for \$26 per day with in/out privileges.



JUSTIFICATION TO ATTEND LETTER TEMPLATE

<Date>

Dear <supervisor's name>,

I would like to attend FCCLA's Chapter Adviser Summit, a professional development meeting hosted February 1-3, 2019, in Anaheim, CA. The FCCLA Chapter Adviser Summit is designed for new and seasoned Family and Consumer Sciences Education instructors looking to excel in the classroom and in FCCLA. Many of the presentations are tailored to the <Insert your primary function here i.e. marketing professional, meeting professional, finance professional, etc.> and give information on how to <insert benefits/lessons here, for example: reduce costs, increase reach, and motivate attendance by using xxx>. I am seeking support for the registration fee, travel expenses to the meeting, and living expenses during the meeting. A detailed cost breakdown is included below.

The content and insight received while attending the FCCLA Chapter Adviser Summit will help me to gain key strategies and tools to perform my job more effectively and impact student performance. The widened professional network gained through attendance is an unparalleled collaborative tool that will enhance my performance in the classroom and improve student connections. The knowledge and skills I will acquire from professional development will be applicable to current projects such as: <Insert current projects unique to your institution, mission, and objectives.>

<The numbers in brackets below will need to be adjusted to reflect the current pricing. The travel costs vary as well and should be changed to reflect your costs.>

The full registration fee is \$80 if registered by December 18, 2018

<You will need to insert your travel cost numbers here>

Here is the breakdown of meeting costs:

Roundtrip Airfare: <\$xxxx>

Transportation: <\$xxxx>

Hotel: <\$xxxx > (\$159 plus tax at the Sheraton Park Hotel at the Anaheim Resort)

Meals: <\$xxxx> (\$25 meal voucher provided for each night at the Sheraton Park Hotel at the Anaheim Resort)

The total costs associated with attending this meeting are: <\$xxxx>.

The opportunity for me to develop better contacts and gain knowledge in specific areas of <your area of expertise> makes my attendance at the 2019 FCCLA Chapter Adviser Summit a wise investment, which will yield rich dividends for <name of your organization/school>.

Attachment: FCCLA Chapter Adviser Summit Tentative Agenda

Sincerely,

<your name here>