DENVER, COLORADO

ORLANDO, FLORIDA

2016 NATIONAL CLUSTER MEETINGS

FCCLA®
Leaders of America

2016 NCM GUIDE
NATIONAL CLUSTER MEETINGS

This fall, FCCLA members from across the country will gather in Denver, CO, and Orlando, FL, to network with fellow members, explore college and career opportunities, attend FCCLA program workshops and leadership sessions, and participate in Competitive Events. Don’t miss this amazing opportunity to explore Unlimited Possibilities with your FCCLA family.

Welcome to the 2016 National Cluster Meetings!

Attend a National Cluster Meeting this fall and discover new ways to put FCCLA’s national programs to work for you! National Cluster Meetings provide an opportunity for FCCLA members and advisers to come together to expand leadership skills, sharpen talents, and explore career pathways. FCCLA members strive to make a lasting impression in their families, schools, and communities. Through positive initiatives and strong leadership development, FCCLA prepares its members to make their mark on society. Travel to one of two exciting cities and prepare for your future as you participate in FCCLA: The Ultimate Leadership Experience.

The 2016-2017 Colorado State Officers

Welcome to the Mile High City of Denver! We are so excited to host this year’s National Cluster Meeting right here at the base of the Colorado Rocky Mountains. Did you know that the name Colorado literally means colored red? So what better place is there to host an FCCLA meeting?! Our state is home to the Olympic Training Center, United States Air Force Academy, US Mint, and of course, the 2016 Super Bowl Champion Denver Broncos. We hope you enjoy your time here in our beautiful city that has over 300 days of sunshine a year, the largest city park system in the nation, and a thriving arts and cultural scene that makes Denver one of the top places to live. With over 52 mountains over 14,000 feet tall, we hope that being here in Colorado inspires you to climb the extra step and ascend towards your Ultimate Leadership Experience!

Sydney Mayer
Colorado FCCLA State President

The 2016-2017 Florida State Officers

On behalf of our Florida FCCLA members, state officers, advisers, and board of directors, we look forward to welcoming you to our home state of Florida. We are the home of the beautiful beaches, sunny weather, oranges, Shamu, Harry Potter, and Mickey Mouse. You can look forward to Florida’s many theme parks and attractions during your stay in Orlando at the 2016 FCCLA National Cluster Meeting. Spend some time at Disney Springs, Islands of Adventure, or shopping at the Florida Mall or at many of our outlets. Be sure to take a trip down International Drive to savor the many dining options and take a moment to escape and discover the magic and natural wonder Orlando has to offer from above on our newest attraction, “The Orlando Eye.” Enjoy Orlando’s skyline, lakes and lush landscape, and consider visiting the home of our space shuttles at Cape Canaveral on the east coast. Take advantage of the numerous leadership opportunities at our National Cluster Meeting. Plan to meet new people, gain a stronger connection with FCCLA, network and learn new leadership skills that will prove beneficial throughout life. We look forward to seeing you in November here at the greatest place on earth!

Keyshauna Johnson
Florida FCCLA State President
National Cluster Meetings are for:

- Middle Level/Junior High Students
- Senior High Students
- New and Experienced Advisers
- Alumni & Associates
- Collaborative Partners
- State and School Administrators
- Teacher Educators
- College Students
- Parents and Guests
- YOU!

An educational leadership training event sponsored by:
Family, Career and Community Leaders of America
1910 Association Drive
Reston, VA 20191-1584
(703) 476-4900
www.fcclainc.org

NASSP Approval
The National Association of Secondary School Principals (NASSP) has placed FCCLA’s 2016 National Cluster Meetings on the National Advisory of Contests & Activities for the 2016-2017 school year.

ABOUT FCCLA

FCCLA Mission
To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

FCCLA Creed
We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope. For we have the clear consciousness of seeking old and precious values. For we are builders of homes, homes for America’s future, homes where living will be the expression of everything that is good and fair, homes where truth and love and security and faith will be realities, not dreams. We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope.

Get Connected with FCCLA!
Visit Guidebook.com/app/FCCLA365 to request a text message with instructions to download the app, or search for “FCCLA 365 App” in your mobile app store. Once you have the app, simply click the “NCM Denver” or “NCM Orlando” guide to access meeting schedules and information and to receive updates and announcements.
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General
Meeting
Information
FCCLA's College Expo allows students to interact with admission representatives from a wide range of postsecondary institutions to discuss course offerings, admission and financial aid requirements, college life in general, and other information pertinent to the college selection process.

Exhibitors provide FCCLA members and advisers with information about career options, educational resources, fundraisers, and training opportunities available to them. Check the FCCLA 365 App for a full listing of exhibitors present at the meeting.

These workshops for youth and advisers will be presented by FCCLA exhibitors and partners. During these sessions, attendees will gain valuable information on a variety of topics from key FCCLA supporters.

The FCCLA Store has awesome products to fit all of your needs. Check out the latest and greatest educational materials and FCCLA emblematic items at the FCCLA Store at the meeting!
The FCCLA Leadership Academy develops leadership, employability, and 21st century skills, and gives members the opportunity to be recognized for their personal growth efforts. Each academy focuses on specific skills needed for different environments where leadership is vital. From the home to the workplace to city hall, participants explore and practice essentials for the roles of family member, wage earner, and community leader. The FCCLA Leadership Academy is developed by FCCLA for all FCCLA members to take intensive academies as part of their Ultimate Leadership Experience.

### Academy offered at the 2016 National Cluster Meetings:

**Discover:** The Discover Academy guides FCCLA members in their own leadership and character development and educates them on the organization and opportunities to get involved.

**Courses include:**
- FCCLA 101
- The Leader in Me
- Building Blocks of Character
- Opportunities in FCCLA
- Leadership Essentials

### Participant Information:

Participants must preregister and pay a non-refundable $15 academy fee when registering for the meeting. **No onsite registrations will be accepted.**

**All participants must complete:**
- A minimum of four of the five 75-minute courses on Friday and Saturday of the meeting.
- Post-Test and Course & Academy Evaluation – available to participants at the conclusion of each course and/or completion of all five courses.

### FCCLA Program Workshops

These workshops will be presented by FCCLA chapter members and partners about FACTS, Financial Fitness, Lead2Feed and STAR Events. To apply to be a presenter, fill out the form located on the programs section of the FCCLA website.
Youth Networking

Join these high-energy, fast-paced sessions filled with dozens of rapid-fire icebreakers that will give you the opportunity to meet hundreds of other youth leaders from around the country. In these unique sessions, you’ll be up on your feet the entire time, so be sure to bring your energy and enthusiasm along for the ultimate networking experience for ultimate leaders!

COMPETITIVE EVENTS

All Competitive Events participants must be affiliated at the national level at the time of registration.

FCCLA/LifeSmarts Knowledge Bowl

The FCCLA/LifeSmarts Knowledge Bowl is a three-level, team competition that challenges students’ knowledge in six content areas related to Family and Consumer Sciences and consumer education. Spectators are encouraged to watch these teams compete in a fast-paced, quiz bowl style competition.

FCCLA/LifeSmarts Knowledge Bowl: Level I – Part I

In order to compete, teams must be registered at www.LifeSmarts.org AND registered to attend a 2016 National Cluster Meeting. An unlimited number of teams may register with LifeSmarts, but team registration for the National Cluster Meeting is limited to the first 40 teams per NCM location. All teams competing at the National Cluster Meetings must complete this round. If less than five members take the TeamSmarts Quiz, the team is ineligible to continue in competition. Follow the instructions at www.LifeSmarts.org to create your team, register students, and take the TeamSmarts Quiz!

FCCLA/LifeSmarts Knowledge Bowl: Level I – Part II

Onsite, scores from the TeamSmarts Quiz will be combined with the scores from the Quiz Bee, which takes place onsite. The top 16 teams advance to the live competition rounds at the National Cluster Meeting, and compete in Pool Play to determine the top six teams advancing to the National Leadership Competition from each National Cluster Meeting site.

Skill Demonstration Events

FCCLA members have the opportunity to showcase their skills and leadership potential in Skill Demonstration Events and demonstrate college- and career-ready skills in Family and Consumer Sciences and related occupations. Participants may choose one of the following events: Culinary Food Art, Culinary Knife Skills, Interior Design Sketch, FCCLA Creed Speaking & Interpretation, Impromptu Speaking, Speak Out for FCCLA, Toys that Teach, and the following Challenge Events: Consumer Math; Culinary Math; Early Childhood; FCCLA Knowledge; Hospitality, Tourism, and Recreation; Nutrition; and Science in FACS. Complete event guidelines and eligibility requirements can be found in the 2016-2017 Competitive Events Guide, available on the FCCLA national website. These events have limited participation and will be available on a first-come, first-served basis.
CHAPTER AND STATE ADVISERS

Adviser Networking

(Chapter Advisers, State Advisers, and Future Advisers)

Share ideas and find innovative resources from the experts - fellow FCCLA advisers, state advisers, and alumni! Come to this session to share your experiences with peers and leaders in the field.

Adviser Professional Development Sessions

(Chapter Advisers, State Advisers, and Future Advisers)

Chapter and state advisers seeking professional development can find FCCLA specific sessions on a range of topics presented by the National Consultant Team, FCCLA exhibitors, and partners.

Newcomers Program

This seminar is designed for college students and for new and potential FCCLA advisers. The program will focus on FCCLA chapter management, national programs, and resources available to you to maximize understanding and knowledge of your chapter projects and activities.

KEYNOTE SPEAKERS

Eddie Slowikowski

One dream that internationally known speaker Eddie has achieved in his life is running the mile in under 4 minutes. Since 1957, only 442 runners from the United States have achieved this feat. Through hilarious and poignant storytelling, Eddie gets to the core of what it really means to dig deep and find “the real you.” What makes you tick? Why do you act and react the way you do? How can you be more comfortable in your own skin? By questioning your actions and influences, you can discover the truth at the heart of your character. In the end, being the best version of you is all anyone can ask. And that’s where true leadership begins.

Additional speakers will be announced soon.

For more details, please refer to the speaker information posted on the National Cluster Meeting page of the FCCLA National Website.
Observe online deadlines and, when possible, submit early.

*All Competitive Events participants must be affiliated at the national level at the time of registration.

### October 12, 2016
- National Cluster Meeting Registration ends at 5:00 PM EST. Please be advised that registration must be submitted to receive the regular rate.
- FCCLA/LifeSmarts Knowledge Bowl Team Registration ends at 5:00 PM EST.
- Skill Demonstration Event Registration ends at 5:00 PM EST.
- National Cluster Meeting Housing Deadline.

**National Cluster Meeting Special Assistance requests must be made at least 60 days prior to the meeting and notification given when registering for the meeting. Registration must be submitted no later than September 9, 2016, to qualify for special assistance through the FCCLA national office.**

### October 12, 2016 after 5:00 PM EST
- Late Registration rates are in effect.

### October 19, 2016
- Registration payments due to National FCCLA by 5:00 PM EST.
- A $25 late fee will be charged to unpaid invoices after 5:00 PM EST, October 19, 2016.
Meeting Guidelines
MEETING GUIDELINES

Student Delegates

Delegates are expected to attend and participate in all sessions, workshops, and activities so they gain as much as possible from the meeting. Students who disregard the rules will be subject to disciplinary action. Parents/guardians will be notified and students may be sent home at their own expense. All meeting attendees should be informed of the following:

• Behavior at all times should be such that it reflects a positive, professional image of you, your school, your state, and the national organization.
• Be on time for all sessions and remain until sessions are adjourned.
• Name badges are required for admission and must be worn when attending sessions and the exhibits expo.
• Any accidents, injuries, or illness should be reported to an adult chaperone immediately. National staff should be informed of such incidents, and an incident form should be completed.
• If a student is found responsible for stealing or vandalism, the student and their parents/guardians will be expected to pay all damages.
• Students may not purchase, possess, consume, or be under the influence of alcohol or illegal drugs at any time. Violators will be subject to stringent disciplinary action.
• Smoking is prohibited.
• Use of air horns or other noisemaking devices will not be permitted during general sessions or throughout the convention center or hotels.
• Be considerate of sleeping hours and the privacy of other hotel guests and FCCLA members. All students will observe the 11:30 PM in-room curfew.
• Check your room carefully before departure. Be sure all personal belongings have been removed before checking out of the hotel.

Adviser/Chaperone Responsibilities

Advisers and chaperones are responsible for the behavior and discipline of their students throughout the meeting. Attendees causing a disturbance or displaying inappropriate behavior will be asked to leave the meeting and their hotel.

• The National Association of Secondary School Principals (NASSP) requires an adult chaperone for every twelve high school or ten middle school students attending NASSP sponsored events. Please be advised that your local school district may have specific rules that require a higher adult chaperone to student ratio. You should follow the rules of your school district if the requirements are higher than those set forth by NASSP sponsored events.
• There is a 11:30 PM in-room curfew each night for student attendees. This curfew should be enforced by advisers/chaperones and will be strictly enforced by the hotel security. This curfew is for the safety of the students and in respect of other guests staying at the hotel(s).
• Advisers/chaperones are responsible for enforcing the Mandatory Dress Policy. The Mandatory Dress Policy applies to delegates, advisers, guests, and all other attendees at the National Cluster Meeting. Thoroughly review and impress upon your delegation the importance of adhering to the Mandatory Dress Policy. Emphasize that any individuals not adhering to the Mandatory Dress Policy will not be admitted into sessions or the exhibits expo.

Announcements

Only announcements that apply to the entire delegation will be made at general sessions. Advance approval by FCCLA national staff is required.
**Meeting Photography Release**

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.

**Elevator Etiquette**

- Students should be courteous to others in hotel and convention center elevators.
- Keep voices at low levels.
- Let people exit elevators before entering.
- Do not push buttons for unnecessary floors.
- Do not fill the elevators beyond posted capacities.

**Hotel Safety**

- Read the emergency instructions on the back of your hotel room door. Familiarize yourself with the fire escape route.
- Count the number of doors between your room and the nearest exit.
- Do not leave your door open, and always use the dead bolt.
- Do not open your hotel door to anyone you don’t know. Call the front desk to verify hotel staff, security guards, and others requesting entrance to your room.
- Do not say your room number in public.
- Do not leave valuables out in the open. Many hotels provide lock boxes for the security of valuable items.

**Escalator Safety Tips**

- Use care when stepping on and off escalators.
- Hold the handrail.
- No bare feet, and avoid wearing floppy sandals and open-toed shoes.
- Do not run up or down the steps.
- Do not walk up the “down” escalator or down the “up” escalator.
- Keep feet away from the side edges of steps.
- No carts or strollers.
- Tie all shoe laces.
- Stand to the right when riding an escalator.
- Pass a person standing on an escalator on the left (stand to the right, walk to the left).

**FCCLA Crisis Plan**

Visit the national FCCLA website to download the FCCLA Crisis Plan. The crisis plan will also be located on FCCLA’s mobile app for each specific meeting.

**Meals**

Participants are expected to purchase meals on their own. There are many options at a variety of price points near the hotels and convention center. For local restaurant suggestions, visit the Host State Hospitality Desk.
### What Should I Do If...

<table>
<thead>
<tr>
<th>Event</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>I lost my room key?</td>
<td>A new room key can be issued at the front desk of your hotel. Be sure to bring identification, like a driver’s license or other photo ID.</td>
</tr>
<tr>
<td>the fire alarm goes off?</td>
<td>If the fire alarm goes off and you are in your hotel room, you should refer to the emergency instructions on the back of your hotel room door. Check the door for heat before opening. You may want to designate a particular area outside the hotel for your chapter/group to meet. If there are any attendees that need special assistance, please compile a list for the front desk so that they can help.</td>
</tr>
<tr>
<td>I need to call security?</td>
<td>Simply dial “0” and the hotel operator will connect you.</td>
</tr>
<tr>
<td>my wallet or other valuables are missing?</td>
<td>Report missing items to security by dialing “0” from your hotel room. You should also let your adviser know. In addition, you may want to check at the FCCLA Registration Desk.</td>
</tr>
</tbody>
</table>

### General Safety

- Go for the RED.
  - R - React: Take information around you seriously. Pay attention.
  - E - Evaluate: Judge the level of threat to your safety or the safety of others.
  - D - Decide: Decide if you need to take immediate action or seek help.
- Do not wear FCCLA badges or nametags outside of FCCLA events.
- Travel in groups, and refrain from visiting with strangers.
- Students, make sure your adviser knows where you are.
- Carry a cell phone. Make sure people closest to you know how to reach you. Make sure you know how to reach other members of your group, including chapter members, chaperones, and your adviser.
- Report emergencies immediately.
- Locate emergency exits and fire alarms.
- Download the FCCLA 365 App. In the event of an emergency, a push notification will be sent to your phone through the app.

### Continuing Education Credit

Adults participating in the Continuing Education Credit program at the National Cluster Meeting may receive up to 1 Continuing Education Unit (CEU). To receive this credit, you will need to sign up and pay the $20 fee when registering for the meeting. The CEU fee is nonrefundable. Required attendance verification forms for participants will be available in the registration packet or at the FCCLA Registration Desk. Check with your certification office or degree-granting institution before registering to determine if the CEU will apply toward your professional development program.

### Professional Development Units

Certificates of Professional Development Units (PDUs) for individuals seeking continued certification through the American Association of Family and Consumer Sciences (AAFCS) will be available onsite. All participating individuals certified in Family and Consumer Sciences are responsible for complying with AAFCS requirements regarding annual reporting. Certificates of completion will be available at the FCCLA Registration Desk.
MANDATORY DRESS CODE POLICY

Approved by FCCLA's Board of Directors, September 2015

The National Cluster Meeting is an excellent opportunity for members to convey to others the positive and professional image of FCCLA. Members’ behavior in the hotels and throughout the National Cluster Meeting is the only image that others in the hotel and host city may ever have of our organization. Student conduct and dress should contribute to the positive and professional image of FCCLA. The FCCLA official uniform is always appropriate and strongly encouraged for student delegates. If not wearing the FCCLA official uniform, the mandatory dress code below must be followed.

Thank you for your cooperation and support in putting forth a positive image of FCCLA throughout the National Cluster Meetings.

Mandatory Attire | General Sessions | Exhibits | College Expo | Workshops

Advisers / chaperones are responsible for enforcing the mandatory dress policy with their students and guests. Delegates, advisers, and guests not adhering to the dress policy will not be admitted into sessions.

FEMALES
• Official blazer is encouraged
• Red, black, or white polo or oxford shirt (long or short sleeves)
• Black dress slacks/pants/capris (no shorts)
• Black skirts – no shorter than 2 inches above the knee
• Black sheath dress
• Black dress shoes
• Jeans, t-shirts, and athletic wear are NOT acceptable

MALES
• Official blazer is encouraged
• Red, black, or white polo or oxford shirt (long or short sleeves)
• Black dress slacks (no shorts)
• Black dress shoes
• Jeans, t-shirts, and athletic wear are NOT acceptable

ADVISERS / CHAPERONES / GUESTS
• Business professional
• Jeans, t-shirts, and athletic wear are NOT acceptable

Note - Guests who attend are required to follow the Mandatory Dress Policy
*Polo shirts and oxford shirts are not required to have the FCCLA logo, but FCCLA branded shirts are strongly encouraged. All current and future attire with the FCCLA logo must be purchased through the official FCCLA emblematic supplier. To purchase official FCCLA attire, visit the FCCLA store at www.fcclastore.org or visit the FCCLA Store during the National Cluster Meeting.

Competitive Events Participants
Skill Demonstration Event participants are expected to adhere to the published dress code for all general sessions and workshops. For participation in competition, follow event specifications for dress, and wear appropriate clothing for the nature of the presentation. If attending meeting activities prior to or immediately after a Skill Demonstration Event presentation, be prepared to change into clothing that meets the meeting dress code. FCCLA/LifeSmarts Knowledge Bowl participants are expected to adhere to the published dress code for competition.
...continued

Special Event Attire

ALL ATTENDEES
- Casual slacks, shorts, jeans, t-shirts, athletic wear, and tennis shoes

Unacceptable Attire at NCM
- Skin-tight or revealing clothing
- Midriff-baring clothing
- Extremely short skirts or dresses (shorter than 2 inches above the knee)
- Clothing with printing that is suggestive, obscene, or promotes illegal substances
- Athletic clothing – including tennis shoes – except for appropriate events
- Swimwear – except for use at the pools or beach
- Rubber, beach-type flip flops – except for use at the pools or beach
- Night wear (pajamas) should not be worn outside of your hotel room
Registration Information and Policies
REGISTRATION INFORMATION AND POLICIES

Registration is required to participate in all sessions and special events at the National Cluster Meeting. Name badges will be checked for admission to sessions, the Exhibits Expo, and other meeting activities. Online registration opens in August 2016, and the following fees and deadlines apply:

<table>
<thead>
<tr>
<th>2016 National Cluster Meeting Registration Rates</th>
<th>Regular</th>
<th>Late</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ends October 12 at 5:00 PM EST</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affiliated student members, affiliated chapter advisers, state advisers, and chaperones</td>
<td>$75</td>
<td>$85</td>
</tr>
<tr>
<td>Other students and guests</td>
<td>$85</td>
<td>$95</td>
</tr>
<tr>
<td>Leadership Academy</td>
<td>$15</td>
<td>--</td>
</tr>
<tr>
<td>CEU Credit</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>Meeting Room Fee (for attendees not staying in an official meeting hotel within policy limitations)</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>FCCLA/LifeSmarts Knowledge Bowl*</td>
<td>$20</td>
<td>--</td>
</tr>
<tr>
<td>Skill Demonstration Event*</td>
<td>$25</td>
<td>--</td>
</tr>
</tbody>
</table>

*Competitive Events registration deadline is October 12, 5:00 PM EST. All Competitive Events participants must be affiliated at the national level at the time of registration.

Registration Policies

Meeting Registration Policy

- If paying by purchase order or check, full payment must be received at National Headquarters by October 19, 2016. Invoices that have not been paid in full by October 19 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.
- Outstanding balances from previous FCCLA national conferences/meetings and/or FCCLA national affiliation dues must be paid in full prior to registering for a 2016 National Cluster Meeting.
- If you register for the meeting and do not cancel prior to the deadline or are a “no-show,” you will be responsible for the balance due. You 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, exhibits, workshops, and activities.
- It is the responsibility of the adviser/chaperone to provide supervision to their student(s) throughout the entire conference. Therefore, all advisers/chaperones must register for the meeting.
- Official meeting badges must be worn to all meeting functions. Badges will be checked at the entrance of meeting activities. Replacement badges may be purchased at the FCCLA Registration Desk for $5. All money collected will go to the Impact Fund.
- Children under nine years of age are discouraged from attending meeting sessions. Children and family members who attend meeting sessions must register for the meeting and pay all event fees.
- All Competitive Events participants must be affiliated at the national level at the time of registration.
**Meeting Cancellation/Registration Refund Policy**

- Cancellation and refund requests must be submitted online through the state or chapter adviser portal by October 12, 5:00 PM EST. Telephone, email, and fax cancellations will not be accepted.
- For cancellations received by the deadline, FCCLA will refund your meeting registration less a $25 administrative fee per attendee cancellation.
- Refunds are not honored for Continuing Education Credits, Competitive Events, Leadership Academy, or Special Events.
- Requests for refunds will not be honored for cancellations received after October 12, 5:00 PM EST.
- Refunds for “no-shows” will not be honored, and the registrant and/or chapter will still be responsible for all registration fees. Please note your chapter will not be eligible to register for future FCCLA national conferences/meetings nor 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 state or chapter adviser portal by October 12, 5:00 PM EST. Telephone, email, and fax changes will not be accepted.
- FCCLA will process the name change/substitution without penalty until October 12, 5:00 PM EST.
- All requests for name changes/substitutions received after October 12, 5:00 PM EST will incur a $25 administrative fee.

**Special Events Cancellation Policy**

- Cancellation and refund requests must be submitted online through the state or chapter adviser portal by October 12, 5:00 PM EST. Telephone, email, and fax cancellations will not be accepted.
- FCCLA will refund your fees for Special Events less a $25 administrative fee per cancelled event.
- Requests for refunds will not be honored after October 12, 5:00 PM EST or for “no-shows”.
- Your chapter will not be able 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.
- The cancellation policy for Special Events will apply if these events have been registered for and are subsequently canceled with a conference substitution.

When planning your weekend at NCM, please closely review the Competitive Events schedule, meeting schedule, and Leadership Academy schedule. Some meeting activities take place simultaneously. Competitive Event participants and volunteers may not be able to attend all other meeting workshops. Ensure that your other planned activities do not conflict with Competitive Events orientations and competitions.
Special Events
SPECIAL EVENTS

FCCLA offers special events as the National Cluster Meetings. Special events require an additional fee for participation and require registration. Advisers/chaperones must register for and accompany students who are participating in special events.

For more details, refer to the special event information posted on the National Cluster Meeting webpage of the FCCLA national website. Please note: it is the chapter advisers’ responsibility to chaperone their students during the special event. Advisers must register and pay for the special event if they have students attending. Although casual attire is acceptable for the special event, attendees must adhere to the Mandatory Dress Policy while attending the Closing General Session. Refer to page 15 for the mandatory meeting dress policy.

DENVER, COLORADO

For more details, refer to the special event information posted on the National Cluster Meeting webpage of the FCCLA national website.
FCCLA is offering afternoon tickets to both Universal Orlando Resort™ and the Disney Theme Parks. Purchase your ticket and register for transportation and you’re all set to enjoy an afternoon at the Park. See specific Theme Park information below.

**UNIVERSAL ORLANDO RESORT™**

Fit in some fun! While attending the National Cluster Meeting, you will have time to take advantage of Universal’s Islands of Adventure™ theme park or Universal Studios Florida™ theme park.

The 1-Day Base after 2:00 PM ticket entitles one (1) guest admission to EITHER Universal Studios Florida™ OR Universal’s Islands of Adventure™ on any one (1) calendar day after 2:00 PM Eastern Standard Time. This ticket also includes admission to the paid entertainment venues of Universal’s CityWalk™ on the same day the theme park admission portion is used. The cost of this ticket is $59.99 plus applicable taxes and fees.

The 1-Day Base After 4:00 PM Ticket entitles one (1) guest admission to EITHER Universal Studios Florida™ OR Universal’s Islands of Adventure™ on any one (1) calendar day after 4:00 PM Eastern Standard Time. This ticket also includes admission to the paid entertainment venues of Universal’s CityWalk™ on the same day the theme park admission portion is used. The cost of this ticket is $79.99 plus applicable taxes and fees.

This is an exclusive online offer and is not available at the front gate. Pick up your tickets at any ticket window at one of the Universal Theme Parks. Present your order confirmation with your conference badge and a photo ID. See all restrictions in the Full Details section under each ticket offering.

To purchase tickets, go to the Universal Orlando Resort™ Conference Tickets link below.


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DISNEY THEME PARKS IN ORLANDO:

For FCCLA attendees, Disney offers exclusive afternoon after 3:00 PM tickets, as well as a 10% savings on all multi-day (2+ day) tickets. All multi-day tickets include an additional complimentary “Bonus Visit” admission.

**Multi-Day Bonus Visit Options:**
*If you select to purchase multi-day (2-days or longer) tickets, in addition to the 10% discount, these full-multi-day (2 days or longer) tickets also include a complimentary bonus visit to any one of the following, giving you an additional Disney Experience at no additional charge!*

- Disney's Typhoon Lagoon Water Park
- Disney's Blizzard Beach Water Park
- Disney's Winter Summerland or Disney's Fantasia Gardens Miniature Golf Courses (before 4:00 PM)
- A round of golf at Disney's Oak Trail Golf Course

The 1-Day, 1-Theme Park After 3pm Ticket entitles one (1) guest admission to EITHER Epcot OR Disney's Hollywood Studios OR Disney's Animal Kingdom Theme Park on any one (1) calendar day after 3:00 PM Eastern Standard Time. The cost of this ticket is $75.00 (price includes tax).

The multi-day tickets and partial day tickets (after 3:00 PM) listed are not available for purchase at Disney Theme Park Ticket Windows. Please note that Disney after 3:00 PM tickets are “blocked out” from use November 20 – 26, 2016. To take advantage of pre-arrival savings, purchase tickets before November 18, 2016. If you purchase 14 days in advance, the tickets will be shipped directly to you. If you purchase less than 14 days in advance, the tickets will be available at a Guest Relations window.
Hotel & Travel Information
NCM HOUSING INFORMATION

Housing Policy for Denver and Orlando

It is important that all meeting delegates use the official meeting hotels. The Board of Directors has implemented the following policy for the National Cluster Meetings:

**Attendees residing more than 50 miles from the meeting location**
- Attendees who reside more than 50 miles from the meeting location must stay at an official meeting hotel or they will be assessed a $25 meeting room fee.
- Competitive Events participants are required to be registered for the meeting and to stay at one of the official conference hotels.

**Less than 50 miles from the meeting location**
- Attendees who reside within 50 miles of the meeting location are not required to stay at an official meeting hotel.
- Competitive Events participants are required to be registered for the meeting and to stay at one of the official conference hotels.

The official 2016 National Cluster Meeting Convention hotels are listed on pages 28, 29, and 31. Hotel reservations will be verified prior to the meeting.

**Housing Reservation Deadlines**

Denver, CO October 12, 2016
Orlando, FL October 12, 2016

All reservations must be made no later than October 12, 2016.

**Room Rates**

Only registered meeting attendees are eligible to take advantage of the FCCLA negotiated meeting room rates within the housing block dates. Please note: state/chapter advisers, affiliated students, and chaperones will be given priority for housing. It is the responsibility of the adviser/chaperone to provide supervision to their student(s) throughout the entire meeting.

**Making Hotel Reservations**

When making hotel reservations, it is important that all attendees are listed for each room on the official FCCLA Housing Form. National Headquarters verifies hotel housing lists, and attendees not staying at an official convention hotel will be assessed a $25 fee per registration. Also, they will not be eligible to participate in Competitive Events.

- You must have submitted your NCM meeting registration prior to making hotel reservations. After you have submitted your meeting registration, you will immediately receive an email confirmation with a link to the hotel housing form. You are strongly encouraged to submit your housing form to make hotel reservations immediately after registering for the meeting.
- All reservation forms must be emailed with deposit no later than October 12, 2016.
- Checks for housing payments should not be mailed to FCCLA Headquarters or included with your registration.
- Requests for rooms after October 12, 2016, cannot be guaranteed housing within the FCCLA hotel block.
- Reservations made after October 12, 2016, will be made based on hotel availability.
- Hotels have a limited inventory of double-bedded rooms, and FCCLA secures the maximum number of double-bedded rooms the hotels can provide.
- Due to the high demand for double-bedded rooms, in most cases, double-bedded rooms will only be used to house triple and quad occupancy.
• The hotel will make every attempt to house rooms with three people in a double-bedded room. However, rooms with three people may be placed in a room with a king-bedded room with a rollaway.
• Rollaway beds may be requested for single-bedded rooms with two occupants for an additional charge and will be based on the hotel's available inventory.

**Hotel Room Occupancy**
- King Room = Single/Double/Triple
  *(Triple occupancy will be placed in a room with a rollaway bed at no additional charge, up to the hotel's inventory.)*
- Double/Double Room = Triple/Quad

**Final Hotel Payment**
- Checks sent for final payment should be made payable to and mailed directly to your confirmed hotel.
- Checks for final payment must be received at your hotel 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 may require you to complete a credit card authorization form prior to arrival. Check with your confirmed hotel in advance for specific requirements.

**Hotel Check-In**
- Make your travel plans with check-in times in mind. Refer to your hotel housing form for check-in and check-out times. Check with the hotel about special arrangements if you must arrive before check-in time or after 6:00 PM.
- Advisers should check the group into the hotel at one time and secure room assignments and keys. Have a copy of the housing confirmation and valid picture identification with you.
- Outside telephone service will be restricted in rooms not leaving a credit card deposit. Pay movies, room service, and in-room internet access will be on a cash-only basis.
- When checking in, rooms may not be available. This will depend on the hotel occupancy the previous night. The hotels will make all attempts to place students and chaperones on the same floor.

**Hotel Check-Out**
Refer to your confirmed hotel for specific check-in and check-out times. Failure to vacate rooms by this time may result in a full rate being charged for that day. Advisers must assume financial responsibility for the room bill.

**DENVER TRAVEL INFORMATION**

**Denver, CO: November 4-6, 2016**

Denver is a year-round playground for families, with countless days of crystal-clear blue skies, a myriad of open spaces and public parks, an endless array of museums and cultural facilities, and a multitude of programs for youth. Denver has one of the most compact, walkable downtowns in the country. You can save on shoe-leather by riding the free shuttle bus on the 16th Street Mall – it makes everything downtown easy to reach. Or hop on a bright red B-cycle, our widespread bike sharing system. Daily passes are $5 and give you unlimited rides of 30 minutes or less.

For more information about the Mile High City, go to [www.visitdenver.org](http://www.visitdenver.org).
Denver Air Travel

Denver International Airport (DEN)
Approximately 26 miles and a 35-40 minute drive from the Hyatt Regency Denver and Grand Hyatt Denver

Delta Airlines Discount
Delta Airlines is offering discounted airfare for National Cluster Meeting attendees traveling to Denver International Airport (DEN) airport. You may book online at www.delta.com and enter Meeting Code NMMVR in the Meeting Event Code box when selecting an advance search for flights. Or call your travel professional or Delta Meetings Network at (800) 328 - 1111 for reservations and refer to Meeting Event Code NMMVR. Please note there is a direct ticketing fee for booking through the phone reservations. All discounted tickets are non-refundable, and there is a $200 change fee for all discounted tickets.

United Airlines Discount
United Airlines is offering discounted airfare for all National Cluster Meeting attendees traveling to Denver National (DEN) airport. You may book online at www.united.com and enter Offer Code ZWQ8634876 in the Offer Code box when searching for flights. Or call your travel professional or United Meetings at (800) 426 - 1122 for reservations and refer to Z Code ZWQ8 and Agreement Code 634876. Please note United charges a $25 service fee for phone reservations.

Denver Ground Transportation

TAXI: Approximate cost of a taxi from the airport to the meeting hotels is $51.

SHUTTLE: Shuttle service from the airport to the hotels is offered by SuperShuttle and will cost approximately $25 one-way and $42 roundtrip.

SuperShuttle door-to-door service is available at the Denver International Airport and is a shared shuttle service from the airport to our meeting hotels. FCCLA recommends using SuperShuttle when traveling between your hotel and the airport.

FCCLA has arranged a shared ride shuttle discount of $2.00 off a round trip for a total of $40 roundtrip ticket. You can make your reservation online at http://reservations.supershuttle.com/default.aspx?content=GroupReservations&GC=S6QJQ or by calling (800) 258-3826 and use code S6QJQ to receive the discount. (There is a $2.00 fee for booking over the phone.) Be sure to make an advance reservation for your group! Once a reservation is made, you will be emailed a confirmation that will have arrival and departure instructions listed.

All ground transportation services at Denver International Airport are located in Jeppesen Terminal, Level 5.

DENVER HOTEL INFORMATION

Refer to the FCCLA national website for complete information on making hotel reservations.

Hyatt Regency Denver At Colorado Convention Center

650 15th Street
Denver, Colorado  80202
(303) 486-1234
Check-In/Check-Out
Check-in Time: 3:00 PM
Check-out Time: 11:00 AM

Enjoy an exceptional lodging experience at the Hyatt Regency Denver at Colorado Convention Center, recipient of TripAdvisor’s 2015 Certificate of Excellence. Its convenient downtown Denver location makes it easy for guests to access the 16th Street Mall as well as an incredible selection of arts, entertainment, and sporting events near the hotel. Registered attendees will receive complimentary basic in-room internet.

Single/Double/Triple/Quad room rates are $169 per room, per night plus tax (currently 14.50% tax rate - subject to change)

Conference rates will be good three (3) days before and three (3) days after the conference dates, November 4-6, 2016 and based on hotel availability.

Parking
Underground, covered self-parking is located off of 14th and Welton Streets. The parking office for vehicle departure is adjacent to the parking elevators on the lobby floor.

Self-parking: $29 for 5+ hours and overnight per night until 12:30 PM on departure day
Valet parking: $39 for 8+ hours and overnight per night until 12:30 PM on departure day
(Please note that late check-out fees for vehicles parked past 12:30 PM on scheduled departure day may apply)

Grand Hyatt Denver
1750 Welton Street
Denver, CO 80202
(303) 295-1234

Check-In/Check-Out
Check-in Time: 3:00 PM
Check-out Time: 11:00 AM

Treat yourself to the exceptional at Grand Hyatt Denver. Fresh from a $28 million renovation, this AAA Four Diamond hotel welcomes you with the newly-appointed guestrooms and a smartly redesigned lobby in a stylish, modern setting. Discover the best of Denver, CO, and make your next visit wholly unforgettable.

Single/Double/Triple/Quad room rates are $169 per room, per night plus tax (currently 14.50% tax rate - subject to change)

Conference rates will be good three (3) days before and three (3) days after the conference dates, November 4-6, 2016 and based on hotel availability.

Parking
Valet parking in a covered garage adjoining the hotel is available. See rates below. Self-parking is available for a fee at several parking lots located near the hotel.

Valet overnight parking: $37/night with in and out privileges
Valet daily parking: 0-4 hours is $20; 4 hours or more is $25
Oversize vehicle parking is available: $43/day (height clearance of garage is 6’9”).
ORLANDO TRAVEL INFORMATION

Orlando, FL: November 18-20, 2016

Get inspired in Orlando! If you’ve never been here, you’re in for a treat. Been here before? You just might not recognize it. Orlando offers hundreds of ways to inspire you. From world-famous theme parks and attractions to shopping, restaurants, arts, and cultural events, Orlando offers options for everyone. Soak up some sun at the pool, take a spin in The Orlando Eye observation wheel, or test your limits on thrilling rides and roller coasters. For more information about Orlando, visit www.visitorlando.com.

Orlando Air Travel

Orlando International Airport (MCO)
Approximately 32 miles from the Omni Orlando Resort at Championsgate.

Delta Airlines Discount
Delta Airlines is offering discounted airfare for National Cluster Meeting attendees traveling to Orlando International Airport (MCO) airport. You may book online at www.delta.com and enter Meeting Code NMMVR in the Meeting Event Code box when selecting an advance search for flights. Or call your travel professional or Delta Meetings Network at (800) 328 - 1111 for reservations and refer to Meeting Event Code NMMVR. Please note there is a direct ticketing fee for booking through the phone reservations. All discounted tickets are non-refundable, and there is a $200 change fee for all discounted tickets.

United Airlines Discount
United Airlines is offering discounted airfare for all National Cluster Meeting attendees traveling to Orlando International Airport (MCO) airport. You may book online at www.united.com and enter Offer Code ZWQ8634876 in the Offer Code box when searching for flights. Or call your travel professional or United Meetings at (800) 426 - 1122 for reservations and refer to Z Code ZWQ8 and Agreement Code 634876. Please note United charges a $25 service fee for phone reservations.
Orlando Ground Transportation

**TAXI:** Approximate cost of a taxi from Orlando International Airport to the meeting hotel is $90 for one to four passengers.

**SHUTTLE:** SuperShuttle offers share-ride shuttle from Orlando International Airport to the Omni. A one-way shared-ride shuttle service cost approximately $28 per person and roundtrip shared-ride shuttle service costs approximately $50 per person. Reservations should be made in advance for the shuttle services.

Please contact SuperShuttle to reserve your shuttle before you go. To book your shuttle, call (800) 258-3826 or go online at [http://www.supershuttle.com/default.aspx?GC=WY65C](http://www.supershuttle.com/default.aspx?GC=WY65C). Please use FCCLA's discount code **WY65C**.

**ORLANDO HOTEL INFORMATION**

Refer to the [FCCLA national website](http://www.fcclalibrary.org) for complete information on making hotel reservations.

Omni Orlando Resort At Championsgate

1500 Masters Boulevard
Championsgate, FL 33896
(407) 390-6664

**Check-In/Check-Out**
Check-in Time: 3:00 PM
Check-out Time: 11:00 AM

The resort is located just 25 minutes from the Orlando International Airport and 20 minutes from area attractions like Walt Disney World, Universal Studios, and SeaWorld. Attendees can dine in one of the seven restaurants at the resort or enjoy 15 acres of pools and recreation activities, including the 850-foot lazy river. Registered attendees will receive complimentary basic in-room internet. See more at [http://www.omnihotels.com/hotels/orlando-championsgate](http://www.omnihotels.com/hotels/orlando-championsgate)

Single/Double/Triple/Quad room rates are $168 per room, per night plus tax (currently 14% tax rate - subject to change)

*Conference rates will be good two (2) days before and two (2) days after the conference dates, November 18-20 and based on hotel availability.*

**Parking**
Self-parking: $18 overnight, day-only rate is $12
Valet parking: $26 overnight, day-only rate is $19

**Walt Disney World Theme Park Transportation**
Limited complimentary scheduled transportation is provided to EPCOT and Disney’s Magic Kingdom four times daily. 24-hour advance reservations are required to guarantee specific departures from the resort. **Please be advised that there is limited availability.**
Adviser Tips
BEFORE THE MEETING

1. **Schedule a meeting with parents, students, and administrators.**
   - Provide a meeting information sheet with hotel information. Review the Consent Form and Code of Conduct and discuss consequences.
   - Review the importance of representing their family, school, and chapter in a professional manner.
   - Review the Mandatory Dress Code policy thoroughly with students and parents to avoid a situation where a student or guest would not be admitted to meeting sessions.
   - Distribute the trip itinerary and meeting schedule. Use this opportunity to show how students are kept very busy with educational and fun activities. Talk about the ways the students prepare for the meeting.
   - Let the administrators congratulate the students for accepting the opportunity to participate.
   - For parents who are unable to attend, follow up with a phone call and a mailing.

2. **Submit a press release.**
   - Sample press release materials can be found on the FCCLA national website in October, 2016.

3. **Invite the principal to come into the classroom.**
   - He/she should meet the students who will be attending the meeting. Let the students present the Code of Conduct they have signed and will practice at the meeting. The principal can help reinforce the importance of professional behavior.
   - Ask the students to share ways they are preparing for the event. This may include fundraising efforts, researching the meeting location, and youth workshop presentations, etc.

4. **Discuss emergency procedures and develop a plan with your administrators.**
   - Be prepared for emergencies of all kinds! Always have your administrator's contact information on hand.
   - Be aware of all school policies and procedures.
   - Bring your student's consent forms.

5. **Meet one last time with students before leaving for the meeting.**
   - Review professional expectations, the Mandatory Dress Code policy, and the meeting program.
   - Answer last-minute questions. Reinforce your belief in them and their abilities.
   - Review emergency procedures with your students. If a student becomes separated from the group without a way to contact you, have a plan to react and make sure all students are aware of that plan.
   - Collect student cell phone numbers before travel. Make a student roster containing all student names and contact information. Leave a blank space for each student's hotel room number which you will fill in once you have checked in at your hotel. Keep this list with you at all times.
   - Download the FCCLA 365 app to receive updates about the meeting and scheduling updates while onsite.

**Getting Travel Approval and Funding**

We know you work hard to raise the funds and resources to attend the 2016 National Cluster Meetings. Here are some tips and ideas to gain the support you need to join us in Denver or Orlando.

**Present at a School Board Meeting**

Be proactive and get approval from your school board to attend the National Cluster Meeting now. The earlier you start, the better prepared you'll be for November. Here are some tips for success:

- **Get on the calendar.** Contact your superintendent's office and find out how and when FCCLA can present to the board members. Have your chapter officers and/or Competitive Event participants block off the date so they can be available to attend.
Let the youth leaders do the talking. FCCLA is a student leadership organization, so let the youth prepare and lead the meeting. School board members hear from adults all the time. The youth leaders will likely provide a breath of fresh air and remind them why they care about education.

Know your audience. School board members are serving your community because they want the students living and growing up in their community to get the best possible education, but they need to justify all of the resources used in the process. Your challenge is to show them that FCCLA is successfully preparing your chapter’s members to be engaged and productive citizens ready for the future. Find out what your school board members consider successful education and develop your talking points around that.

Check the climate. Talk to your principal to find out more about the climate of the board. Ask him/her how likely the board will be to approve your request and possibly fund some of the costs.

Make it personal. Show pictures from previous meetings and highlight the individuals who plan on going to NCM to tell board members how these students will engage in the meeting. Competitive Events participants may present an overview of their project. State, regional, or district officers could talk about the trainings they are going to attend. FCCLA/LifeSmarts Knowledge Bowl participants could ask board members sample questions they are practicing.

Follow up. Thank the board for their time (and hopefully support) through handwritten notes after the meeting. Send them the results after the meeting or even go to another meeting to report on what your chapter accomplished and learned at the National Cluster Meeting.

FUNDRAISING

Continue events that you know work. Your chapter likely has events that you do every year, and they work well. Keep them! Share these events with other advisers and members so they can see if they work in their community, too.

Be innovative. Have your chapter members brainstorm new fundraising ideas for a few minutes during one meeting. Sometimes their wildest ideas lead to something really successful. Think of new ways to capitalize on what’s happening in your community or provide a service or product that people need rather than asking them to purchase something for the sake of supporting your program.

Get active in your community. Many local groups like Lion’s Club, Rotary, Kiwanis, fraternity and sorority groups, American Legion, P.E.O., and more are constantly looking for short programs to entertain their members at regular meetings. These groups are usually interested in supporting local community members and efforts. Find out if any of your chapter members’ parents, colleagues at school, or friends are members of community organizations and if your members could present at their meeting. This could lead to support and funding from key community members and groups.

Host Your Own Run4Red 5K

National FCCLA hosts a Run4Red 5K each year at the National Leadership Conference. This activity can be altered to suit the fundraising needs of your own school and FCCLA chapter. A Run4Red 5K gives community members an opportunity to see the benefits that FCCLA has for its members while involving the community in an FCCLA program. In addition to registration costs, your chapter can sell t-shirts, refreshments, and “finish line photos” to fundraise. Consider asking a local business to sponsor your Run4Red in exchange for advertising their business at the event. This will allow your chapter to use all of the funds earned from registration and sales toward attendance at the National Cluster Meeting.
Online Funding Websites

Set up an online fundraising account through Go Fund Me or a similar site that will make it easy for friends and family to donate to your cause. In many cases, your friends and family will want to support this learning opportunity but will be more likely to do so if there is a convenient and secure method of donating. Be sure to include information on the funding website about how attendance at the National Cluster Meeting will benefit you and why you are currently involved in FCCLA. List specific cost information for the meeting with a “goal” amount so that contributors will know exactly how the money is being spent.

Partner Up!

Talk to local businesses related to career paths that interest your individual student members about sponsoring your involvement at national meetings and conferences. For example, culinary chapters might seek out local restaurants or catering companies for sponsorship. Some companies would be willing to provide funding for chapter shirts with their logo printed on them as compensation. Don’t forget that all attire and promotional products with the FCCLA marks must be ordered through FCCLA’s official store. For more information, contact FCCLA’s Communication Department at communications@fcclainc.org or visit the FCCLA Store online at http://www.co-store.com/fccla.

Recycle4Red

Check to see if your state offers a recycling program in which aluminum and glass bottles and cans can be exchanged for cash at public recycling facilities. If so, have chapter members collect empty cans and bottles from community members. Your chapter can encourage fellow students, community members, and teachers to drop off their cans and bottles at the school, or consider offering pick-up service! Advertise your intended pick-up times by posting flyers, sending emails, and including information in local newspapers and school newsletters. A willing chapter adviser might take several chapter members around to collect items. You may also speak to local grocery stores and other businesses about setting up recycling receptacles in front of their stores. Be sure to include signage that explains why you are collecting the items and to only use the receptacles for aluminum or glass cans and bottles.

School Supplies Store

Have you ever shown up to school and realized you left your pencil pouch on the bus or your notebook on your bed at home? So has everyone else! Use the time in the morning before classes begin or your lunch break time to set up a school supply sales table in the main hallway at your school. Purchase pencils, paper, binders, folders, and even small snack items in bulk and sell them to classmates for a small fee. Each pencil might only cost your chapter $.05 to purchase, but classmates will be willing to purchase them for $0.25. Assign chapter members to manage the table on alternating mornings or lunch breaks so that everyone is able to lend a hand.

Teacher Jeans Day

Many schools will allow teachers to wear casual clothing to work in exchange for purchasing a ticket sold by one of the school’s organizations. Talk to your school administration about hosting a Teacher Jeans Day to earn money for your chapter’s attendance at the National Cluster Meeting.
DURING THE MEETING

1. Conduct a brief chapter meeting after checking in at your hotel.
   • Confirm you have all student cell phone numbers.
   • Record all student hotel room numbers on your student roster.
   • Have your students download the FCCLA 365 app to receive updates about the meeting and scheduling notifications while onsite.

2. Pick up your chapter's registration packet.
   • If you have registered guests, their name badges will be included in your registration packet.
   • Meeting registration desk hours and locations can be found on the National Cluster Meeting Agenda and on the FCCLA 365 app.

3. Conduct a chapter meeting after picking up your registration packet.
   • Hand out delegate bags and other meeting materials and download the FCCLA 365 app. All registered attendees have complimentary in-room basic internet. Hotel and convention center lobbies also offer complimentary Wi-Fi.
   • Go over the schedule of events. Have each student mark on the FCCLA 365 app where they are going to be throughout the meeting. Advise them of your location during the meeting.
   • Go over the physical layout of the convention center and official meeting hotels where events are held. If time permits, physically walk the convention center space to help students get a good grasp of the layout.
   • Review the meeting guidelines, the Code of Conduct, and the Mandatory Dress Code policy.
   • Encourage students to download the FCCLA 365 app so they will have meeting information available at their fingertips! Schedule and meeting room location updates and other pertinent information will be available through the FCCLA 365 app.
   • Build on their excitement and enthusiasm! Reinforce your belief in them. Encourage them to meet other delegates from other chapters during the meeting.

4. Establish procedures for students to check-in with you during the meeting.
   • This is vital! You can help eliminate student frustrations by setting expectations up front.
   • It is important that you ask your students how they are doing. Be positive and supportive. Keep your eyes open for potential problems.

5. Enforce the meeting curfew.
   • The meeting in-room curfew for all students is 11:30 PM.
   • Make sure students are in their own rooms after curfew. You have a responsibility to your students and their parents to see that your students are in the correct room. The curfew applies to all students.

6. Sit with your students during the general sessions and other special functions.
   • Create a “team” spirit for your chapter.

7. Be visible.
   • Drop in and check on your students at sessions. Review the day’s activities and what activities are scheduled the next day.

8. Enforce the Mandatory Dress Code before bringing your students to meeting events.
   • Before you leave the hotel, make sure all students are dressed in the FCCLA official uniform or are following the Mandatory Meeting Dress Code policy as stated in the Code of Conduct. Students, advisers, and guests not following the mandatory dress code will not be permitted to attend meeting events, sessions, exhibits expo, and workshops.

Tried and True

Some of the most popular methods of fundraising are car washes, dance-a-thons, catalog based sales, and raffle sales. These methods are used regularly by school organizations because they work! Get your whole chapter involved in one of these fundraisers, and you’ll be off to a great start. Do a bit of research beforehand to make sure you aren’t hosting your car wash on the same weekend as the football team or selling items on the same day as another school organization.
AFTER THE MEETING

1. Congratulate your students on their professionalism and participation at the meeting.

2. Send a letter to parents expressing your appreciation for their support.

3. Follow up with the principal, other school administrators, and school board members. Have students present their experience during the meeting. Highlight Competitive Event Accomplishments! Show your administrators the positive effect attending the FCCLA National Cluster Meeting has had on your students.

Competitive Events General Information
COMPETITIVE EVENTS GENERAL INFORMATION

The 2016-2017 Competitive Events Guide, located in the FCCLA Portal, is the guide by which the 2016 events will be conducted. Revisions/corrections are located in the 2016-2017 Question and Answer Guide, also located in the FCCLA Portal.

Contact the Competitive Events Manager at competitiveevents@fcclainc.org or (703) 716-1301.

SCHEDULE

Competitive Events activities will be held Friday and Saturday of each meeting.

There will be some overlap with meeting events and Competitive Events. Competitive Event participants and volunteers cannot participate in everything. Please indicate potential conflicts or special instructions for volunteer placements during registration so they can be scheduled appropriately.

The Closing General Session is not required, but participants will not receive awards if they are not present to walk across the stage or send a substitute in their place. Awards will not be given out before or after the sessions except in extenuating circumstances, as determined by the Competitive Events Manager. Participants not in official mandatory dress code will not be permitted to cross the stage to receive their award (exception for Culinary Arts participants in chef attire).

Competitive Event Participant Eligibility

- To be eligible to participate in national Competitive Events, participants are required to register for the meeting and must stay at one of the official meeting hotels.
- All Competitive Events participants must be affiliated at the national level at the time of registration. Students must be affiliated with the correct affiliation type (comprehensive or occupational) and meet their event eligibility.

Volunteer Information

With the continued growth of Competitive Events, increased numbers of volunteers are needed. State and chapter assistance in this area is crucial if Competitive Events are to continue to succeed. Assisting with the events is a worthwhile and rewarding experience.

Though national staff does their best to assign volunteers to their top choice of event or position, this is not always possible, so please make volunteers aware that they may be needed elsewhere. Volunteers will be notified of their selection and assignment approximately 2 weeks prior to the National Cluster Meeting. If their assignment conflicts with another obligation during the meeting, they should contact National Headquarters at competitiveevents@fcclainc.org.

Local, regional, district, or state Competitive Events officers are encouraged to volunteer to assist with Competitive Events.

2016 NCM Competitive Events Deadlines

When possible, submit early. Event capacity is limited.

October 12, 2016

Competitive Events: National membership affiliation deadline for students competing at NCM. All Competitive Events participants must be affiliated at the national level at the time of registration.
Code of Conduct
The Mandatory Dress Policy may be found on page 15. The dress code applies to all participants while attending meeting sessions, workshops, and exhibits. A copy of the Delegate Conduct Practices and Procedures may be found in this section. FCCLA requires every student delegate (including guests) to read and complete these forms as partial completion of NCM attendance requirements. Please make sufficient copies for your delegates to sign and return to you prior to the National Cluster Meetings. Chapter advisers should bring these forms with them to the meeting for possible reference. Please do not mail signed copies to FCCLA National Headquarters.

FCCLA offers training to those students who have a career objective in Family and Consumer Sciences and related fields. Individual conduct and appearance is part of this training and becomes apparent at FCCLA’s National Cluster Meeting. Chapter advisers set an example of expected behavior from their students. For this reason, the following Code of Ethics has been established for adults attending the National Cluster Meeting.

It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of these practices and procedures will be dealt with accordingly by the FCCLA National Office and the applicable State Association. These policies and procedures are considered to be in addition to any guidelines established at the school, district, and state level.

- Advisers shall conduct daily meetings with their students for progress reports, time schedules, and other activities.
- Advisers shall keep an agenda for each student so that they may be reached at any time during the meeting.
- Chapter advisers are responsible for their students at all times and should always be available to be contacted.
- Each adviser shall be responsible for seeing that participants adhere to all conduct practices and procedures.
- The rules as stated in the Delegate Conduct Practices and Procedures and the Mandatory Dress Code Policy are called to your attention to review and should govern the behavior of advisers as well as students and guests.
- Chapter advisers are responsible for enforcing the Mandatory Dress Code Policy. The Dress Code Policy applies to delegates, advisers, guests, and all other attendees at the National Cluster Meeting. Thoroughly review and impress upon your students the importance of adhering to the Mandatory Dress Code Policy. Emphasize that any individuals not adhering to the Dress Code Policy will not be admitted into sessions. FCCLA recommends you address the dress code with your students before leaving the hotel to attend sessions.
Student Delegate Conduct Practices And Procedures

FCCLA, Inc. requires every student delegate to read and complete the Attendance Permission Form as part of the completion of NCM attendance requirements. This form should be returned to your chapter adviser prior to attendance at the National Cluster Meeting.

- The term “delegate” shall mean any FCCLA member, including advisers, attending the meeting (middle school, high school, collegiate, alumni, and professional).
- There shall be no defacing of public or private property. Any damage to any property or furnishing in the hotel rooms, convention center, or any other area must be paid for by the individual or chapter responsible.
- Delegates must wear identification badges at all times.
- Delegates shall refrain from using inappropriate or profane language at all times when attending meeting activities.
- Delegates shall refrain from verbal, physical, or sexual harassment, hazing, or name-calling.
- Delegates shall respect the rights and safety of other hotel guests.
- Delegates shall not possess alcoholic beverages, narcotics, or weapons in any form at any time under any circumstances.
- Delegates shall refrain from gambling, playing cards, dice, or games of chance for money or other things of value.
- Use of tobacco products by delegates is prohibited at all FCCLA functions.
- Delegates must adhere to the dress code at all times.
- Delegates must not dress or behave in a manner that can be interpreted as sexually explicit.
- Students shall keep their adult advisers informed of their activities and whereabouts at all times.
- No delegate shall leave the meeting premises, including their assigned hotel, hotels in which meeting events are taking place, and the convention center, unless permission has been received from their chapter adviser.
- Delegates should be prompt and prepared for all activities.
- Delegates should be financially prepared for all activities.
- Delegates are required to attend all sessions and activities assigned, including workshops, exhibits, Competitive Events, etc. for which they are registered unless engaged in some specific assignment scheduled at the same time.
- Delegates will spend nights at their assigned hotel and in their hotel room. Guests are not permitted in student hotel rooms after curfew.
- 11:30 PM curfew will be enforced. Delegates are required to be in their hotel room during curfew hours. Quiet hours will be observed after curfew. Delegates are expected to be respectful of other hotel guests.
- FCCLA chapters will be responsible for their delegates’ conduct.
- Delegates who ignore or violate any of the above rules or other rules as outlined in the National Cluster Meeting Guide will be subject to disciplinary action, including, but not limited to, disqualification from Competitive Event involvement and expulsion from FCCLA. Individual delegates may be sent home immediately at their own expense.
Forms
ATTENDANCE PERMISSION FORM: DENVER, CO

**Attendance**

This is to certify that ________________________________________________ has my permission to attend the 2016 National Cluster Meeting in Denver, CO, hosted by Family, Career and Community Leaders of America, Inc. I also do hereby on behalf of him/her absolve and release school officials, FCCLA chapter advisers, and National FCCLA state association staff from any claims for personal injuries or illness which might be sustained while he/she is traveling to and from and in attendance at the 2016 National Cluster Meeting.

**Emergency**

I authorize the chapter adviser or other chaperoning adult to secure the services of a physician or hospital, and to incur the expense for necessary services in the event of accident or illness, and I will provide payment for these costs. Local hospitals, pharmacies, and emergency care facilities are listed below. I understand that, when necessary, in the event of an emergent illness or injury, delegates will be transported to a local medical facility at the choice of the emergency medical professionals who respond. This may or may not include one of the facilities listed below.

### Hospitals

- **Denver Health**
  - 777 Bannock Street, Pavilion A, First Floor
  - Denver, CO  80204
  - (303) 436-6000

- **Presbyterian –St. Luke’s Medical Center**
  - 1719 East 19th Ave
  - Denver, CO 80218
  - (303) 839-6000

- **Saint Joseph Hospital**
  - 1375 East 19th Avenue
  - Denver, Co  80218
  - (303) 812-2000

### Urgent Care Centers

- **Denver Health Adult Urgent Care Clinic**
  - 777 Bannock Street, Pavilion A, First Floor
  - Denver, CO  80204
  - (303) 436-6000

- **ZipClinic Urgent Care**
  - 1 Broadway
  - Denver, CO  80203
  - (303) 455-6345

- **AFC Urgent Care Denver**
  - 760 S Colorado Boulevard
  - Denver, CO  80246
  - (303) 692-8000

- **Rite Aid Pharmacy**
  - 750 16th Street
  - Denver, CO  80202
  - (303) 534-7802

- **Walgreens**
  - 801 16th Street
  - Denver, CO  80202
  - (303) 571-5314

- **Scales Pharmacy**
  - 1999 Pennsylvania St.
  - Denver, CO  80203
  - (303) 974-5424

We have read and agree to abide by the FCCLA Code of Conduct in its entirety. We also agree that school officials, FCCLA chapter advisers, FCCLA state association staff, or FCCLA national staff members have the right to send ______________________ home from the activity at our expense, provided that he/she has violated the Code of Conduct and/or his/her conduct has become a detriment to the meeting experience.

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<table>
<thead>
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<tr>
<td>Parent/Guardian Phone Number</td>
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**Advisers/chaperones must have a copy of this permission form with them at all times during the meeting.**

_Please do not mail signed copies to FCCLA National Headquarters._
NATIONAL CLUSTER MEETING
ATTENDANCE PERMISSION FORM: ORLANDO, FL

Attendance
This is to certify that ________________________________________________ has my permission to attend the 2016 National Cluster Meeting in Orlando, FL, hosted by Family, Career and Community Leaders of America, Inc. I also do hereby on behalf of him/her absolve and release school officials, FCCLA chapter advisers, and National FCCLA state association staff from any claims for personal injuries or illness which might be sustained while he/she is traveling to and from and in attendance at the 2016 National Cluster Meeting.

Emergency
I authorize the chapter adviser or other chaperoning adult to secure the services of a physician or hospital, and to incur the expense for necessary services in the event of accident or illness, and I will provide payment for these costs. Local hospitals, pharmacies, and emergency care facilities are listed below. I understand that, when necessary, in the event of an emergent illness or injury, delegates will be transported to a local medical facility at the choice of the emergency medical professionals who respond. This may or may not include one of the facilities listed below.

Urgent Care Centers
- America’s Urgent Care of Orlando
  1630 Celebration Blvd.
  Kissimmee, FL 34747
  (888) 421-2780

- Paramount Urgent Care
  628 US Highway 27
  Clermont, FL 34715
  (352) 242-1988

- Orlando Medical Care – Urgent Care
  6275 Westwood Blvd.
  Orlando, FL 32821
  (407) 347-6147

Hospitals
- Florida Hospital Celebration Health
  400 Celebration Place
  Kissimmee, FL 34747
  (407) 303-4000

- Heart of Florida Regional Medical Center
  40100 Hwy 27
  Davenport, FL 33837
  (863) 422-4971

- Davenport Medical Center
  2500 Berry Blvd.
  Davenport, FL 33897
  (863) 420-4077

Pharmacies
- Walgreens
  8265 Champions Gate Blvd.
  Davenport, FL 33896
  (321) 677-0487

- Target Pharmacy
  5000 Grandview Pkwy
  Davenport, FL 33837
  (863) 256-1052

- CVS Pharmacy
  7575 Osceola Polk Line Rd.
  Davenport, FL 33896
  (321) 677-0531

We have read and agree to abide by the FCCLA Code of Conduct in its entirety. We also agree that school officials, FCCLA chapter advisers, FCCLA state association staff, or FCCLA national staff members have the right to send ______________________________________ home from the activity at our expense, provided that he/she has violated the Code of Conduct and/or his/her conduct has become a detriment to the meeting experience.

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