



2020 Chapter Adviser Summit

January 31 – February 2

Washington, D.C.

GENERAL INFORMATION

Chapter Adviser Summit Venue:

Hilton Washington DC National Mall
480 L'Enfant Plaza SW
Washington, DC 20024

The Chapter Adviser 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 receive insights on the 2020 National Leadership Conference, 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.

Step 2. Reserve Hotel Room(s)

See instructions in the Hotel Information section for reserving hotel rooms.

Step 3. Book Travel

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



2020 CHAPTER ADVISER SUMMIT

JANUARY 31 - FEBRUARY 2

WASHINGTON, D.C.

SCHEDULE AT A GLANCE**

Friday, January 31	Saturday, February 1	Sunday, February 2
<p>11:00 AM – 5:00 PM Registration</p> <p>1:15 PM – 3:00 PM Textile Museum Tour*</p> <p>7:00 PM – 7:30 PM Welcome and Introductions</p> <p>7:30 PM – 8:30 PM State of the Association</p> <p>8:30 PM – 9:00 PM 2020 National Leadership Conference Preview</p> <p>Dinner on Own</p>	<p>Breakfast on Own</p> <p>8:30 AM – 9:00 AM Money Matters: Funding NLC OR Chapter Management – Make it work for you!</p> <p>9:10 AM – 9:40 AM Money Matters: Funding NLC OR Chapter Management – Make it work for you!</p> <p>9:50 AM – 10:20 AM Making it Easy with Integration OR Middle School Magic!</p> <p>10:30 AM – 11:00 AM Making it Easy with Integration OR Middle School Magic!</p> <p>11:10 AM – 12:10 PM Best Practices Exchange 1: Spotlight on You! Lesson Plan Sharing and Development</p> <p>12:10 PM – 1:30 PM Lunch on Own</p> <p>1:30 PM – 2:00 PM Developing Leaders OR Exploring Career Pathways</p> <p>2:10 PM – 2:40 PM Developing Leaders OR Exploring Career Pathways</p> <p>2:50 PM – 3:20 PM Go for the Gold! OR Power of One</p> <p>3:20 PM – 3:50 PM Go for the Gold! OR Power of One</p> <p>4:00 PM – 5:00 PM Best Practices Exchange 2: Fundraising and FCCLA Week</p> <p>Dinner on Own OR Group Dinner*</p>	<p>Breakfast on Own</p> <p>9:00 AM – 10:00 AM Connecting FCCLA to Stakeholders</p> <p>10:00 AM – 11:00 AM Best Practices Exchange 3: Networking Roundtables</p> <p>11:00 AM – 12:00 PM Say Yes to FCS Call to Action Information and Inspiration</p> <p>12:00 PM – 12:30 PM Wrap-up and Evaluation</p> <p>Lunch on Own</p>

**PLEASE NOTE: SCHEDULE IS SUBJECT TO CHANGE – LAST REVISED 9-13-2019

*Preregistration Required



2020 CHAPTER ADVISER SUMMIT SESSIONS

Best Practices Exchange 1: Spotlight on You!

Whether you've taught one year or thirty, you know that the best ideas are those shared by others. Build your network of fellow FCS and FCCLA professionals by participating in the Best Practices Exchange. This time will be dedicated to networking with fellow FCCLA Advisers! All will share their best lessons in a round table setting. Advisers will be asked ahead of time to bring copies of a lesson to share and to share digital files with anelson@fcclainc.org so you go home with so much more than you bring!

Best Practices Exchange 2: Fundraising and FCCLA Week

Networking with FCCLA Advisers Round 2! In this session you will share ideas about your best fundraising strategies and FCCLA week activities. Learn new and fun ideas you can implement from advisers across the United States!

Best Practices Exchange 3: Networking Roundtables

Networking with FCCLA Advisers Round 3! This final session of best practice exchanging will give advisers time to discuss their favorite FCCLA and FCS topics in small group settings.

Chapter Management – Make it work for you!

Learn how to creatively and effectively manage an FCCLA Chapter so your students are engaged taking advantage of what FCCLA has to offer.

Connecting FCCLA to Stakeholders

FCCLA provide valuable opportunities and knowledge to our students, making them ready for a vast amount of careers. How can you use this information to justify your program to stakeholders?

Developing Leaders

The difference between 'advising' an FCCLA chapter and 'running' an FCCLA chapter is in your youth leaders. Learn how to help students become leaders and to develop an inspiring officer team in your FCCLA chapter! This session will provide insight on leadership roles, implementation, accountability, recognition, and more. Teach the students to do the work!

Exploring Career Pathways

FCCLA works in four main Career Pathways: Visual Arts and Design, Hospitality and Tourism, Education and Training, Human Services and Real World Skills all provide FCS and FCCLA related career opportunities for your students. This session will teach you how use these pathways to foster career inspiration in your classroom.

Go for the Gold!

Learn more about the competitive events opportunities offered through FCCLA. In this session, we will discuss how to help students choose the right event for them whether it be in STAR Events, Skills Events, the FCCLA/LifeSmarts Knowledge Bowl or Knowledge Matters. Learn how to assist them and about guidelines for students to follow to Go for the GOLD!

Making It Easy with Integration

This session will help you learn easy ways to use FCCLA in your everyday FCS curriculum. From National Programs to STAR Event rubrics and community service projects, there are so many great ways to integrate FCCLA into all areas you teach! Learn how to use FCCLA resources make your job easier and to offer more opportunities to students.

Middle School Magic!

Looking for middle school FCCLA participation ideas? This session will provide ideas and inspiration for your middle school students! Harness all that amazing energy and help young students develop their leadership potential.



Power of One

Learn about this newly updated National Program and how you can use it in your FCCLA chapter and FCS classroom! The Power of One is an individual recognition program that works for all students, no matter their age or experience in FCCLA. Use it as a starting point to get students involved in FCCLA while they learn about their own individual Power of One!

Group Dinner (Optional)

Want to continue the networking? Join us for a Dutch dinner at a local DC restaurant! Email Ashley Nelson to RSVP at Anelson@fclainc.org.

Say Yes to FCS Call to Action Information and Inspiration

We have all said **Yes to FCS**, now is the time to get our students to **Say Yes to FCS!** Learn about State Action teams and how you can get involved in the efforts to recruit, prepare and support Family and Consumer Sciences. What we teach is vital to today's students -- help recruit future teachers and advisers who will strengthen our vocation.

Textile Museum Tour (Preregistration required, \$8 additional registration fee)

Enjoy a guided tour of The Textile Museum at George Washington University. The Textile Museum Collection has more than 20,000 objects from 3000 BCE to the present including some of the world's finest examples of rugs and textiles from the Middle East, Central Asia, East and Southeast Asia, Africa, and the Indigenous cultures of the Americas. Textile Exhibitions include Textiles 101 with interactive displays allowing you to enter the mind of an artist to explore fiber, structure, color, and the creative choices that influence textile design.

CHAPTER ADVISER SUMMIT GUIDELINES

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.

Meeting Attire Policy

Registered Attendees and Guests

- Business professional
- Attendees 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 and events



REGISTRATION INFORMATION

Registrants must be entered in the FCCLA Portal as a 2019-2020 affiliated chapter adviser. If you are not an FCCLA affiliated chapter adviser who would like to attend, please email meetings@fcclainc.org for registration instructions.

2020 Chapter Adviser Summit Registration Rates

REGULAR REGISTRATION RATE

Ends December 27, 2019 at 5:00 PM EST

LATE REGISTRATION

Begins December 27, 2019 at 5:01 PM EST

Affiliated Chapter Adviser: \$80 / \$90

Future FCCLA Adviser: \$90 / \$100



REGISTRATION POLICIES

Registration Policies

- Only registered attendees may participate in meal functions, receptions, sponsored events, and tours.
- Full payment must be received at national headquarters by January 9, 2020. Invoices that have not been paid in full by January 9, 2020, 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 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
1910 Association Drive Reston, VA 20191
ATTN: CAS Registration

Cancellation & Refund Policies

- Cancellation and refund requests must be submitted online through the FCCLA Portal by December 27, 2019, 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 27, 2019, 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 27, 2019, 5:00 PM EST. Telephone, email, and fax changes will not be accepted.
- FCCLA will process the name change/ substitution without penalty until December 27, 2019, 5:00 PM EST.
- All requests for name changes/substitutions received after December 27, 2019, 5:00 PM EST will incur a \$25 administrative fee.

SPECIAL ACCOMMODATIONS

If you require special accommodations, please notify FCCLA at least 30 days prior to the meeting at meetings@fclclainc.org and when registering for the meeting.



HOTEL & TRAVEL INFORMATION

The official hotel for the 2020 Chapter Adviser Summit is the Hilton Washington DC National Mall.

Hotel Information

Hilton Washington DC National Mall

480 L'Enfant Plaza SW

Washington, DC 20024

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

Rate: \$185.00 plus tax

Rates

Convention rates will be honored over the official meeting dates. A limited number of rooms are available before and after these dates, but are not guaranteed. Rates may vary based on extended arrivals/departures and are based on hotel availability. The current tax rate is 14.95% 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.

- After your 2020 Chapter Adviser Summit registration is submitted, you will automatically receive a confirmation with instructions and link to make hotel reservations.
- 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.
- If you do not receive a reservation confirmation within 72 hours, email meetings@fcclainc.org.

Deadlines

- All hotel reservations must be made by January 9, 2020 at 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 Hilton Washington DC National Mall.

- Check your spam or junk mail folder, where the email confirmation may have been filtered to.
- 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.

arrangements and transportation to/from the Hilton Washington DC National Mall.



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.

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

Ronald Reagan National Airport (DCA)

2401 Smith Boulevard

Arlington, VA 22202

703-417-8000

Distance to the Hotel: 3.5 miles

(15-25-minute drive)

Dulles International Airport (IAD)

1 Saarinen Circle

Sterling, VA 20166

703-572-2700

Distance to the Hotel: 28 miles

(50-60-minute drive)

Baltimore/Washington International

Thurgood Marshall Airport (BWI)

7035 Elm Road

Baltimore, MD 21240

410-859-7111

Distance to the Hotel: 34 miles (50-60-minute drive)



FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA



Delta Airlines

- Fares Offered: Up to 10% discount on applicable fares
- Travel Dates: January 26 - February 4, 2020
- Origin: Any Delta Airlines city
- Meeting Promotional Code: **NMTP4**

Reservations and ticketing are available via www.delta.com or by calling the Delta Meeting Network Reservations at 800-328-1111 for reservations. 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 28 – February 5, 2020
- Origin: Any United Airlines city
- Offer Code: **ZHNNH243558**
- Agreement Code: **243558**

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 ZHNNH and Agreement Code 243558. Booking fees are waived for Meeting reservations. When booking online, enter code ZHNNH243558 in the Offer Code box on the All Search Options page.

Ground Transportation

Once you arrive at the airport, you will need to make arrangements for ground transportation to the hotel. Plan ahead by reviewing the options below for transportation between the area airports and the hotel location.

From Ronald Reagan National Airport (DCA)

Taxi: Approximately \$20 plus any applicable taxes. Fares do not include any airport fee or other applicable charges. Reagan National Airport offers taxicab service to travelers on a first-come, first-serve basis. Taxi drivers are licensed, obtain safety inspections, and have received customer service training. A DCA Taxi Dispatcher is available at designated taxi stands to ensure you are placed with a taxi. From Terminal A, proceed out the exit doors at baggage claim and turn right. The taxis are located on the curb closest to the Terminal. From Terminals B and C, proceed to the baggage claim lower level (level one). Walk indoors to Door 5. Exit the doors to the curbside. You will find the taxi dispatch location clearly marked. **For additional information, click [HERE](#).**

Uber: Approximate costs each way is \$13 for **UberX** and \$20 for **UberXL**. [Fare Estimate](#).

Lyft: Approximately \$12-\$15 each way for **Lyft** and \$21-\$24 for **Lyft XL**. [Fare Estimate](#).



How to get picked up by Uber or Lyft at DCA 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 DCA meet travelers for pickup.

STEP 3

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

From Dulles International Airport (IAD)

Taxi: Approximately \$70 plus any applicable taxes. Fares do not include any airport fee or other applicable charges. Washington Flyer Taxicabs serve Washington Dulles International Airport exclusively with 24-hour service to and from the airport. No reservations are necessary for taxi service. Simply follow the signs for Ground Transportation or Taxi to lower level of the Terminal, DOWN the ramp to Door 2 or Door 6. A customer service representative is available 24-hours a day. Please call 703-572-8294 to make a reservation. Reservations are accepted at any time, however reservations placed 24 hours in advance are preferred to ensure vehicle availability and pick up in a timely manner. **For additional information, click [HERE](#).**

Uber: Approximate costs each way is \$46 for **UberX** and \$80 for **UberXL**. [Fare Estimate](#).

Lyft: Approximately \$45-\$50 each way for **Lyft** and \$84-\$91 for **LyftXL**. [Fare Estimate](#).

How to get picked up by Uber or Lyft or at IAD 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 IAD meet travelers for pickup.

STEP 3

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

From Baltimore/Washington International Thurgood Marshall Airport (BWI)

Taxi: Approximate cost TBD at BWI Marshall Airport. Taxi stands are located just outside of the baggage claim area on the Lower Level of the BWI Marshall Airport terminal near doors 5 and 13. Please note that this service is available from BWI Marshall Airport only. For cab service to BWI Marshall Airport, please consult your local cab company. BWI Marshall Airport taxicabs are prohibited from charging flat rates. **For additional information, click [HERE](#).**

Uber: Approximate costs each way is \$52 for **UberX** and \$75 for **UberXL**. [Fare Estimate](#).

Lyft: Approximately \$55-\$60 each way for **Lyft** and \$77-\$84 for **LyftXL**. [Fare Estimate](#).

How to get picked up by Uber or Lyft at BWI 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.

Shuttle Service: [SuperShuttle](#) shared-ride service is offering discounted rates for 2020 CAS attendees. Click [HERE](#) to book reservations in advance for your group and enter Discount Code **F3D6K** to receive 10% off per passenger.



Parking

Hotel Parking

Valet parking only is available for \$59 per day with in/out privileges. Self-parking is not available at the hotel.

Public Parking

L'Enfant Garage

420 10th St, Washington, DC, 20024

202-479-0739

Hours of Operation: Open 24 hours

Cost:

1st Hour: \$10

2nd Hour: \$15

2-24 Hours: \$23

Overnight (after 12am): \$44

Local Public Transportation

Metro

Metro offers rail, bus, and other transportation services to help you get around Washington, D.C. Please click [here](#) to explore all that Metro offers along with daily routes, schedules, and pricing.

D.C. Circulator

The DC Circulator provides public transportation to the District's main attractions and most lively neighborhoods for business, culture, and entertainment at a cost of only \$1. To see the Circulator's six distinct routes and to learn more, please click [here](#).



JUSTIFICATION TO ATTEND LETTER TEMPLATE

<Date>

Dear <supervisor's name>,

I would like to attend FCCLA's 2020 Chapter Adviser Summit, a professional development meeting hosted January 31 – February 3, 2020 in Washington D.C. 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 27, 2019.

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

Here is the breakdown of meeting costs:

Roundtrip Airfare: **<\$xxxx>**

Transportation: **<\$xxxx>**

Hotel: **<\$xxxx >**

Meals: **<\$xxxx>**

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 2020 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>