



Guest Attendee Approval Request Form

FCCLA National Leadership Conference Housing Policy

All attending the in-person 2021 National Leadership Conference must register to attend the entire conference and stay within the official meeting/ conference hotel block for a minimum of four (4) nights. Only registered conference attendees are eligible to take advantage of the FCCLA negotiated conference room rates within the FCCLA housing block dates at the Omni Nashville Hotel. State advisers, chapter advisers, and affiliated students will be given first priority for registration and housing at the conference hotel. Guests will be given the opportunity to register and make reservations in the FCCLA housing block after April 30, 2021, upon availability. National FCCLA will verify hotel housing lists versus conference registration lists frequently to ensure only registered attendees are within our block.

What is The Purpose of Guest Attendee Approval Request Form?

In the event a chapter requires a guest or chaperone to attend in-person and requires registration and housing secured prior to April 30, 2021, the chapter adviser can request approval from their state adviser and National FCCLA.

You may file this form to request exemption from the guest registration and housing policy for any of the following reasons:

1. Chapter adviser is unable to attend and a chaperone(s) is needed to travel with student attendees;
2. Chapter adviser needs additional chaperones/guests to travel with student attendees to meet the school requirement of adult vs student ratio;
3. Guest(s) are required by your school system to travel with your chapter.

How to File the Guest Attendee Approval Request Form

1. Download this form. In order to best view, print or fill out, you should use the latest version of Adobe Reader.
2. Complete this form in its entirety. Sign the required requestor signature section.
3. Email completed form with supporting documentation, if necessary, to National FCCLA at meetings@fcclainc.org.
4. National FCCLA will review the request and send to your state adviser within two business days for their approval.
5. The State Adviser will approve or decline the request and return the form to National FCCLA.
6. National FCCLA will let the requestor and guest(s) know the final status of approval/disapproval.
7. If approved, National FCCLA staff will register the guest and create a registration invoice for the conference within the chapter's portal. Once registered, the chapter can include the guest/chaperone in their housing reservations or provide the housing reservation link to the registered guest/chaperone to make arrangements prior to April 30, 2021.



2021 NLC GUEST ATTENDEE APPROVAL REQUEST FORM

REQUESTOR: Fill in your information below.

State

Chapter ID

Chapter Name

Chapter Adviser Name

Requestor Email Address

Requestor Printed Name

Requestor Signature

I certify that I understand and meet one of the eligibility requirements to request a guest attendee approval request and all the information on the form is accurate to your knowledge.

Guest Attendee: Fill in the information below for the Guest attendee requiring approval. This information will be used to register the guest, if approved.

Guest First and Last Name

Guest Gender (Male; Female; or Non-Binary)

Guest Email Address

Guest Cell Phone

Guest Emergency Contact Name, Relation, and Phone Number

Reason requesting approval for Guest approval





2021 NATIONAL LEADERSHIP CONFERENCE
Nashville, TN • June 27 - July 1, 2021

State Adviser Approval/Denial

- Recommend Request be Approved Recommend Request be Denied (Please provide explanation below)

Reason Explanation

State Adviser Name: _____ State Adviser Signature: _____

Date: _____

FCCLA NATIONAL HEADQUARTERS USE ONLY BELOW THIS LINE

FCCLA National Headquarters Approval/Denial

- Request Approved Request Denied (Please provide explanation below)

National Staff: _____ Title: _____ Date: _____

If approved:

Date Notified Chapter Adviser: _____

Date Registered in Chapter Portal: _____

