

# 2023 CAPITOL LEADERSHIP GENERAL CODE OF CONDUCT FORM

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## FCCLA Code of Conduct

FCCLA requires every student delegate (including guests) to read and complete these forms as part of attendance requirements. Please make sufficient copies for your students to sign and return to you prior to Capitol Leadership. Chapter advisers should bring these forms with them to the conference for possible reference. **Please do not send signed copies to FCCLA National Headquarters.**

## Code of Ethics for Adult Advisers

FCCLA offers training to those students who have a career objective in Family and Consumer Sciences and related fields. Individual conduct and appearance are part of this training and become apparent at FCCLA's Capitol Leadership. Advisers/Chaperones set an example of expected behavior from their students. For this reason, the following Code of Ethics has been established for adults attending the Capitol Leadership.

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 Staff 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 levels.

- Advisers/Chaperones shall conduct daily meetings with their students for progress reports, time schedules, and other activities.
- Advisers/Chaperones shall keep an agenda for each student so that they may be reached at any time during the conference.
- Advisers/Chaperones are responsible for their students at all times and should always be available to be contacted.
- Advisers/Chaperones shall be responsible for seeing that participants they are chaperoning 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.
- Advisers/Chaperones are responsible for enforcing the Mandatory Dress Code Policy. The Dress Code Policy applies to delegates, advisers, guests, and all other attendees at the Capitol Leadership. 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 room to attend sessions.

## Delegate Conduct Practices and Procedures

FCCLA National Headquarters requires every student delegate to read and complete the Attendance Permission Form as part of the completion of attendance requirements. This form should be returned to your FCCLA Chapter Adviser prior to attendance at Capitol Leadership.

- The term "delegate" shall mean any FCCLA member, including advisers, attending conferences (middle school, high school, collegiate, alumni, and professional partners).
- 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.

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- Delegates must wear identification badges to all conference sessions.
- Delegates shall refrain from using inappropriate or profane language at all times when attending conference 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 and conference attendees.
- 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 and vaping products by delegates is prohibited at all FCCLA functions.
- Delegates must adhere to the mandatory dress code policy at all times.
- Delegates will not wear apparel with FCCLA branding that does not meet the branding guidelines.
- Delegates must not dress or behave in a manner that can be interpreted as sexually explicit.
- Students shall keep their advisers/chaperones informed of their activities and whereabouts at all times.
- No delegate shall leave the conference premises, including their assigned hotel, hotels in which conference events are taking place, unless permission has been received from their adviser/chaperone.
- 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 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 assigned 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 assigned 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 previous rules or other rules as outlined on the National FCCLA website 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.

_____ Adviser/Chaperone (Circle One) PRINTED NAME	_____ SIGNATURE	_____ DATE SIGNED
_____ Student PRINTED NAME	_____ SIGNATURE	_____ DATE SIGNED
_____ Parent/Guardian (Circle One) PRINTED NAME	_____ SIGNATURE	_____ DATE SIGNED

**Advisers/chaperones must have a copy of this Code of Conduct form with them at all times during the conference. PLEASE DO NOT SEND SIGNED COPIES TO FCCLA.**

# 2023 CAPITOL LEADERSHIP PERMISSION FORM



## Attendance

This is to certify that \_\_\_\_\_ has my permission to attend Capitol Leadership hosted by Family, Career and Community Leaders of America, Inc. I also do hereby hold harmless, and waive and release any liability claims or causes of action against FCCLA, its directors, officers, employees, FCCLA Chapter Advisers, and FCCLA State Association and school staff which my child or I may now or hereafter have arising in connection with my child's travel, attendance, or participation in the FCCLA Capitol Leadership, including without limitation, claims for personal injury, bodily harm, illness, and disease (including without limitation, risk of death), and pertaining to causes including the current, potentially lethal COVID-19 virus.

## 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. 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.

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 Capitol Leadership at our expense, provided that he/she has violated the Code of Conduct, and/or his/her conduct has become a detriment to the conference experience.

_____ Chapter	_____ Chapter ID
_____ Student Name PRINTED NAME	_____ Student Signature
_____ Parent/Guardian Name PRINTED NAME	_____ Parent/Guardian Signature
_____ Parent/Guardian Phone Number	
_____ Insurance Company Name	_____ Insurance Policy Number

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# 2023 CAPITOL LEADERSHIP MANDATORY DRESS CODE FORM



FCCLA's Board of Directors has set forth a mandatory dress code policy for Capitol Leadership. Please review the policy prior to attending to ensure you and your students do not miss out on any sessions.

The FCCLA official dress is worn for National FCCLA activities per the dress code as outlined. Students may select the attire that best fits the gender with which they identify. This is a personal choice as long as the FCCLA guidelines are followed.

## **Mandatory Attire For All Sessions and While in Conference Area:**

- FCCLA Red blazer is encouraged
- Red, black, or white polo or professional white shirt (long or short sleeves)
- Black bottoms (slacks, skirt, sheath dress)
- Shoes (black preferred)
- Jeans, shorts, t-shirts, athletic wear are NOT acceptable

## **Advisers/ Chaperones/ Guests**

- Business professional
- Jeans, shorts, t-shirts, athletic wear are NOT acceptable

**I certify that I have reviewed the Mandatory Dress Code Policy with my adviser/ chaperone and parent/ guardian and agree to follow the dress code as stated throughout the conference. I understand that attendees not adhering to the mandatory dress code will not be admitted into sessions as outlined.**

_____ Adviser/Chaperone (Circle One) PRINTED NAME	_____ SIGNATURE	_____ DATE SIGNED
_____ Student PRINTED NAME	_____ SIGNATURE	_____ DATE SIGNED
_____ Parent/Guardian (Circle One) PRINTED NAME	_____ SIGNATURE	_____ DATE SIGNED

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