

2022 CAPITOL LEADERSHIP GENERAL CODE OF CONDUCT FORM



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, and the convention center, 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, including workshops, exhibits, committee meetings, 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 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.

2022 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 and COVID Safety Agreement and Waiver form 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 Capitol Leadership at our expense, provided that he/she has violated the Code of Conduct, COVID Safety Agreement and Waiver, 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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2022 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

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

2022 CAPITOL LEADERSHIP COVID SAFETY AGREEMENT & WAIVER FORM



FCCLA is offering an in-person attendance at 2022 Capitol Leadership in Washington, D.C., to affiliated members, advisers, state staff, and guests pursuant to local government orders permitting such gatherings at this time. FCCLA requires all attendees and National Staff to comply with safety precautions specified in the state, local government, and CDC guidelines.

Any person testing positive for COVID-19, will be refused admittance to the in-person 2022 Capitol Leadership. Any person refusing to comply with required safety protocols will be required to leave 2022 Capitol Leadership at their own expense. Before receiving your name badge and registration materials on-site and entering the conference area, you will be asked to acknowledge and accept the following terms and conditions. A signed form per attendee will be required. I specifically affirm and attest to the following, to the best of my knowledge:

- I confirm that I have not knowingly been exposed to anyone testing positive or presenting symptoms of COVID-19 within the last five (5) days before arriving on site.
- I confirm I have not been diagnosed with COVID-19 and not yet been cleared as non-contagious by my medical provider or public health authorities, consistent with CDC guidance.
- I confirm if I test positive for COVID-19, I will immediately quarantine myself and leave the 2022 Capitol Leadership area and notify National FCCLA Staff.
- I expressly agree to fully comply with appropriate COVID-19 health and safety measures and protocols set for attendance at 2022 Capitol Leadership in accordance with applicable state and local requirements, which may include the requirement to show vaccination status or testing results, wear face masks at all times, and maintain appropriate social distance.

Assumption of Risk: The COVID-19 virus continues to spread from person-to-person contact and other means, and people reportedly can spread the disease without showing symptoms. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death. Therefore, if you choose to participate in 2022 Capitol Leadership, you may be exposing yourself to or increasing your risk of contracting or spreading COVID-19, despite our safety precautions. I hereby choose to accept the risk of contracting COVID-19 for myself or my family.

Waiver of Lawsuit/Liability: I hereby forever release and waive my right to bring suit against FCCLA and its officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to my participation in 2022 Capitol Leadership. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, based upon claims of negligence.

I certify that I have reviewed FCCLA Safety Agreement above with my adviser/ chaperone and parent/guardian and agree to follow the protocols as stated throughout the conference. I understand that all attendees not adhering to the safety protocols will not be admitted into the conference area or into any sessions.

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

This form must be turned in onsite when picking up conference registration materials at the FCCLA Desk. PLEASE DO NOT SEND SIGNED COPIES TO FCCLA.