

2022 National Leadership Conference Registration Policies

GENERAL NLC REGISTRATION POLICIES:

- Registration is required to participate in all sessions including general sessions, Competitive Events, and the Expo.
- All students and advisers must be fully affiliated (affiliation submitted and paid) to register for the 2022 NLC.
- Guests including parents, chaperones, siblings, spouses, and school administrators must be registered by an affiliated chapter or state adviser in the FCCLA Portal.
- Children under nine years of age are discouraged from attending conference sessions. Children (9 and older) and family members who are attending conference sessions must register for the conference.
- You must click the 'Submit Registration' button and 'Confirm' which will create an invoice to be officially registered.
- All STAR Event and FCCLA/LifeSmarts Knowledge Bowl participants must be registered for the conference to compete in any Competitive Event.
- To expedite registration material pick-up and avoid long lines, we are asking advisers to schedule a registration appointment time. The registration confirmation email will include the link to schedule your registration material pick-up time.
- Official conference name badges must be worn to all conference functions. Replacement badges may be purchased at the FCCLA Registration Desk for \$5. All money collected will go to the Ultimate Leadership Fund to directly support members and chapters through grants.
- It is the responsibility of the adviser/chaperone to provide supervision to their student(s) throughout the conference.
- Student Attendees will be required to complete the following forms found under Resources:
 - Permission Form (for adviser to keep on hand)
 - General Code of Conduct Form (for adviser to keep on hand)
 - Mandatory Dress Code Form (for adviser to keep on hand)
 - COVID-19 Safety Agreement & Waiver Form (to hand into FCCLA registration)
- **ALL attendees, vendors, exhibitors, and staff will be required to complete the COVID-19 Safety Agreement & Waiver Form before receiving their official name badge. Parents must sign forms for students under 18 years old.**

2022 National Leadership Conference Cancellation Policies

CONFERENCE REGISTRATION CANCELLATION AND REFUND POLICY

- Registration cancellation and refund requests must be submitted online through the FCCLA Portal by June 1, at 5:00 PM ET. Telephone, email, and fax cancellations will not be accepted.
- For registration cancellations received by the deadline, FCCLA will refund your conference registration less a \$25 administrative fee per attendee cancellation. This fee will include the FCCLA Zoo Outing, FCCLA Run4Red 5K, and the FCCLA NLC After Party if they are cancelled at the same time as the registration cancellation. If these special event items are cancelled individually, FCCLA will issue a refund less a \$25 administrative fee per item.
- Requests for refunds will not be honored for cancellations received after June 1, at 5:00 PM ET unless you qualify for specific COVID cancellations as listed below.
- Requests for refunds will not be honored for Competitive Event fees. All Competitive Event fees are non-refundable.
- Refunds for “no-shows” will not be honored, and the registrant and/or chapter will be responsible for all registration fees. Please note your chapter 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 conference.

Please note:

Check the conference housing policies concerning the hotel cancellations on the National FCCLA website.

COVID-19 CANCELLATION/REFUND POLICY

- In the event that the conference is cancelled or has to be moved due to COVID-19 issues, we will offer you a full refund.
- For any chapter that is no longer allowed to travel due to school/county/state travel restrictions related to COVID-19, FCCLA will accept cancellations submitted by June 22, at 5:00 PM ET through the FCCLA Portal to be eligible for a refund, less applicable administrative fee of \$25 per registered attendee. To qualify for this cancellation, FCCLA will need a supporting letter on school letterhead stating when the ban was implemented and signed by the principal or school superintendent. The supporting letter must be uploaded in the Cancellation/Substitution Portal with your cancellation submission.
- It is in everyone's best interest to ensure anyone who feels unwell does not travel to the conference. If you are experiencing signs/symptoms of COVID-19, have been directly exposed to someone with a positive COVID-19 test, or tested positive yourself within six (6) days (after June 22, 2022) of the conference, please stay home and FCCLA will issue your chapter a full credit, less a \$25 administrative

fee per attendee cancellation, to your chapter's account for future invoices. Please keep in mind that you can also substitute the individual's registration for another student, adviser, or guest within your chapter.

- To receive the credit, the cancellation must be submitted in the FCCLA Portal by selecting the 'Cancel/Substitute Request' button by June 28, 2022. Be sure to select the cancellation reason of 'COVID-19 Symptoms/Exposure'. Supporting documentation (i.e., official test results, signed statement/letter from parent) will need to be uploaded with the cancellation submission.

NAME CHANGES/SUBSTITUTIONS POLICY

- Name changes/substitutions must be submitted online through the FCCLA Portal by June 1, at 5:00 PM ET. Telephone, email, and fax changes will not be accepted.
- FCCLA will process the name change/substitution without penalty until June 1, at 5:00 PM ET.
- All requests for name changes/substitutions received after June 1, at 5:00 PM ET will incur a \$25 substitution fee.
- No Competitive Event substitutions are permitted after June 1, at 5:00 PM ET.