



# 2024 FALL LEADERSHIP INSTITUTE ADVISER/CHAPERONE CONDUCT FORM

The FCCLA Board of Directors requires each adult adviser/chaperone attending the 2024 Fall Leadership Institute in Anaheim, CA or Orlando, FL to familiarize themselves with and adhere to the specific Code of Ethics. This requirement underscores FCCLA's commitment to leadership training for student members pursuing careers in Family and Consumer Sciences and related fields. Individual conduct and appearance, as showcased during the Fall Leadership Institute, are integral components of this training, with adult advisers/chaperones playing a crucial role in modeling the expected behavior for their students. Consequently, the following code of ethics has been established to guide adults participating in the Fall Leadership Institute.

Adherence to appropriate conduct is the responsibility of every participant, and any violations will be addressed by the FCCLA National Staff and relevant state associations. This code of ethics complements any existing guidelines at the school, district, and state levels.

Violations of these practices and procedures will be handled accordingly by the FCCLA National Staff and applicable state association. This code of ethics is considered to be in addition to any guidelines established at the school, district, and state level.

## Code of Ethics for Adult Advisers/Chaperones

- Advisers/Chaperones shall conduct daily meetings with their student members for progress reports, time schedules, and other activities.
- Advisers/Chaperones are responsible for their student members at all times and should always be available to be contacted.
- Advisers/Chaperones shall be responsible for seeing that their student members adhere to all conduct practices and procedures identified on the Student Member Conduct Form. Advisers must adhere to these same principles outlined on the Student Member Conduct Form.
- The rules stated on the Student Member Conduct Form should be reviewed and should govern the behavior of members/advisers and chaperones as well as guests.

Any adviser/chaperone found disregarding or breaching the Code of Ethics for Advisers/Chaperones and Conduct Practices and Procedures may face disciplinary actions. These actions can range from removal from the Fall Leadership Institute to being sent home immediately at their own expense.

Adviser/Chaperone Printed Name	Adviser/Chaperone Signature	Date Signed
Chapter/School Name	Chapter ID or State	

**Advisers/chaperones must have a copy of this form with them at all times during the conference. Please return signed copies to the FCCLA registration desk.**



# 2024 FALL LEADERSHIP INSTITUTE ADVISER/CHAPERONE CONSENT FORM

## Adviser/Chaperone Consent Form

I hereby acknowledge and agree to serve as a chaperone for the upcoming FCCLA Fall Leadership Institute representing \_\_\_\_\_ [School Name] scheduled for in \_\_\_\_\_. I comprehensively understand and accept all the duties of being an official chaperone for the students under my care

In assuming the role of a chaperone, I understand and accept the following responsibilities:

- **Supervision:** I will actively supervise and be responsible for the well-being and behavior of the student(s) assigned to my care during the entire duration of the Fall Leadership Institute, including but not limited to the Conference Hotels, Disney parks, and throughout the city.
- **Emergency Contact:** I will provide accurate emergency contact information and promptly inform National FCCLA of any changes. I agree to serve as the onsite medical emergency contact to the student(s) assigned to my care during the entire duration of the Fall Leadership Institute.
- **Compliance with Guidelines:** I will adhere to all rules, guidelines, dress code, and instructions provided by National FCCLA during the Fall Leadership Institute. This includes all items listed in the Code of Ethics for Advisers/Chaperones on the Conduct Form and adhere to the same principles outlined on the Student Member Conduct Form.
- **Behavior Management:** In the event of any behavioral issues or emergencies involving the student(s), I will take appropriate actions by contacting my School Principal and National FCCLA Staff informing them of the issue and following their directive on actions to be taken.
- **Transportation Acknowledgment:** If applicable, I acknowledge that I may be responsible for accompanying and ensuring the safe transportation of students to and from the Fall Leadership Institute.

I willingly accept these responsibilities and confirm that I am physically and mentally capable of performing the duties expected of me during the Fall Leadership Institute. I understand that I set an example of expected behavior from the students. For this reason, I agree to follow the code of ethics established for adults attending the Fall Leadership Institute. I am aware that just as a student, I am subject to disciplinary action, including, but not limited to, removal from the conference, and may be sent home immediately at my own expense.

Adviser/Chaperone Printed Name	Adviser/Chaperone Signature	Date Signed
Chapter/School Name	Chapter ID or State	

**Advisers/chaperones must have a copy of this form with them at all times during the conference. Please return signed copies to the FCCLA registration desk.**