



2024 NATIONAL LEADERSHIP CONFERENCE ADVISER/CHAPERONE CONDUCT FORM

The FCCLA Board of Directors requires each adult adviser/chaperone attending the 2024 National Leadership Conference in Seattle, WA 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 National Leadership Conference, 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 National Leadership Conference.

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 shall keep an agenda for each student member so that they know where their students are at any time during the conference.
- 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.
- Advisers/Chaperones are responsible for enforcing the Mandatory Dress Code policy. The dress code policy applies to student members, advisers, chaperones, guests, and all other attendees at the National Leadership Conference. Thoroughly review and impress upon your students the importance of adhering to the policy and emphasize that any attendees not adhering to the dress code policy will not be admitted into the conference sessions.

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 National Leadership Conference 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 do not send signed copies to FCCLA.



2024 NATIONAL LEADERSHIP CONFERENCE ADVISER/CHAPERONE MANDATORY DRESS CODE FORM

FCCLA’s Board of Directors has set forth a mandatory dress code policy for the National Leadership Conference. 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 Requirements: All Sessions and while in Conference Area

- FCCLA Red blazer
- Professional white or black shirt
- Neckwear options can include the neckwear from the official emblematic supplier, black or red tie, black or red bow tie, single strand of pearls, red black, and/or white scarf, or no neckwear
- Black bottoms (slacks, skirt, sheath dress)
- Shoes (black preferred)
- Jeans, t-shirts, athletic wear are NOT acceptable

Exception: Culinary Arts participants are welcome to wear their Chef’s Attire during the STAR Events Finalist Session.

Advisers/Chaperones/Guests

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

STAR Event Participants

STAR Events participants are expected to adhere to the published dress code for all conference sessions and competitions. For participation in Culinary and Baking and Pastry, follow event specifications for attire to be worn for the competition. If attending conference activities before or immediately after competing in Culinary or Baking and Pastry, be prepared to change into clothing that meets the conference dress code before attending any other conference sessions.

Special Event & After Party Attire- All Attendees

- School-appropriate casual attire

I certify that I have reviewed the Mandatory Dress Code Policy with my student members and guests and agree to follow the dress code as stated throughout the conference. I understand that all attendees not adhering to the mandatory dress code will not be admitted into sessions as outlined.

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

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2024 NATIONAL LEADERSHIP CONFERENCE ADVISER/CHAPERONE CONSENT FORM

Adviser/Chaperone Consent Form

I hereby acknowledge and agree to serve as a chaperone for the upcoming FCCLA National Leadership Conference representing _____ [School Name] scheduled for June 29 through July 3, 2024 in Seattle, WA. I verify that I have viewed the Adviser/Chaperone video and 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 National Leadership Conference, including but not limited to the Convention Center, Conference Hotels, Special Event locations, 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 National Leadership Conference.
- **Compliance with Guidelines:** I will adhere to all rules, guidelines, dress code, and instructions provided by National FCCLA during the National Leadership Conference. 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 State Association Director 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 National Leadership Conference.

I willingly accept these responsibilities and confirm that I am physically and mentally capable of performing the duties expected of me during the National Leadership Conference. 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 National Leadership Conference. I am aware that just as a student, I am subject to disciplinary action, including, but not limited to, removal from the National Leadership 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 sign and provide this form to the FCCLA Registration Desk onsite in order to receive the chapter's registration materials.