



FCCLA 2026 NLC ADVISER CHECKLIST

Washington, D.C. | July 6–10, 2026

Quick Links

- FCCLA Portal (registration): <https://affiliation.registermychapter.com/fccla#>
 - National FCCLA NLC Website: <https://fcclainc.org/attend/national-leadership-conference>
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Before You Register

1) Confirm you and your students are eligible to register

- Confirm you and your students are affiliated (status must say “Affiliated” in the FCCLA Portal) to register to attend the conference.
- If you are not able to register, confirm all previous invoices are paid in full.
- If you are bringing adults who are not affiliated advisers (parents/chaperones/admin), plan to register them as guests.

2) Gather required attendee information (before you start the Portal steps)

For each attendee (adviser, student, chaperone/guest), collect:

- Individual email address for each participant (duplicate emails are not permitted; non-school email is recommended for summer access)
 - Emergency contact for each attendee (prints on the back of the name badge)
 - Special needs accommodations (if needed)
 - Conference T-shirt size preference (S – 3XL)
 - Optional items wanted (Special Events, White Corrugated Tri-Fold Display Boards, or Special Edition Rosie the Llama trading pin)
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Registration Steps

3) Register in the FCCLA Portal

- Go to the FCCLA Portal: <https://affiliation.registermychapter.com/fccla#>
- Select “Meetings & Events” → “2026 National Leadership Conference.”
- Register attendees using:
 - Register Advisers (affiliated primary and secondary advisers)
 - Register Students (affiliated student members in your chapter)
 - Register Guests (chaperones/parents/others)
- Consider the ConneCTEd Registration Package (includes Weekly Registration + Special Events + Rosie the Llama pin & lanyard set.) This package includes a \$5 discount if you purchased all items separately.
- Consider volunteering for you and your students.
- After you have finished all adding all advisers, students, and/or guests. Go back to the main screen and select “Accept Disclaimers and Waivers” then “Submit Registration” and “Create Invoice.”
- Confirm you are officially registered:
 - Attendee status shows “Pending” (registered, not paid) or “Affiliated” (registered and paid)
 - An invoice appears in the Invoice(s) tab

4) Track and meet registration and payment deadlines

- Register by Early Bird deadline, if applicable (May 7 or May 21 depending on state conference date to receive early bird rates).
 - Complete Regular registration by June 9 (11:59 PM ET).
 - Pay invoices by June 24 to avoid a late fee (\$25 per invoice).
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Required Forms and On-site Check-In

5) Required forms

- Ensure each student completes the 2026 NLC Required Student Member Forms and provides them to the chapter adviser/chaperone; have them on hand with you on-site at all times.
- All advisers, chaperones and adults traveling with students are required to view the Adviser/Chaperone Consent Video and complete the 2026 NLC Required Adviser & Chaperone Forms. The Adviser/Chaperone Consent Form for each adult must be turned in at the on-site NLC Registration Desk to obtain registration materials.

Housing Checklist

6) Understand core housing policies

- Only registered attendees are eligible to stay within the FCCLA hotel block.
- Housing is first-come, first-served.
- Plan for a minimum four-night stay requirement in the official FCCLA conference hotels. The housing site will enforce this policy.
- All individuals staying in each room must be listed exactly as they appear in the FCCLA Portal.
- Hotel cancellation fee of \$450 per room will apply for rooms cancelled after May 14, 2026 (charged to card on file).

7) Make your hotel reservation

- After you register, watch for the registration confirmation email that includes hotel reservation information and instructions.
- Make reservations through the official housing reservation website using the link in the registration confirmation email.
- All attendees are required to stay in the FCCLA hotel block, and names on all hotel reservations will be cross-checked with NLC registrations.
- Housing reservation deadline: June 9, 2026 (FCCLA rate, based on availability).



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Travel Planning & On-site Expectations

8) Build your travel plan after hotel is secured

- Confirm travel dates and transportation plans.
 - Use the D.C. City Guide for airport info (DCA/IAD/BWI), transportation, parking, dining, pharmacies/hospitals, and more. Also review the Safety Tips with your students.
 - Review what is included in the room amenities at your confirmed hotel to know what your students need to bring.
 - Discuss at a chapter meeting what you would like to experience for sightseeing.
 - Review the Dress Code policy and prepare a packing list for your students.
 - Host a parent meeting before you travel to collect parents' updated contact information and students' medical information (including copies of insurance cards and list of any medications students are taking). Discuss student funds (financial literacy lesson and tipping), manners and etiquette.
 - Review student conduct practices and procedures.
 - All attendees are expected to participate in all conference sessions and activities and must wear their name badges to access any session or activity.
 - Attendees are responsible for their own meals; lunch concessions will be available for purchase at the convention center (times posted in the schedule/app).
 - Establish conference rules (ex. dress code, avoid being late to sessions, conduct daily meetings to review what they've learned)
 - Establish hotel rules (ex. curfew, doors locked, no guests, buddy system, safety tips)
 - Prepare schedules/agendas for each student in the conference app.
 - Prepare a group chat to stay in touch with each other.
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9) Know the main conference venues and session locations

Download the Conference app. Conference sessions occur at:

- Walter E. Washington Convention Center
- Marriott Marquis Hotel
- Westin Downtown Hotel



If Plans Change (Cancellations and Substitutions)

10) Cancellation and substitution rules to follow

- Cancellations must be submitted online in the FCCLA Portal by June 9, 2026, 11:59 PM ET to be eligible for a credit/refund (less a \$25 administrative fee); cancellations after that are processed with no refunds.
- Competitive Event fees are non-refundable. Once a competitive event has been added and invoiced, a credit/refund will not be issued at time of cancellation.
- Name changes/substitutions submitted by June 9, 11:59 PM ET have no additional fee; after June 9 incur a \$25 administrative fee per person.

Help and Support

11) Who to contact

- Registration/NLC help: meetings@fcclainc.org or 703-476-4900
 - Hotels: fccla@orchid.events or 833-303-4704
 - Chat with Rosie: <https://chatgpt.com/g/g-69792ca22d9c8191a90d660626ada376-nlc-2026-chat-with-rosie>
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Major Deadlines and Key Dates

- May 7, 2026: Early Bird registration deadline for states with state conferences before April 25
- May 21, 2026: Early bird registration deadline for states with state conferences on or after April 25
- May 14, 2026: Hotel cancellation fee applies for rooms cancelled after this date (\$450 per room)
- June 9, 2026: Regular registration deadline
- June 9, 2026: Housing reservation deadline (FCCLA rate based on availability)
- June 9, 2026: Cancellation deadline to be eligible for a credit/refund (less \$25 administrative fee); name changes/substitutions by this time have no additional fee
- June 24, 2026: Payment deadline to avoid a late fee (\$25 per invoice)