This summer, FCCLA members from across the country will gather in Washington, D.C. to network with fellow members, attend FCCLA program workshops and leadership sessions, and take part in Competitive Events. Don’t miss this amazing opportunity to make the National Leadership Conference part of Your Story!

Explore new avenues through workshops, FranklinCovey FCCLA Leadership Academy, STAR Event competitions, general sessions, speakers, and other exciting events we have planned throughout the conference. This will be a time for you to discover your leadership qualities, forge friendships for a lifetime, explore educational and career opportunities, and tell Your Story as you reach for the stars. Let’s get ready to take on Washington, D.C. together as you visit with congressional leaders and as we celebrate the 75th anniversary of FCCLA!

**WELCOME!**

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**GET CONNECTED**

Want access to conference schedules, information, and updates about 2020 NLC? Visit [Guidebook.com/app/FCCLA365](http://Guidebook.com/app/FCCLA365) to request a text message with instructions to download the app, or search for “FCCLA 365 App” in your mobile app store. The 2020 NLC app will be available in April 2020.
Please be aware that in many cases, the information below will be collected online. Observe online deadlines and when possible, submit early.

All deadlines end at 5:00 PM ET.

**MARCH 2, 2020**
- National Officer Candidate national membership dues payment
- National Program Award Application
- Youth Scholarship Application
- Program Workshop Application

**APRIL 15, 2020**
- National Officer Candidate Intent to Run Form

**APRIL 17, 2020**
- Fashion Show Application

**MAY 1, 2020**
- Adviser Academy Application
- National Officer Candidate Application
- National Officer Candidate Nominating Committee Appointment Form
- Spotlight on Projects & STAR Events Application
- FCCLA/LifeSmarts Knowledge Bowl Team Registration (pre-qualified teams only)
- National Leadership Conference Early Bird and STAR Events Registration ends. Those with state meetings taking place on/after April 25 have an automatic extension until May 12.
- National Leadership Conference Special Needs/Assistance requests must be made at least 60 days prior to the conference and notification given when registering.

**MAY 12, 2020**
- National Leadership Conference Early Bird and STAR Events Registration ends (for states with state competitions on or after April 25).

**MAY 15, 2020**
- National Leadership Conference Housing Deadline

**JUNE 1, 2020**
- National Leadership Conference Regular Registration ends and Late Registration rates are in effect.
- Cancellations must be submitted in the FCCLA Portal to be eligible for a refund, less applicable administrative fees. No refunds will be honored for cancellations received after this deadline.
- Specific dietary restrictions must be submitted when registering for the conference.
- Substitutions must be submitted in the FCCLA Portal to be processed at no charge.
- STAR Events substitutions will not be permitted after June 1.

**JUNE 12, 2020**
- National Leadership Conference full payment due.
REGISTRATION

REGISTRATION PROCEDURES

REGISTER
Chapter advisers must register themselves, students, and guests (including all non-members serving as chaperones, family, alumni, etc.) in the FCCLA Portal. Guests must be registered each day they would like to stay in the FCCLA hotel block.

CONFIRMATION:
If you have not received an email confirmation within two days of submitting your conference registration, please email meetings@fcclainc.org.

CHANGES AND SUBSTITUTIONS:
Changes and name substitutions must be submitted in the FCCLA Portal. Requests for name changes submitted after the deadline are subject to a $25 administrative fee.

REGISTRATION PAYMENT
Payments received after the deadline are subject to a $25 late fee. Please do not mail hotel payments to National FCCLA. Your registration invoice and payment should be mailed to:

FCCLA
NLC Registration
1910 Association Drive
Reston, VA 20191

METHODS OF PAYMENT:
Check or credit card (MasterCard, VISA or Discover) are accepted. Purchase orders will be accepted prior to the payment deadline. Full payment must be received to pick up registration materials.

REFUND POLICY:
There is a $50 non-refundable registration fee. No refunds will be granted for cancellations received after the deadline. Competitive events are not eligible for a refund. A full refund will be issued for tours canceled by FCCLA. Refunds cannot be made due to inclement weather. Refunds will be processed following the conference.

FCCLA TOURS & SPECIAL EVENTS

NLC official tours are promoted and only sold through National FCCLA when registering for the conference. All tours are subject to change or cancellation at any time. National FCCLA does not recognize or accept any responsibility for tours arranged through travel agents, included in state registration packages, or by individual groups.

REQUIRED FORMS
Advisers should bring signed copies of the Conference Delegate Guidelines form and Dress Code form for each participant they register. These forms do not have to be submitted to National FCCLA prior to the conference, but should be kept by the adviser or chaperone for reference. The signed Dress Code Form will be collected when registration materials are picked up at the conference. All forms are located on the National Leadership Conference pages of the FCCLA website.

SUPERVISION RATIO
A minimum of one adviser or adult chaperone for every ten students is required. It is the adviser’s responsibility to ensure that your chapter adheres to this ratio. This ratio will be strictly enforced by National FCCLA. Advisers and chaperones must be registered for the entire conference.

SPECIAL ACCOMMODATIONS
Please indicate any special accommodations you may need when registering for the conference. This information must be submitted least 60 days prior to the conference.
FCCLA’s Board of Directors has set forth a **mandatory dress code policy** for the National Leadership Conference, National Fall Conference and 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. This also applies to the dress code guidelines for FCCLAs conferences.

### MANDATORY ATTIRE

**General Sessions, Business Session, Exhibits, Workshops, STAR Events Recognition Sessions**

- 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)
- FCCLA Red Blazer
- Jeans, t-shirts, athletic wear are NOT acceptable

**Advisers/Chaperones/Guests**

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

**STAR Events Participants**

STAR Events participants are expected to adhere to the published dress code. For participation in competition, follow event specifications for dress, and wear appropriate clothing for the nature of the presentation. If attending conference activities prior to or immediately after a STAR Events presentation, be prepared to change into clothing that meets the conference dress code.

### SPECIAL EVENT ATTIRE

**GALA**

- Semi-formal – You are able to wear semi-formal attire to the Closing General Session if you are attending the Gala. You must wear the Gala wristband to the Closing General Session.
- Jeans, t-shirts, and athletic wear are NOT included in semi-formal attire

**Advisers/Chaperones/Guests**

- Semi-formal or business professional
- Jeans, t-shirts, and athletic wear are NOT included
CONFERENCES GUIDELINES

STUDENT DELEGATES
Delegates are expected to attend and participate in all sessions, workshops, and activities so they gain as much as possible from the conference. Students who disregard the rules will be subject to disciplinary action. Parents/guardians will be notified, and students may be sent home at their own expense. All conference attendees should be informed of the following:

- Behavior at all times should be such that it reflects a positive, professional image of you, your school, your state, and the national organization.
- Be on time for all sessions and remain until sessions are adjourned.
- Name badges are required for admission and must be worn when attending sessions, the Exhibits Expo, and when shopping at the FCCLA Store.
- Any accidents, injuries, or illnesses should be reported to an adult chaperone immediately. National staff should be informed of such incidents, and an incident form should be completed.
- If a student is found responsible for stealing or vandalism, the student and their parents/guardians will be expected to pay all damages.
- Students may not purchase, possess, consume, or be under the influence of alcohol or illegal drugs at any time. Violators will be subject to stringent disciplinary action.
- Smoking and vaping of any product is prohibited.
- Use of air horns or other noisemaking devices will not be permitted during general sessions or throughout the convention center or hotels.
- Be considerate of sleeping hours and the privacy of other hotel guests and FCCLA members. All students will observe the 12:00 midnight in-room curfew.
- Check your room carefully before departure. Be sure all personal belongings have been removed before checking out of the hotel.

ADVISER/CHAPERONE RESPONSIBILITIES
Advisers and adult chaperones are responsible for the behavior and discipline of their student(s) throughout the conference. Attendees causing a disturbance or displaying inappropriate behavior will be asked to leave the conference and their hotel.

- A minimum of one adviser or adult chaperone for every ten students is required. It is the adviser’s responsibility to ensure that your chapter adheres to this ratio. This ratio will be strictly enforced by National FCCLA. Advisers and chaperones must be registered for the entire conference.
- Chaperones must register online, pay the required registration fee, and attend the entire conference for supervision of the student(s). Please be advised that your local school district may have specific rules that require a higher adult chaperone-to-student ratio. You should follow the rules of your school district if the requirements are higher than those set forth by National FCCLA.
- There is a 12:00 midnight in-room curfew each night for student attendees. This curfew should be enforced by advisers/chaperones and will be strictly enforced by the hotel security. This curfew is for the safety of the students and in respect of other guests staying at the hotel(s).
- Advisers/chaperones are responsible for enforcing the Mandatory Dress Policy. The Mandatory Dress Policy applies to delegates, advisers, guests, and all other attendees at the National Leadership Conference. Thoroughly review and impress upon your chapter delegation the importance of adhering to the Mandatory Dress Policy. Emphasize that any individuals not adhering to the Mandatory Dress Policy will not be admitted into sessions including the EXPO and the FCCLA store.
CONFERENCE GUIDELINES

ANNOUNCEMENTS
Only announcements that apply to the entire delegation will be made at general sessions. Advance approval by FCCLA national staff is required.

MEALS
Participants are expected to purchase meals on their own. There are many options at a variety of price points within walking distance of the hotels and convention center.

CONFERENCE PHOTOGRAPHY RELEASE
FCCLA photographers and videographers will be taking photos and video throughout the conference for use in any manner FCCLA deems appropriate, including, but not limited to, FCCLA publications, use on the FCCLA website, and in connection with Competitive Events. Names will not appear on photos or in videos. By attending the conference, you grant FCCLA the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indication of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, internet, web casting, video streaming, television, or radio), for the use of FCCLA, its affiliates, or any individual, organization, business, publication, network, or other third party, in perpetuity, without payment or any consideration.

ELEVATOR ETIQUETTE
- Attendees should be courteous to others in hotel and convention center elevators.
- Keep voices at low levels.
- Let people exit elevators before entering.
- Do not push buttons for unnecessary floors.
- Do not fill the elevators beyond posted capacities.

HOTEL SAFETY
- Read the emergency instructions on the back of your hotel room door. Familiarize yourself with the fire escape route.
- Count the number of doors between your room and the nearest exit.
- Do not leave your door open, and always use the dead bolt.
- Do not open your hotel door to anyone you don’t know. Call the front desk to verify hotel staff, security guards, and others requesting entrance to your room.
- Do not say your room number in public.
- Do not leave valuables out in the open. Many hotels provide lock boxes for the security of valuable items.
- Do not print names or labels with identifiable information on hotel doors, hotel keys, or hotel key card packets.

ESCALATOR SAFETY TIPS
- Use care when stepping on and off escalators.
- Hold the handrail.
- No bare feet, and avoid wearing floppy sandals and open-toed shoes.
- Do not run up or down the steps.
- Do not walk up the “down” escalator or down the “up” escalator.
- Keep feet away from the side edges of steps.
- No carts or strollers.
- Tie all shoe laces.
- Stand to the right when riding an escalator.
- Pass a person standing on an escalator on the left (stand to the right, walk to the left).
HOUSING POLICIES

• FCCLA Delegates, Competitors, and National Officer Candidates attending the National Leadership Conference must register to attend the entire conference and stay within the official meeting/conference hotel block for the length of the conference. In any extenuating circumstances, a written waiver may be submitted via the State Adviser to FCCLA national staff for consideration prior to the reservation deadline.

• Attendees not staying within the official meeting/conference hotel block will be assessed a $125 fee per registration. All National Officer Candidates and students participating in Competitive Events must stay in the official hotel block. The $125 fee is not an option for these registrants. This policy will not be implemented once the hotel block is completely sold out. Availability of a preferred room type will not provide an exemption from this policy.

• Only registered conference attendees are eligible to take advantage of the FCCLA negotiated conference room rates within the FCCLA housing block dates. Every guest staying within the FCCLA conference block must be registered for the conference.

• National FCCLA and the FCCLA housing bureau reserves the right to cancel reservations for rooms with occupants not registered for the conference. Reservations with duplicate names listed will be canceled.

• It is the responsibility of the adviser or designated non-member chaperone to provide supervision for their student(s) throughout the entire conference. As such, all advisers must register for the Weekly Registration or Registration Package and attend the entire conference for supervision of the students. A special registration rate is available for non-member chaperones and guests.

RESERVATIONS

• It is important that you make your hotel reservations before booking travel arrangements.

• Hotel reservations can only be made after registering for the conference.

• NEW! National FCCLA no longer assigns state delegations to specific hotels. In some cases state advisers have secured a block of rooms on behalf of their state delegation. Please note: National FCCLA cannot require attendees to stay at the hotel their state adviser has selected.

• Attendees can select from any of the hotels within the FCCLA conference hotel block based on their preferences.

• Hotel reservations must be made on the FCCLA housing reservation site or by using the FCCLA housing form for reserving more than 10 rooms.

• Reservations made by third party booking sites (Orbitz, Kayak, etc.) or directly with the hotel either online or by phone will not be included in the FCCLA hotel block. FCCLA cannot accept responsibility for reservations booked outside of the official conference hotel block.

DEADLINES

All hotel reservations must be made by the published deadline date. Requests made after the published deadline date cannot be guaranteed at the FCCLA conference rate or within the official conference hotel block.

RATES

Hotel rates will be honored over the published conference dates. A limited number of rooms are available before and after these dates. Availability may be at a different hotel for extended arrivals/departures and rates may vary.
HOTEL GUIDELINES

PAYMENTS
All reservations must be secured by a credit card. The credit card on file will only be charged if the hotel does not receive full payment (by check or credit card) at least 14 business days prior to your arrival.

PAYMENTS BY CREDIT CARD:
If paying your final balance with a credit card not in your possession, the hotel will require you to complete a credit card authorization form prior to arrival. Contact your confirmed hotel for additional instructions.

PAYMENTS BY CHECK:
• You will receive a payment form from the FCCLA housing bureau that must be included with your check payment. It will provide your total hotel charges (including tax and fees) with the hotel’s accounting department address and contact name.
• Checks should not be mailed prior to the reservation deadline. Checks sent for final payment should be made payable to and mailed directly to your confirmed hotel and must be received at least 14 business days prior to arrival.
• The hotels will receive reservations from the FCCLA housing bureau following the reservation deadline. Checks received at the hotels prior to this date, mailed to FCCLA National Headquarters or the FCCLA housing bureau will be returned to the sender.

ROOM TYPES
• Hotels have a limited inventory of double/double rooms and FCCLA secures the maximum number of double/double rooms the hotels can provide.
• Due to the high demand for rooms with two beds, rooms with two beds will only be used to house 3-4 people in most cases.
• Rooming lists will be verified on an ongoing basis and will be changed based on the number of occupants registered for the conference.
• Only registered conference attendees are eligible to take advantage of the negotiated conference room rates within the FCCLA hotel block. National FCCLA and the FCCLA housing bureau reserves the right to cancel reservations for rooms with occupants not registered for the conference. Reservations with duplicate names listed will be canceled.

HOTEL ROOM OCCUPANCY
1- Bed: 1-2 guests
2- Beds: 3-4 guests
King Suite: 3-4 guests
2-Bed Suite: 4-6 guests

Please note: Two adults may be placed in a room with one king bed. Rollaway beds may be requested for single-bed rooms with two occupants for an additional cost and are based on the hotel’s available inventory.

HOTEL CHECK-IN/ CHECK-OUT
• Rooms will be pre-blocked by the hotel to keep groups as close together as possible. The hotel will avoid placing males and females in adjoining rooms based on the reservations received. This will depend on the hotel occupancy the previous night. The hotels will make all attempts to place students and chaperones on the same floor.
• When you check-in, not all rooms may be available. As your group’s rooms become available the hotel will contact you. It is important that you allow the hotel to keep the rooms pre-blocked so your group is kept together.
• Outside telephone service, pay movies, room service, and other incidentals will be restricted in rooms not leaving a credit card deposit. All incidentals will be on a cash-only basis.
• Failure to vacate rooms by check-out time may result in a full rate being charged for that day.
# Competitive Events

The 2019-2020 Competitive Events Guide, located in the FCCLA Portal, is the guide by which the 2020 events will be conducted.

States may submit entries in 34 different STAR Events. Please see the 2019-2020 Competitive Events Guide for events, categories, and number of entries per state.

*For more information, contact Christine Hollingsworth, Senior Competitive Events Manager at 703-716-1301 or email starevents@fcclainc.org.*

## Schedule

Competitive Events activities will be held Sunday - Thursday, July 5 - July 9, 2020, and will take place in multiple conference venues.

There will be some overlap with conference events and Competitive Events. Competitive Event participants and volunteers cannot participate in everything. Competitive Event activities should take priority over other conference options for all participants. Members may only compete in one Competitive Event (STAR Event or FCCLA/LifeSmarts Knowledge Bowl) during the National Leadership Conference. If a volunteer is required to attend a conflicting conference session, they should contact National Headquarters. Please indicate potential conflicts or special instructions for volunteer placements during registration so they can be scheduled appropriately. The following groups/events may have scheduling conflicts:

- Leadership Academy Participants
- National Network Team Trainings
- Nominating Committee Members
- State Officers
- Tours
- Voting Delegates

## Mandatory Sessions for Competitive Events

**STAR Events:**
Registration Packet Pickup (Friday, Saturday & Sunday) – Chapter Advisers Only

**FCCLA/LifeSmarts Knowledge Bowl:**
Orientation and Competition (Monday)
Finals held during the Recognition Session (Wednesday)

Chapter advisers will be responsible for picking up all STAR Events registration materials and distributing them to their participants. Any packets not picked up and signed during the specific STAR Events Registration time(s) will result in participants not receiving the 3 points for registration. Participants are still eligible to compete at their scheduled time.

The top three placements in each event and level will receive recognition during the STAR Events Finalists Awards general session. One medal is given to each STAR Event participant recognized during the individual State STAR Events Recognition sessions. Medals will not be given out before or after the state sessions except in extenuating circumstances, as determined by the Senior Competitive Events Manager.

Participants not following the Mandatory Dress Code will not be permitted to cross the stage to receive their medal during the Finalist and State Recognition Sessions.

FCCLA/LifeSmarts Knowledge Bowl participants will receive certificates of participation in their registration packet. The FCCLA/LifeSmarts Knowledge Bowl runners-up will be recognized during the Recognition Session at the National Leadership Conference.
COMPETITIVE EVENT PARTICIPANT ELIGIBILITY

• To be eligible to participate in national Competitive Events, participants are required to register for the NLC Weekly Registration. All students participating in Competitive Events must stay in the official hotel block for the length of the conference. The $125 fee referenced on page 8 is not an option for these registrants. Please review the NLC Housing Policies for additional information.

• FCCLA/LifeSmarts Knowledge Bowl team members may not compete in another competitive event at the National Leadership Conference.

• All STAR Events participants must be affiliated at the national level by May 31, 2020. States should check participant affiliation prior to allowing competition at the state level to ensure that students meet all eligibility requirements. See the 2019-2020 Competitive Events Guide for more information on requirements/policies for National Leadership Conference participants.

VOLUNTEER REQUIREMENTS

With the continued growth of Competitive Events, increased numbers of volunteers are needed. We depend on chapter and state advisers to provide us with these individuals. State and chapter assistance is required to have each state involved in STAR Events send one volunteer per every three STAR Events participants. State and chapter assistance in this area is crucial if Competitive Events are to continue to succeed. Assisting with Competitive Events is a worthwhile and rewarding experience. If you have students, chaperones, parents, or guests, please submit them as volunteers when registering for the conference. Please remember that the quality of Competitive Events is dependent on the quality of evaluators. If you have business and industry contacts in the Washington, D.C. area, please nominate these individuals to be evaluators and indicate their area of expertise. The more information provided during the registration process regarding volunteer experience and availability, the more successfully national staff can conduct volunteer placement.

Though national staff does their best to assign volunteers to their top choice of event or position, this is not always possible, so please make volunteers aware that they may be needed elsewhere. Volunteers will be notified of their selection and assignment in early June. If their assignment conflicts with another obligation during the conference, they should contact National Headquarters at starevents@fcclainc.org to change days or cancel. In order to decrease the amount of confusion due to volunteer changes and cancellations, advisers should provide as much information as possible about potential conflicts during the conference registration process.
Volunteer Requirements

Not all who volunteer or who are nominated may be selected to serve as a room consultant or evaluator (if there is an excess of volunteers). If not initially selected, volunteers will be placed on the substitute/relief volunteer list and will remain there until a placement can be made. This may be anywhere from immediately following the original June notification to an onsite placement. All submitted volunteers are expected to follow through with their placement whether it is a specific event or a substitute/relief volunteer position onsite at the National Leadership Conference, unless the volunteer or state adviser contacts National Headquarters to cancel.

Advisers seeking a Continuing Education Unit (CEU) may serve as a Competitive Events Volunteer on Sunday, Monday, or Tuesday of the conference to complete their clock hours. These hours must be recorded in the FCCLA365 App.

State advisers should review participants and volunteer registrations and confirm the accuracy of Competitive Events entries throughout the registration time period.

Importance of Chapter Advisers Serving as Event Volunteers

Chapter advisers are subject matter experts in both Family and Consumer Sciences and FCCLA. As subject matter experts, they serve an important role in providing essential information about FCCLA, Family and Consumer Sciences curriculum, and career and technical education to both members and other adult volunteers. Without chapter advisers serving as event volunteers (lead consultants, room consultants, evaluators), evaluation teams may lack critical context and subject matter information that could negatively impact scoring. At the National Leadership Conference, all volunteers receive documentation of the hours devoted to Competitive Events. This documentation may be used by volunteers to assist with professional development certification, as allowed by local and/or state policies.

Confirmations

In June, National Headquarters will send email confirmations to all STAR Events participants and volunteers regarding participation. The email will direct all participants and volunteers to the National FCCLA website to download additional information for their event. It is important that participants and volunteers carefully read the information posted online before arrival, as this is the only information they will be given prior to arriving onsite. If a STAR Events participant does not receive the STAR Events information or if event information in the confirmation is incorrect, he/she should contact the Competitive Events Intern at National Headquarters immediately. Spelling of names will not be corrected, so advisers must make sure they submit correct information during the initial affiliation process. Advisers should ensure that the email addresses for the conference delegates are ones that can be accessed by the students during the month of June.
COMPETITIVE EVENTS DEADLINES

Note: It is best to submit early when possible. All deadlines end at 5:00 PM ET.

MARCH 15, 2020
STAR Events: Online STAR Events invitations emailed to participants and chapter advisers. Finalists posted on the National FCCLA website.

MAY 1, 2020
STAR Events: For chapters with state competitions prior to April 24, the participant registration submission deadline is May 1, 5:00 PM ET. Registrations submitted after this date without prior approval of a state registration extension will incur an additional late fee of $100 per event/category from May 1 after 5:00 PM – May 13 after 5:00 PM ET.

MAY 12, 2020
STAR Events: For chapters with state competitions occurring on or after April 25, the participant registration submission deadline is May 12, 5:00 PM ET. Registrations submitted after this date without prior approval of an extension will incur an additional late fee of $100 per event/category, beginning May 12, 5:01 PM ET and ending June 1, 5:00 PM ET.

STAR Events: Evaluators and Room Consultant Volunteer submission deadline. States must have one evaluator or room consultant for every three STAR Events participants registered. Chapters must enter their chapter volunteers when registering for the conference.

MAY 31, 2020
STAR Events: National membership affiliation deadline. State deadlines may be earlier.

JUNE 1, 2020
Last day for STAR Events substitutions at 5:00 PM ET. No substitutions are permitted after this date.

JUNE 4, 2020
All registrations received will incur an additional $200 late fee per event/category registration beginning June 4, 2020.

JUNE 1-15, 2020
All STAR Events participants, volunteers, and state advisers will be emailed information from National Headquarters regarding participation information, online orientations, and scheduling. The information will direct all participants and volunteers to the national FCCLA website for further details. It is important that participants, volunteers, and advisers read all information emailed or posted online.
**FCCLA/LIFESMARTS KNOWLEDGE BOWL**

All teams who have qualified for NLC competition must register no later than May 1, 5:00 PM ET. Qualifying teams needing to register a substitute participant must email competitiveevents@fcclainc.org by April 1 so that the registration system can reflect the change.

**STAR EVENTS**

Chapter advisers are responsible for registering national STAR Events participants through the FCCLA Portal. Only STAR Events participants approved by the state FCCLA association may register for national STAR Events. Questions about eligibility to represent the state association should be directed to the state adviser. Please ensure that you have updated information for each STAR Events participant, and that they are entered in the correct event and category.

Chapter advisers should make sure the following information is up to date in the FCCLA Portal:
- Participant name and grade
- Participant email address accessible during June (for email confirmation – please do not use an adviser email address)
- Participant cell phone number (please do not use an adviser phone number)

Special accommodation needs (disability related to presentation needs, etc.) should be indicated during the registration process.

**INSTRUCTIONS FOR STATE ADVISERS**

STAR Events national qualifiers may be entered in one of two ways—using the file import option or the “search to add” option. Participants who are part of mixed category teams should be qualified under the correct category for their event.

The team letter is only used if the chapter has more than one team in a single event/category. Team letter is only for grouping team members from the chapter and is not an indicator of state event placement. Leave at “A” if the chapter only has one team entered in that event/category.

**Level 1** – members through grade 8
**Level 2** – members in grades 9-10
**Level 3** – members in grades 11-12

A team composed of members of mixed grade levels must enter at the level of the highest participant member’s grade level.

Team events with only Level 2 (grades 9-10) or Level 3 (grades 11-12) may not include members through grade 8.

Level events with only Level 3 (grades 11-12) may not include members through grade 10.

The 2020 Tentative Competitive Events Schedule will not be final until all participant registrations have been processed. Check the National FCCLA website for the final version of the schedule in early June.

Chapters with state competitions on or prior to April 24 must submit all STAR Events registrations online as part of the National Leadership Conference registration by May 1, 5:00 PM ET. Chapters with state competitions on or after April 25 must submit all STAR Events registrations online as part of the National Leadership Conference registration by May 12, 5:00 PM ET. A fee of $45 to cover room rental, certificates, recognition session expenses, awards, and supplies will be charged to each participant in STAR Events. A technology fee of $25 is charged to each team in the Online STAR Events.

**NATIONAL PARLIAMENTARIAN EXAM**

FCCLA members, advisers, and STAR Events participants attending the National Leadership Conference will have the opportunity to take part in the membership exam for the National Association of Parliamentarians (NAP). The discounted cost for students is $21.00 plus their state NAP dues. The NAP state dues amount information can be found on the NAP website or email hq@nap2.org.

For location information, check the conference program or mobile app. Applications and study guides for the test and other additional information about NAP are available at the National Association of Parliamentarians’ website at www.parliamentarians.org.