

**TEXAS FCCLA
REGISTRATION INSTRUCTIONS
2009 NATIONAL LEADERSHIP CONFERENCE**

The Texas Association registers the state delegation as a group. The national registration form is posted to the national website, however; Texas delegates do not send registration directly to national headquarters if they are traveling as part of the state delegation! Go to www.fcclainc.org; click on meetings; find national meeting registration form; complete and print.

You will find the meeting registration form, emergency forms for students and adults, travel agency form and the Texas FCCLA registration instruction sheet on the Texas FCCLA website.

Please complete the following:

- National conference registration form (see instructions below)
- Emergency form (student and adult)
- Holidays 'N Travel form

National registration form instructions for Texas delegates:

► Complete Section 1-3 as requested.

Meeting Packages: Mark **Regular Registration-Weekly** (\$285) this includes registration, FCCLA Lakeside Beach Party and the FCCLA Gala. If you do not wish to attend the beach party and/or the gala; check the weekly registration (\$150) and mark individually, if you want to attend the beach party or gala.

USA Training –Phase I is open to all state, region and chapter officers. If you would like to attend this training, mark the chart and include \$25 in the registration. If you attend this training, you will not attend the Texas tour on Sunday to the US Space and Rocket Center. (deduct \$77 from your package price)

Transfer the total Registration Fees from the national form to the Holidays 'N Travel form under "Del Reg Pkt"

Holidays N Travel form:

Student Delegates, Home Address, Home Phone and M/F: complete this for each delegate

Accom: indicate if you want to Single, Double, Triple or Quad room

Departure City: indicate the city in which you will depart via air

Package Cost: transfer the amount from the chart above based on accommodation and departure city.

Del Reg Pkt: transfer the amount of money from the National Meeting Registration into this block

Reg: fill in \$150 if you are paying the weekly registration fee

Beach Party: fill in \$75 if you did not pay the Delegate Registration Packet price and want to attend the Beach Party

Gala: fill in \$70 if you did not pay the Delegate Registration Packet price and want to attend the Gala.

STAR Event: if delegate is in STAR events, add \$40 per person

Sub-Total: Add the amounts from the columns on the left.

Less FCCLA/Tour: FCCLA will pay \$50 of each region and state officer expenses; deduct \$50 if you are a regional and state officer /deduct \$77 if you plan to attending the USA Training and are not going on the Sunday tour to the US Space and Rocket Center (the USA Training fee is included in the package price from the National Conference Registration Form

Total: complete this with final total due

T-Shirt: Place a S, M, L, XL, 2X, 3X to order a state T-shirt for the meeting
Box below: complete the chapter advisor information.

Please send the following items to Holidays 'N Travel:

National Meeting Registration form

Emergency forms

Holidays 'N Travel registration form

Check for payment (make check payable to Holidays 'N Travel)

This must be received in the Holidays 'N Travel office by MAY 1, 2009

2009 National Leadership Conference Policies



Registration Policy

- Registrations will not be processed until completed registration forms and payments and/or purchase orders are received.
- To receive the early registration rate, both the completed registration form AND payment must be postmarked by May 15, 2009.
- Each person attending the conference or any part of the conference must complete a registration form.
- Official registration badges must be worn to all conference functions. Badges will be checked at the entrance of conference activities.
- Wristbands are required for the FCCLA Lakeside Beach Party and FCCLA Gala and will be issued with registration materials.
- Children under nine years of age are discouraged from attending sessions and meal functions. Children and family members who attend sessions and special events must register for the conference and pay all event fees.

Registration Cancellation & Refund Policies

- A 50% refund will be given for registration fees and special events ONLY if notification of cancellation is sent to national headquarters in writing by June 19, 2009.
- Cancellations and refund requests must be submitted via fax or email directly to meetings@fcclainc.org by June 19, 2009.
- Requests for refunds will not be honored after June 19, 2009.
- Name changes (substitutions) must be submitted via email directly to meetings@fcclainc.org by June 19, 2009. There is a \$5 charge for on-site name substitutions.
- Refunds are not honored for Continuing Education Credits and STAR Events.

Tour Registration

All tours must be registered for online. You will have the ability to see which tours have space and receive immediate confirmation of tour registration. Tour registration will open March 1, 2009. Visit the FCCLA website to register for all conference tours.

Tour Policy

- FCCLA and metroConnections are not responsible for lost or damaged articles; accidents; disasters; government regulation or advisory; high altitude sickness; death; injury; illness; fire; disruption; delays, modifications, or cancellations caused by weather conditions; any mechanical or electrical difficulties; strikes; lockouts; acts or threats of terrorism; civil disorder; acts of God; and other events beyond the control of FCCLA and metroConnections.
- FCCLA and metroConnections will make every effort to conduct the program as described; however, we reserve the right to make adjustments to programs without affecting their overall quality.
- Should situations beyond the control of FCCLA and metroConnections make changes necessary, we will work with each state on any such changes whenever possible; however, we are unable to issue refunds if inclement weather renders tour performance impossible or unsafe.
- FCCLA reserves the right to cancel any tour if the minimum number of participants required to operate the tour is not met. In case of cancellation, participants will be notified in advance and a full refund will be made.

Tour Refund Policy

- A full refund will be given for tours only if cancellation is received online prior to June 10, 2009.
- Visit the FCCLA website for a complete tour cancellation and refund policy.

Fitness Program

- Optional fitness programs will be offered at the conference. If you would like to participate check "fitness program" on the registration form. You will receive a separate confirmation and follow-up with a waiver that must be completed in order to participate. Visit the FCCLA website for more information on fitness options offered.

Send completed registration forms with payment directly to:

National Leadership Conference Registration
Family, Career and Community Leaders of America
Lock Box Operations
Dept. M
P.O. Box 718
Baltimore, MD 21203-0718

2009 National Leadership Conference Registration Form



Please read registration information and policies carefully before proceeding. Please type or print clearly.

NATIONAL HEADQUARTERS USE ONLY Batch # _____

1. ATTENDEE INFORMATION (Each attendee must fill out a registration form.)

Check the appropriate boxes. Female Adult
 Male Student

First Name _____ Last Name _____

Address 1 _____

Address 2 _____

City _____ State _____ Zip _____

Phone _____ Alternate Phone* _____

Email _____ Alternate Email* _____

Fax _____

Emergency Contact _____ Emergency Contact Phone _____

*Please list an alternate phone number and/or email address where you may be contacted after the school year.

Students - Check one (title for badge) **Adults** - Check one (title for badge)

- | | |
|---|--|
| <input type="checkbox"/> National Officer Candidate | <input type="checkbox"/> State Adviser |
| <input type="checkbox"/> State President | <input type="checkbox"/> State Staff |
| <input type="checkbox"/> State Officer | <input type="checkbox"/> Teacher Educator |
| <input type="checkbox"/> District/Region Officer | <input type="checkbox"/> Chapter Adviser |
| <input type="checkbox"/> Chapter Member | <input type="checkbox"/> Program Presenter |
| <input type="checkbox"/> Chapter Officer | <input type="checkbox"/> School Administrator |
| <input type="checkbox"/> STAR Events Participant | <input type="checkbox"/> Parent |
| <input type="checkbox"/> Guest | <input type="checkbox"/> Guest |
| <input type="checkbox"/> Past National Officer | <input type="checkbox"/> National Board Member |
| <input type="checkbox"/> Past State Officer | <input type="checkbox"/> Past National Officer |

Grade in school _____
(for the 2008-2009 school year)

2. SCHOOL INFORMATION

School Name _____ Chapter ID # _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Adviser Name _____ Phone _____

Check appropriate boxes if applicable.

- 2008-2009 Graduating Senior
- Alumni & Associates
- Adviser First Time Attendee
- State Advisers Business Session
- Adviser Academy Track 1 (By Invitation Only)
- Adviser Academy Track 4 (By Invitation Only)
- Fitness Program

3. CONFERENCE REGISTRATION

Delegate Registration Package includes:

Includes Weekly Registration, FCCLA Lakeside Beach Party, and FCCLA Gala

State Adviser Registration Package includes:

Includes Weekly Registration, State Advisers Recognition Reception, FCCLA Lakeside Beach Party, and FCCLA Gala

	EARLY (3/1 - 5/15)	REGULAR (5/16 - 6/19)	LATE (6/20 - On-site)	
Delegate Package	\$285	\$300	\$305	\$ _____
State Advisers Package	\$330	\$345	\$350	\$ _____
Weekly Registration	\$150	\$165	\$170	\$ _____
Daily Registration				
<input type="checkbox"/> Mon <input type="checkbox"/> Tue				
<input type="checkbox"/> Wed <input type="checkbox"/> Thu	\$60 x ___ days	\$60 x ___ days	\$60 x ___ days	\$ _____
FCCLA Lakeside Beach Party	\$75	\$75	\$75	\$ _____
FCCLA Gala	\$70	\$70	\$70	\$ _____
USA Training - Phase I (State and Chapter Officers Only)	\$25	\$25	\$25	\$ _____
State Advisers Recognition Reception	\$45	\$45	\$45	\$ _____
CEU Credits (Adults Only)	\$20	\$20	\$20	\$ _____
TOTAL REGISTRATION FEES				\$ _____

4. PAYMENT

Mark form of payment enclosed:

- Personal Check School Check Purchase Order
 MasterCard VISA

Card Holder's Name _____ Card Holder's Signature _____

Credit Card # _____ Expiration Date _____

I have reviewed both sides of the registration form and understand all fees and policies.

Signature: _____ Date: _____

Send completed registration forms with payment directly to:

National Leadership Conference Registration
Family, Career and Community Leaders of America
Lock Box Operations
Dept. M
P.O. Box 718
Baltimore, MD 21203-0718

Region _____

Check One: _____ Advisor

_____ Guest, Parent, Administrator

_____ Date

ADULT EMERGENCY FORM

Adult's Name _____
Last First Date of Birth

Address _____

City _____ Zip _____ Home Phone () _____

In Case of ACCIDENT OR SUDDEN ILLNESS, it is necessary to have you furnish the following information for emergency calls:

Spouses's or Next of Kin's Name _____

Business Address _____

City _____ Zip _____ Business Phone () _____

List two other individuals who may be contacted if the above listed person is not available:

_____ Telephone Number () _____

_____ Telephone Number () _____

Health Information: List any health conditions such as heart disease, diabetes, epilepsy, severe allergies, eye or ear problems or any chronic conditions. _____

I authorize the Texas Association, Family, Career and Community Leaders of America through its agents, employees, or chaperons, to secure any medical or other emergency services which in their reasonable discretion they believe to be necessary or desirable for me during the said trip, and to arrange for and provide transportation for me from the meeting to destinations during the course of that time span. Said transportation may involve public transportation, transportation in a school vehicle or a private vehicle, or a combination thereof.

I do hereby release and discharge and agree to indemnify and save harmless the Texas Association, Family, Career and Community Leaders of America, persons serving as employees, agents and chaperons of the Texas Association, Family, Career and Community Leaders of America, from all claims, causes of action, damages, and liabilities whatsoever which might or could be asserted by me, or against me by others by reasons of the exercise of the authority in this document or of any transaction, occurrence, or event arising out of or related in any way to the trip to and from the specified meeting, and the stay in the meeting city.

Executed this _____ day of _____, 2009. Signature _____



2009 National Leadership Conference – Nashville, Tennessee

Schedule At-A-Glance

(Tentative agenda as of 10/22/2008)

Friday, July 10	Saturday, July 11	Sunday, July 12	Monday, July 13	Tuesday, July 14	Wednesday, July 15	Thursday, July 16
<p>Tours</p> <p>8:00 - 9:30 a.m. Board of Directors Executive Committee Meeting</p> <p>10:00 a.m. - 12:00 noon Board of Directors Committee Meetings</p> <p>1:30 - 4:30 p.m. Board of Directors Meeting</p>	<p>Tours</p> <p>7:00 a.m. - 6:00 p.m. State Adviser Early Registration</p> <p>8:00 a.m. - 12:00 noon Board of Directors Meeting</p> <p>3:00 - 6:00 p.m. NOC Nominating Committee Orientation</p> <p>6:00 - 8:00 p.m. National Officer Candidates Orientation</p> <p>6:00 - 7:30 p.m. National Officer Candidates Adviser Orientation</p> <p>8:00 p.m. 9:00 p.m. 10:00 p.m. State Meetings</p>	<p>NLC Registration</p> <p>Tours</p> <p>7:30 - 8:00 a.m. NOC and Voting Delegates Orientation</p> <p>8:30 a.m.-4:00 p.m. USA Training Phase I (State & Chapter Officers)</p> <p>9:00 a.m. - 7:00 p.m. At-Large National Officer Candidate Interviews</p> <p>9:30 a.m. - 12:30 p.m. STAR Events Lead/Asst Lead Consultants Meeting</p> <p>1:00 - 5:00 p.m. New State Advisers Orientation</p> <p>4:00 - 5:00 p.m. STAR Events Lead/Assistant Lead Consultants, Room Consultants, and Evaluators Meeting</p> <p>5:00 - 7:00 p.m. STAR Events Participant Registration & Orientation</p> <p>5:00 - 7:00 p.m. State Advisers Recognition Reception</p> <p>6:00 - 7:15 p.m. Regional Candidate Interviews (NEC, Regional Officer Candidates, and Voting Delegates Only)</p> <p>8:00 p.m. 9:00 p.m. 10:00 p.m. State Meetings</p>	<p>NLC Registration</p> <p>Career Explorations (Times vary- limited attendance)</p> <p>6:15 - 7:00 a.m. Exercise Program (Optional)</p> <p>7:00-7:30 a.m. Spotlight on Projects Set-up</p> <p>8:00 - 9:15 a.m. Regional Candidate Speeches</p> <p>8:00 - 11:00 a.m. Adviser-to-Adviser (By Appointment Only)</p> <p>8:00 - 11:00 a.m. Pre-Conference Workshops</p> <p>8:00 a.m. - 4:00 p.m. STAR Events</p> <p>10:00 - 11:30 a.m. At-Large Candidate Speeches (NEC, Voting Delegates & Spectators)</p> <p>11:30 a.m. - 2:30 p.m. Adviser Academy: Tracks 1 & 4 (By Appointment Only)</p> <p>11:30 a.m. - 3:30 p.m. Exhibits</p> <p>11:30 a.m.- 3:30 p.m. Spotlight on Projects</p> <p>3:30 - 4:15 p.m. Alumni & Associates Reception</p> <p>4:30 - 7:00 p.m. Opening General Session</p> <p>8:00 p.m. & 9:00 p.m. State Meetings</p> <p>9:00 - 10:30 p.m. National Executive Council Elections</p>	<p>Career Explorations (Times vary- limited attendance)</p> <p>6:15 - 7:00 a.m. Exercise Program (Optional)</p> <p>7:00-11:00 a.m. 2009-2010 NEC Workshop</p> <p>7:30 a.m. - 12:00 noon State Advisers Business Session</p> <p>8:00 a.m. - 1:00 p.m. Exhibits</p> <p>8:00 a.m. - 4:00 p.m. STAR Events</p> <p>8:30 a.m.- 12:00 noon Adviser Workshops</p> <p>8:30 a.m.- 12:00 noon Youth & Joint Sessions (3 rotations)</p> <p>10:00 a.m.- 12:00 noon STAR Events Focus Groups</p> <p>1:00 - 3:00 p.m. Second General Session – Business & Recognition</p> <p>3:30 - 9:00 p.m. Special Event</p>	<p>Career Explorations (Times vary- limited attendance)</p> <p>6:15 - 7:00 a.m. Exercise Program (Optional)</p> <p>7:00 - 7:45 a.m. National Officer Candidate Debrief</p> <p>7:00 a.m. - 2:00 p.m. 2009-2010 NEC Workshops</p> <p>8:00 a.m. - 12:30 p.m. Exhibits</p> <p>8:30 - 10:30 a.m. Adviser Recognition Session</p> <p>8:00 a.m. - 3:30 p.m. STAR Events Demonstrations (Events currently in place)</p> <p>8:30 a.m. -12:00 noon Youth Workshops (3 Rotations)</p> <p>11:00 a.m. – 12:00 noon Adviser Session</p> <p>1:30 - 3:30 p.m. National Team Trainings (By Appointment Only)</p> <p>1:30 - 3:30 p.m. New STAR Events Demonstrations (2 Events to be introduced at the 2010 NLC)</p> <p>4:00 - 6:00 p.m. Closing General Session- Installation</p> <p>6:30 - 10:30 p.m. Gala</p>	<p>8:00 -10:00 a.m. STAR Events Recognition Session - Central and Pacific Regions</p> <p>10:30 a.m. - 12:00 noon STAR Events Recognition Session - North Atlantic and Southern Regions</p> <p>2:00 -4:00 p.m. Feed The Children Event (By Appointment Only)</p>