

Nebraska Family, Career and Community Leaders of America 2019 State Leadership Conference

April 7-9, 2019
Lincoln, NE



Conference Information and Guide

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Conference Information Section

Welcome to Lincoln and the 2019 State Leadership Conference!

On behalf of the State Officer Team, we are proud to release our State Leadership Conference Guide. We hope this is useful to you as you begin planning for State Leadership Conference! We invite you and your chapter to the Nebraska FCCLA premier leadership event!

- Hailey Bixler, VP of Programs
- Yasmine Bender, VP of Development
- Molly Paxton, Secretary
- Katie Patton, President
- Madeline Wittstruck, Vice-President
- Sabra Schmidt, VP of Competitive Events
- Madison Jones, VP of Membership
- Rachelle Neefe, VP Public Relations

-Kristin Vest, State Adviser



Meeting Logo, Theme, and Summary

The theme for the conference is “Breaking Barriers.” Our organization has a proud history and we plan to continue to grow now and into the future! We know your personal involvement in FCCLA is an opportunity to strengthen your foundation and seek new growth in your future through leadership development, competitive events and career success.



Break your own personal barriers or break those of your FCCLA Chapter with us at this year’s State Leadership Conference as we celebrate our accomplishments and future.

The 2019 Nebraska FCCLA State Leadership Conference (SLC) will be held April 7-9, 2019 in Lincoln, Nebraska. Meeting sessions will be held at the Graduate Hotel, Courtyard by Marriott, Hyatt Place, Hilton Garden Inn and the Pinnacle Bank Arena. This year’s SLC will feature many exciting opportunities for students and advisers to participate in including:

- State STAR Event competition
- Youth breakout sessions and youth networking
- Knowledge Bowl competition
- Baking and Pastry National STAR Event Pilot
- State Officer Team election and State Peer Officer Team selection

- Exciting and engaging keynote speaker, Logan Weber
- Awards and recognition
- FCCLA Serves
- Nebraska FCCLA Goosechase Scavenger Hunt
- FCS Industry Tours
- District Officer Training

Important Dates

A complete and updated list of important dates can be found on the Nebraska FCCLA website at www.nebraskafccla.org on the left side of the homepage and on the “Events” page (<http://www.nebraskafccla.org/events/>). The following are just a few of the important dates for advisers.

January

- 15-State Degree Portfolio Deadline
- 15-State Officer Candidate and National Officer Candidate Applications Due
- 20-SPOT Candidates notified of status

February

- 01-State Degree Candidates notified
- 01-National FCCLA Master Adviser and Adviser Mentor applications due to the State Adviser
- 01-NE FCCLA Collegiate, FACS Education, Non-FACS Education Major, and SPOT Scholarship applications due to the State Adviser
- 01-Circle of Friends Chapter Developer deadline
- 01-National Anthem tryout deadline
- 01-Nebraska Honorary Membership and Distinguished Service Award applications due to the State Adviser
- 01-National Officer applications due to the State Adviser
- 10-SLC Honorary Conference Assistant applications due to the State Adviser
- 13-State Officer Candidate Interviews and Test
- 17-District STAR Event entry deadline
- 24-25-State Degree Program Showcase and Interviews/Peer Education Conference

March

- 01-A Day in Your Future follow up forms due to the State Adviser
- 01-National Program Award, National Outstanding Media Award, and National Chapter Public Relations Award application deadline
- 01-SLC Registration due (closes at 6:00 PM)
- 01-National School Administrator Award applications due to the State Adviser
- 01-Power of One Recognition applications due to the State Adviser
- 01-Ultimate Leader Award application deadline
- 01- Nebraska BFF (Best FCCLA Friend) membership application deadline
- 01-Go For the Red Award deadline for consideration at the State Level
- 01-Nebraska ACE Award application deadline
- 01-Nebraska Chapter Award application deadline

01-Nebraska Red and White Chapter Affiliation Award application deadline
 01-Feed Nebraska Program Award deadline
 01-Prepare Nebraska Program Award deadline
 01- 7-UP Membership Award deadline
 01-Nebraska National Program Award deadline
 01-Affiliation deadline (paid) for all students attending the State Leadership Conference
 17-SLC and STAR payment deadline

April

7-9-State Leadership Conference in Lincoln, NE

Dress Code

Our goal is to continue to improve the image of Nebraska FCCLA. This dress code accomplishes this and assures that our members will appropriately represent the Association, their school, and themselves. This dress code was approved by the Board of Directors on July 20, 2015 and entered into the Nebraska FCCLA Operational Procedures at that time.

The following dress code shall apply to all state sponsored activities/sessions unless otherwise indicated by the Nebraska State FCCLA Adviser or Board of Directors.

Students attending sessions will be expected to wear the following attire:

- FCCLA official dress
- red, black, or white collared shirts with sleeves (Please note that the FCCLA logo is NOT a required component)
- neutral colored pants, capris (must fall completely below the knee), or skirts (2 inches above the knee at its shortest point)
- neutral or red colored dress shoes or dress boots (open toe OR open back are acceptable—NOT BOTH)

The following are items that will not be allowed to any session:

- jeans
- shorts
- athletic shoes
- flip flops, including gladiator type sandals
- revealing attire, including but not limited to items that are low cut, tight, or see-through

Members will also be asked to remove outerwear (coats, sweatshirts, etc) before entering. Members who are found in violation of the dress code at any point before or during a session will be asked to leave immediately to change. They will be more than welcome to return to the session when their attire meets the dress code requirements. As an adviser, your assistance in ensuring your students are dressed appropriately prior to arriving to sessions is greatly appreciated.

This dress code will not apply to advisers and guests however advisers and guests are asked to dress in business casual or business professional attire.

For visual examples of the dress code and what is or is not permitted, check out the visual guide on the Nebraska FCCLA website at the bottom of the “Members” page (<http://www.nebraskafccla.org/members/>).

Adviser/Chaperone Guidelines

Advisers are responsible for the behavior and discipline of their students throughout the conference. Students causing a disturbance or displaying inappropriate behavior will be asked to leave the conference and/or hotel. In addition, if any issues are witnessed, advisers are encouraged to speak directly to the students’ adviser to address the issue. All meeting attendees should be informed of the following:

- Behavior at all times should reflect a positive, professional image of you, your school and the organization.
- Any accidents, injuries, or illness should be reported to the adult chaperone or chapter adviser immediately. State staff should be informed of such incidents as well.
- All students will observe the 12:00 midnight curfew.
- If a student is found responsible for stealing or vandalism, the student and his/her parents/guardians will be expected to pay for damages.
- Hotel fixtures must stay in their original location and not be moved out of, or around a room.
- Students may not purchase, possess, consume, or be under the influence of alcohol, tobacco, or drugs at any time.
- Advisers are responsible for the appropriate dress of their students. Please exercise due diligence prior to the event to ensure students meet the dress code. If a member is turned away, your professionalism is expected and appreciated.

Nebraska FCCLA does not have a set requirement for a chaperone to student ratio. However, a recommended ratio is 1 adult to every 15 students. Advisers are encouraged to seek clarification from your local school administration or activities director.

Adviser Checklist

Below is a suggested checklist to help you prepare for State Leadership Conference.

January/February

- Read the conference release carefully and thoroughly. Contact the State Adviser for clarification on any questions you may have.
- Mark due dates on a calendar.
- Elect chapter officers early.
- Make sure your members attending SLC and competing in STAR Events are affiliated.
- Have senior members who are not STAR Event competitors consider applying for a position as an Honorary Conference Assistant.
- Check recognition and awards application forms to be filled out on the National and Nebraska FCCLA websites.
- Introduce the conference to students and get confirmations from those attending. Nebraska FCCLA encourages all members in the organization to attend the State Leadership Conference.
- Complete the Adviser and Adult Volunteer form to assist with events at SLC.
- Submit hotel reservations *after* your registration is completed or near completion.

March

- Hold a meeting with parents and conference attendees to discuss:
 - Dress code
 - Fees
 - Travel arrangements
 - Rooming arrangements
 - Meals
 - Invite a notary and be sure all medical forms are signed and notarized, if required locally.
 - Go over conference agenda
 - Expectations for attendees
- Contact your State Senator to plan a visit to their office while in Lincoln. Prepare students to talk about their STAR Events, Power of One Projects, service learning, etc. with their Senator and staff
- Invite community members and stakeholders to a STAR Event prep night and have them listen to the STAR Events and officer candidate speeches
- Check with school accounting office to make sure the payment has been mailed to Grafton
- Download the online-program for the conference and encourage all attendees to do the same
- Print one page at-a-glance as needed for students who do not have the program downloaded. No programs will be available on site.
- Assign student responsibilities. Suggested jobs might include:
 - Packers – help load vans/bus
 - STAR Assistant – ensure all required materials and equipment is packed.
 - Voting Delegate – will represent your chapter for voting matters such as State Officer Candidates

Forms Needed

Chapter advisers are encouraged to have a Medical Release and Code of Conduct form for each attendee. Examples of these forms can be found on the Nebraska FCCLA website under the “Advisers Chapter Management” tab (<http://www.nebraskafccla.org/advisers/chapter-management/>).

State Leadership Conference Delegates

Advisers are encouraged to invite a wide variety of students to attend the State Leadership Conference. We have an outstanding program planned, which would benefit a student with any interest in the organization. All members are encouraged to attend. Examples of those who absolutely should attend include the following:

- Chapter officers
- Committee members
- STAR Event competitors
- Scholarship winners
- Power of One completers
- Top fundraisers
- Highly involved members
- New members who have expressed interest in being more involved in the organization
- Foreign exchange students who are members
- District, SPOT, State, and National Officers and Candidates

Voting Delegate Information

Each chapter should choose one individual to serve as a Voting Delegate. It is recommended that this person not be involved in STAR Events, a tour, or FCCLA Serves as their schedule is very specific on Monday. Voting delegates are the individuals who will interact with our State Officer Candidates the most and have a more

complete picture of who the best candidates may be. Candidates will give an extended introduction at the Opening General Session on Sunday but due to space constraints, seating at the speeches is only open to voting delegates on Monday afternoon.

The following details their schedule of events on Monday, April 8:

12:00-12:30	Voting Delegate Orientation
12:30-2:30	Fishbowl and Speeches
6:30-7:00	Cast ballot prior to Business and Recognition Session at Pinnacle Bank Arena

Each chapter will receive one Voting Delegate ribbon in their registration packet. This ribbon will serve as their ticket to pick up their official ballot for the 2019-2020 State Officer Team and possible bylaws amendments during the Voting Delegate Session on Monday afternoon.

Each chapter receives one vote for State Officer Candidates. The number of votes for business items is determined by the chapter's membership from the previous year. This scale can be found in the Nebraska FCCLA Bylaws.

2019-2020 District Officer Information

New district representatives from each chapter need to attend the District Leadership Meeting and Training on Monday, April 8 from 3:00-4:00 PM. They will meet their District Adviser, other district officers, and experience team building and planning for the 2019-2020 year. Chapters should have a district representative selected *prior to* this meeting so that Districts can work toward accomplishing their goals for the year. For information about your District's practices, please consult the District Bylaws or contact your District Adviser.

Honorary Conference Assistants

Honorary Conference Assistants play a vital role in the operation and success of our annual State Leadership Conference. Conference Assistants must be seniors in high school with experience in the FCCLA organization.

Conference Assistants have the following responsibilities throughout the conference:

- Introduce speakers
- Ensure correct AV and room set-up
- Ushers for sessions
- Assist with STAR as needed
- Assist with STAR line-up during Recognition
- Assist attendees in finding rooms
- Ensure individuals with assigned seating find their seats

Conference Assistants will receive their specific assignments at their Orientation Session from 4:00 PM-5:00 PM on Sunday, April 7. In exchange for their time, their conference registration will be reduced by 50%, receive a state t-shirt, and will be provided lunch on Monday. These individuals may not be involved as a STAR Event competitor.

Applications are due to the State Adviser by **February 10, 2019** and those who are chosen will be notified by **February 15, 2019**. Only eight individuals will be accepted as a Conference Assistants this year. Applications can be found on the Nebraska FCCLA website and should be sent electronically to the State Adviser at kristin.vest@nebraska.gov

Volunteer Opportunities

Members

This year, there are quite a few opportunities for students to help make our conference a success. The first might be for the seniors in the organization to apply to serve as an Honorary Conference Assistant. Non-STAR Event competitors can also volunteer for one of the many FCCLA Serves projects. These service projects will be taking place throughout the city at locations such as People’s City Mission, Matt Talbot Outreach, Lincoln Zoo, and Fresh Start. For more information, check out the opportunities for supplemental activities on the “Meetings” page of the Nebraska FCCLA website.

Chapters

We want your entire chapter to get involved in State Leadership Conference! Chapters may serve in the following ways:

- Ushers/Greeters at main sessions: Advisers and members are needed to assist the Honorary Conference Assistants and SPOT with welcoming conference attendees and checking for nametags and proper dress code.
- Community Service Donations: We need your help in counting the community service project donations before Opening Session on Sunday evening!

Advisers and Chaperones

Advisers and chaperones play a vital role in ensuring the annual State Leadership Conference is a success. The following are positions that need to be filled.

- Assist Counting Ballots: On Monday evening, during the first part of the Business and Recognition Session at Pinnacle Bank Arena, one adviser from each district who does not have a candidate for SOC is needed to help count ballots. This will take about 15-20 minutes. (Advisers only)
- Power of One Line Up: Assist with ensuring Power of One award recipients are seated alphabetically by school at the Business and Recognition Session.
- STAR Tally Room: On Monday afternoon, the STAR Events are tallied and recorded. Your assistance and calculators are greatly welcomed between 1:00 PM and 5:30 PM
- Lead Tours: Adults are needed to chaperone groups of about 20 students on tours. You will not be transporting any students.
- Lead FCCLA Serves: Adults are needed to chaperone groups of up to 20 students on service projects throughout the city. Your lunch on Monday will be provided as part of this project. You will not be transporting any students.
- Directors at PBA and Graduate: Adults are needed to direct members and volunteers to correct room locations and/or tours and FCCLA Serves events.

If you would be interested in helping with any of the events, please complete the survey at:

<https://bit.ly/2QrJjRd> - Adviser/Chaperone/Chapter Volunteer Sign-up

If you are willing to assist, please complete this link by March 1. Assignments will be sent to advisers by March 15.

Conference Events

At-A-Glance Schedule

The complete, updated At-a-Glance schedule can be found on the Nebraska FCCLA website under the “Events” tab. This schedule will be updated regularly as new information is available.

The conference program will be much shorter as Nebraska FCCLA will be utilizing an online-program app. It is a completely free application that will allow conference attendees to view the current schedule, view maps of the facility, engage in conference and session evaluations, and set personalized notifications for their very own schedule. Links for the app as well as instructions for viewing the conference online-program will be released in February. The final detailed at-a-glance will be released on the website by March 20.

Highlights by Day

Sunday, April 7		
Time	Title	Details
4:00-5:00	New STAR Event Lead Consultant Meeting	This meeting is open to all advisers who will be Lead Consultants. However, it is especially designed for those who have never filled this role.
5:00-6:00	Lead Consultant Material Pick-Up	This time is set aside for Lead Consultants to pick up their packets and have a few simple questions answered. There will not be a formal presentation.
5:30-6:00	Parliamentary Procedure Test	This test is for all Nebraska only Junior event participants as well as those students competing as part of the National STAR Event
5:30-6:00	FCCLA Knowledge Bowl Test	Start your team’s journey by completing the test for all competitors. The scores of each team member (4 members per team) will be averaged to determine the top 4 teams. These 4 teams will then participate in live competition during the Business and Recognition Session on Monday. (Note: 2018-19 SOT, 2018-19 SPOT, 2019-2020 SOC, 2019-2020 SPOT Candidates, and Parliamentary Procedure STAR Event competitors are not eligible for competition.)
6:00-7:30	Awards and Recognition Dinner	This invite only event is open to all State Officers, scholarship winners, Board of Directors members, adult award recipients, and their families, administrators, and advisers. This event is sponsored by the Nebraska Corn Board.

7:00-8:00	Optional: STAR Event Room Preview	Chapter advisers and members have the opportunity to identify their STAR Event competition room location. This is optional for STAR Event participants.
8:00-10:00	Opening General Session	<p>Join us as we kick off a great State Leadership Conference at Pinnacle Bank Arena. Attendees will be introduced to the outstanding leaders in Nebraska FCCLA as well as hearing keynote speaker Logan Weber.</p> <p>We will also be recognizing our amazing Chapters during a "Shout Out Event." Chapters are encouraged to bring a school flag or poster board with their school name (not to be bigger than 22"x28" and no flag poles) as they recognized by the State Leadership Conference announcer on stage.</p> <p>There WILL be a Parade of Chapters across stage this year.</p>

Monday, April 8		
9:00-4:00	STAR Events	<p>Check out additional conference releases for students' specific competition time and location.</p> <p>STAR Events may be available for viewing at various hotels or PBA. This will be determined based on space</p>
9:00-3:00	FCCLA Serves Projects	<p>Students not competing are invited to help FCCLA give back to some of the great organizations in our host city, Lincoln, Nebraska. Students can participate in a variety of service projects at the following locations:</p> <ul style="list-style-type: none"> • Lincoln Zoo • Fresh Start • People's City Mission • On-Site Service Project <p>Registration for these service projects will take place as part of the conference registration and will be a first come, first served opportunity. Students who wish to participate can apply the service hours to their school's community service program.</p>
9:00-3:00	Tours	<p>Students may be available to participate in a wide variety of tours including:</p> <ul style="list-style-type: none"> • Hudl • Memorial Stadium • Hospitality in the Haymarket

		<ul style="list-style-type: none"> • Capitol Building • UNL Innovation Campus • And many more! <p>Registration for these tours will take place as part of the conference registration and will be a first come, first served opportunity. \$5.00/tour/student is charged to off-set the costs of transportation.</p>
9:30-4:00	Youth Sessions	Outstanding 45 minutes breakout sessions are being planned for the entire day. This is a great way for all attendees, STAR Events competitors and non-competitors to participate and learn.
7:00-8:30	Business and Recognition Session	Chapter awards, membership awards, program awards, Say Yes to FCS Signing Event and Power of One are just some of the many awards that will be given at this session. Join us as we celebrate the outstanding achievements of the chapters and members of Nebraska FCCLA. Also featured at this session will be the live rounds of the FCCLA Knowledge Bowl.
9:00-11:00	Dance and Reception or Movie Showing at Marcus Theatres	Chapters may choose which evening activity they would like to participate in! Whether it is dancing the night away or checking out the newest movie releases, we have got you covered! Additional details such as which movies are available will be released later. However, a variety of movies will be offered. Tickets will be fulfilled on a first come, first served opportunity.

Tuesday, April 9		
9:00-10:00	STAR Event Awards Session	All award winners will be announced at this session. Seating begins at 8:30 AM and all competitors should be in their seats by 8:50 AM.
10:15-11:00	Closing Session	Join us as we look back on the conference and look ahead with our newly elected leaders of Nebraska FCCLA.
11:00-12:00	District Meetings	Districts may choose to host a meeting during SLC. Please check the conference app or online-program to see if and where your district is meeting.

Recognitions

State Leadership Conference is the prime opportunity to recognize the remarkable efforts of the individuals and chapters that make Nebraska such an outstanding state association. For a complete list of awards including descriptions and applications, please see the Nebraska and National FCCLA websites.

Member Awards

A variety of member recognitions will take place at the State Leadership Conference. The following are just a few:

- Nebraska FCCLA Scholarships
- Go for the Red
- Future FACS teacher recognitions
- Power of One completers
- BFF (Best FCCLA Friend)
- Chapter BFF Award
- Nebraska Outstanding Leader Awards

Adviser Awards

Advisers are truly the lifeblood of the organization. Please take time to consider applying for any of the following recognitions:

- Nebraska ACE Awards
- Spirit of Advising
- Master Adviser
- Adviser Mentor

Adult Awards

Everyone is thankful for all of the adult assistance offered by the members of the community including administrators, parents and business leaders. The following are recognitions that will take place to recognize outstanding individuals at our State Leadership Conference:

- Nebraska Honorary Membership
- Nebraska Distinguished Service Award
- Circle of Friends recognition
- National Administrator of the Year nominee

Chapter Awards

To recognize all of the great things our chapters do throughout the year, the following are some of the chapter recognitions that will take place at State Leadership Conference.

- Go for the Red Chapter Recognition
- National Program Award
- Nebraska Chapter Awards
- Red and White Chapter Affiliation Awards
- Feed Nebraska Awards
- Circle of Friends Developer Contest
- 7-Up Membership Award
- BFF (Best FCCLA Friend)
- Nebraska Public Relations Award
- Community Service Traveling Trophy

Community Service Traveling Trophy

New this year chapters will have the opportunity to compete for the Nebraska FCCLA Community Service Traveling Trophy! Chapters must participate in the personal care product drive supporting the Friendship Home by bringing their donations to State Leadership Conference! Chapter must participate in the SPOT Community Service Project during the Peer Education Conference by supporting their local domestic violence shelter in

order to be eligible. Chapters should also use the #FCCLAServes and #NEFCCLA on social media of their local collection efforts.

State & National Officer Election

Election Procedures for SOC and NOC

All SOC and NOC must report for the following events:

- Sunday, April 7
 - 8:00-10:00 Introduction at Opening General Session
- Monday, April 8
 - 12:00-12:30 State Officer Candidate Orientation
 - 12:30-2:30 Fishbowl and Speeches
 - 10:30 Letter Drop
- Tuesday, April 9
 - 7:00-9:00 New and Retiring State Officer Orientation

For complete information on specific procedures including weighting of candidates, see the Operational Procedures available in the “Advisers” section of the Nebraska FCCLA website. Additional information about candidate specific times can be found in the information sent to each candidate. If you have questions about your receipt of materials, please contact the State Adviser at kristin.vest@nebraska.gov

State Peer Officer Team Selection

Selection Procedures for SPOT

All SPOT must report for the following events:

- Sunday, April 7
 - 8:00-10:00 Introduction at Opening General Session
- Monday, April 8
 - 9:00-9:30 SPOT Candidate Test
 - 9:30-11:30 SPOT Interviews and Presentations (specific times will be given to each candidate)
 - 10:00 Letter Drop
- Tuesday, April 9
 - 7:00-8:00 New SPOT Team Orientation

For complete information on specific procedures, see the Operational Procedures available in the “Advisers” section of the Nebraska FCCLA website. Additional information about candidate specific times can be found in the information sent to each candidate. If you have questions, please contact the State Adviser at kristin.vest@nebraska.gov or SPOT Lead Adviser, Angie Ehlers at angie.ehlers@overtoneagles.org

Bylaws Changes Section

At this time there are no Bylaws changes this year. Advisers will be notified via the FCCLA listserv of any changes.

Registration and Housing Section

Registration Preparation Checklist

The following are things advisers should have prepared prior to beginning and completing registration. Please feel free to utilize and/or personalize the Registration Information form for your use to help you in gathering all information to be entered for registration

- Which students are attending
- Which student is in each STAR Event
- How many/which meals to purchase for Monday (optional)
- How many tickets to the movie or the dance you will need (please note that if your students are in two different locations you MUST have a conference registered chaperone available to attend each location)
- T-shirt sizes (optional)
- Which students are participating in the FCCLA Serves projects
- Which students are attending the tours sponsored by FCCLA
- Which students (maximum of two) interested in attending the MADD Ambassador Training

Rates

The following rates will apply to the 2019 State Leadership Conference.

Individual Fee The conference registration fee set by the Board of Directors is \$42. This fee includes the cost of the social activity on Monday evening as well as admission to all conference activities.

Complementary Registrations Complementary registrations are extended to Board of Directors Members, District Advisers, District STAR Coordinators and SPOT Advisers who bring an adult assistant to help with the conference. If another adult is not brought, the complementary registration is forfeited. Complementary registrations are also extended to all current members of the State Officer Team.

Honorary Conference Assistant Fee Students chosen to serve as Honorary Conference Assistants may be registered for a \$21 registration fee.

STAR Event Evaluator Rate STAR Event Evaluators who would like to attend additional sessions such as Opening, Business and Recognition, and/or Closing must register for the conference through a local chapter. The conference registration rate for these individuals is discounted to \$30. This rate applies to the required STAR Event Evaluators from each chapter.

Optional Monday Lunch As an option, payment for lunch on Monday may be submitted in advance. We must provide a count for the number of individuals who will be eating that day. Lunch on Monday is provided, with no charge, to all FCCLA Serves participants, STAR Event Evaluators and Lead Consultants,

Honorary Conference Assistants, SPOT Advisers, and members of the State Officer Team. If you would like to purchase this lunch for students in advance, you will be charged \$10 per student during registration.

When you pick up your packet at SLC, you will receive enough lunch tickets per order for those who purchased the lunch. Participants are NOT required to purchase this lunch, however to assist in keeping costs low, it is encouraged.

Shirt Orders

Shirt orders may be placed through the conference registration system. Shirts are \$10 for sizes S-XL and \$12 for XXL. The front of the shirt will include the conference logo with the back containing the FCCLA logo. A sketch will be released at a later date.

Housing Reservations

All housing reservations must be submitted to the hotel directly, not to the State Office. Chapters are highly encouraged to stay at the Graduate Hotel (main conference hotel), Courtyard by Marriott, Hyatt Place and or the Hilton Garden Inn, which are official conference hotels. Details on direct billing and reservation forms can be found on the “Meetings” page of the Nebraska FCCLA website.

You may also go to <http://www.lincoln.org> for a list of hotels in Lincoln. Additional room blocks at other hotels will be made available once the Graduate Hotel is full.

Hotel Etiquette

Advisers, please educate your students on hotel etiquette. There are more people staying in these hotels than just FCCLA members. Please remind them that these business people make first impressions about the student and our organization based on what they see and hear in the hallways, on the elevators, and in the lobbies. If you don't want FCCLA to have a negative reputation, instruct them to dress and act appropriately.

The following are a few specific tips to share:

- Always allow people to exit the elevator before boarding.
- Taking the escalator is a privilege; do not ruin that by attempting to go the wrong way on one.
- Treat and tip hotel employees for the services they provide. This may include shuttle bus drivers, housekeeping, wait staff and others. 10% is a good basic guideline for most services.
- Appropriate attire must be worn before, during and after visiting hotel facilities. Inappropriate examples would include wearing slippers to breakfast, a towel and/or bare feet to and from the pool, or going shirtless in the fitness center. Shoes must be worn at all times!
- Breakfast is delivered to all students staying in the Holiday Inn the evening before. If a student opts to eat their food prior to breakfast, they will not have a second breakfast provided.
- Take what you want, but eat what you take. Some hotels provide free breakfast to all guests but make sure your students understand that this means they should eat what they take rather than waste food.

STAR Events Section

NEW This Year – Baking and Pastry PILOT STAR Event

Baking and Pastry PILOT STAR Event is a team event that recognizes participants who demonstrate their baking and pastry skills through the preparation of a quick bread, choux pastry, cookie and shaped yeast bread. Members must be affiliated as occupational and teams (up to 3) must be registered by March 1 in order to participate. One winning team will advance to represent Nebraska during National STAR Events Competition in Anaheim. Contact Kelsey for event information at kelsey.kummer@nebraska.gov

Schedule Information

STAR Event competitions will take place on Monday, April 8 with the exception of the Nebraska Parliamentary Procedure and the written test for the National Parliamentary Procedure event. This written test will take place at 5:30 PM on Sunday, April 7. First round competition or written STAR Event competition tests may need to be scheduled on Sunday, April 7 based on room availability and number of entries. Advisers will be notified of any events scheduled for competition Sunday night prior to March 1.

Events will be distributed between the Hilton Garden Inn, Courtyard, Hyatt, and Pinnacle Bank Arena. A complete schedule will be released by March 20 and will be submitted to Chapter Advisers via the listserv and posted on the Nebraska FCCLA website. Advisers should check these schedules for accuracy and conflicts as soon as possible and report any errors to the State Office.

Mandatory Sessions

STAR Event participants are required to attend three events. The first is their participant orientation at 8:00 AM on Monday, April 8. If the event is a team event, only one participant has to be in attendance. The second is their actual presentation time. The third and final is the STAR Event Recognition Session which begins at 9:00 AM on Tuesday, April 9. In order for participants to receive their medal, they **MUST** attend this session. Medals will **NOT** be mailed to chapters after the event.

Registration

Names and events are submitted by District STAR Coordinators. Advisers MUST register students for the events through the conference registration system.

Registration fees for each STAR Event participant are \$14. Culinary Arts and Baking and Pastry events fees are \$20 per team.

Success at SLC

Getting to Know Lincoln

Advisers and all attendees are encouraged to familiarize themselves with the Haymarket and Railyard areas of downtown Lincoln. Complete maps and business information can be found at www.canopyst.com , www.lincolnhaymarket.org , and www.lincoln.org. The Lincoln Convention and Visitors Bureau also provides a free app for Android and Apple.

The Graduate Hotel offers parking for those of you staying overnight. Specific parking information will be provided from the hotel. Discounted parking rates *may* be available from the other hotels. All standard vehicles may park there. However, the discount is only extended to guests of those hotels. Large vehicles, vans and busses may park at the Festival Lot at Pinnacle Bank, free of charge and then be shuttled by the hotel shuttles. Please note that drivers should drop off their students at the hotel, rather than having a large group ride the shuttle back. The Festival Lot is located directly north of the Pinnacle Bank Arena.

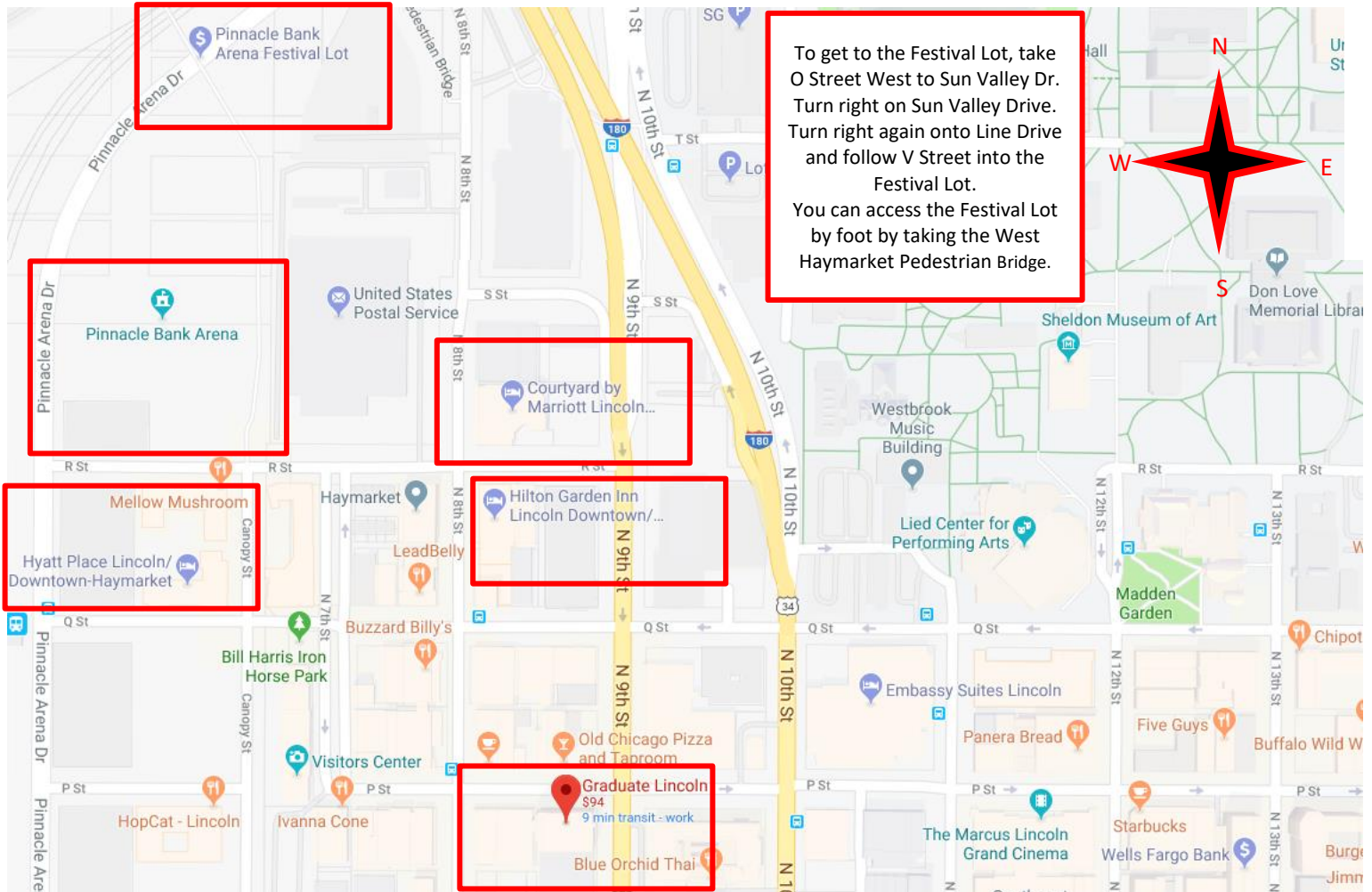
Maps of each facility's interior will be provided in the conference program as well.

Safety at SLC

The following are guidelines and suggestions to keep in mind to keep you and your student's safe at SLC

1. All conference participants must wear a name badge in order to gain admittance into FCCLA events and meetings. Everyone must register for the conference in order to receive a name badge.
2. Make sure you have a list of who is staying in each hotel room and what their room number is.
3. Do NOT post students' names on the outside of their hotel doors.
4. Ensure students keep their doors completely shut and NEVER put the lock out to keep their door open.
5. While the neighborhood of the hotel and arena are extremely safe, students should always travel with at least one other individual.
6. Observe the curfew time.
7. Pay attention to traffic signs and flow. Many streets become one-way once you enter the downtown area. Most streets in the Haymarket area are 2-way. Use crosswalks and follow all crosswalk signals at all times

Haymarket Map – Downtown Lincoln



Graduate Hotel Map

