

# Adviser Checklist

- ❑ Affiliate your chapter by February 15, 2018.
- ❑ Review specific event guidelines from the 2017-2018 Competitive Events Guide and the 2017-2018 Colorado Competitive Events Guide
- ❑ Designate two (2) voting delegates on the registration website
- ❑ **Complete and submit Electronic Registration by midnight February 23, 2018.**
  - Registrations submitted February 24 and up until 6 p.m. March 2, 2018, must pay a \$20 per person late fee.
- ❑ I am aware that once registration closes at 6 p.m. on March 10, no additions or deletions can be made and I am obligated to pay the registration total and **NO REFUNDS** will be given.
- ❑ **Payment for State Conference must be RECEIVED Friday, March 30, 2018.**
- ❑ Complete the [State Recognition for National Program Participation Form](#) by March 1, 2018.
- ❑ Choose to submit the following chapter recognition forms by March 1:
  - ❑ ⇒ [Chapter of Merit](#)
  - ❑ ⇒ [Colorado Program Award](#)
  - ❑ ⇒ [Spirit Stick of Service](#)
- ❑ Choose to submit the following individual recognition forms by March 1:
  - ⇒ [Outstanding FCCLA Adviser](#)                      ⇒ [Outstanding Administrative Support](#)
  - ⇒ [Outstanding New Adviser](#)                      ⇒ [Outstanding Member or Team](#)
  - ⇒ [Friends of FCCLA](#)                      ⇒ [Competitive Events Volunteer Award](#)
- ❑ Collect the following completed forms from each conference delegate and bring them to the State Leadership Conference. These will not be turned into State Office.
  - ❑ [Code of Conduct Form](#)
  - ❑ [Student Multiple Release Form](#)
  - ❑ [Adult Multiple Release Form](#)
- ❑ Complete obligations for hotel reservations by March 10, 2018.
  - ⇒ [Hotel Rooming List](#)
  - ⇒ [Denver Tax Form](#)
  - ⇒ [Standard CO Affidavit of Exempt Sales](#)
  - ⇒ [Standard Municipal Home Rule Affidavit of Exempt Sales](#)
- ❑ Have participants watch the [Competitive Event Orientation Video](#) and complete the [Orientation Attendance Form](#) by the time they compete at SLC.

# Adviser Reminders

A required meeting for all advisers will be held on Thursday, April 5 at 11:30 am. Advisers will receive last-minute instructions. Please be prompt.

Advisers are reminded that legal authority to enforce rules and control student behavior extends beyond the classroom to school-sponsored trips. Advisers stand in loco parentis (in place of parent) with respect to the student at school-sponsored functions.

A local chapter or school must provide a Local Adviser/sponsor to accompany FCCLA members attending district, state, regional, or national activities on a minimum **ratio of ten members to one adviser/sponsor**. Check with your school district policies – this may vary. **Adequate supervision is a must.**

Advisers are responsible for their students. Curfew is expected to be enforced and room checks are required.

Depending on school policy, advisers may request a signed consent slip from parents, and/or may need to complete additional school-required forms and paperwork for student travel. Completed paperwork and discussion of the guidelines and disciplinary actions with students indicate that advisers have planned adequately and acted in good faith.

A completed and signed **Code of Conduct Verification Statement and a Multiple Release Form** are required for each student attending State Conference. Forms are included in this packet. **These completed forms are required to be kept with Chapter Advisers at State Conference - do not send to State Office.**

Students violating Code of Conduct rules are subject to disciplinary action, including, but not limited to, competitive event disqualification, forfeiture of privileges to attend further events, confinement to hotel room, dismissal from the conference, and being sent home at their own expense.