



SECTION 11 – POLICIES AND PROCEDURES

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PART I: INTRODUCTION

1. Policies and Disciplinary Procedures for Colorado FCCLA members are designed to ensure members will maintain a high standard of conduct while in attendance at any district, state, regional, and/or national activities.
2. The time span covered by these policies and procedures will start at the time an FCCLA member arrives at the designated activity location and continue until the member leaves the designated activity location.

Last Revised July 2017



PART II: GENERAL POLICIES

1. A local chapter or school must provide a Local Adviser/sponsor to accompany FCCLA members attending district, state, regional, or national activities on a ratio of ten members to one adviser/sponsor. For district, state, regional, or national FCCLA activities, the chapter may designate a sponsor(s) to take the place of the Local Adviser.
2. All members must have signed "Code of Conduct and Verification Statement" with the Local Adviser/sponsor while attending FCCLA activities. The local chapter or school and the Local Adviser/sponsor must have a copy, in their possession, of the multiple release form and a copy of the "Code of Conduct and Verification Statement" for all members in attendance.
3. The local chapter or school must coordinate transportation for members to all FCCLA activities. Chapters must notify the Colorado FCCLA State Adviser of their participation in regional or national activities.
4. Members shall inform Local Adviser/sponsor of activities and whereabouts any time they are not under the direct supervision of said Local Adviser/sponsor.
5. All members will spend night(s) at assigned lodging and in assigned rooms. Conference hotels/lodging must be used by all members attending the activity.
6. Members are allowed to leave assigned lodging only with designated Local Adviser/sponsor's permission and/or supervision.
7. Members shall adhere to the required dress code required as decided by the Colorado FCCLA Board of Directors, State Advisory Board, and/or Colorado FCCLA State Adviser.
8. The Colorado FCCLA State Adviser, the Local Adviser/sponsor or the District Consultant may send members home (at member's expense) from any official FCCLA activity for violation of the conduct policies and procedures.
9. Direct supervision includes the time the member is covered by the prescribed activity schedule. Members must have an itinerary when their individual schedule is not covered by the prescribed activity schedule.
10. Colorado chapters attending the National Leadership Conference will use the state designated travel agent for all travel details to/ from the conference.
11. The Colorado Career and Technical Student Organizations have hired a law firm to serve on retainer for CTSOs.

Last Revised November 2017



PART III: STATE ADVISORY BOARD POLICY

1. State Advisory Board Members
 - A. Current State Executive Council
 - B. Current National Officer(s)
 - C. District Consultants/Co-consultants
 - D. State Officer Team Adviser(s)
 - E. Colorado FCCLA State Adviser
 - F. Colorado Family and Consumer Sciences Program Director
 - G. Middle School Adviser Representative (on a 2-year rotation going in alphabetical order of districts)
 - H. Culinary Arts Programs Representative
 - I. Alumni & Associates Representative
2. State Advisory Board Meetings
 - A. The State Advisory Board shall meet at the summer and fall planning meetings or at the call of the Colorado FCCLA State Adviser.
 - B. The State FCCLA President shall preside at the business sessions as designated by the Colorado FCCLA State Adviser.
 - C. In order to have a free response on certain issues, the State Executive Council and the District Consultants(s)/Co-consultants, and State Officer Team Adviser(s) may consider the same problem in separate sessions but shall make final decisions as the State Advisory Board.
 - D. A majority of the members of the State Advisory Board shall constitute a quorum.
 - E. Decisions shall be adopted by a majority vote.
 - F. A current conferencing technology meeting will take place for a special session. A majority of members of the State Advisory Board shall constitute a quorum. Family and Consumer Sciences Program Director, Colorado FCCLA State Adviser, State FCCLA President, and/or State Secretary may call a special session.
3. State Advisory Board Duties
 - A. The duties of the State Advisory Board shall be to develop, implement, evaluate and approve plans for the State Association.
 - B. The State Advisory Board will have the following standing committees to fulfill their duties:
 - I. Alumni & Associates Committee
 - Chaired by the Second Vice President.
 - The Alumni & Associates Committee will determine the programming and involvement of the Alumni & Associates division.
 - II. Bylaws Committee

- Chaired by the First Vice President.
 - The Bylaws Committee will review the Colorado FCCLA Bylaws and make recommendations on amendments. This committee will also make recommendations on how the Colorado delegation will vote on National FCCLA proposed bylaw amendments.
- III. Competitive Events Committee
- Chaired by the Vice President of Events.
 - The Competitive Events Committee will oversee the competitive events policies and programming.
- IV. Finance Committee
- Chaired by the Vice President of Finance.
 - The Finance Committee will assist the Colorado FCCLA State Adviser in the development of the state budget and financial policies, to review the prepared year's fiscal statements, and to be responsible for the audit. This committee will be made up of three representatives from the State FCCLA Executive Council (Vice President of Finance, District Consultant for Vice President of Finance, and another District Consultant/ Representative).
- V. Membership Committee
- Chaired by the Vice President of Membership.
 - The Membership Committee will direct all membership activities and membership campaigns.
- VI. Middle School Committee
- Chaired by the Vice President of Publications.
 - The Middle School Committee will develop policies and best practices for middle school chapters.
- VII. Minutes Review Committee
- Chaired by the Secretary.
 - The Minutes Review Committee will edit and approve all minutes of the state delegation.
- VIII. National Conferences Committee
- Chair will be chosen from eligible state officers by the State Executive Council.
 - The National Conferences Committee will oversee the policies and activities of the state delegation at any national conference.
- IX. National Programs Committee
- Chaired by the Vice President of Programs.

- The National Programs Committee will oversee the implementation of the National Programs on the state level and make recommendations on state level projects for chapters.
- X. Officer Selection Committee
 - Chair will be chosen from eligible state officers by the State Executive Council.
 - The Officer Selection Committee will manage the policies for the state officer selection process.
- XI. Peer Education Committee
 - Chaired by the Vice President of Peer Education.
 - The Peer Education Committee will oversee the implementation of state level peer education programming and manage the youth expo activities at the annual state conference.
- XII. Policies and Procedures Committee
 - Chaired by the Vice President of Membership.
 - The Policies and Procedures Committee will review all policies and procedures and make recommendations on changes.
- XIII. Recognition and Scholarship Committee
 - Chaired by the Vice President of Recognition.
 - The Recognition Committee will manage the state level recognition and scholarship policies.
- XIV. State Service and Public Relations Committee
 - Chaired by the Vice President of Public Relations.
 - The State Service and Public Relations Committee will manage the state association's public relations and implement the state service project.
- XV. State Conferences Committee
 - Chair will be chosen from eligible state officers by the State Executive Council.
 - The State Conferences Committee will determine the programming and activities at any state conference.

Last Revised November 2017

PART IV: STATE EXECUTIVE COUNCIL

1. Membership

A. The State Executive Council may consist of:

- I. President
- II. First Vice-President
- III. Second Vice-President
- IV. Secretary
- V. Vice-President of Events
- VI. Vice-President of Finance
- VII. Vice-President of Membership
- VIII. Vice-President of Peer Education
- IX. Vice-President of Programs
- X. Vice-President of Public Relations
- XI. Vice-President of Publications
- XII. Vice-President of Recognition
- XIII. Senior Officer(s)
- XIV. Current National Officer(s)

2. Meetings

A. The State Executive Council is required to attend:

- I. State Officer Orientation – 1 day in May
- II. Summer State Advisory Board Meeting – 2 days in June
- III. Summer Leadership Training – 3 days in June
- IV. OPTIONAL - Colorado Association for Career Technical Education Conference, 2-4 days in July
- V. Chapter/ District Officer Leadership Training Conference – July/August/September – 2 days
- VI. Fall State Advisory Board Meeting – 2 days – September/October/November.
- VII. Cluster Meeting - required when in state, optional when out-of-state – November, 3 days.
- VIII. Script writing – January/February, 1-2 days (not all officers are involved).
- IX. State Executive Council meetings – 1 day in the fall and 2 days in the spring
- X. Annual State Leadership Conference – April – 5 days.
- XI. One home District Conference and are encouraged to attend home district planning meetings and additional District Conferences.
- XII. OPTIONAL – National Leadership Conference. This activity is held during July (approximate time, 1 week).

3. Duties

- A. The State Executive Council must attend all required state meetings. Sickness, death in the family, family emergency, or prior written consent of the Colorado FCCLA State Adviser are the only acceptable excuses for a State Officer's absence.
 - I. Colorado FCCLA State Adviser must have a written notification emailed at least one week in advance. Written notification shall be an "official email or communication" from the FCCLA State Officer from emailed from the local chapter adviser's email address with the local school administrator copied.
 - II. Any Officer with an unexcused absence shall be placed on probation for the duration of the term of office. The Officer's resignation from State Office shall be requested if there is one more unexcused absence.
 - III. All unexcused absences shall be referred to and acted upon by the Colorado FCCLA State Adviser.
- B. The State Executive Council is required to participate in two Community Outreach Visits, included but not limited to chapter visits, non FCCLA conferences, digital connection, and webinar.
- C. The State Executive Council shall carry out their duties and responsibilities in accordance with the Colorado State Bylaws and Colorado Policies & Procedures.
- D. State Officers will assist local chapter adviser with accomplishing their Program of Work.
- E. State Officers must project a positive image of FCCLA at all times, individually, personally, and through all communication (verbal, written, electronic, or otherwise.)
- F. State Officer Projects
 - I. All members of the State Executive Council will complete a State Officer project.
 - II. State Officers will complete a project that will benefit their chapter, school, district, community or the State Association (reflecting the duties of their office) using the FCCLA planning process.
 - III. Written report of the project will be submitted at the CTSO Summer Leadership Training followed by an update at the Fall Executive Planning Meeting.
 - IV. Project may be used as a workshop at the State Leadership Conference.
 - V. Final report of the project will be submitted two weeks prior to the State Leadership Conference to the 1st Vice President.
- G. The current President, Vice President of Events, and Vice President of Finance will be the State Executive Council representatives to the Colorado FCCLA Board of Directors.

4. Responsibilities

- A. State Executive Council members will complete the following:
 - I. Monthly State Officer Activities Report – Due the 5th of each month
 - II. Travel authorization – one week prior to scheduled meeting
 - III. Travel expense form – will not be reimbursed without travel authorization
 - IV. Code of Conduct and Verification Statement
 - V. Multiple Release Form
 - VI. State Officer Chapter Visit Report
 - VII. State Officer Project Report
 - VIII. State Officer Year-End Report
 - IX. Verification of insurance (if applicable)
 - X. Grade and eligibility (defined by local school) verification by chapter adviser monthly
 - XI. iPad User Agreement
 - XII. Social Media Agreement
- B. Professional Image
 - I. All state officers are expected to portray a professional image when in official dress.
 - II. All concerns on attire should be addressed to the state adviser
- C. Rewards/Consequences
 - I. Officers who complete and submit (email/mail) all forms on the required due dates will receive special rewards or recognition at the State Conference (e.g., suite at State Conference).
 - II. Officers failing to submit any forms/reports by the deadline date will be sent an email reminder. If this happens a second time, a letter will be sent to the officer with copies sent to the Officer's parents and adviser. The third time a deadline is missed, the Officer will be put on probation and, if any more deadlines are missed, the Officer may be asked to resign.
 - III. If an Officer fails to submit a travel authorization, said member will not receive mileage reimbursement and/or may be required to pay own expenses (lodging and/or meals) for said meeting.
 - IV. A returning Officer Candidate's "reporting history" will be given to the State Interviewing Panel.
 - V. State Officers who become grade ineligible per their school's eligibility requirements (to be monitored by your Chapter Adviser) will not be able to attend required meetings while ineligible and will be placed on probation.
- D. Graduating state officers and/ or state officers not seeking state office may compete in any individual competitive event if they are in good standing and if

approved by the local chapter adviser, state officer team adviser(s), and Colorado FCCLA State Adviser.

- E. State Officers that resign during their term will be required to reimburse the State Association for any conference registration paid for them to attend any state or national conferences.
5. Vacancy
- A. In the event of a State Officer vacancy (excluding the President) up to one week prior to CTSO training, the position will be filled according to, but not limited to, the following guidelines:
 - VI. Current 2nd Vice President assumes the vacant position
 - VII. Divide vacant position responsibilities among current officer team (State Representative, Occupational/Comprehensive Programs Representative)
 - B. In the event of a vacancy (excluding the President) in a State Officer position after the CTSO training and prior to Fall Planning Meeting, the position will be filled according to, but not limited to:
 - VIII. Current 2nd Vice President assumes the vacant position.
 - IX. Divide vacant position responsibilities among current officer team (State Representative, Occupational Comprehensive Programs Representative, national candidate not receiving an office).
6. Senior Officer
- C. Only past FCCLA State Officers may make application for the position of Senior Officer(s). A letter of application shall be sent to the Colorado FCCLA State Adviser by established date.
 - D. The Colorado FCCLA State Adviser may select the Senior Officer.
7. Termination
- A. Due process is of primary importance because it recognizes the right of the State Officer to have recourse within a decision-making process. Due process assures the student of the following steps:
 - B. Regulations and penalties are available in writing.
 - C. The State Officer has the right to be informed of specific reasons for action.
 - D. All members are obligated to work out difficulties at the level at which they occur, if possible.
 - E. The State Officer has the right to present a defense against charges and to produce information in his/her parent's presence.
 - F. The State Officer, administrator, and/or teacher have the right to request the presence of the parents.
 - G. Proper consideration should be given to the student's right to privacy.
 - H. Disciplinary action shall be reasonable and related to the infraction.
 - I. All due process claims must:

- I. Be written or delivered in person to the Colorado FCCLA State Adviser or mailed to the FCCLA State Office within ten (10) working days following the event.
 - II. Consist of a written, signed statement lodged by a person or persons believing they have evidence to substantiate the complaint.
 - III. Hearing shall be interpreted as a meeting to determine disciplinary action to an official complaint.
- J. The affected State Officer, Chapter Adviser/sponsor, local administrator, and parent or guardian will be notified by letter that an official complaint has been received. Within ten (10) working days following the receipt of the written complaint, they will be notified of the meeting date of the hearing and be requested to attend.
- K. The Colorado FCCLA State Adviser will conduct the hearing consisting of the Colorado FCCLA State Adviser, local chapter adviser, local administrator, that State Officer's District Consultant, and a representative of the Colorado FCCLA Board of Director who will determine the disposition of the complaint.
- L. The following disciplinary action may be taken in response to the written complaint:
- I. Case dismissed – due to lack of evidence.
 - II. Letter of reprimand to all involved.
 - III. State Officer may be placed on probation until the end of the current year.
 - IV. State Officer may be terminated from their office for the remainder of their term.
 - V. State Officer may be terminated from their office and given a suspension for 13 months.
- M. The State Officer, Local Adviser/sponsor, local administrator and parent or guardian shall be notified by certified mail, in writing, of the decision of the Colorado FCCLA State Adviser within ten (10) working days after the hearing.
- N. Within ten (10) working days after receiving the decision, the affected State Officer may appeal the decision to the Colorado FCCLA State Adviser in writing.
- O. Within ten (10) working days, the Colorado FCCLA State Adviser must inform the member of the scheduled meeting date of the appeals hearing before an unbiased board. The board will consist of three (3) individuals who are not associated with FCCLA (e.g., college personnel, local administrator, business and industry personnel). After private deliberation, the decision will be made at the meeting of the unbiased board.
- P. The Colorado FCCLA State Adviser will inform the State Officer, Local Adviser, local administrator, and parent or guardian in writing the appeals hearing committee decision with ten (10) working days after the decision is made.

- Q. All correspondence will be sent by certified and registered mail.
 - R. State Officers that are terminated during their term will be required to reimburse the State Association for any conference registration paid for them to attend any state or national conferences.
8. National Officer Candidate
- A. Nomination
 - I. Each State Association shall have the privilege of nominating two candidates for National Officer.
 - B. Qualification
 - I. Be an active member for at least one year.
 - II. Have a scholastic rating of 3.0 over the last three semesters.
 - III. Have made outstanding contributions and have already attained some leadership position within FCCLA, but does not have to be a previous state officer.
 - IV. Go through the interview process at the district level and earn a test score of 80% or better on the State Officer Exam.
 - V. Go through the entire interview process at State Conference and at State Conference earn a score of at least 80% on a state-developed national officer test.
 - VI. Have support and approval of the local chapter, Chapter Adviser, school administration, and parent/guardian.
 - VII. Have the approval of the State Association.
 - VIII. Candidate's adviser must be willing to serve as a consultant at the National Level if candidate is elected.
 - C. Application
 - I. A National Officer Candidate must first complete the same application as state officer candidates. The application must be submitted to the District Consultant by the established deadline.
 - II. National Officer Candidates must be interviewed at the District Level before being interviewed by the State Interviewing Panel at State Leadership Conference.
 - III. Applications are subject to approval by the Colorado FCCLA State Adviser.
 - IV. Once selected to be a Colorado National Officer Candidate, applications for National Officer may be obtained from the FCCLA State Adviser and must be submitted to the State Office by established deadline date.
 - D. Duties
 - I. National FCCLA Officer(s) from Colorado shall act as liaison between national and state level and report to the State Executive Council following each national meeting attended.

- II. Shall attend State Executive Council meetings (as stated in State Officers' policies) and State Leadership Conference.
- E. National Officer Candidate(s) who do not receive a National Office may apply to the Colorado State Officer Team and be selected at the discretion of the Colorado FCCLA State Adviser as a Senior Officer.

Last Revised April 2018

PART V: STATE OFFICER SELECTION

1. State Officer Candidate Process

- A. The Colorado Family and Consumer Sciences Program Director and one other person will coordinate the selection process each year.
- B. Must be an affiliated member of a local chapter or be a prospective member submitting a promissory commitment to become an affiliated member.
- C. Must be currently in grade 8, 9, 10, or 11.
- D. Must currently have and maintain an academic 2.5 GPA or better based on the last grading period.
- E. Must have demonstrated a leadership role at the local, district or community level (leadership role – chairperson of a committee, officer of a class organization, at work or in the community).
- F. Must display basic knowledge about the career and technical student organization of FCCLA and Family and Consumer Sciences (a written exam will be required at the District’s Winter Conference or designated time and location).
- G. Must not be running for State Office in any other Career and Technical Student Organization.
- H. Must secure support from parent/guardian(s), local adviser, school administrator, and District Consultant.
- I. Complete the following necessary paperwork in this order and submit it to District Consultant by established date:
 - I. A State Officer Candidate Application Form and one-page resume. Attach wallet-size photo to upper right-hand corner of Application Form.
 - II. Responsibility and Qualifications Signature Sheet with all required signatures.
 - III. Three LETTERS OF RECOMMENDATION (one must be from a FCCLA Chapter Adviser).
 - IV. This paperwork must be submitted and secured in a three-hole theme folder (with pockets and brads) with a white label placed in the top right-hand corner. The label must have candidate’s name, adviser’s name, district name, and consumer or occupational division designated. No page protectors allowed.
- J. At District’s Winter Conference or designated time and location, candidates will be interviewed and screened by a District Interviewing Panel and be required to complete:
 - I. One-minute introduction of self to attendees using a prop.
 - II. Individual presentation to District Interview Panel as required at State Leadership Conference.
 - III. Recite the FCCLA Creed.

- IV. Take the FCCLA Knowledge Exam and written assignment and score at least 80 percent in order to continue. For the written assignment, candidates may bring whiteout, additional paper and a dictionary. This assignment will be evaluated on the following points:
 - Neat and legible
 - Covers pertinent information
 - Clearly written
 - Spelling
 - Correct English grammar and style
- V. Applicants must receive 80 percent or higher on their knowledge exam to be considered as an officer candidate. Applicants will receive official notification of State Officer Candidacy and be invited to be a part of the State Officer Selection process by March 1.
- K. Candidates selected to go on to the State Interview Panel will proceed through the interview process at the State Leadership Conference and complete the following:
 - I. State Officer Candidates and Interview Panelists will meet to go over logistics for the officer selection procedure. This is an information-only meeting and is not part of the selection process.
 - II. Candidates will introduce themselves to the Voting Delegates at the Business Meeting in an informal meet and greet. Candidates' interactions with the Voting Delegates will be observed by the state interview panel.
 - III. Candidates will introduce themselves to the entire delegation at the Opening Session. The introduction will be a one-minute presentation with a prop. The subject will be free choice of the candidate. If speeches run beyond one minute, points will be deducted but candidates will be allowed to finish. The evaluation will be based on:
 - Preparedness
 - Creativity
 - Volume and clarity
 - IV. Interview with State Panel – time will be assigned at orientation and will include:
 - V. State Officer Candidates will be required to recite the FCCLA Creed. Candidates will be evaluated on how well they have the Creed memorized and if they speak clearly and not too fast.

- VI. Organize a short talk about yourself covering the topics below (two minutes minimum, three minutes maximum). Points will be deducted if not within required time limit. This speech should be memorized. Note cards will be allowed. Topics to include in the presentation (in any order):
 - The contributions you have made to FCCLA and what you think you can contribute to the Colorado Association as a State Officer.
 - Relate why you would like to become a State FCCLA Officer.
 - Describe your participation in your chapter FCCLA activities and other school or community organizations.
 - Review your qualifications to be a State Officer.
- VII. Candidates will be asked six questions during an oral interview that consists of the following:
 - 1 Personality Question
 - 2 Situational Response Questions
 - 1 Parliamentary Procedure Question
 - 1 Resume Based Question
 - 1 Follow Up Question Based On Interview
- VIII. Candidates may be assigned to a group of three (3) or four (4) to develop a team presentation.
 - Candidates may be assigned to a whole group presentation/task.
 - The presentation/task is up to the discretion of the interview panel.
- L. Dress Code for State Officer Candidates
 - I. Officer candidates are to look professional throughout the entire conference unless otherwise stated.
 - II. During both the prop speech on stage and the interview, only business attire will be allowed, no costumes of any sort will be acceptable.
 - III. Business attire is classified as a business suit or attire. Exceptions will be made for candidates who wear a dress shirt with tie/neckwear and slacks or skirt without a jacket/blazer.
 - IV. For "Officer Reflections" casual attire (jeans and FCCLA t-shirt).
 - V. For installation, candidates should wear semi-formal attire or appropriate business dress.
- M. Candidates Disqualifications



- I. Being late to any Officer Candidate Meeting or interview may result in immediate disqualification. Candidates must be aware from the onset that promptness is important.
 - II. Violation of Policies and Disciplinary Procedures results in immediate disqualification.
 - N. New State Officers are announced at the State Leadership Conference and these officers must attend the Installation Ceremony at the Awards Session.
 - O. State Officers Candidates are not allowed to participate in any competitive event.
2. Interview Panel Member Process
 - A. Must be an affiliated member of a local chapter or be a prospective member submitting a promissory commitment to become an affiliated member.
 - B. Must currently have and maintain an academic 2.5 GPA or better based on the last grading period.
 - C. Must display basic knowledge about the career and technical student organization of FCCLA and Family and Consumer Sciences (a written exam will be required at the District Winter Conference).
 - D. Must secure support from parent/guardian(s), local adviser, and District Consultant.
 - E. Complete the following necessary paperwork in this order and submit it to District Consultant by established date:
 - I. The Interview Panelist Application Form
 - F. At District's Winter Conference or designated time and location, panelist candidates will be interviewed and screened by a District Interviewing Panel and be required to:
 - I. Recite the FCCLA Creed.
 - II. Take the FCCLA Knowledge Exam and written assignment and score at least 80 percent in order to continue. For the written assignment, candidates may bring whiteout, additional paper and a dictionary. This assignment will be evaluated on the following points:
 - a. Neat and legible
 - b. Covers pertinent information
 - c. Clearly written
 - d. Spelling
 - e. Correct English grammar and style
 - III. Applicants must receive 80 percent or higher on their knowledge exam to be considered as a panelist. Applicants will receive official notification and be invited to be a part of the State Officer Interview Panel by March 1.

- G. Panelists are to look professional throughout the entire conference unless otherwise stated.
- H. Panelist Disqualifications
 - I. Being late to any Officer Candidate Meeting may result in immediate disqualification. Candidates must be aware from the onset that promptness is important!
 - II. Violation of Policies and Disciplinary Procedures results in immediate disqualification.
- I. Panelists are allowed to participate in any individual competitive event.
- J. Panelists will receive a 50% discount on State Conference registration.

Last Revised November 2017

PART VI: FINANCIAL POLICIES

1. Section 1: General Financial Policies

- A. Expenditure of funds is the responsibility of the Colorado FCCLA State Adviser with approval of these expenditures by the Colorado FCCLA Board of Directors. If requested, this information can be forwarded at more frequent intervals.
- B. An annual budget will be approved by the Colorado FCCLA Board of Directors and State Advisory Board with individual budgets being developed for specific activities.
- C. The Vice President of Finance shall give a financial report at the State Leadership Conference.
- D. All financial records will be maintained for a minimum of five years. These records will be stored digitally by the Colorado FCCLA State Adviser. Year-end reports will be maintained on file at the State Office.
- E. Tax reports will be filed on an annual basis and will be maintained on file at the State Office.
- F. Official minutes of all budget committee meetings will be kept on file at the State Office.
- G. A three-part accounting system will be used to document control of the funds of the Colorado FCCLA. The Colorado FCCLA Adviser or authorized representative will make all deposits of funds as they are received and will handle all financial record keeping of the State Association. Receipts will not be written for conference registrations and payment of dues unless requested. Colorado FCCLA State Adviser and/or the authorized representative at CCCS will have the authority to expend funds.
- H. The Colorado FCCLA State Adviser will provide the treasurer of the Colorado FCCLA Board of Directors a monthly reconciliation of all accounts by the 25th of each month. Following the close of the books on June 30th, the Colorado FCCLA State Adviser will provide a complete accounting of the year's receipts and disbursements. This will be provided by August 30th of each year. This report will be used to prepare the year-end report of the Colorado FCCLA.
- I. Whenever possible, direct billing accounts will be established with businesses that impact the operation of the Colorado FCCLA.
- J. A "no cash" policy is in effect for Colorado FCCLA (\$50.00 or over).
- K. All conference registration fees should be paid before arrival at all state-sponsored conferences. Chapters who have not paid registration fees will not be allowed to participate in conference activities. Hotel reservations and payment is the responsibility of the local FCCLA chapter. Late fees will be assessed for paperwork that is received after the posted deadline. A late fee of \$25.00 will be assessed every 15 days after the payment deadline to late payments.

- L. There will be no refunds of conference registration fees due to circumstances beyond the control of the State FCCLA.
 - M. Dual signatures will be required for any check in excess of \$5,000. The authorized representative at CCCS will serve as the second signature on Colorado FCCLA checks.
 - N. Maintaining a credit card with a small maximum balance for the Colorado FCCLA will reduce the number of checks which must be used when on site for State Association activities. The maximum credit limit which can be used for FCCLA business is \$15,000 without prior approval of the Colorado FCCLA Board of Directors.
 - O. Any unencumbered money over \$30,000 that is accumulated in the FCCLA student account at the end of the fiscal year cannot be used without the prior approval of the Colorado FCCLA Board of Directors.
 - P. There shall be no more than \$75,000 in the FCCLA savings/investment accounts without the prior approval of the Colorado FCCLA Board of Directors.
 - Q. Colorado FCCLA has the right to refuse any donation if the donating entity does not match the mission and purpose of Colorado FCCLA.
2. Section 2: Affiliation Dues
- A. National Dues
 - I. The amount of national dues for active members shall be determined by the National Executive Council and the National Board of Directors and shall be subject to approval of the voting delegates at a national meeting.
 - B. State Dues
 - I. The amount of state dues for active members shall be determined by the State Advisory Board subject to approval by the Colorado FCCLA Board of Directors and voting delegates at a State Conference. In addition, the dues will be increased to meet the cost of mandatory liability insurance.
 - C. Chapter Fees
 - I. A chapter fee may be assessed each year to cover the cost of printing and other miscellaneous items not covered by the state dues. The amount of chapter fee shall be determined by the State Advisory Board subject to approval by the Colorado FCCLA Board of Directors and voting delegates at a State Conference.
3. Section 3: Membership
- A. Membership/Affiliation
 - I. Membership/affiliation must be completed through the National FCCLA online registration website. Affiliation payment of total dues shall be submitted to the National FCCLA Office. Affiliation should be completed by November 1 and February 15.

- II. High school chapters must affiliate at least 15 members and 1 adviser annually.
 - B. Deadline Dates
 - I. Any chapter and/or its members failing to submit payment of state and national dues by the designated deadline date may not participate in any state or national activities for that membership year.
 - II. Conference deadline dates shall be established the Colorado FCCLA State Adviser and communicated to member chapters. Conference deadline dates will be strictly adhered to and enforced. A late fee of \$10 per person shall be enforced on any materials submitted by late registration deadline.
 - C. Middle School Membership
 - I. A middle school chapter may either affiliate a chapter as a middle level chapter, regular chapter, or in conjunction with the closest high school chapter.
 - II. If a middle school chooses to affiliate in conjunction with the closest high school chapter, the following stipulations must be met by both chapters:
 - Must be approved by the Colorado FCCLA State Adviser
 - The middle school must affiliate 5 members that are not counted in the required affiliation for high school chapters.
 - Both the middle school and high school adviser(s) must be affiliated as advisers.
 - The middle school and high school chapter will split the chapter fee.
 - D. Alumni & Associates Membership
 - I. Former active members and other adults who share the goals and purposes of FCCLA and its programs and who wish to support the continuing development of FCCLA youth shall be eligible for Alumni & Associates membership. Alumni members shall not vote nor hold office, but may attend meetings of the organization.
 - II. Colorado Alumni & Associates membership dues will be \$15.00 for one year or \$25.00 for two years. Graduating senior dues will be \$5.00 for the first year.
 - E. Members of Suspended or Terminated Programs.
 - I. The decision to allow a member to join a neighboring chapter is at the discretion of the two local school boards, administration, and the adopting chapter adviser.
 4. Section 4: State Approved Fundraisers
 - A. The Colorado FCCLA Board of Directors and/ or State Advisory Board shall approve fund raising companies. The State Association shall receive a percentage

of the profits from these companies that are over and above the profits of the local chapter.

- B. The State Association will use the monies for specific projects and activities designated by the Colorado FCCLA Board of Directors and/ or State Advisory Board.

Last Revised November 2017



PART VII: CODE OF CONDUCT POLICY

1. The Code of Conduct policy was developed by the Colorado FCCLA Board of Directors and State Advisory Board to set the highest standards for personal conduct at official activities.
2. These rules will apply to all district, state, regional and/or national activities. FCCLA members will not engage in the following:
 - A. The possession or consumption of any intoxicating beverage, narcotic drug, or illegal substance by any member is prohibited. (This excludes member's own prescription drugs.) Local authorities may be notified of the incident.
 - B. Members of the opposite sex are not allowed in sleeping rooms in hotels unless an adviser is present in the room. **NO EXCEPTIONS** – even with the door open.
 - C. Defacing of property (including pulling fire alarms) – any damages to, or loss of furnishings located on the premise of the FCCLA function will be paid for by the responsible individual(s). Local authorities may be notified of the incident.
 - D. Violation of school and/or hotel tobacco policies.
 - E. Violation of curfew (as stated in program).
 - F. Violation of dress code (as stated in the conference policies and information).
 - G. Violation of harassment policies.
 - H. Any other act that brings criticism or discredit to Colorado FCCLA and/or chapter as determined by the hotel, Colorado FCCLA State Adviser or Chapter Adviser/sponsor.
3. Disregarding or violating the Code of Conduct:
 - A. Delegates who disregard or violate this code will be subject to disciplinary action including, but not limited to, competitive event disqualification, forfeiture of privileges to attend further events, confinement to your hotel room, and dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FCCLA reserves the right to notify law enforcement.
 - B. Any Code of Conduct violation must be brought to the attention of the Colorado FCCLA State Adviser or Colorado Family Consumer Sciences Program Director prior to the conclusion of the conference. Disciplinary decisions will be made by Chapter Adviser(s), and/or the Colorado FCCLA State Adviser, and/or local administrator(s).

Last Revised July 2017



PART VIII: HARASSMENT POLICY

1. Harassment based on race, color, religion, national origin, ancestry, sex, sexual orientation, sexual identity, or disability will be regarded as a violation of this policy.
2. Harassment based on race or color can include unwelcome, hostile, and offensive verbal, written, or physical conduct based on, or directed at, the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.
3. Harassment based on religion can include unwelcome, hostile, and offensive verbal, written, or physical conduct based on, or directed at, the characteristics of a person's religion or creed, such as comments regarding surnames, religious tradition, or religious clothing, as well as religious slurs and/or graffiti.
4. Harassment based on national origin or ancestry can include unwelcome, hostile, and offensive verbal, written, or physical conduct based on, or directed at, the characteristics of a person's national origin, such as comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.
5. Sexual harassment of students includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature. Sexual harassment may occur whether the harassment is between people of the same or different gender. Sexual harassment can include unwelcome oral, written, or physical conduct, directed at, or related to, a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of education reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging, or restraining someone's movement in a sexual way.
6. Harassment based on sexual orientation can include unwelcome, hostile, and offensive verbal, written, or physical conduct based on, or directed at, the characteristics of a person's sexual orientation, such as name-calling and imitating mannerisms.
7. Harassment based on disability can include unwelcome, hostile, and offensive verbal, written, or physical conduct based on, or directed at, the characteristics of a person's disability condition, such as imitating manner of speech or movement; hostile or offensive acts; and/or interference with movement or access to necessary equipment.
8. All advisers and students share the responsibility to ensure that harassment does not occur at any FCCLA activities or functions.

Last Revised November 2017

PART IX: DUE PROCESS PROCEDURES

1. Due process is of primary importance because it recognizes the right of individuals to have recourse within a decision-making process.
2. Due process assures the student of the following steps:
 - A. Regulations and penalties are available in writing.
 - B. The student has the right to be informed of specific reasons for action.
 - C. All members are obligated to work out difficulties at the level at which they occur, if possible.
 - D. The student has the right to present a defense against charges and to produce information in his/her parent's presence.
 - E. The student, administrator, and/or teacher have the right to request the presence of the parents.
 - F. Proper consideration should be given to the student's right to privacy.
 - G. Disciplinary action shall be reasonable and related to the infraction.
 - H. All due process claims must:
 - I. Be written or delivered in person to the Colorado FCCLA State Adviser or mailed to the FCCLA State Office within ten (10) working days following the event.
 - II. Consist of a written, signed statement lodged by a person or persons believing they have evidence to substantiate the complaint.
 - III. Hearing shall be interpreted as a meeting to determine disciplinary action to an official complaint.
 - IV. The affected individual, Chapter Adviser/sponsor, local administrator, and parent or guardian will be notified by letter that an official complaint has been received. Within ten (10) working days following the receipt of the written complaint, they will be notified of the meeting date of the hearing and be requested to attend.
 - I. The Colorado FCCLA State Adviser will conduct the hearing consisting of the Colorado FCCLA State Adviser, local administrator, and a representative of the Colorado FCCLA Board of Director who will determine the disposition of the complaint.
 - J. The following disciplinary action may be taken in response to the written complaint:
 - I. Case dismissed – due to lack of evidence.
 - II. Letter of reprimand to all involved.
 - III. Member(s) or adviser(s)/sponsor(s) may be placed on probation until the end of the current year.
 - IV. Member(s) or adviser(s)/sponsor(s) may be placed on suspension for 13 months.

- K. The member, adviser/sponsor, local administrator and parent or guardian shall be notified by certified mail, in writing, of the decision of the Colorado FCCLA State Adviser within ten (10) working days after the hearing.
- L. Within ten (10) working days after receiving the decision, the affected party(s) may appeal the decision to the Colorado FCCLA State Adviser in writing.
- M. Within ten (10) working days, the Colorado FCCLA State Adviser must inform the member of the scheduled meeting date of the appeals hearing before an unbiased board. The board will consist of three (3) individuals who are not associated with FCCLA (e.g., college personnel, local administrator, business and industry personnel). After private deliberation, the decision will be made at the meeting of the unbiased board.
- N. The Colorado FCCLA State Adviser will inform the member, Local Adviser, local administrator, and parent or guardian in writing the appeals hearing committee decision with ten (10) working days after the decision is made.
- O. All correspondence will be sent by certified and registered mail.

Last Revised November 2017

PART X: COMPETITIVE EVENTS POLICIES

1. All competitive event materials must be completed between July 1 – June 30 of the current membership year.
2. The official FCCLA binder is not required at the State Leadership Conference. Chapters may use the official FCCLA binder or a red or white 3 ring 1 inch binder.
3. Middle School members (grades 6, 7, 8) can participate in any competitive event that has a junior category.
4. Students may only participate in ONE competitive event at the State Leadership Conference.
5. Any student who participates in a competitive event and receives a gold medal or is a national qualifier is ineligible to compete in the same event again the following year. Gold medal winners must wait out one year and then they may compete again in the same event. Silver or bronze medal winners may compete in the same event the following year.
6. No project can be entered in more than one category of a single event, or in more than one event. However, projects entered in any event may be included in the Chapter in Review events.
7. Each event participant must be an affiliated FCCLA member with dues paid to National FCCLA by February 15. The state office will verify chapter affiliation by March 1.
8. Failure to affiliate with national headquarters by February 15 may result in disqualification or a \$45 per person late affiliation fee. Late fee will be assessed to affiliations after February 15 and before March 15. Any change in membership status must be reported by March 1.
9. All participants attending the State Leadership Conference must be registered with registration paid by established deadlines. Advisers must use the online registration sites to register. If participant is not registered, they are NOT permitted to present their competitive event.
10. All participants must stay at a conference hotel for the required number of nights set by the Colorado FCCLA Board of Directors.
11. There will be no substitutions or alternates allowed in individual events. If the student is unable to attend the event, they are automatically eliminated. Team events may have alternates if the alternate's name is listed on the original registration and if they are members in good standing. Exceptions to this rule will be made ONLY in case of medical or family emergencies.
12. To enter in the Occupational Category of any event, a participant must be identified as Occupational on the national affiliation site and qualify in one of the following areas: be presently enrolled or have been enrolled in the occupationally-related program area aligned with the event.
13. When a student is qualified to enter events in more than one area, the adviser should give direction to the student in selecting the most appropriate event.

14. All event participants must watch the online orientation video prior to March 31 and must print, complete, and provide the online attendance form to the Event Consultant upon check in on the day of their event. Failure to submit the online attendance form will result in a point deduction.
15. Event participants assume the responsibility and any costs incurred for providing the technology or rental equipment needed for their projects and event participation. No electricity or internet will be provided.
16. Participants should be dressed according to specific event guidelines.
17. Some events will have a day-of orientation where participants will be given detailed instructions for their event. Advisers may also attend orientation. At this session, the Event Consultants will:
 - A. Take attendance
 - B. Collect any information or materials participants are to submit
 - C. Review the general event schedule
 - D. Review participants' responsibilities
 - E. Describe the evaluation procedure
 - F. Announce order of participation
18. Spectators are not allowed to observe any portion of any competitive events.
19. All attempts will be made to match qualified (skilled in the area) individuals as evaluators for each event. The evaluators will be present during the entire event and will be allowed to question the participant.
20. The evaluators will tally the scores and the results of the event will be kept confidential until the awards are given.
21. All decisions of the evaluators and/or event consultants(s) and/or Colorado FCCLA State Adviser are final.
22. Only the professional photographer contracted by the State FCCLA Association will take pictures during the event.
23. These rules and the event guidelines will apply to all students who represent Colorado at the National Competitive Events. During National Competitive Events, the National Competitive Event guidelines will apply.
24. National Competitive Event qualifier plaques will be given to participants who earn that designation.
25. National Competitive Events qualification will be given the highest score(s) who earn at least 80 points or above.
26. Runoffs will occur if there is more than one panel for a category in that competitive event.
 - A. Explanation of Runoff: If an event is judged by different judging teams, the two teams or individuals receiving the highest score(s) (has to be gold) from each judging team will be eligible to participate in a runoff. The same number of

evaluators will judge each group. The two teams or individuals will be called back to give a second presentation in the final round. The final round panel of evaluators will contain at least one judge from each of the original panels. All of the participants in the runoff will automatically receive a gold medal even if their score in the final round is in the silver medal range. Winners of the final round will be announced at the awards ceremony.

27. There will be NO SUBSTITUTES on a National Competitive Events Team. Students must qualify at the State Leadership Conference to be eligible to compete at National Leadership Conference.
28. If there are less than five entries in an event, that event will be reevaluated for inclusion the following year.
29. For Culinary Arts STAR Event in Colorado:
 - A. The selected menu and equipment list will be posted on the State FCCLA website by February 1.
 - B. Any necessary large equipment will be provided.
 - C. Only items on the equipment list may be brought to the event.
 - D. Culinary Teams will have 60 minutes to prepare the required food products according to recipe specifications but should they take longer than the 60 minutes, will be penalized 1 point per minute up to a maximum of 5 minutes. After this point the plates will be presented to the evaluators- no matter what is or isn't on the plates.
 - E. Participants should be in grades 10 – 12.
30. Failure to be on time for event presentation will result in a point deduction. Participants are encouraged to arrive 30 minutes before their scheduled event presentation.
31. Participation in any behavior that negatively affects the management of events or failure to display a positive image of the FCCLA organization before, during or after participation may result in disqualification.
32. Event consultants, evaluators, event coordinators, and/or Colorado FCCLA State Adviser will determine point deductions.
33. In the event of a conflict during the state leadership conference awards session, volunteers shall:
 - A. Find the local chapter advisor or district consultant to talk to the upset individual
 - B. The local advisor or district advisor and the upset individual should go to headquarters to discuss the conflict and possible resolution with the FACS state program manager or designee
 - C. If conflicts still exist, due process procedure will be followed.

Last Revised July 2017



PART XI: MANDATORY CHILD MALTREATMENT REPORTING

1. Colorado Revised Statutes § 19-3-304 and § 19-3-307 identify persons who are required to report suspected child maltreatment to an appropriate agency and outline reporting procedures. Colorado FCCLA will act in compliance with all federal, state, and local laws, statutes, or ordinances related to child maltreatment.
2. Persons required to report according to Colorado Revised Statute § 19-3-304 include:
 - A. Physicians, surgeons, physicians in training, child health associates, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, hospital personnel, dental hygienists, physical therapists, pharmacists, or registered dieticians
 - B. Public or private school officials or employees
 - C. Social workers, Christian Science practitioners, mental health professionals, psychologists, professional counselors, and marriage and family therapists
 - D. Veterinarians, peace officers, firefighters, or victim's advocates
 - E. Commercial film and photographic print processors
 - F. Counselors, marriage and family therapists, or psychotherapists
 - G. Clergy members, including priests; rabbis; duly ordained, commissioned, or licensed ministers of a church; members of religious orders; or recognized leaders of any religious bodies
 - H. Workers in the State Department of Human Services
 - I. Juvenile parole and probation officers
 - J. Child and family investigators
 - K. Officers and agents of the State Bureau of Animal Protection and animal control officers
 - L. The child protection ombudsman
 - M. Educators providing services through a Federal special supplemental nutrition program for women, infants, and children, as provided for in 42 U.S.C. § 1786
 - N. Directors, coaches, assistant coaches, or athletic program personnel employed by private sports organizations or programs
 - O. Persons registered as psychologist candidates, marriage and family therapist candidates or licensed professional counselor candidates
 - P. Emergency medical service providers
 - Q. Any other person may report known or suspected child abuse or neglect.
3. Colorado FCCLA will report any suspected activities when any of the following occur:
 - A. A mandated reporter has reasonable cause to know or suspect child abuse or neglect.
 - B. A reporter has observed a child being subjected to circumstances or conditions that would reasonably result in abuse or neglect.

- C. Commercial film and photographic print processors have knowledge of or observe any film, photograph, videotape, negative, or slide depicting a child engaged in an act of sexual conduct.
- 4. Colorado FCCLA will include the name, address, and occupation of the person making the report as required by Colorado Revised Statute § 19-3-307.

Last Revised November 2017

PART XII: CRISIS PLAN

1. Introduction
 - A. Though the likelihood and impact of crisis varies from event to event, we know that, in today's world, the risk is always present. The Colorado FCCLA State Associations believe that the following policy and procedures will make our participants safer and our staff better prepared so that everyone may have an enjoyable time at our national meetings and conferences.
 - B. Unfortunate events can occur quickly and without warning, so planning is a crucial first step toward a calm and effective response. All meeting participants should use this document to be completely prepared should an emergency or crisis occur. Together, we'll continue to provide The Ultimate Leadership Experience
2. Emergency Contact Plan
 - A. All meeting attendees are required to submit emergency contact information to their chapter adviser via the Multiple Release Form. Chapter advisers should have immediate access to this information as needed while on site and during the entire event.
3. Chapter Adviser Primary and Secondary Emergency Contacts
 - B. Conference personnel should have on record a list of all primary and secondary emergency contacts for all chapter advisers. This information should be requested and gathered from chapter advisers as part of the meeting registration process. Conference personnel should have immediate access to this information as needed while on site and during the entire event.
4. Notifying Emergency Contacts
 - C. Emergency contacts should be notified immediately – as soon as the situation is safe – should an emergency or crisis occur.
 - D. The Colorado FCCLA State Adviser will guide the notification process, which could include phone calls, text messages, emails, information posted on the Colorado FCCLA website, or any other method of communication that he/she deems appropriate for the situation. All conference personnel should follow the directions of the Colorado FCCLA State Adviser throughout the emergency notification process.
5. Conference Evacuation Plan
 - E. Default Evacuations (Fire/Smoke Alarms). If you see fire or smell smoke, follow these guidelines to report the situation and exit the building:
 - I. Remain calm. Conference facilities have sophisticated and efficient fire alarms and suppression systems and many exit doors.
 - II. Call 911 and report the exact location of the fire if known (room number, aisle number, area description, etc.).

- III. When reporting a fire and no telephone is available, notify the nearest security officer or event staffer.
 - IV. Proceed calmly to the nearest emergency exit, and exit the building immediately.
 - V. If there is an actual fire, an audible alarm will sound.
 - VI. Do not attempt to use elevators.
 - VII. Try to assist disabled or elderly persons who may need assistance exiting the building.
 - VIII. Do not re-enter the building until instructed to do so by fire department or conference personnel.
- F. Discretionary Evacuations. In the event of a crisis, you may need to evacuate the building. Should that become necessary, you would receive instructions about what to do and where to go by emergency and conference personnel. In such an instance, you should follow these instructions:
- I. Remain calm.
 - II. Be attentive for instructions.
 - III. Leave the facility through the nearest exit as instructed.
 - IV. Do not take time to retrieve personal property.
 - V. If possible, assist elderly and disabled persons.
 - VI. Do not loiter or wait for others.
 - VII. Do not try to re-enter the building.
 - VIII. Listen for the “all clear” signal before attempting to return to the building.
6. Emergency Procedures
- G. Medical Emergency. If you see an ill or injured person, one of the most important things you should do is request assistance in getting medical help. Medical personnel may be stationed at a first aid station located in your event area and can assist you immediately. If no personnel are stationed there, look for conference personnel or a house phone or use your cell phone to call 911. Should a medical emergency occur, you should follow the guidelines below:
- I. Remain calm.
 - II. Check for injuries.
 - III. Do not move him/her, unless they are in danger.
 - IV. Call for help to get medical assistance immediately.
 - V. Reassure the victim that help is on the way.
 - VI. Do not attempt to perform first aid or CPR unless you are trained and certified to do so.
 - VII. Stay with the individual until emergency personnel arrive.
- H. Bomb Threats. Every bomb threat is treated as a serious matter. Most bomb threats are received by telephone. If you receive a bomb threat, keep the caller

talking and get as many details as possible. This can provide important information that can help diffuse the situation and give clues to the location of a bomb. In the event of a bomb threat, follow these instructions:

- I. Remain calm.
 - II. Do not hang up on the caller. Attempt to keep the caller talking as long as possible so you can get as much information as you can.
 - III. Listen for voice-identifying characteristics and background sounds.
 - IV. Try to remember the exact words used by the caller (e.g., location of device, explosion time, etc.).
 - V. Try to write the conversation down.
 - VI. Have someone else call 911 and provide the dispatcher all important details.
 - VII. Follow the instructions of emergency responders.
- I. Suspicious Packages. Should you encounter a suspicious package, follow these security guidelines to report the package and keep yourself and others safe:
- I. Do not touch or move the package.
 - II. Alert conference personnel of the package.
 - III. Note and share the location and general description of the package, explaining why you found the package suspicious.
 - IV. Follow the instructions of conference personnel.
- J. Severe Weather Events. Weather can change quickly, and the best protection is to be aware of what's happening by paying attention to severe weather alerts and news/weather outlets. Follow these guidelines for severe weather events.
- K. Earthquake. If you are inside a building:
- I. Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway, as this does not provide protection from falling or flying objects, and you may not be able to remain standing.
 - II. Drop to the ground onto your hands and knees so the earthquake doesn't knock you down.
 - III. Cover your head and neck with your arms to protect yourself from falling debris.
 - IV. If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
 - V. If there is low furniture or an interior wall or corner nearby, and the path is clear, these may also provide some additional cover.
 - VI. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
 - VII. Hold on to any sturdy covering so you can move with it until the shaking stops. Stay where you are until the shaking stops.

- VIII. If you are outdoors when the shaking starts, move away from buildings, streetlights, and utility wires. Once in the open, drop to the ground, cover your head and neck, and remain as still as possible. Stay there until the shaking stops. This might not be possible in a city, so you may need to duck inside a building to avoid falling debris.
 - IX. If you are in a moving vehicle, stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that the earthquake may have damaged.
- L. Tornado
- I. Go the lowest building level. If there is no basement, go to the center of a small interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside.
 - II. Get under a sturdy table and use your arms to protect your head and neck.
 - III. Do not open windows.
 - IV. If you are not in a sturdy building, there is no single research-based recommendation for what last-resort action to take because many factors can affect your decision. Possible actions include:
 - Immediately get into a vehicle, buckle your seat belt, and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park.
 - Take cover in a stationary vehicle. Put the seat belt on and cover your head with your arms and a blanket, coat, or other cushion if possible.
 - Lie in an area noticeably lower than the level of the roadway and cover your head with your arms and a blanket, coat, or other cushion if possible.
- M. Winter Weather and Storms
- I. Stay indoors during winter storms.
 - II. Walk carefully on snowy, icy walkways.
 - III. Dress properly for cold weather to prevent frostbite and hypothermia.
 - IV. Keep dry. Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating value and transmits heat rapidly.
 - V. Do not drive if the conditions are unsafe.
- N. Thunderstorms and Lightning
- I. Use a battery-operated weather radio for updates from local officials.
 - II. If needed, use flashlights, not candles.

- III. Avoid contact with corded phones and devices, including those plugged into electricity for recharging. Cordless and wireless phones not connected to wall outlets are OK to use.
 - IV. Avoid contact with electrical equipment or cords.
 - V. Avoid contact with plumbing. Do not wash your hands or take a shower. Plumbing and bathroom fixtures can conduct electricity.
 - VI. Stay away from windows and doors, and stay off porches or balconies.
 - VII. Do not lie on concrete floors, and do not lean against concrete walls.
 - VIII. Avoid natural lightning rods such as a tall, isolated tree in an open area.
 - IX. Avoid hilltops, open fields, the beach, or a boat on the water.
 - X. Take shelter in a sturdy building. Avoid isolated sheds or other small structures in open areas.
 - XI. Avoid contact with anything metal.
 - XII. If you are driving, try to safely exit the roadway and park. Stay in the vehicle, and turn on the emergency flashers.
7. Lockdown Procedures
- O. In some circumstances, it will be safer for those in a room or building to remain inside. Should conference personnel determine the need for you to go under a lockdown, you should follow these guidelines to stay informed and protect yourself:
 - I. Remain calm
 - II. Follow the instructions of conference personnel
 - III. Be attentive for instructions
 - IV. Go into an interior room with few windows, if possible
 - V. Close the door and remain quiet
 - VI. Barricade the door if materials are available
 - VII. Assist any elderly or disabled persons
 - VIII. Do not try to leave the room or building
 - IX. Stay in your assigned area
 - X. Listen for the “all clear” sign given by conference personnel before attempting to leave the room or building.
8. VIII. Offsite Meeting Location
- P. Prior to any meeting or conference, state staff should designate an offsite meeting location. This offsite meeting location should be publicized in the programs of all state events.
9. Offsite Staff Operation Center
- Q. Prior to any meeting or conference, state staff should designate an offsite staff operation center location. This offsite staff operation center location should be publicized in the programs of all state events.
10. Continuity of Leadership

- R. Should the Colorado FCCLA State Adviser be unable to perform his/her duties under the guidelines of this plan, the following leadership succession is in place.
 - S. Persons are listed in the order of succession with the first position listed being first in line, the second position listed being second in line, etc.
 - I. Chair of the Colorado FCCLA Board of Directors
 - II. FCS Program Director
 - III. CTE State Director
 - IV. Local authorities
11. Communicating the Plan
- T. Emergency contacts, evacuations plans, lockdown procedures, and the offsite meeting location should be included in the programs of all state events.
12. General Safety Tips
- U. For Advisers:
 - I. Before traveling to the meeting, collect parental consent forms and emergency contact forms from students and bring these forms with to the event. Keep them handy by carrying them with you in a binder or folder.
 - II. Take a digital photo of each student traveling with you to the meeting using your phone or camera. Have the photos readily available with you either on your phone or on a flash drive. In the unlikely event that a student becomes lost, the photos will help convention staff and local authorities to locate him or her.
 - III. Remind your students of the general safety tips and emergency procedures included in this document.
 - V. For Students:
 - I. 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.
 - If you encounter questionable individuals, report them to the front desk.
 - Do not say your room number in public.
 - Do not leave valuables out in the open. Many hotels provide lock boxes for your security.
 - Keep your room key with you at all times.

- II. Parking Safety
 - Always lock your car and/or bus doors.
 - Do not leave valuables in view inside the car or bus.
 - Do not store an extra key under the car/fender, etc.
 - If you must lock valuables in your vehicle, hide them in the vehicle before you arrive at the parking lot/garage.
- III. Public Transportation Safety
 - Use call boxes or emergency intercoms that are available.
 - Be aware of emergency exit and fire extinguisher locations.
 - Keep your belongings with you at all times.
 - Follow the instructions of drivers and conductors
- W. General Safety:
 - I. Go for the RED.
 - R = React: Take information around you seriously. Pay attention.
 - E = Evaluate: Judge the level of threat to your safety or the safety of others.
 - D = Decide: Decide if you need to take immediate action or seek help.
 - II. Do not wear FCCLA badges or nametags outside of FCCLA events.
 - III. Travel in groups.
 - IV. Refrain from visiting with strangers.
 - V. Make sure your adviser knows where you are.
 - VI. Be aware of what's happening around you.
 - VII. Carry a cell phone. Make sure people closest to you know how to reach you. Make sure you know how to reach other members of your group, including chapter members, chaperones, and your adviser.
 - VIII. Report emergencies immediately.
 - IX. Locate emergency exits and fire alarms.

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