

# MINNESOTA FCCLA invites chapters to send a representative delegation to the MN FCCLA Fall Conference

Peer to Peer Training on many aspects of FCCLA.



## MN FCCLA NOVEMBER STATE CONFERENCE

Peer to Peer training

We suggest chapters bring up to four officers for training.

NOVEMBER  
14-15, 2021

Kelly Inn  
St Cloud, MN 100 4th Ave S,  
Saint Cloud, MN 56301-3615



# DRAFT AGENDA 2021 Minnesota FCCLA Nov. Conference

## Peer training for chapter officers/members

*The Ballroom is limited in size due and due to covid, we suggest 4 members per chapter. Choose members who can bring information back to your chapter.*



### Saturday– Sunday– Pre meetings of Exec Council.

#### Sunday

1:00-1:30 pm	Registration	
1:30-2:00 pm	Adviser information for new advisers	Board room
1:30-2:00 pm	Mix and Mingle Sessions	University A, B
2:00-2:15 pm	Opening Session	Ballroom
2:30-4:00 pm	What It Means to Be A Leader Patrick Grady <i>(invited)</i>	Ballroom
4:30-5:00 pm	Workshop Service: Martin Luther King and GYSDAY	University A
4:30-5:00 pm	Workshop-PR for your chapter and FCCLA week	University B
4:30-5:00 pm	Advisers–Working with STAR Events Sherry Vogel <i>(invited)</i>	Ballroom
5:00-5:30 pm	Workshop-STAR Shine!	University A
5:00-5:30 pm	Workshop–Strong Chapters	University B
5:00-5:30 pm	Advisers– Chapter Projects Sherry Vogel <i>(invited)</i>	Ballroom
6:00-7:15 pm	Supper-Y.E.S.! ( <i>Your Elevated Employment Skills</i> )	Ballroom
7:30-9:00 pm	FCCLA LITE! With Patrick Grady <i>(invited)</i>	Ballroom
9:00-11:00 pm	Swim, Free time	
9:00-9:30 pm	Advisers Networking	University A

#### Monday

7:30 -8:30 am	Breakfast	Poolside
8:00-9:00 am	Advisers-Membership, Chapter Awards and What’s Next? With Ashley Nelson, Wendy Ambrose, S. Officer Advisers	University A
8:30-9:00 am	STAR Event Go-Around	Halls and Ballroom
9:00-9:30 am	Morning Session	Ballroom
9:45–10:15 am	Workshop– National Programs	University A
9:45–10:15 am	Advisers –Using the National Programs- Ashley Nelson <i>(invited)</i>	University B
9:45–10:15 am	Variety of great topics-Round Tables A Rotate to go to 2 round tables	Ballroom
10:30-11:00 am	Workshop-Advisers– Using FCCLA in Class-Ashley Nelson <i>(invited)</i>	University A
10:30-11:00 am	Workshop-What it takes to be an Officer Katie Harfmann <i>(invited)</i>	University B
10:30-11:00 am	Variety of great topics-Round Tables B Rotate to go to 2 round tables	Ballroom
11:15-12:15 pm	Lunch	Ballroom
12:30-1:30 pm	FCCLA Leadership Elevated! Patrick Grady	Ballroom
1:30-2:00 pm	Closing Session, Recognition	Ballroom

**DRAFT AGENDA SUBJECT TO CHANGE**

## Information about the FCCLA Fall Conference

The MN FCCLA November Fall Conference is a peer education opportunity for Minnesota FCCLA members and advisers to connect with MN FCCLA Executive Council, Speakers, Area officers and learn more about their involvement in MN FCCLA. The conference size is limited to the venue's ability to host MN FCCLA, the covid safety protocols and our ability to conduct an in person event.

The conference will provide information for STAR Events, National Programs, MN FCCLA goals and theme for the year as workshops and presentations that delegates can use to bring back to their chapters. A number of nationally known speakers and presenters will also be giving valuable information to members and advisers. The State and Area Officers have prepared workshops and round table presentations about various aspects of FCCLA programs.

**Conference Registration** is on the registermychapter online registration link of the DLG registration system.

<https://www.registermychapter.com/fccla/mn-cw-flc>

We suggest that chapters bring up to 4 youth leaders who are responsible to bring information back to their chapters. Deadline Oct 28. Late fees after that date. Registration closes Nov 1 at 9 pm.

The chapter information on this link is tied to the National FCCLA Chapter affiliation website. Members will not need to be affiliated (affiliations - invoices paid) at the time of registration.

However because of upcoming November 1 Chapter dues deadlines, it is helpful to have affiliations completed, with names and payments complete.

Note: State and Area Officers should be on the chapter registrations.

### Conference Registration Fees:

Student delegates: \$79.00

Advisers: \$99.00

Chaperones: \$99.00

Chapter fee (\$20)

State Officers and Area officers: \$40 (Partial scholarship)

Advisers: Please note any special menu requests on your registration for any persons who may need accommodations.

### Hotel Rooms:

**Kelly Inn Hotel block of rooms for Sunday evening, November 14.**

**Address of hotel:**

**Kelly Inn**

**100 4th St S., St Cloud, MN 56301**

Call the Kelly Inn and make your reservations.

**Hotel rooms \$99.00 plus tax**

**Kelly Inn: Call; 320-253-0606**

Ask for MN FCCLA room block.

**Cut off date for block of rooms price is October 18.**

School groups will pay the Kelly Inn by credit card or make arrangements for payment directly with the hotel.

Note: There are no available rooms for Nov 13 –Saturday. The hotel is sold out for SATURDAY NIGHT. Additional Saturday rooms may be available nearby at the Courtyard by Marriott.

## Safety and Health Preparedness Plan

FCCLA is preparing the MN FCCLA NOVEMBER CONFERENCE in-person experience so that all attendees on site remain safe, healthy, and comfortable throughout the event. We are monitoring the COVID-19 status and are in constant contact with the Department of Education and Health and local authorities. Please visit the [Centers for Disease Control and Prevention](#) for recommendations on how to protect yourself against COVID-19.

FCCLA is committed to the health and safety of all attendees while on site for the 2021 MN FCCLA NOVEMBER CONFERENCE . All attendees (advisers, guests, vendors, etc) will be required to complete the FCCLA COVID Safety Agreement and Waiver Form that will be due upon arrival at the FCCLA Registration Desk before admittance into the conference and conference name badge distribution.

The safety and health of all those attending in-person is our top priority. This plan is a living document that will continue to evolve as the venue and local protocols change.

### 1. Room Reservations:

- All guests staying in rooms within the FCCLA hotel block must register for the conference. Guests that are not registered for the conference are not permitted to be housed in the FCCLA room block.
- Every attendee must be listed on the room roster for all necessary health checks and contact tracing.
- All attendees must stay in the FCCLA contracted hotel in order to attend any portion of the in-person conference.

2. Name badges must be worn at all times. A conference name badge is necessary to be permitted into the conference area. Name badges will be picked up at the registration desk.

### 3. Masks:

- All attendees will be required to observe the mask rules established by the venue and local authorities at the time of the event.
- If masks are required, attendees must wear a non-vented properly fitted face mask (covers both mouth and nose) throughout all sessions and in public areas.
- Gator style masks and bandannas/scarves are not acceptable face coverings.

### 4. Hand sanitizer:

- Hand sanitizer stations will be positioned throughout the meeting space.
- Personal-sized hand sanitizers are recommended to carry with you at all times.

### 5. Social Distancing:

- All attendees will be required to observe the social distancing rules established by the venue and local authorities at the time of the event.

# 2021 MINNESOTA FCCLA CODE OF CONDUCT FORM

FORM #1 CODE OF CONDUCT FORM

## FCCLA Code of Conduct

FCCLA requires every student delegate (including guests) to read and complete these forms as part of attendance requirements. Please make sufficient copies for your students to sign and return to you prior to the Fall Conference. Chapter advisers should bring these forms with them to the conference for possible reference.

**Please do not send signed copies to FCCLA State office.**

## Code of Ethics for Adult Advisers

FCCLA offers training to those students who have a career objective in Family and Consumer Sciences and related fields. Individual conduct and appearance is part of this training and becomes apparent at FCCLA's Fall Conference. Advisers/Chaperones set an example of expected behavior from their students. For this reason, the following Code of Ethics has been established for adults attending the Fall Conference.

It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of these practices and procedures will be dealt with accordingly by the FCCLA staff and the state association. These policies and procedures are considered to be in addition to any guidelines established at the school, district, and state level.

- Advisers/Chaperones shall keep an agenda for each student so that they may be reached at any time during the conference.
- Advisers/Chaperones are responsible for their students at all times and should always be available to be contacted.
- Advisers/Chaperones shall be responsible for seeing that participants they are chaperoning adhere to all conduct practices and procedures.
- Advisers/Chaperones are responsible for enforcing the Mandatory Dress Code Policy. The Dress Code Policy applies to delegates, advisers, guests, and all other attendees at the Fall Conference. Thoroughly review and impress upon your students the importance of adhering to the Mandatory Dress Code Policy. Emphasize that any individuals not adhering to the Dress Code Policy will not be admitted into sessions. FCCLA recommends you address the dress code with your students before leaving the hotel room to attend sessions.

Chapter:\_\_\_\_\_

Delegate name:\_\_\_\_\_

## Delegate Conduct Practices/Procedures

FCCLA requires every student delegate to read and complete the Attendance Permission Form as part of the completion attendance requirements. This form should be returned to your FCCLA Chapter Adviser prior to attendance.

- The term "delegate" shall mean any FCCLA member, including advisers, attending conferences (middle school, high school, collegiate, alumni, and chaperones).
- There shall be no defacing of public or private property. Any damage to any property or furnishing in the hotel rooms, or any other area must be paid for by the individual or chapter responsible.
- Delegates must wear identification badges to all conference sessions.
- Delegates shall refrain from using inappropriate or profane language at all times when attending conference activities. Delegates shall refrain from verbal, physical, or sexual harassment, hazing, or name-calling.
- Delegates shall respect the rights and safety of other hotel guests and conference attendees.
- Delegates shall not possess alcoholic beverages, narcotics, or weapons in any form at any time under any circumstances.
- Delegates shall refrain from gambling, playing cards, dice, or games of chance for money or other things of value.
- Use of tobacco products by delegates is prohibited at all FCCLA functions.
- Delegates must adhere to the mandatory dress code policy at all times.
- Delegates must not dress or behave in a manner that can be interpreted as sexually explicit.
- Students shall keep their advisers/chaperones informed of their activities and whereabouts at all times.
- No delegate shall leave the conference premises, including their assigned hotel unless permission has been received from their adviser/chaperone.
- Delegates should be prompt and prepared for all activities.
- Delegates are required to attend all sessions and activities assigned, including workshops.
- Delegates will spend nights at their assigned hotel and in their assigned hotel room. Guests are not permitted in student hotel rooms after curfew.
- 11:30 PM curfew will be enforced. Delegates are required to be in their assigned hotel room during curfew hours. Quiet hours will be observed after curfew. Delegates are expected to be respectful of other hotel guests.

Date:\_\_\_\_\_

Student name:\_\_\_\_\_

Student signature:\_\_\_\_\_

# 2021 FALL CONFERENCE

Chapter:\_\_\_\_\_

Delegate name:\_\_\_\_\_

## PERMISSION FORM

FORM #2 Permission Form

### Attendance

This is to certify that has my permission to attend the Fall Conference hosted by MN FCCLA Family, Career and Community Leaders of America. I also do hereby hold harmless, and waive and release any liability claims or causes of action against FCCLA, its directors, officers, employees, FCCLA chapter advisers, and FCCLA state association and school staff which my child or I may now or hereafter having arising in connection with my child's travel, attendance, or participation in the FCCLA Fall Conference, including without limitation, claims for personal injury, bodily harm, illness, and disease (including without limitation, risk of death), and pertaining to causes including the current, potentially lethal COVID-19 virus.

### Emergency

I authorize the chapter adviser or other chaperoning adult to secure the services of a physician or hospital, and to incur the expense for necessary services in the event of accident or illness, and I will provide payment for these costs. I understand that, when necessary, in the event of an emergent illness or injury, delegates will be transported to a local medical facility at the choice of the emergency medical professionals who respond.

We have read and agree to abide by the FCCLA Code of Conduct and COVID Safety Agreement and Waiver form in its entirety. We also agree that school officials, FCCLA chapter advisers, FCCLA state association staff have the right to send home from the Fall Conference at our expense, provided that he/she has violated the Code of Conduct, COVID Safety Agreement and Waiver, and/or his/her conduct has become a detriment to the conference experience.

Chapter:\_\_\_\_\_

Student name:\_\_\_\_\_

Student Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Chapter Adviser Name:\_\_\_\_\_

Chapter Adviser Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Parent Name:\_\_\_\_\_

Parent Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Advisers/chaperones must have a copy of this permission form with them at all times during the conference. **PLEASE DO NOT SEND SIGNED COPIES TO FCCLA.**

# MANDATORY DRESS CODE FORM

Chapter:\_\_\_\_\_

Delegate name:\_\_\_\_\_

## FORM #3 MANDATORY DRESS CODE FORM

Please review the policy prior to attending to ensure you and your students do not miss out on any sessions.

The FCCLA official dress is worn for FCCLA activities per the dress code as outlined. Students may select the attire that best fits the gender with which they identify. This is a personal choice as long as the FCCLA guidelines are followed. This also applies to the dress code guidelines for FCCLA conferences.

### **Mandatory Attire For: All Sessions and while in Conference Area**

- FCCLA Red blazer is encouraged
- Red, black, or white polo (long or short sleeves). It does not need to have an FCCLA logo.
- Red, Black or White Professional shirt (long or short sleeves). It does not need to have an FCCLA logo.
- An FCCLA organizational or conference T shirt.
- Black bottoms (slacks, skirt, sheath dress)
- Shoes (black preferred)
- Jeans, athletic wear are NOT acceptable

### **Advisers/ Chaperones/ Guests**

- Business professional or the above organizational clothing.
- Jeans, athletic wear are NOT acceptable

**I certify that I have reviewed the Mandatory Dress Code Policy with my adviser/ chaperone and parent/guardian and agree to follow the dress code as stated throughout the conference. I understand that all attendees not adhering to the mandatory dress code will not be admitted into sessions as outlined.**

**Student name:**\_\_\_\_\_

**Student signature:**\_\_\_\_\_

**Date:** \_\_\_\_\_

# 2021 FALL CONFERENCE COVID SAFETY AGREEMENT & WAIVER

## FORM #4 COVID SAFETY AGREEMENT & WAIVER FORM

FCCLA is offering an in-person attendance at the 2021 Fall Conference to affiliated members, advisers, state staff, and guests pursuant to local government orders permitting such gatherings at this time. FCCLA requires all attendees and staff to comply with safety precautions specified in the state, local government, and CDC guidelines. Any person disclosing or exhibiting symptoms of COVID-19, or knowingly exposed to the disease, will be refused admittance to the in-person 2021 Fall Conference. Any person refusing to comply with required safety protocols will be required to leave the 2021 Fall Conference at their own expense.

Before receiving your name badge and registration materials on site and entering the conference area, you will be asked to acknowledge and accept the following terms and conditions.

A signed form per attendee will be required.

I confirm that I have not knowingly been exposed to anyone testing positive or presenting symptoms of COVID-19 within the last six (6) days before arriving on site.

I confirm I have not myself tested positive or presented any of the symptoms of COVID-19 listed below. I will not enter the NFC or Capitol Leadership conference area if I am experiencing any signs or symptoms of COVID-19. I acknowledge that common symptoms of COVID-19 include:

- Fever (temperature of 100.4 F or higher)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

I confirm I will immediately quarantine myself and leave the conference area and notify FCCLA Staff if I or someone I have been in close contact with, is exposed to COVID-19, exhibits COVID-19 symptoms or receives a positive COVID-19 test result.

I expressly agree to fully comply with appropriate COVID-19 health and safety measures and protocols set for attendance at the 2021 Fall Conference, including the requirement to wear face masks at all times, if required, and maintain appropriate social distance in accordance with applicable state and local requirements.

Chapter: \_\_\_\_\_

Name: \_\_\_\_\_

While in attendance at the 2021 Fall Conference, I will make every effort to maintain CDC-recommended hygiene procedures at all times, including following the guidelines of frequent hand washing (or suitable hand sanitizer), avoid touching my eyes, nose, and mouth in public places and covering coughs or sneezes with a tissue or inside my elbow.

**Assumption of Risk:** The COVID-19 virus continues to spread from person-to-person contact and other means, and people reportedly can spread the disease without showing symptoms. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death. Therefore, if you choose to participate in 2021 2021 Fall Conference, you may be exposing yourself to or increasing your risk of contracting or spreading COVID-19, despite our safety precautions. In exchange for being allowed to participate in the 2021 Fall Conference, I hereby choose to accept the risk of contracting COVID-19 for myself or my family.

**Waiver of Lawsuit/Liability:** I hereby forever release and waive my right to bring suit against FCCLA and its officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to my participation in 2021 Fall Conference. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, based upon claims of negligence.

**I certify that I have reviewed FCCLA Safety and Health Preparedness Plan with my adviser/ chaperone and parent/guardian and agree to follow the protocols as stated throughout the conference. I understand that all attendees not adhering to the safety protocols will not be admitted into the conference area or into any sessions.**

**This form must be turned in onsite when picking up conference registration materials at the FCCLA Desk. PLEASE DO NOT SEND SIGNED COPIES TO FCCLA.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student cell phone: \_\_\_\_\_

Adviser Signature; \_\_\_\_\_

Date: \_\_\_\_\_

Adviser cell phone: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent cell phone: \_\_\_\_\_