**MN FCCLA State Conference Registration & Hotel Information**

**MN FCCLA State Conference Registration**

**Costs: $125** (both students and advisers) – additional $20 for Skill event competitors

**Deadline: 3/7** to register, **3/20 for** accompanying forms

Access to all conference entertainment, networking opportunities, resources and general sessions

* Workshops targeted to specific grade levels
* State Conference T-shirt featuring this year’s theme and logo. Size must be selected and registration submitted before March 7 deadline.
* Milk and cookies reception on Sunday evening.
* Dinner on Monday evening.

Things to sign up for during registration:

* Skill Events – no pre qualifications needed
* Talent and dance showcase – Midwinter performers and newcomers are welcome.
* Candidates- These will be indicated on your registration for scheduling. (TEST, INTERVIEW or SPEECH) as appropriate for each type of candidate.
* Remember to list one Chapter Delegate as a Voting Delegate.
* Select the appropriate grade for each delegate as they will receive tickets based on GRADES for trainings.
* Enter the names for Service Parade Entries in the online registration.
* Submit the name of your highest ranking chapter officer (not running for area, peer ed or state office) – they will be invited to participate with our peer mentor program throughout the year.

Pre-registered events based on Midwinter Area Results

* STAR Events and MN STAR Events

**Other Considerations:**

* Register one adult chaperone for every 8 students that attend. All chaperones must be registered for the conference.
* Please submit thoughtful award nominations for:
  + Chapter Spark Award
  + New Member Award
  + Ultimate Leader Award
* Invoices are generated upon registration completion.
* There is an additional $20 for SKILL event competitors and competitors who did not pay at midwinter.
* Checks are to made payable to **MN FCCLA. Send to** **PO 131386, Roseville, MN 55113.**

**MANDATORY FOR ALL STUDENT REGISTRATIONS TO BE COMPLETE-** signed and mailed to the State office at PO 131386, Roseville, MN 55113, or scanned and emailed to [fcclamn@gmail.com](mailto:fcclamn@gmail.com), **by 3/20:**

* [Parent Permit Form](https://mnfccla.org/wp-content/uploads/2024/02/FCCLA-State-Conference-Parent-Permission-Form.docx)
* [Delegate Code of Conduct Agreement](https://mnfccla.org/wp-content/uploads/2024/02/FCCLA-State-Conference-Delegate-Code-of-Conduct.docx)

**Additional Information We Need from Advisers**

* Student Evaluators- Enter names in the online registration. Students must be grades 10-12 and experienced in STAR Events.
* We are encouraging chapters to put together door prize baskets and help solicit silent auction items. Send a brief description of your door prize/silent auction item to [patrick.mitchell@mnfccla.org](mailto:patrick.mitchell@mnfccla.org) by March 7.

**Hotel Booking and Payment**

**Cost: $159.89** ($139 Rate + 15.025% tax) **Single/Double** (1-2 ppl)

**$171.39** ($149 Rate + 15.025% tax) **Triple/Quad** (3-4 ppl)

**Booking Deadline: March 7th** (Room Booked, Credit Card on File, Payment Made)

Schools looking to book a group of rooms will need to complete and send in three forms, along with payment, prior to the March 7th deadline.

1. [FCCLA Schools Reservation Payment Form](https://mnfccla.org/wp-content/uploads/2024/02/2024-FCCLA-Schools-Reservation-Payment-Form.xlsx)
   1. Complete this form as a sort of reservation summary
   2. The hotel will generate an invoice/itemized receipt based on this information
2. [FCCLA MN Rooming List Form](https://mnfccla.org/wp-content/uploads/2024/02/FCCLA-MN-Rooming-List-Form.xlsx)
   1. Complete this form to the best of your ability at the time. If you think you’ll need 8 rooms but don’t know all the names yet you can list individuals as “Name Pending”
   2. If you need to add or subtract a room, change a name or add a name contact Jackie Overlie, Reservations and Revenue Manager, [Jackie.Overlie@Hyatt.com](mailto:Jackie.Overlie@Hyatt.com)
3. [FCCLA Credit Card Authorization Form](https://mnfccla.org/wp-content/uploads/2024/02/FCCLA-Credit-Card-Authorization-Form.pdf)
   1. This form is required for all bookings
   2. This does not need to be the method of payment
      1. If the school prefers sending a check or needs an electronic link for ACH payment, they should indicate on the credit card form in the comment section that it is for “Hold Only” and add comments about how the prepayment will be made
      2. In this case – do not select any boxes under the “I hereby authorize the following charges ..” section - just make sure to indicate in the comments its for Hold Only
4. Payment
   1. Payment can be credit card (indicate on authorization form), ACH payment or check
   2. Payment must be **received by March 7th**

Individuals looking to book a room separate from a school group can use this link to complete their reservation under the FCCLA Room block: <https://www.hyatt.com/en-US/group-booking/MSPRM/G-FCC4>

**Other Considerations:**

* As part of our contract to get the space, FCCLA has guaranteed a block of hotel rooms, a percentage of which we will be charged for if it’s under booked. Please make your reservations at the Hyatt Regency Minneapolis to be on site with the conference and help us avoid this extra charge. **If your group chooses to stay in another hotel, you may be charged a $100 fee to offset room attrition charges.**
* Contact the state office and the hotel prior to the conference with names of individuals with disabilities requiring special assistance as soon as possible but no later than March 1.