PRE-FCCLA STATE LEADERSHIP CONFERENCE CHECKLIST FOR ADVISORS

**Purpose: *To assist Advisors in preparing members for active participation at the Annual State Leade****r****ship Conference (SLC). Check (✔) each step as it is completed.***

 ***Advisors***

 \_\_\_\_\_ Review “Advisors Duties and Responsibilities.”

 \_\_\_\_\_ Review “Guidelines for Conduct and Dress” with student participants.

 \_\_\_\_\_ Collect “Participant’s Conduct and Responsibility Form” with required signatures from each student. **Bring these with you to the SLC and turn in at the registration desk.** Do not mail these in with registration forms.

 \_\_\_\_\_ Complete “SLC Registration Materials” and submit by the due date with appropriate fees. *(Registration materials will be online on February 28, 2025)*

 \_\_\_\_\_ Complete Hotel Reservation Form and return to the Riverside Convention & Visitor Bureau so that it is *received* by April 4, 2025. **DO NOT mail with registration materials.**

 \_\_\_\_\_ If you have members who qualified for STAR State Finals competition, but did NOT compete at the Qualifying Regional Event, be certain that you have obtained a completed “STAR Permission Form” from each of these competitors *(Find online* [ca-fccla.org](https://ca-fccla.org/star/star-packet) and **bring these with you to state conference and turn in at the ID Check for that competition.** Do not mail these in with registration forms.(note: advisors should bring all permission forms for STAR participation including those for students who did not compete in regional competition)

\_\_\_\_\_ If you have members who qualified for the Red Rose Award, Chapter, Region, or State Degree *during this school year*, be certain that a completed application form for each qualifying student is submitted through the online application form by March 1 *(Applications are available online at* [*ca-fccla.org.*](https://ca-fccla.org/resources/awards-recognition)

 \_\_\_\_\_ Select voting delegates and so designate on your Chapter’s registration form. Be sure to observe “Details Relating to Delegate Selection” on the “Registration Information” document.

 \_\_\_\_\_ Develop a plan with your participants on how to bring the information from the Annual SLC home to share with chapter members who didn’t attend.

 \_\_\_\_\_ IMMEDIATELY order any needed official red blazers, official FCCLA T-shirts, polo shirts, sweatshirts, and Emblematic Materials needed for SLC to be certain they arrive in plenty of time. All of these supplies, *and more,* can be ordered online at: [ca-fccla.org](https://associationresourcecenter4.sharepoint.com/FCCLA/_State%20Conference/2025%20Conference%20-%20Riverside/Advisor%20Packet/ca-fccla.org) or https://fccla.mybrightsites.com/

 ***SLC Participants - Instruct members to:***

 \_\_\_\_\_ Review “Guidelines for Conduct and Dress.”

 \_\_\_\_\_ Review “Participant’s Conduct and Responsibility Sheet” and secure signatures before leaving home.

 \_\_\_\_\_ Bring official red blazer and uniform, official casual dress, and other appropriate clothing.

 ***STAR Participants - Instruct STAR Participants to:***

 \_\_\_\_\_ Review rules and guidelines for their specific event.

 \_\_\_\_\_ Know the times and location for registration, orientation, and competition.

 \_\_\_\_\_ Obtain and bring official red blazer and appropriate clothing to be worn with it for competition and the Awards Program Tuesday morning.

 \_\_\_\_\_ If the student did NOT participate in the Region Qualifying event (or is a substitute or Chapter Event representative), be certain a signed copy of the “STAR Permission Form” has been completed and turned in to the Chapter Advisor. *(Find online at:* [ca-fccla.org](https://ca-fccla.org/star/star-packet))

 ***State Officer Candidates******- Instruct Candidates to:***

 \_\_\_\_\_ Review the State Officer Candidate Election Guide

 \_\_\_\_\_ Prepare one campaign poster.

 \_\_\_\_\_ Bring FCCLA red blazer and other appropriate clothing for official dress and official casual dress.

 \_\_\_\_\_ Review facts on FCCLA.

 \_\_\_\_\_ Attend orientation session at 4:15 p.m. on Saturday, April 26, 2025, and other scheduled meetings for State Officer Candidates.

 ***Voting Delegates - Instruct Voting Delegates to:***

 \_\_\_\_\_ Review the Official Voting Delegate materials and become familiar with duties and times for various meetings and activities. *(These materials will be posted online February, 2025.)*