

**South Dakota FCCLA
State Leadership Conference
Call to Convention - 2024**



**April 21-23, 2024
RAMKOTA HOTEL & CONVENTION CENTER
SIOUX FALLS, SD**

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Please read and follow carefully!

ADVISER'S CHECKLIST

- _____ 1. Read the entire Call to Conference and shared the conduct policies and procedures with chapter members and administrative personnel. The conduct policies and procedures are understood by all that are attending.
- _____ 2. Checked to make sure that all delegates have paid state and national dues and are in good standing with our local chapter and school.
- _____ 3. Notified the State Office of any changes or cancellations for STAR Events.
- _____ 4. Selected and provided Chaperones with expectations of their responsibilities.
- _____ 5. Reviewed the STAR Event Information with the students and parents.
- _____ 6. Sent check/payment and invoice for SLC registration to state office **by April 15th.**
- _____ 7. Collected the signed member Code of Conduct/Photo Consent/Student/Permission/Medical Release forms and Adult Medical/Emergency Contact/Volunteer Forms. Bring an original, signed copy of forms with me to the state conference for use in case of emergency situation. Will keep forms with me or chaperone at all times, AND **MAIL ONE ORIGINAL, SIGNED COPY OF MEMBER & ADULT FORMS BY APRIL 12TH TO:**
SD FCCLA STATE OFFICE, SDSU-BOX 507, 103 WENONA HALL, BROOKINGS, SD 57007
Medical attention cannot be obtained with a photo copy of form-must be original signature.
- _____ 8. Checked the equipment list for Lead & Room Consultants for my event and understand that am responsible to bring an easel for my station if I am a Room Consultant for an event that requires an easel.
- _____ 9. Retained copies of all forms mailed to Kris Brockhoff, and will bring a hard copy of signed permission forms with original signatures to have available at all times in case of emergency.
- _____ 10. Emailed Kasey at kkulkarni@ramkotasf.com to reserve hotels rooms for my chapter at the Ramkota Hotel at 7:30 AM on Wednesday, March 20, 2024. Rooms will be assigned on a first email, first assigned basis. Have a backup plan with an area hotel just in case there are not enough rooms for your chapter to stay at the Ramkota.
- _____ 11. Select and provide 2 judges for STAR Events (if you have one judge that is willing to judge both days, you only need 1 judge – contact Kris Brockhoff if you provide 1 judge for 2 days). Register same judge for 2 days and Kris will i correct final invoice. Use original invoice to pay, subtracting duplicate judge registration fee. Note on invoice sent with payment. Record judges' names in Google doc located here:
https://docs.google.com/document/d/1MOdXly_cJFMgLK8srjif5GuSgYfQLwWdljH5JOnTt4w/edit?usp=sharing
Chaperones may serve as judges and chaperones, but register them as a judge in DLG system.

STAR Event Room Consultant's Checklist

Equipment Needed:

- _____ Stop Watch – May use stop watch on phone. Do not use regular watches for timing events.
- _____ Easel -- for events that require an easel (PLEASE DON'T FORGET FOR Professional Presentation – WE WERE SHORT LAST YEAR!)
- _____ Paper clips
- _____ Red or bright colored pen for checking paperwork
- _____ Calculator for tallying and checking rubric scores.

TENTATIVE AGENDA

2024 STATE LEADERSHIP CONFERENCE OF THE SOUTH DAKOTA FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

“FCCLA – The Ultimate Journey – Mission Possible!”

SATURDAY - April 20, 2024

1:00 - 5:30 PM State FCCLA Executive Council Meeting/Set Up
 Ramkota Hotel – Conference Room 1 & 2, Board Room

6:30 PM State Executive Council-Adviser Dinner

SUNDAY - April 21, 2024

8:00 AM Executive Council/Advisers Breakfast – Hotel Restaurant Buffet

8:30-11:00 AM SLC Preparations/State Officer Practice/Set Up – Exhibit Hall/Ramkota Hotel

1:00-5:00 PM Conference Registration – Board Room

1:30 PM Interviews of State Leadership Teams Applicants
(Individual schedules sent to each candidate prior to the state meeting)
 Current Trends Team – Ramkota Hotel – Kota Room (2nd floor east of 2092)
 Outreach Team - Ramkota Hotel – Kota Room (2nd floor east of 2092)
 Advocacy Team – Ramkota Hotel – Kota Room (2nd floor east of 2092)

1:30 - 5:00 PM Designated Officer Selection Activities – Maple Room
 Junior High Rep Candidate Activities – Maple Room
 National Officer Candidate Activities – Maple Room

1:00 PM Lead STAR Event Consultants for Sunday Events- Pick up packets - Board Room

1:30 PM Sunday STAR Events - Orientation for Evaluators - Meet at Competition Stations

2:00 PM Sunday STAR Events Begin – See Schedule

2:00-4:00 PM Testing-Jr. High/NOC/Leadership Team Candidate/Parli Pro - Washington Room

3:00-5:00 PM Workshop Presentations –Schedule & Locations – Separate Schedule

5:00-7:00 PM Dinner –Ramkota Hotel- Washington Room – Overflow seating – Harvest Room
Ticket included with registration – Punch on Nametag
 (Suggested schedule) 5:00 – 5:40 Regions 2 and 5
 5:40 – 6:20 Regions 3 and 6
 6:20 – 7:00 Regions 1 and 4

6:00 PM Adviser's-In-Action Meeting/Dinner (Bring meal from buffet line)
 Amphitheater I (6:00-7:15)

7:15 PM Officer Candidates - Meet in Exhibit Hall – Stage Area
 Jr. High Rep & National Officer Candidates

7:30 PM Assembly of Delegates – Ramkota - Exhibit Hall

8:00 PM **FIRST GENERAL SESSION** – Ramkota Exhibit Hall
Welcome
State Officers Introductions
Opening Ceremony
Patriotic Presentation
Theme Presentation
Introduction of Special Guests
Introduction/Welcome
Introduction of Junior High & National Officer Candidates
Introduction of 2024-2025 State Officers Elect
KEYNOTE ADDRESS by “Kelly Patterson – Treasured Lives”
Announcements/Recess

10:00 PM 2023-2024 State Leadership Team Meetings – Kota Room (2nd floor east of 2092)
 Current Trends Team
 Outreach Team
 Advocacy Team

10:00 PM Officer Candidate Social – Ramkota Suite 1104 (Immediately following general session)

10:00 PM Officer Candidate Adviser Meeting – Board Room

11:00 PM C U R F E W

MONDAY - April 22, 2024

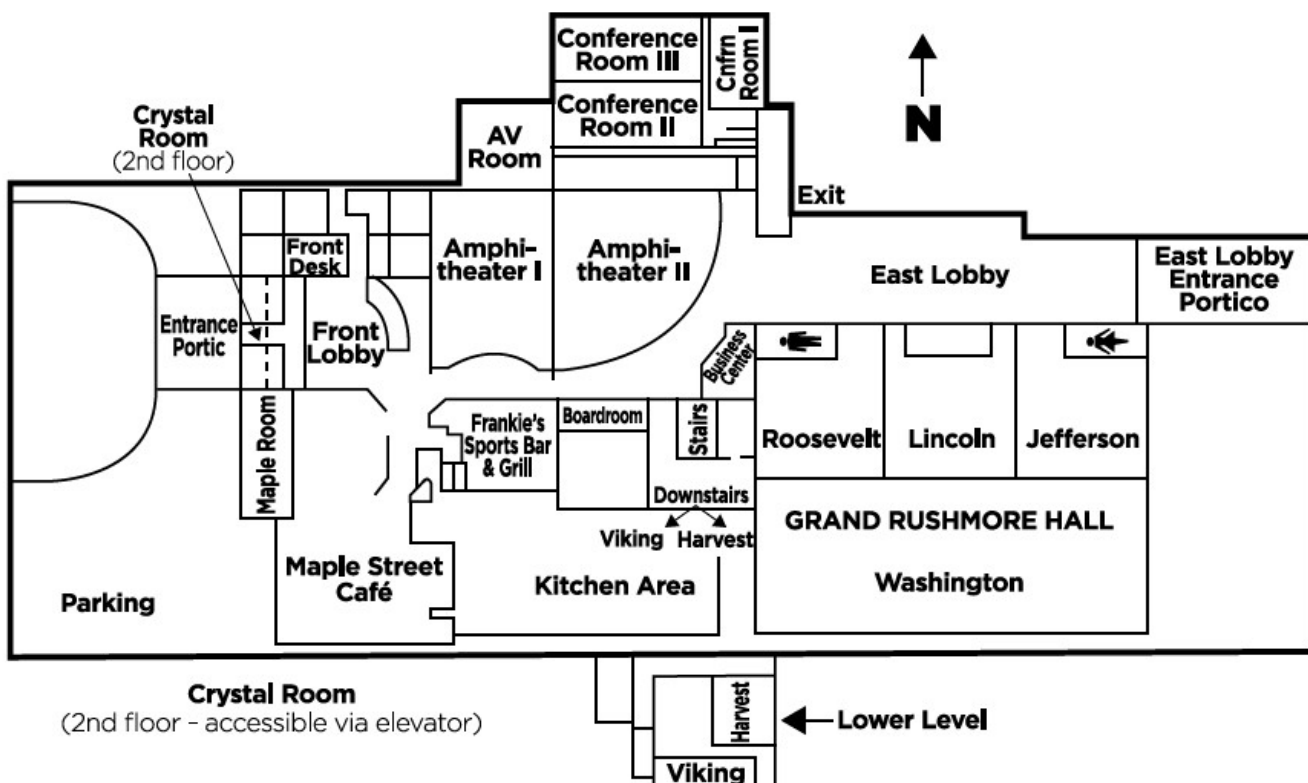
7:00 – 10:00 AM	Continental Breakfast – Ramkota Hotel Guests Only – <i>Must wear colored wristband for entrance.</i>						
7:30 – 7:45 AM	Lead Consultants Pick Up Packets for Monday Events – Board Room						
8:00 AM	Business Meeting – Amphitheater II – Voting Delegates only						
8:00 - 8:30 AM	Monday STAR Events – Orientation for Evaluators @ Station Judging Area						
8:30 AM	STAR Events Begin – See Schedule – Be sure to check schedule for cancellations						
9:00 AM - 5:00 PM	Workshops/Presentations –Open to Everyone – See Workshop Schedule						
9:00 AM - 5:00 PM	Silent Auction/Basket Raffle – Outside of Board Room - Headquarters Room						
9:00 AM – 4:00 PM	College Fair – Booths Ramkota East Lobby						
9:00 AM - 1:30 PM	Officer Candidate Selection Activities-State Officer Elect/Jr. High/NOC Maple Room						
9:00 AM –12:00 Noon	Knowledge Bowl Competition – Ramkota Conference Room 2						
11:00 AM -1:15 PM	Lunch –Ramkota Hotel- Washington Room – Overflow seating – Harvest Room Ticket included with registration – Must Bring Nametag to Punch (Suggested schedule) <table><tr><td>11:00 - 11:45</td><td>Regions 2 and 5</td></tr><tr><td>11:45 - 12:30</td><td>Regions 3 and 6</td></tr><tr><td>12:30 - 1:15</td><td>Regions 1 and 4</td></tr></table>	11:00 - 11:45	Regions 2 and 5	11:45 - 12:30	Regions 3 and 6	12:30 - 1:15	Regions 1 and 4
11:00 - 11:45	Regions 2 and 5						
11:45 - 12:30	Regions 3 and 6						
12:30 - 1:15	Regions 1 and 4						
1:00 PM - 2:00 PM	Voting Booth Open – Turn in Ballots - Outside of FCCLA Headquarters-Board Room						
1:00 PM - 2:00 PM	Knowledge Bowl Competition – Ramkota Conference Room 2						
2:00 PM	Sunday STAR Event Run-offs Begin – Location TBA (See Postings near STAR Event Headquarters Room – Board Room)						
3:30 PM	Middle School Workshop – Ramkota Exhibit Hall						
4:00 PM	FCCLA Talent Show – Ramkota Exhibit Hall						
4:30 PM	STAR Run-Offs Judge's Orientation – Professional Presentation – Location TBA						
5:00 PM	STAR Event Run-Offs Begin for Monday Events – Location TBA (Events will be posted near Board Room -STAR Event Headquarters Room)						
7:15 PM	Installation Practice – Exhibit Hall Stage Area 2023-24 and 2024-25 Officers						
7:30 - 8:00 PM	Assembly of Delegates – Ramkota Exhibit Hall						
8:00 PM	Second General Session – Ramkota Exhibit Hall Awards/Recognition of State Leadership Teams FCCLA Scholarship Recognition – Say YES to FCS Signing Ceremony Scholarship Contributions Recognition Recognition of Chapter Applicants in National Award Programs Merit Chapter Awards Power of One Awards Presidential Awards Junior High Awards Membership Award Recognition 2024-2025 Designated Officers, Jr High Representative, Nat'l Officer Candidates State Chapter Adviser Announcements/Recess						
9:30-11:30 PM	Social Event / Entertainment – <u>PLEASE NOTE: 9:30 PM Start Time</u> Washington Room – Dance Roosevelt-Lincoln-Jefferson Rms – Canvas Painting Harvest Room – Karaoke Amphitheater Room I – Game Room – Board Games, cards, etc. Amphitheater Room I – Service Project-Pack Birthday Bags & Hygiene Self Care Kits Amphitheater Room II – Movie – “Spy Kid” Annex in Convention Center – National Guard Laser Tag Exhibit Hall – Back of General Session Room – Bean Bag Tournament (Team sign up when arrive after general session.)						
11:45 PM	C U R F E W						

TUESDAY - April 23, 2024

- 6:30 - 8:00 AM Final STAR Event Run-Offs If Needed - Board Room
- 7:00-10:00 AM Continental Breakfast – Ramkota Hotel Guests Only-*Must wear colored wristband for entrance*
- 8:30 - 9:15 AM Recognition Sessions by Regions –
 Region 1: TBA Region 2: TBA Region 3: TBA
 Region 4: TBA Region 5: TBA Region 6: TBA
- 9:15 - 9:45 AM Assembly of Top Superior/STAR Procession * - ANNEX
 *Colored Strip on Scoresheets” will note Top Superiors
- 9:15 - 9:45 AM Assembly of Delegates – Ramkota Exhibit Hall
 Championship Round of Knowledge Bowl – Jr. & Sr. Divisions
- 9:45 AM – 11:00 AM **THIRD GENERAL SESSION**
 Procession of South Dakota "STARS"
 Adviser Recognition & Awards
 Special Awards
 Top Superiors
 Announcement of STAR Event Winners
 Officer Farewell
 Installation of 2024-2025 State Officers
 Closing Ceremony
- 11:00 – 12:00 PM Meeting of South Dakota STARS * - Ramkota Amphitheater II
 *Attendance Required of all National STAR/Knowledge Bowl Participants
- 12:00-1:30 PM Joint Evaluation Meeting of 2023-2024 & 2024-2025
 Executive Councils – Roosevelt Room
- 2:30 PM Executive Council Meeting – Conference Room 2

WEDNESDAY - April 24, 2024

- 8:00 AM 2024-2025 Executive Council Meeting/State Officers Advisers
 Breakfast – Ramkota Restaurant
- 9:00 - NOON 2024-2025 Executive Council Meeting – Conference Rooms – Rooms 2-3



☒ **General Sessions:** All General Sessions will be held in Ramkota Exhibit Hall. For the General Session on Monday evening, a chapter representative will need to be seated in the front of the room for chapter recognition. Each year, the seating is designated for the First and Second Session by region on a rotation basis. State officer advisers are in charge of **seating arrangements. The rotation moves the region that was in the back last year to the front – which puts Region VI in front this year. Here is the rotation that places Region VI in front, then Region I, etc.**

SLC 2024	Front 6	1	2	3	4	Back 5
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☒ **Leadership Teams:** At the General Session on Monday evening, all 2023-2024 State Leadership Team members will be seated with their specific team and not with their chapters.

☒ **Voting Delegates:** Please remember that the voting delegates have several responsibilities. Chapter Voting Delegates will be attending a meeting on Monday morning from 8:00 AM to 8:45 AM in Amphitheater 2. They must vote and turn in their ballot by 1 PM at the FCCLA Headquarters Room (Board Room). Late ballots will not be accepted.

☒ **Power of One Recipients:** Power of One recipients will be recognized on Monday during the evening Recognition Session. Advisers will pick up Power of One certificates & name badge ribbons with their chapter registration. Students will be recognized with names listed in the slide show and in the program.

☒ **Officer Candidates: Junior High Representative, National Officer, & 2024-2025 State Officers:** Officer candidates are to meet at the Exhibit Hall at 7:15 PM Sunday evening to become familiar with the stage, microphone, etc. These students will be informed about the procedures for their part in the First General Session. The State Adviser will send correspondence to each candidate concerning candidate responsibilities, activities and expectations approximately two weeks prior to the State Meeting. The 2024-2025 Executive Council and advisers will meet at the times listed below. School and travel arrangements need to be made accordingly because attendance is mandatory. This meeting is to include the 2024-2025 State Officers and the newly elected Junior High Representative.

Tuesday Lunch - Joint evaluation meeting with the 2023-2024 and 2024-2025

Executive Council and officer advisers – Roosevelt Room

Tuesday afternoon - Meeting - Officer Responsibilities and National Meeting Expectations
Conference Room 2

Tuesday evening – Dinner – Officer Orientation

Wednesday morning - Planning for 2024-2025 State & National FCCLA Leadership Activities

STAR EVENTS GENERAL INFORMATION

☒ **Procedures -- Requests for Schedule, Time, Name Changes for STAR Events:**

Please check to make sure competitors names are spelled correctly, and they are registered for the correct STAR Event and level before submitting final registration. This will help prevent the need for event changes/ corrections after the schedule has been finalized. As at the national level, student participants are responsible for their own equipment set-up and take down and assistance cannot be given in the presentation room. In the display and manual events, no one other than the specific event participants can enter the room before or during the event day. Please remind participants that walls, screens, and electricity, will not be available and only a table will be provided.

If the student has a school related conflict with his/her event time, please contact Kris Brockhofft immediately. A change in the event time – not day – will be accommodated if at all possible. Certificates will be printed with the names of the STAR Event participants as they are spelled on the event registrations submitted.

☒ **STAR Event Evaluators To Be Furnished by Each Chapter:** The evaluators for STAR Events are provided by all chapter advisers. Each adviser needs to provide a minimum of two evaluators. Advisers and students may NOT serve as evaluators. Due to the large number of STAR Events and rooms needed, it will be necessary for you to provide 2 evaluators as requested. Using one judge for both days will count as two judges. When submitting judges' names, note if you have one judge for both days. Please call or e-mail Kris Brockhofft with names and information you may have regarding extra evaluators. Each adviser/room consultant will need to provide the evaluators with the information that is needed in order for them to be informed about the event they will be evaluating. Please provide the latest, updated STAR Event information to your judges from the updated (9/2023) National *Competitive Events Manual*.



If you request that the state office, find an evaluator for your chapter, the chapter will be assessed \$75.00 to cover registration fees for the evaluator. If you do not indicate this on your state meeting registration, the registration will be updated and invoice updated so payment can be made to SD FCCLA to pay updated invoice.

☒ **Advisers To Serve As Room Consultants:** At the top of each STAR Event schedule is the name of the adviser who will serve as the Room Consultant. Please review the schedule when it is released to see which room/station you are responsible for each day. Scheduling will occur once registration closes and we know final numbers to put schedule together. IF YOU ARE A ROOM CONSULTANT FOR PROFESSIONAL PRESENTATION, YOU ARE ALSO ASKED TO PROVIDE AN EASEL FOR USE IN YOUR STATION. IF YOU ARE ABLE TO BRING AN EXTRA EASEL, PLEASE DO SO AS WE WERE SHORT EASELS LAST YEAR IN STATIONS WHERE SDSU STUDENTS WERE PLACED.

☒ **STAR Event Information Packets - File Folders – Portfolios:** PLEASE NOTE: For all paper work – file folders, portfolios, and manuals required for each STAR Event, please follow guidelines found in the National *Competitive Events Manual*. When completing the File Folder Label & Project Identification Page, please follow instructions as printed in the National *STAR Events Manual*. Participants in Sunday and Monday STAR Events are to turn in their file folders and/or portfolios to the Room Consultant prior to their scheduled event time. Please consult each event schedule for additional information for set up times. Be sure participants wait for their folders/manuals/portfolios to take with them. Any items left in rooms will be taken to the headquarters room.

☒ **STAR Events Requiring a Portfolio Requirement:** Participants are required to turn in their portfolios to the Event Room Consultant right before scheduled presentation time. Reminder: the official FCCLA portfolio/binder will be required for portfolio events at the state meeting as required in the national guidelines for these events. Portfolios may be either white or red with FCCLA written on the spine section of the cover. The 3-ring binders purchased through FCCLA will be the only binders allowed for the events.

☒ **STAR Event Recognition Information:** Recognition for STAR Events will be done by Regions. Please refer to the schedule for the time and place for your Region to be recognized on Tuesday morning. The President or Voting Delegate from each chapter will announce the ratings of the chapter participants. Please do not allow anyone to leave the Recognition Session until it is over. Students who receive a colored note attached to their certificate will need to meet in the Annex in the Exhibit Hall directly following the Region Recognition session to line up for processional.

☒ **Procedures -- STAR Event Run-Offs:** Run-offs are held so that the STAR Event participants receiving Top Superiors may present their project an additional time to a new set of evaluators. The names of the individuals will be posted in the Ramkota Hotel outside the Board Room in the FCCLA Headquarters area. An announcement of the time and place of the postings will be given Sunday evening at the Opening Session.

Run-off participants are to report to the FCCLA Headquarters' Room and will be given a time and location for their next Run-Off at the Ramkota Hotel & Convention Center. All STAR Event Run-Offs are to meet at the headquarters' room for their assigned times and places. File folders and portfolios will be given to the evaluators immediately prior to the presentation. It is the responsibility of the participant to watch for run-off announcements and information. STAR Event participants are required to go through run-offs for events requiring run-offs to be considered for participating at the national level.

All STAR Event participants are eligible to compete to advance on to compete at the National Leadership Conference as a National STAR Event Participant. Top superiors will be called back for run-offs. Categories that will advance on to the national level are listed in the National *STAR Events Guidelines*.

☒ **Procedure for STAR Events with Less than Three Entries:** The State FCCLA Board of Directors has put in place a policy regarding STAR Events with less than three entries entering the event. In a STAR Event that has less than three entries (only one or two entries), the top entry that will be selected to go to the national meeting will be required to receive a minimum of 90% or higher on the evaluation rating sheet.

☒ **Top Superior Recognition - STAR Procession:** Recognition of STAR Event participants during the Tuesday morning General Session will be as follows: Professional Presentation only the students who have been called back as "top superiors" and participated in a run-off will participate in the STAR procession.

Other STAR Events - Participants in STAR Events who received a "superior" rating will participate in the STAR procession.

☒ **STAR Event National Meeting Participants:** The South Dakota FCCLA Association provides partial grants for the participants that advance to the National FCCLA Leadership Meeting. It is very IMPORTANT that advisers and students understand that only partial funding is provided and it does not cover the total cost of attending the national leadership meeting. The amount of money provided from the state association for each participant representing South Dakota FCCLA in STAR Events will receive the same amount of grant money which will be \$50.00 – STAR Event Registration. Participants all need to follow STAR Event Category rules in order to be recognized as a top superior and be eligible for national participation.

Immediately following the Tuesday, Third General Session, a meeting will be held for all participants advancing on to compete in Competitive Events at the National Leadership Conference. At this meeting, information will be provided regarding the National Leadership Conference, registration forms, expenses, etc. This meeting is mandatory for all national Competitive Event participants. Before leaving the state meeting, all STAR Event participants will need

to complete the appropriate information forms distributed at the Tuesday noon meeting. These forms will be used in getting the events processed for the national conference.

Arrangements for registration and lodging at the national leadership conference are the responsibility of the local chapter adviser. All STAR Event participants, officer candidates, state officers, etc. are required to stay with the delegation in an official designated hotel. Use this meeting time to locate roommates for your members attending NLC. Registration for NLC opens on March 1st and hotel rooms will be on a first come, first served basis. The South Dakota delegation will not all be staying at the same hotel. National headquarters no longer assigns state hotels. There are several that are close to the convention center.

The National Leadership Conference Early Bird and STAR Events Registration rates will be available on the national website on March 1st. After your 2024 NLC registration is submitted, you will automatically receive an email confirmation with instructions to make hotel reservations. Those wishing to stay at a hotel that is not on the official FCCLA hotel list, will be required to pay an additional fee for not staying in a National Leadership sponsored hotel. STAR Event participants and their advisers are responsible for arranging their own transportation to the National Leadership Conference in Seattle, WA.

Cost of hotel rooms will vary with hotel you get into. Local taxes will be added to room rates that are listed on the national website. You receive a better registration rate if you sign up for the weekly registration for the National Leadership Conference and meet the Early Bird deadline. Each individual attending will be responsible for any tours, food, state T-shirt, insurance, souvenirs, transportation, and lodging.



Birthday Bag & Hygiene Self Care Kit Service Project - A "Birthday Bag" & "Hygiene Bags" service project will be held on Sunday & Monday, April 21st & 22nd. Items will be dropped off at the headquarters room when chapters come to register. Chapters are asked to bring one or two items to donate to have enough supplies for 100 bags of each type of bag. Completed bags will be distributed across the state so items go to every region.



SD Outreach Project Sign Up -

<https://www.signupgenius.com/go/10C0B4FAEAF2DABFDC61-47262425-sdoutreach>

- Be part of the state outreach project by helping create birthday bags and hygiene kits to give to those in need! The 2023-2024 SD FCCLA State Leadership Conference state service project will be crafting 100 birthday bags and 100 hygiene kits to donate to those in need. Birthday bags will be filled with cake mix, frosting, candles, and much more. The hygiene kits will provide essential items like toothpaste, toothbrush, soap, and personal care products, promoting health and dignity for those who may be struggling. We ask that each chapter sign up to bring one or two items off the 'SignUpGenius.' Then, join chapter members from across the state at the Monday night event to prepare the bags for distribution across the state.



Silent Auction: The Board of Directors Silent Auction will be held on Sunday (3 p.m. – 6 p.m.) and Monday (9:00 a.m. – 10:00 p.m.) Baskets and auction items will be displayed outside of the Board Room – Registration/ Headquarters Room. Half of the items will be silent auction and the other half of the basket/auction items will have tickets sold and participants will place their tickets in the container of their choice. Proceeds will go to SD FCCLA. Participants please check with the registration desk at 10:00 p.m. to see if you are a lucky winner.



Chaperone Information: (Please share with adults attending with your chapter)
"Thank You" for volunteering your time to serve as a chaperone for the South Dakota FCCLA State Leadership Conference. You are a part of the "team" who can help us provide a valuable learning experience for our students. The following are some expectations that will help you in your duties:

- ☐ It is important that the students eat properly so they can demonstrate at their optimum. Please make sure they participate in the nutritious meals that are planned instead of eating only snack foods.
- ☐ Please be supportive of your students. Be supportive of officer candidates and students participating in STAR Events. Give them a pat on the back for the things they did well. If things did not go as well as anticipated, focus on the aspects that DID go well.
- ☐ Be a good listener. Be aware of the student concerns but also accept the decision of the evaluators. An observer cannot change or affect the decisions of the evaluators whether or not you agree with their decisions and actions.
- ☐ During the General Sessions, please sit among the students. It is important for the participants to be considerate of others. Talking or whispering, leaving their seat, obstructing the view of others or cell phone use during the meeting is NOT considerate behavior and should not be tolerated.

- ☐ Students need to wear name badges at ALL times. Security guards have been hired for the safety and privacy of our delegates. Delegates without name badges may be escorted from the premises. With nearly 1400 people in attendance, we need to be able to identify the FCCLA delegates. Outsiders are not allowed at the state meeting.
- ☐ Please be supportive of the activities that have been deemed as appropriate. We are very diligent in our efforts to make sure the State FCCLA Leadership Conference is an educational experience. Therefore, providing rides to the shopping malls or staying in the motel room to watch the television during the meeting is not considered appropriate. We do not allow swimming before 5:00 PM. After 5:00 PM, YOU SWIM AT YOUR OWN RISK - a lifeguard is not hired.
- ☐ In a liability related issue, our expectations of "chaperones" do not include the patronization of any facility that serves alcoholic beverages. If a student should need the attention of a doctor, etc., and it has been determined that you have consumed any alcohol, you and/or the school district could be involved in litigation. Contact Kris Brockhoff @ 605-840-5024 for all emergency situations.
- ☐ "Dress code" for state/region sponsored meetings. Official dress for the conference should be worn at all times with the exception of the Monday night social activity after the general session. The entire state leadership conference requires members to wear official dress.

Members:

- Red, black, or white polo or dress shirt (long or short sleeves)
- Black dress pants or capris (no shorts or athletic wear)
- Black skirts – no shorter than 2 inches above the knee
- Black Sheath Dress – no shorter than 2 inches above the knee
- Dress shoes (black preferred)
- Official blazer is optional
- Jeans, t-shirts, athletic wear are NOT acceptable

Advisers/ Chaperones/ Guests:

- Business professional/casual
- Jeans, t-shirts, athletic wear are NOT acceptable

Blue jeans that do not have rips, tears or patches can be worn to the social activity on Monday evening from 9:15 PM to 11:30 PM. This attire is NOT appropriate for any other activity including the Monday night General Session and Tuesday Morning General Session. Students are expected to wear official dress and adults in business casual for all the remaining activities (STAR Events and General Sessions). Skirts and dresses should be at least fingertip length. Spaghetti straps, bare backs, and bare midriffs are not appropriate for the social event. No hats or caps are allowed in the buildings. Points may be deducted for inappropriate attire worn during STAR Event presentations.

- ☒ Advisers are encouraged to retain one of their sleeping rooms to use for changing into clothes AFTER the Third General Session on Tuesday.
- ☒ CURFEW IS 11:00 PM ON SUNDAY NIGHT AND 11:45 PM ON MONDAY NIGHT. EVERYONE should be in their assigned rooms to show respect for hotel guests by being QUIET. If you read hotel rules/regulations, it is quiet time after 10:00 p.m. for the comfort of hotel guests. Students OR adults should not be in the hallways in their sleeping attire. As a chaperone, you are expected to remind the students of the curfew and "quiet time" the hotel has set. We would hate to have FCCLA guests asked to leave the hotel and leave a negative view of SD FCCLA.
- ☒ VISITATIONS of the general public are strongly discouraged. Students should not plan to meet friends or relatives from non-participating schools in the lobby or meeting premises.
- ☒ Students will not be allowed to drive personal or school vehicles.
- ☒ Members of the opposite sex are not to be in each other's room unless the door is standing open or an adult chaperone is present. The NOISE LEVEL in the rooms/occupants should be kept at a minimum.
- ☒ Please check all hotel rooms of the students you are responsible for prior to checking out of the hotel. Have students pick up trash, paper, towels, etc. before they leave hotel room. A large, black trash bag will be in each room to keep garbage cleaned up. If full, set outside of hotel room door for pick up. Extra trash bags can be picked up at the front desk. Please encourage students to dispose of food and garbage in an appropriate manner. Clean towels are available at the front desk if needed. **You must return dirty towels when going to pick up clean towels so hotel staff can wash towels so all guests have clean towels.**
- ☒ SAFETY and RESPECT FOR OTHERS are two important issues to consider as we chaperone and supervise our students. We want to make this an enjoyable, rewarding, and safe experience for all attendees.

Student Behavior Policies

CURFEW - Sunday Night - 11:00 PM
Monday Night – 11:45 PM

RAMKOTA HOTEL QUIET HOURS START AT 10:00 PM

Dress Code - All delegates and attendees must wear official dress to all general sessions, award sessions, and sponsored events – including Tuesday morning award sessions. All delegates need to adhere to these policies through 12:00 noon on Tuesday, April 23, 2024. Students, who will be recognized for their outstanding proficiency in their STAR Events, will be checked prior to the procession to determine if they are in official dress. Students will not be allowed to appear on stage OR receive award if they are not in official dress. All members and adults will be in official dress until after the closing general session where awards are given. If not in official dress, will not be allowed to enter. Members can keep clothes back to change into for trip home.

Monday Night Activities at 9:30 PM: Allowed to wear casual dress. Blue jeans that do not have large rips or tears and cover all body parts can be worn with a school t-shirt to the social activities on Monday evening from 9:30 P.M. to 11:30 PM ONLY. This attire is NOT appropriate for any other official activity including the Monday night General Session. Students should be in official dress for the remaining activities - (STAR Events and General Sessions). The following is NOT appropriate attire for the social activities: spaghetti straps, midriff or bare backs showing. NO hats or caps will be allowed during official meeting events. Points may be deducted for inappropriate attire worn during STAR Event presentations. **Reminder – no costumes are allowed for any events this year except culinary uniform.**

All delegates need to adhere to these policies through 12:00 noon on Tuesday, April 23, 2024. Students, who will be recognized for their outstanding proficiency in their STAR Events, will be checked prior to the procession to determine if they are in official dress. Students will not be allowed to appear on stage if they are not in official dress. Students in blue jeans will NOT be allowed to participate in general session or procession.

STUDENTS or ADULTS should not be in hallways or meeting rooms in sleeping attire.

MEALS: Sunday night dinner and Monday lunch will be served in the Washington Room. Please note suggested region eating times in the tentative schedule in this document. Catering staff will punch your name badge for the meals so please have it ready to punch as you proceed through the line. Do not lose your name badge as it is also your lunch ticket. Please clean table area before exiting eating area. There will be a constant turnover of attendees eating in the Washington Room.

Ramkota **Breakfast** guests must wear colored wristband received at registration for entrance to continental breakfast. Proceed through line and eat in a timely manner. Please limit total time to 10-15 minutes as there will be a lot of guests that need to eat breakfast before the day begins. We want all guests to have the opportunity to eat breakfast. Once you finish eating, please exit the area immediately. Thank you for patience and consideration of all guests in the hotel. This is a service the hotel offers. We would hate to lose the opportunity for a wonderful breakfast to start the day.

SECURITY - Security guards are hired for your safety. They will observe your dress, your FCCLA official name badge, and your conduct. If you are in the halls after curfew or violate the conduct policies, they are instructed to correct the situation and report to the State Adviser.

VISITATIONS - Visitations of "outsiders" or the general public are strongly discouraged. Students should NOT plan to meet friends, relatives, etc. from non-participating schools in the lobby or any other location during the meeting.

NAME BADGES – Everyone will have an official, FCCLA name badge that is to be visibly worn at ALL TIMES. Name badge identifies Sunday Night and Monday Lunch meal tickets which will be punched as enter room to eat.

SWIMMING - NO SWIMMING WILL BE ALLOWED FROM 8:00 AM TO 5:00 PM. After 5:00 PM YOU SWIM AT YOUR OWN RISK-NO LIFEGUARD IS PROVIDED. Swimming pool closes at 10:00 PM.

CONDUCT BEHAVIOR POLICIES - South Dakota FCCLA conduct policies and procedures are designed to help maintain high ethical standards and regard for the South Dakota Association of FCCLA. Conduct Behavior Policies should be reviewed by all delegates and chaperones who participate in the State Meeting, as well as, parents of student delegates.

PARENT APPROVAL and MEDICAL INFORMATION FORMS - Parent Approval and Medical Information Forms need to be completed for each student and medical form with emergency contact listed and Volunteer Form for each adult other than advisers in attendance. Adviser should retain 1 copy with original signatures to have on person at all times and MAIL 1 HARD COPY OF MEMBER/ADULT FORMS WITH ORIGINAL SIGNATURES TO STATE OFFICE BY APRIL 10TH. MEMBER FORMS MUST BE RECEIVED BEFORE MEMBERS ARE ALLOWED TO PARTICIPATE. THIS IS A LEGAL/LIABILITY ISSUE THAT WE MUST FOLLOW. THIS WILL PREVENT FORMS FROM BEING LEFT ON DESKS AT SCHOOL, IN VEHICLES, ETC. MAKE COPIES 2 SIDED FOR EASE OF HANDLING. Both copies need to have original signatures in case emergency treatment is needed.

South Dakota FCCLA Discipline Policy

The following conduct policies reflect minimum behavioral standards for South Dakota FCCLA members. The policies are in effect for all delegates who are attending any state or national FCCLA function. Any violation of these conduct policies and dress code shall be considered as misconduct and may be cause for a legitimate complaint to be lodged. The term "delegate" shall mean any FCCLA member.

1. Defacing of public property -- Any damages to, or loss of property or furnishings of the properties being utilized for meeting purposes, will be paid for by the individual responsible. This action may be cause for a legitimate complaint whereby the individual and/or chapter will be placed on probation for 13 months or after the same conference/activity concludes the following year.
2. Delegates shall keep their adult advisers informed of their activities and whereabouts at all times.
3. Members will be prohibited from participation without local supervision provided by the chapter or school.
4. Any occurrence involving the possession or consumption of any alcoholic beverage, narcotics, tobacco and/or any controlled substance - drugs by an FCCLA member which causes a legitimate complaint to be lodged will result in immediate suspension of the individual(s) involved from state and/or national activities for a period of 13 months. The chapter will be placed on probation for 13 months.
5. Any chapter on probation in which a member is involved in an occurrence of misconduct (property damage, possession or consumption of alcoholic beverages, tobacco, narcotics or any controlled substance/drugs), during the time of probation that causes legitimate complaint to be lodged will be suspended.
6. Use of tobacco in any form, in public (the convention center, businesses, restaurants, hallways, and restroom) by an FCCLA member will be considered misconduct and will be cause for a legitimate complaint to be lodged. Use of tobacco by individuals under the age of 18 is against South Dakota law.
7. Any involvement or violation of dress code will be considered as misconduct and may be cause for a legitimate complaint to be lodged.
8. Any violation of curfew will be considered misconduct and may be cause for a legitimate complaint to be lodged.
9. Members of the opposite sex are not allowed in sleeping rooms in hotels or motels unless the door is standing wide open or the chapter adviser/chaperone is present in the room. Any violation of this rule may be considered misconduct and may be cause for a legitimate complaint to be lodged.
10. Delegates will not be allowed to leave the hotel/convention center grounds at any time without adult supervision.
11. Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an adult adviser/chaperone.
12. Any misconduct of a State FCCLA officer (during the term of office) will not result in any disciplinary action against the local chapter of which he/she is a member.

NOTE:

- A. FCCLA members violating or ignoring any of the conduct rules are subject to being penalized or disqualified. Delegates may be sent home immediately at the expense of their parent/guardian.
- B. Misconduct is any act, which brings criticism or discredit to SD FCCLA, and/or the chapter that the member represents.
- C. For the purpose of interpreting these rules, a State or National activity or event will start at the time an FCCLA member leaves home and continues until the member returns.

IMPORTANT REMINDER:

COLLECT 2 SIGNED COPIES OF STUDENT PERMISSION AND MEDICAL FORMS (WITH ORIGINAL SIGNATURES) – AND FOR ADULTS – MEDICAL FORM WITH EMERGENCY CONTACT IDENTIFIED AND VOLUNTEER FORM.

CHAPTER ADVISER OR CHAPERONE MUST HAVE 1 COPY ON PERSON AT ALL TIMES, AND MAIL ONE COPY WITH ORIGINAL SIGNATURES BY APRIL 10TH TO:

**South Dakota FCCLA
SDSU, Box 507
103 Wenona Hall
Brookings, SD 57007**

SOUTH DAKOTA FCCLA
2023-2024 Student Medical Release Form

Name of Student _____ Date of Birth _____ Cell Phone _____
Home Address _____ Food Allergies/Physical Restrictions _____
Name of School _____ Adviser _____ Adviser Cell Phone _____
Name of Parent(s) _____ Parent Cell Phone(s) _____

Medical Information

Health Insurance Company Name _____ Policy Number _____
Policy Holder's Name _____ Known allergies (drug or natural) _____ Date last tetanus shot _____
Medication being taken _____ History of heart condition/diabetes/asthma/epilepsy/rheumatic fever _____
Other conditions _____ Family Doctor _____ Phone _____

I, the parent/guardian do hereby grant permission and certify that the above named student has my permission to attend the 2023-24 local, region, and state conferences hosted by South Dakota FCCLA and national conferences hosted by National FCCLA Assoc.. It is understood that members must adhere to the guidelines and protocol as set forth by each individual FCCLA event.

Liability Release

I hereby hold harmless and waive and release any liability claims or causes of action against National FCCLA, its directors, officers, employees, FCCLA school officials and chapter advisers, FCCLA state association and staff, and members in attendance, which my son/daughter or I may now or hereafter have arising in connection with my child's travel, attendance, and participation, 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 for which there is as yet no known or available cure.

In the event of an emergency, I do voluntarily authorize medical services to be administered and/or obtained for the above named student as deemed necessary in medical judgment and in accordance with the above confidential information. I authorize the chapter adviser or other chaperoning adult to secure the services of a physician or hospital in the event of my son/daughter's accident or illness, and willingly incur and will provide payment for the costs. I understand that, when necessary, in the event of an emergent illness or injury, my child will be transported to a local medical facility at the choice of the emergency medical professionals who respond.

I also understand that should my son/daughter become ill with COVID-19, I must travel to meeting site to care for my teenager within 24 hours notice. Additionally, my son/daughter will show no signs of COVID-19 in the hours/days prior to traveling to National Leadership Conference-June 29-July 3, 2024; SD FCCLA Leadership Conference in Huron-October 8-9, 2024 or Sioux Falls on April 21-23, 2024 meeting dates.

I understand that participation in workshops/activities that may involve physical activity presents certain risks and hazards, including, but not limited to: muscle strains and sprains, bruises, broken limbs, dehydrations, other serious medical problems, or even death and other ordinary risks associated with strenuous physical activity. I acknowledge I do not have a past or present medical condition that may be affected by participating in this any event that may involve physical activity. I understand my participation is at my sole risk, and I voluntarily assume full and complete responsibility for any injury or accident, which may occur to me or my property during or in connection to any physical activity event. In consideration of value received of the right to participate in any workshop/activity involving physical activity, I, _____ for myself, my heirs and assigns, do hereby waive, release, and forever discharge SD FCCLA/FCCLA, Inc., and each of their parent companies, subsidiaries, and affiliates, and all of their respective officers, directors, shareholders, agents, employees, successors and assigns, and volunteers assisting with this event (herein after the "Release of Parties") from all manners of action, causes of action, suits, debts, damages, claims, and liability of any type or kind whatsoever, including attorney's fees, arising from or in connection with the above-described activity. Furthermore, I agree to hold harmless and indemnify the Released Parties from and against all liability, claims, suits, demands, damages, judgments, costs, and expenses (including reasonable attorney's fees) to which any of the Released Parties may be subject by reason of any claim for any injury to or death of any person or persons, or for damage to property or otherwise arising from or in connection with the above-described activity.

I have read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

Parent/Guardian/Adviser Signature
(Circle One)

Parent/Guardian/Adviser Printed Name
(Circle One)

Date Signed

UNDERSTANDING OF RISK - I understand the seriousness of the risks involved in participating in this program, my personal responsibilities for adhering to rules and regulation, and accept them as a participant.

Participant Signature

Participant's PRINTED Name

Date Signed

Print Full Residential Address/City/State



MEMBER CODE OF CONDUCT/PHOTOGRAPHY CONSENT FORM**

2023-2024 South Dakota FCCLA Region/State/National Conferences

Chapter Name: _____ Member Name _____

(Please Print)

This form must be read and signed by the student, parent, adviser/school representative and administrator.

1. **Behavior** at all times should reflect a positive, professional image. Delegates will refrain from using inappropriate or profane language when attending conference activities, refrain from verbal, physical, or sexual harassment, hazing, or name calling, refrain from the use or possession of alcoholic beverages, narcotics, tobacco products, or weapons in any form. Possession is defined as having in one's belongings such as a purse or luggage, in one's hotel/motel room, or having knowledge that alcoholic beverages, narcotics, tobacco products, or weapons are in one's hotel/motel room or in another person's possession at any time. Delegates will be required to wear facemasks if required by designated meeting site to prevent the spread of COVID-19. Delegates are representatives of their school district and must comply with the policies regarding student conduct.
2. **Delegate Dress Code:** If not wearing the FCCLA official uniform (red blazer, black pants/skirt, or black sheath dress), the mandatory dress code should be worn: red, black, or white polo or oxford shirt (collared shirt with long or short sleeves), black dress slacks/ pants/capris (No shorts, yoga pants, workout pants, or leggings), black skirts – no shorter than 2 inches above the knee, black sheath dress – no shorter than 2 inches above the knee, dress shoes (preferably black). (Jeans, t-shirts, and athletic wear are NOT acceptable.) Thank you for your cooperation and support in putting forth a positive image of FCCLA. Delegates appropriately dressed will be allowed to participate. **Delegates must wear identification badges at all times. Official red blazer/uniform is required dress at the National Leadership Conference.**
3. Delegates are required to attend all sessions and activities assigned, including workshops, exhibits, Competitive Events, etc. for which they are registered unless engaged in a specific assignment scheduled at the same time. Students shall keep their adviser/adult chaperones informed of their activities and whereabouts at all times. No delegate shall leave the conference premises, including their assigned hotel, hotels in which conference events are taking place, and the convention center, unless permission is received from their chapter adviser, and the student is in the company of another adult upon departure. Delegates should be prompt and prepared for all activities.
4. Report accident/injuries/illnesses to the adult chaperone/adviser & **state adviser immediately**. An original, signed copy of Code of Conduct & Medical Release form will be retained by the school, one by chapter adviser, and one will be submitted at conference registration by the adviser.
5. Delegates will stay in their assigned hotel room shared with other members from their school, knowing the risk of the inability of 100% use of masks and distancing within lodging rooms. 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.
7. Delegates are not allowed in the sleeping rooms of the opposite gender, except when an adviser/adult chaperone is present.
8. There shall be no defacing of public or private property. The individual or chapter responsible will be pay for damage to any property or furnishing in the hotel rooms, convention center, or any other area.
9. The enforcement of the Code of Conduct is the responsibility of the adviser/school representative. The adviser/school representative will call the school administrator for direction. For violation of any of the above, parents will be contacted, and student(s) will be sent home immediately at their own expense. The adviser/school representative will submit this Code of Conduct to the state adviser prior to attending state level events.
10. Delegates who ignore or violate any of the rules will be subject to disciplinary action, including, but not limited to, disqualification from competitive event involvement and expulsion from FCCCLA.

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

I hereby give SD Family, Career and Community Leaders of America (FCCLA) the absolute right and permission to photograph me. I hereby grant to SD FCCLA all rights to reproduce and disseminate such photographs and images, in whole or in part, or altered in character or form, that will be used by the SD FCCLA in conjunction with presentations, programs, and publications.

I further grant SD FCCLA all rights to make further reproductions of such pictures and images through any media, for educational purposes, art, entertainment, advertising of, and internal use for other lawful purposes. I also grant to SD FCCLA the right to copyright such pictures and images in its own name or to publish, to market, and to assign without compensation or report to me.

I hereby waive the rights or interests that I may have in the pictures or images, including my rights to inspect and/or approve the finished photographs and images or the use of which it may be applied so long as its use shall be lawful.

I expressly release SD FCCLA, their agents, employees, licensees and assigns from and against any and all claims which I have or may have for invasion of privacy, defamation or any other case of action arising out of the production, distribution, publication, and exhibition of the photographs and images.

Student Signature

Date

Parent/Guardian Signature

Parent/Guardian Telephone Number

Adviser/School Representative Signature

School Name and District Number

School Administrator Signature

Administrator Phone Number

****Submit original, signed, hard copy of this form along with completed registration form, original, signed copy of student permission/medical release form, & payment for first state level meeting held; document will be kept on file at state office for subsequent meetings for rest of school year.****

SOUTH DAKOTA FCCLA - VOLUNTEER AGREEMENT FORM



Thank you for your volunteer service to the South Dakota Association of Family, Career, and Community Leaders of America, Inc. Your role as a volunteer serves as an important link to local communities, businesses, and organizations, which is vital to Career and Technical Organizations (CTSOs) like FCCLA. According to National FCCLA Adult Code of Conduct, 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 National Leadership Conference. Adult volunteers set an example of expected behavior from the students. While fulfilling your assigned volunteer duties, you are considered as a representative of SD FCCLA and thus are obligated to meet the following responsibilities:

- Dress professionally (business professional) and conduct oneself as a professional.
- Wear identification badges to all conference sessions.
- Promptly arrive to all scheduled sessions.
- Show respect for the rights of others and being courteous at all times.
- Be honest and do not take unfair advantage of others.
- Respect the property of others.
- Refrain from loud, boisterous talk, swearing, or other unprofessional conduct.
- Maintain a fair and unbiased approach to the judging and selection of all student applications, reports, projects, and presentations, despite any previous connections to students.
- Provide a safe and respectful environment for all participants at all times.
- Preserve confidentiality of any results or outcomes related to student placing or performance.
- Refrain from posting any information or content about the event or students on social media platforms.
- Abide by the SD FCCLA anti-discrimination and harassment policy (See page 2).

South Dakota FCCLA reserves the right to accept or decline any volunteer, or to remove a volunteer from an event, or permanently revoke volunteer status to anyone who does not abide by the above responsibilities.

South Dakota FCCLA reserves the right to adjust or reassign volunteers by overall judging needs.

I will be serving in the following volunteer category/categories:

- ☐ Judge
- ☐ Workshop Presenter
- ☐ Chaperone
- ☐ Exhibitor
- ☐ Registration Desk Assistant
- ☐ Tabulation Room Assistant

By signing, I agree to abide by the SD FCCLA Volunteer Agreement for activities I volunteer for during the 2023-2024 school year.

Printed Name

Signature

Date

Email PDF of signed document to Region President adviser if volunteer at region meeting & SD FCCLA State Office for state leadership conference.

ANTI-DISCRIMINATION AND HARASSMENT POLICY

SD FCCLA is committed in all areas to providing an environment that is free from discrimination and harassment. Harassment or discrimination based on race, color, religion, creed, national origin, ancestry, sex, pregnancy, sexual orientation, genetic information, gender identity, age, veteran status, or disability will be regarded as a violation of this policy.

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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. All advisers and students share the responsibility to ensure that harassment based on race, color, religion, national origin, ancestry, sex, sexual orientation, or disability does not occur at any FCCLA activities or functions.

Anyone who believes they have been a victim of discrimination or harassment should immediately report the matter to the person in charge of the event.

Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.