

State Leadership Conference Guide



February 29-March 2, 2024

Marriott Pyramid, Albuquerque

The purpose of the *Conference Guide* is to provide as much information as possible to help prepare students for a successful experience at the FCCLA State Leadership Conference.

Important Dates and Deadlines		
DATE	DESCRIPTION	LINK
January 5	State Conference Registration Open	https://www.registermychapter.com/fccla/nm Forms to be submitted: <ul style="list-style-type: none"> • NM Medical Delegate Permission, Release, and Code of Conduct Form • Advisor Rules & Responsibilities • Activities Verification Form- NMAA • Abuse Prevention Form
January 24 @12:00 pm MST	Conference and Hotel Registration Deadline	
February 1	State & National Officer Applications due	Must be submitted online by 5:00 pm MST. State Officers - CTLP New Mexico (nmctso.com)
February 1	FCCLA Good Stuff Scholarship DUE	https://nmctso.com/fccla/awardopportunities/
February 19	Competitive Events Changes Deadline	This is the last day that any changes to competitive events, both state and national, can be made. All changes need to be sent to robin.slutz@gmail.com
March 1	Advisor Award Deadline	https://fcclainc.org/lead/advisors/awards Applications due to the state office
February 29	State Conference Begins	State and National Competitions On-Site Events Workshops Opening Session Business Meeting
March 1	State Conference Continues	National Competitions Workshops
March 2	State Conference Concludes	Awards Session National Leadership Conference Meeting

General Guidelines

Attendance Eligibility

All FCCLA members (**State and National dues paid**) are eligible to attend the State Leadership Conference. Each student attending shall be an affiliated member of FCCLA, have the approval of school administration, chapter advisor, and a parent or guardian unless the student is of legal age.

Forms to be completed prior to State Conference

All participants:

[Medical Form & Delegate, Permission, Release, and Code of Conduct Form](#)

Advisors/Chaperones:

[Advisor Rules and Responsibility Form](#)

[Abuse Prevention & Reporting Form](#)

Activities Verification Form – NMAA

This form, attached to a roster of participating students, should be **signed by a school administrator** and **submitted to NMAA (505-923-3114 FAX or emailed to chris@nmact.org) before the state competition.**

Awards and Recognition

For the Middle Level and Secondary Divisions, winners shall be recognized at the State Leadership Conference in both State and National STAR Events. The top two places in National STAR Events will qualify to compete at the National Leadership Conference. The top three places in Culinary Arts and Baking and Pastry will qualify to compete at the National Leadership Conference. This is based on the minimum competency requirements set by the NM FCCLA of Directors.

Minimum Competency Policy. To compete at the national level, a student must have competed in a National STAR event and earned a minimum score of 70% or higher (silver or gold requirement). If the student is the only competitor in their event they must still meet the 70% requirement to qualify to compete at the national level.

Good Stuff Scholarship

This scholarship is open to all seniors interested in pursuing a degree in FCS or an interest in becoming a CTE Teacher. Submit an online application for the Good Stuff Scholarship. The application deadline is **February 1**. **[Good Stuff Scholarship Guide and Application](#)**.

Advisors

All chapter advisors will be required to be Lead Consultants during the state conference. The time and place to report will be sent prior to the conference. Questions regarding Lead Consultant duties and assignments will be directed to Christine Phipps **christine.phipps@enmu.edu**.

State Officer Candidates

Any member planning to run for state or national office will need to complete the application and all necessary forms. The officer handbook is located on the state website at

<https://nmctso.com/fccla/officers/>. The online application deadline is **February 1 at 5:00 pm MST**.

Insurance

An insurance policy is carried out which covers each person registered for the conference. If you have an illness or injury during the conference—contact the FCCLA Staff at the conference headquarters (Gallery) immediately for insurance forms **before** you leave the conference.

Publicity

Your chapter and Career and Technical Education, in general, can use good publicity. Use participation in the State Conference to generate some positive publicity. Who's going? Where? When? Why? Chapter advisors figure prominently in the publicity of the conference. We look to you to provide advanced stories to your local newspapers and pictures or slides to local television stations. Alert the contact persons that you will phone information back from the conference about your students.

Name Badges

Name badges should be worn at all times during the conference by contestants, advisors, and chaperones. Please adhere to this policy for security reasons. It is permissible for contestants to introduce themselves to the judges.

Dress Code

Please adhere to the conference [FCCLA Dress Code](#).

Event Information

Competitive Events

Students may enter no more than two (2) events, (one State Event and one National STAR Event). You can find the National STAR event scenarios, topics, and resources online at www.fcclainc.org in the advisor and student portal under **Resources-Competitive Events**. State STAR Event Guidelines as well as the menus for State Culinary Arts and Baking and Pastry Arts can be found on the state website, www.nmctso.com/fccla/competitive events.

All entries will be verified with the lists of winners submitted from the District/Regional Conferences. All event changes must be emailed to robin.slutz@gmail.com **no later than February 19, 2024**.

Culinary Arts and Baking and Pastry Competitions

The Culinary Arts and Baking and Pastry competitions will be held TBD. Transportation for the event will be provided by NM FCCLA from the Marriott to the location. Please check the conference agenda for departure times. The 2024 Culinary Arts and Baking and Pastry Menus and Equipment List can be found on the state website, <https://nmctso.com/fccla/competitiveevents/>.

Registration Information

Each local advisor is responsible for completing the **online** registration.

<https://www.registtermynchapter.com/fccla/nm> Follow the online registration instructions on page 10. The registration deadline is **January 24, 2024 at 12:00 pm MST**. A copy of your invoice and payment are to be mailed to: NM FCCLA, 1500 South Ave. K, ENMU Station 61, Portales, NM 88130.

Questions regarding FCCLA SLC registration should be emailed to: christine.phipps@enmu.edu
Please send a copy of your Purchase Order for the registration to Sarah Kinlund at sarah.kinlund@enmu.edu by February 24, 2024.

The registration fee includes the competitive events, facilities rental, audiovisual, conference materials, printing, t-shirts, awards, judges, and State Officer expenses during the conference.

Culinary Arts and Baking and Pastry Event Fee – \$10.00 per participant (includes food supplies, facility and coordinator)

Items for Sale

You may select and order the following from the conference registration site:

- National Trading pins - \$1.00 each
- Special Main Event Tickets - \$17.00 each. Only if you DO NOT choose the “Enhanced Rate” for your registration or any extra that you would like to purchase.

There will be a late fee of \$10.00 per person for any late/or on-site registration. NO REFUNDS after January 24 close date. As per the NM Board Finance Policy, cancellations made in writing by the close of registration will receive a 100% refund. Cancellations after this time (through completion of registration) will be non-refundable.

A \$20.00 cancellation fee will be charged per person for any drops after January 24, 2024.

PAYMENT INFORMATION:

Please send a payment for registration only to:

NM FCCLA
1500 S. Ave K
ENMU-Station 61
Portales, NM 88130

Special Event - Fun Night at Main Event

NM FCCLA fun night at **Main Event** located at 4040 Pan American Fwy, NE, Albuquerque, NM 87107. Join us for 3 hours of FCCLA fun and networking with friends on **Friday, March 2**, (7:00-10:00 pm). There will be bowling, gravity ropes, laser tag, billiards, shuffleboard, and a 1-hour arcade fun card. **Tickets will be \$17.00 each.**

Option 1 – Event Ticket price included with your registration.

- Select the **Enhanced Student Registration** under Participant Type

Option 2 – Purchase event tickets separately.

- To add this to your registration, add the number of tickets needed for Main Event as an **ITEM** under the student’s name OR you can add all the tickets under the advisor name.

Housing Information

The conference hotel for the NM FCCLA State Leadership Conference is the Marriott Pyramid, 5151 San Francisco Rd. NE, Albuquerque, NM. You will need to complete the online housing located in your online registration. Once submitted the form will automatically be emailed to the hotel. **ALL conference attendees are required to stay at the conference hotel.**

Housing reservations are due by **January 24.**

Payment for your hotel rooms **MUST** be received **BEFORE** to checking in. Payment options:

Credit Card – you will need to supply the credit card information in order to hold the room and when you check in for payment.

Purchase Order- The hotel will accept purchase orders; however, a check must be received by the hotel 3 business days before the event. A copy of your Purchase Order **MUST** be sent to the hotel once you submit your registration. Please email a copy to Analysis Moya at amoya@legacydm.com, to hold your room reservation.

Please print your housing from the registration site to use in order to get a PO in place.

A final invoice will not be printed until the time of checkout. **ALL** rooms will have the following rate:

$\$125.00 + 15.625\% \text{ tax} = \144.53 per room, this includes breakfast

***Taxes are subject to change!** Please check with the hotel prior to sending the payment.
You can find a copy of the W9 for the Marriott [here](#).

ALL conference participants are required to stay at the conference hotel. **There will be a \$200.00 charge to any school not staying at the conference hotel.** This will show on your invoice once you have completed your online registration for our students.

FCCLA ONLINE STATE CONFERENCE REGISTRATION

Log in – <https://www.registermychapter.com/fccla/nm/Main.asp>

Enter your username and password. (This is the same as you used to enter the FCCLA National Portal.)

Advisor Information Page

1. Click Advisor or Enhanced Advisor – see descriptions below
2. Identify T-Shirt size and gender
3. Double-check all the contact information
4. Add any emails for the financial department, if applicable
5. Add any Co-Advisors that you will be accompanying you, if applicable
6. Click the “Not Staying in the Hotel” if you are not staying in the hotel
(Remember there is a \$200.00 additional fee if you do not stay in the approved hotel)
7. Hit the “Save” Button

Registration List Page

ADD Advisors, Students, and other Participants

1. Click on **ADD ADVISORS** and select the appropriate t-shirt size and participant type
2. Hit submit
3. Click **ADD STUDENT**
4. Click **SEARCH** to list all your affiliated students or you can put in the exact name of the student and hit the **SEARCH** button and it will bring up only that student
5. Select **Participant Type** next to each student's name (See descriptions below)
6. Select **T-SHIRT** size
7. Select **COMPETITION LEVEL**
8. Repeat for the rest of the students attending the conference
9. Click on **ADD OTHER NAME** to add chaperones, bus drivers, and guests
10. Type in name, participant type, gender, and t-shirt size, if applicable
11. If the participant is a volunteer or evaluator, be sure to click the **VOLUNTEER/EVALUATOR?** box
12. When complete, Click **NEXT** at the bottom of the page
13. Type in name, participant type, gender
14. When complete, Click **NEXT** at the bottom of the page

BUS	Bus Driver	\$0.00	This is for those bus drivers that will need a hotel room but will not be attending any of the conference events.
S	Student Participant	\$80.00	This is for all students participating in an event and/or attending the conference.
ES	Enhanced Student Participant	\$97.00	This is the same as the student participant and includes a Main Event Ticket.
A	Advisor	\$50.00	This is for all chapter advisors.
EA	Enhanced Advisor	\$67.00	This is the same as the advisor and includes a Main Event Ticket.
CG	Chaperone/Guest	\$20.00	This includes a t-shirt.
ECG	Enhanced Chaperone/Guest	\$37.00	This includes a t-shirt and a Main Event Ticket.
OFF	State Officers	Free	This is for current state officers only. All state officers will receive a Special Event Ticket with their registration.

Participant Specific Page

You will now register each individual with their specific items.

1. Double check participant information and click **NEXT**
2. Add items that each participant wants and click **NEXT**
(if they are enhanced, do not add the Main Event, as it is already added to their ticket.)
3. Add the **EVENT** that the student will be participating in. Only change the team number is you have more than one team participating in that event. click **NEXT**
4. Review event information and click **FINISH EDITING**
5. When registering volunteers, including the advisor, please be sure to enter their cell phone number, email address, and contact information.

6. Complete the information about their prior experience, if any.
7. Click **LEAD CONSULTANT** box
8. Select the events that they would be willing to volunteer for. Make sure that they do not have any students competing in those events and click **NEXT**
9. Review event information and click **FINISH EDITING**

Registration List Page

1. **CONTINUE PROCESSING REGISTRATION** button will allow you to see if you have completely registered all the participants. **TRUE** means they are complete. **FALSE** means that they are not. If False, you will need to return to the screen and click the **EDIT** button at the end of the participant's registration line to complete.
2. Click the **I AGREE TO THE ABOVE STATEMENT**. This is the statement for your participants stating they have completed the summary form for the National and State competition. It is found on the national portal.

Housing

1. Click on the **HOUSING** button.
2. Put in the chapter's arrival and departure dates and times
3. Select the room type (Single Bed or Double/Double)
4. Assign room numbers for the number of rooms that you will need
5. Click the participants that will be in that specific room
6. Click **ADD TO ROOM**
7. When all rooms have been added, click **SUBMIT HOTEL RESERVATION**

Other Notes

VIEW REGISTRATION button – brings up your proposed invoice

FINISHED REGISTRATION button – completes registration. Registration will not be completed until you click the **Finished Registration button and then confirm.**

You may save and finish later if needed.