

## SPRING CONFERENCE GENERAL INFORMATION

Read the Spring Highlights mailing for:

📄	<b>Date</b>	📄	<b>Proficiency Events schedule</b>
📄	<b>Time</b>	📄	<b>Workshop description</b>
📄	<b>Cost</b>	📄	<b>Entertainment</b>
📄	<b>Quota</b>	📄	<b>Sightseeing/shopping</b>
📄	<b>Site</b>	📄	<b>Receipt of payment</b>
📄	<b>Theme</b>	📄	<b>Chapter's duties assignments</b>
📄	<b>Directions</b>	📄	<b>Proposed by-law revisions</b>
📄	<b>Meals</b>	📄	<b>Seat assignment method</b>
📄	<b>Exhibits</b>	📄	<b>Tentative schedule</b>
📄	<b>For sale</b>	📄	<b>+ Other specific yearly information</b>
📄	<b>Name tag requirements</b>		

## SPRING PURPOSES

- ☺ **Chapters' recognition**
- ☺ **Members' recognition**
- ☺ **Learning through sharing of successful chapters' project**
- ☺ **Proficiency Events**
- ☺ **Welcome and inform new chapters**
- ☺ **Election of Officers**
- ☺ **Annual Business Meeting**
- ☺ **Make friends**
- ☺ **Information about teen issues**
- ☺ **Information about career choices**

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**General information below is listed in alphabetical order:**

**Delegates:** The word delegate, on all forms, refers to all adults (adv. & chaperones) and students attending the conference from your chapter.

**Dress Code:** All delegates are asked to wear nice school attire during Day One and Day Two. Delegates are not only representing the NH FCCLA State Association, but also their local high schools.

**Absolutely no denim jeans (except during the evening entertainment), hats, shorts, T-shirts with objectionable messages, skirts more than 6" above the knee, low cut blouses or dresses, sports bras, exposed midriffs, and pajamas (except in the guest rooms).**

**Advisors, please check your delegates before leaving for the conference. This code will be enforced: Students and adults improperly dressed will not be admitted in any of the conference areas.**

Day One – nice school clothes.

Thurs. night, after dinner, is casual. (**Only time** jeans are OK)

Day Two a.m. – Those who entered an event, must wear appropriate attire for the award & photography session.

Day Two noon banquet – It's a dressy affair. Females should wear a nice dress or skirt/dressy pants and blouse. Males should wear a shirt, pants, and tie. A jacket would also be appropriate if one is owned. **Delegates wearing jeans of any color or fabric will not be allowed at the banquet.**

Workshops – If we have an exercise class, students attending will need appropriate clothing. See "Spring Highlights" mailing for workshop listing.

**Events:** Orientation: Required for all events staff and participants.

Substitutions: Allowed until registration time on the day of the events. When you go to the FCCLA information desk, ask for the double "**event substitution form**". Complete it and take it to the registration coordinator for his/her signature. He/she will keep a copy for us and give you a copy to give to the chairperson **during the orientation**.

Set up: Check each event to find out if you have participants who need to set up before the orientation; if yes, arrive early.

**Event Runners:** **We need one full-time runner for each event.** If you have one or two students who are not ready to compete, nominate them for these important duties. Full-time runners will get state recognition at the awards session. Runner's assignments will be mailed just before the conference. We will also have a meeting for all runners before the events to explain their duties again. Make a copy of the runner's duties page 7 and give it to your runner(s). Register you runner(s) on the chapter responsibility form page 15.

Runners must: a. be certain to attend the conference  
b. be very reliable; he/she will be a runner for the total duration of an event  
c. be dependable & prompt students  
d. runners cannot be a candidate, an event participant, a voting delegate or a workshop presenter.

**Extra Night:** If you wish to eliminate the early morning rush, the hotel will give you the same room rate on both nights. **We will do a pre-conference registration the night before the conference for your convenience. Two nights request must be stated clearly on the hotel registration form.**

**Guest Room Keys** There will be one key per person in the room. The Chapter Advisors will distribute them. Distribution time will be listed in the “Spring Highlight” mailing.

**Handicap:** List the students’ handicaps on the housing form page 14.

**Housing :** **Chapters must make room requests & deposit to the hotel.** This will allow you to act as an “individual customer” and gives you the right to INSIST on having all your rooms together. Corporations and Associations are not legally able to obtain this privilege.

**THIS IS THE HOUSING REGISTRATION SYSTEM:**

1. Use the housing form on page 14.
2. Type or print clearly. The law requires address and phone #.
3. Make 3 copies & make a check for the deposit payable to the hotel.
4. Mail original form and check to hotel.
5. **Mail 1 copy of form to Elaine Connary; we need a copy.**
6. Keep a copy for yourself.
7. Ten days after mailing your hotel form, call the hotel to get a confirmation that your delegation will be housed together.
8. Bring a check for the balance due at check out time or check in time depending on the hotel.
9. Individual cancellations must be received 72 hours prior to the conference. (Note: if you cancel one delegate from a quad you will automatically pay for a triple).

**Luggage:** One luggage & changing room (for competitions) per chapter will be available upon your arrival on Day One. The advisor will receive one key. The room can be used ONLY for storage & changing for events. **(No TV, sitting, visiting & on use of linen and beds).**

Keep in mind advisors, that this room will be yours that night. If you let your students go in and mess it up it will be your problem. Please be firm & do not allow yourself to be taken advantage of, forcing me to ask for the key to the room because your students are in there instead of at workshops. I know that I can count on your trustworthiness.

**Note:** The hotel will not give adults or students a new key without a written note from me, so please come to me if you lose your key.

**Warning:** The hotel and FCCLA will not be responsible for items damaged or stolen in the luggage room.

**Advice:** Don’t lend the key and accompany students who must change.

**Name Tag:** Name tags need to be worn at all times; **yes, even at the dance**. Read the “Spring Highlights” mailing to find out if the name tags will be included in your registration packets.

**Refunds:** **1. Reg./Meals:** 30 days before the conference = 75% refund per person.  
20 days before the conference = 50% refund per person.  
**2. Hotel:** See housing cancellations above.

**Requirements:** All members’ affiliations to National must be postmarked by March 1<sup>st</sup>. Chapters must enter **at least TWO proficiency events**. First year chapters will not have to enter events if they do not feel ready; to learn the events, instead of entering events, they may choose to volunteer each member of the delegation to work as runners for the events (1 – 2 hours on Day One).

**Roll Calls:** The parade of the chapter banners is the traditional roll call for the Day One evening general session. You may use the same banner every year. The only rule for the banner size is that one member will carry it only. The name of your chapter must be very clear and visible from a long distance. Add as many extra designs as you wish. Use fabric or cardboard but remember since we will use the banner every year, fabric is easier to roll and transport. **Note: if you put your school mascot (lion, eagle) also write the school's name.**

**Security:** Security officers will be at the conference site. They will be instructed to request I.D., membership card and the name of the delegate's chapter if problems arise. You will have to help with security. The following rules must be observed:

- Students CANNOT go out of the hotel except during free time on Day One; Security guards will patrol the entrance; students caught will be detained and will not be allowed to participate in the remaining conference activities; this means staying in their room **UNDER THE SUPERVISION OF A LOCAL CHAPERONE.**
- Advisors have to sign students OUT and IN.
- Remember that we have no insurance out of the hotel.
- Please stay with your delegates as much as possible.
- Do not leave the hotel or go to bed until you have done an official room check at curfew. At that time ALL delegates must be in their rooms and may not go back to the hallway. If they have a problem, they must call your room & you will go to them. No getting ice, drinks, and etc. from a friend's room after curfew.

**State Officer Candidate:** Read the State Officer Candidate section in this handbook. Write officer candidate in RED on your candidate event application.

**Voting Delegate:** Voting delegates have a long meeting to attend on Day One and big responsibilities during the conference. **If you have a chapter rule that states that all conference delegates must enter an event, you will need to choose your voting delegate only after receiving your event schedule (a few days before the conference);** it is impossible for the office to schedule an event around the voting delegate's agenda. You may choose to make an exception to your event participation rule for your voting delegate in order to nominate your best student for the job.

- Follow the guidelines on page 6 for choosing and registering your Voting Delegate.

**Workshop:** STRESS that each student HAS to attend workshops and proficiency events. With their registration program, each delegate will receive an attendance sheet. On Day One, at each workshop or proficiency event, students need to have their attendance sheet **stamped at the beginning and the end** of the time block. Over 40 prizes will be given to the students with the most attendance stamps. **Attendance forms will be needed at the Day One dinner session to win prizes.**

### IMPORTANT

- Adhere to each deadline if you want a well-organized conference.
- If you want or need to make changes on the housing and registration form after it's been mailed, indicate such on a postcard or fax and send to Elaine Connary.
- If any of your delegates have **MEDICAL** dietary needs, please indicate on the Payment Form page 13.

## LOCAL ADVISOR CHECKLIST

### Put on your bulletin board & ask a student to check the chapter progress every week

- Make a copy of the spring conference information from this section and the “Spring Highlights” mailing and distribute to all Family and Consumer Sciences teachers in your school.
- Call State Advisor with prospective volunteers for events, workshops and registration.
- Post spring conference information and schedule where members can see them.
- Schedule time for you and your members to read the information.
- Make a large chart or transparency of page 6 in the Proficiency Event handbook. Review with members and follow the guidelines.
- Form a finance committee for the collection of the conference fees.
- Ask your chapter to select a voting delegate. Give the voting delegate a copy of page 6 in this section and a copy of the voting delegate schedule from the “Spring Highlights” mailing.
- Find the required chapter volunteers. Fill out and mail the chapter responsibilities form pages 15-16.
- Ask your chapter to review the resume of each state officer candidate from the spring newsletter.
- Find the required number of chaperones (1 for each 10 students).
- Make sure each member has a membership card & that they bring it to the conference. Indicate on the payment form page 13 if you need extra membership cards.
- Read the information in the “Spring Highlights” mailing regarding name tags and follow the instructions.
- Check to see if your chapter’s banner is OK.
- Discuss and explain the dress code page 2.
- Duplicate the Code of Conduct page 9 & Parent’s Approval form page 10. Leave a set at school and bring the originals with you.

- Send forms (pages 11-16) in by the deadline dates.
- Request checks for your registration and housing.
- Make registration check to the NH FCCLA Association & housing check to the hotel.
- Make necessary transportation arrangements. The time of registration & adjournment is on the tentative schedule in the “Spring Highlights” mailing.
- Mail a copy of your housing form page 14 to Elaine Connary.**

### THE DAY BEFORE THE CONFERENCE

- ❖ Complete the registration form page 17.
- ❖ Post reminders about departure, money, dress code, etc.
- ❖ Prepare a money envelope if you owe money. Seal – write the name of your chapter and your name on top.
- ❖ Check transportation.
- ❖ Check event supplies and/or equipment.

### THE DAY OF THE CONFERENCE

- ❖ Do you have?
  - Attendance form
  - Money envelope if balance is due
  - Name tags (if not part of registration packet see mailing)
  - Chapter banner
  - Lunches if needed
  - One set of permission slips
  - Event folders, supplies/equipment

## VOTING DELEGATE INFORMATION

Ask your chapter to choose a student who meets the following criteria:

- ❖ Will attend the Spring Conference and is punctual and responsible
- ❖ Is not a State Candidate
- ❖ Will not conduct a workshop at the conference
- ❖ Will not work at the Fundraising Booth Day One
- ❖ Will not be upset when required to sit with other voting delegates during the business meeting instead of sitting with chapter
- ❖ Understands the job of the voting delegates listed below
- ❖ Will attend all voting delegate's meetings

Keep a copy of the completed form for your file.

### Dear Voting Delegate,

Congratulations on being selected by your chapter to be the voting delegate at the Spring State FCCLA Conference. **Complete the voting delegate registration form below and give it to your advisor; she will need it at registration.** The number of votes your chapter is entitled to is based upon the number of affiliated members your chapter had by March 1; that information will be in your voting delegate packet at the conference.

You have a very responsible position and will need to attend several sessions during the conference. To prepare you for your duties, the following summarizes what you will need to do.

- ❖ Review each candidate's resume in the newsletter. Discuss their qualifications carefully with all members and advisors of your chapter. Read the responsibilities of each office in the by-laws and make your choices based on facts, not emotions. Hold a pre-election within your chapter by asking chapter members who will not be attending the conference to express their preferences for the candidates.
- ❖ Register on time for the Candidate Presentation and Voting Delegate meeting on Day One of the conference; you will receive a special ribbon, please wear it at all times. Talk to each candidate and ask him or her as many questions as you feel necessary.
- ❖ Review the proposed by-law changes in the "Spring Highlight" mailing before the conference and make written notes of any concerns. Be prepared to discuss these at the by-law meeting on Day One.
- ❖ The candidates will be officially introduced & will make their speech at the 2<sup>nd</sup> session on Day One of the conference.
- ❖ DON'T leave the Second General Session without consulting with your chapter about their final choice for each office. Proceed immediately to the election (time & place in program).
- ❖ Attend the Business General Session of the conference. Sit in the special section for voting delegates if one is provided. Participate in any discussion and voting during the business meeting.

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### VOTING DELEGATE FORM

**Voting Delegate's Name:**.....**Grade:** .....

**Chapter Name:** .....

## FULL-TIME RUNNER DUTIES

Thank you for accepting to perform this important duty.

The runners' duties are:

- ❖ Attend event orientation;
- ❖ Report to the event room at their scheduled time;
- ❖ Do needed errands during their duty time.

Dear Runner,

As a full-time runner, you will be considered part of the event staff and will have the same schedule and privileges.

1. When you arrive at the conference site, a guide will take you to the registration area for orientation and refreshments. You will receive your guide post. You will need to learn the best way to walk from the general session room to your event room.
  2. After your orientation, you will walk to the general session with the judges and sit with them in the reserved seats.
  3. At the end of the general session, you will guide the participants to your event room & start your official runner's duties:
    - ☺ Do needed errands during the events.
    - ☺ Sit quietly near the door **in** your event room. Keep door closed during the event.
    - ☺ Help assistant chairperson with attendance stickers/stamps.
    - ☺ At lunchtime come to get lunches for the Chair, the Assistant, the Judges and yourself.
- Note: Be certain that the chairperson includes your order for lunch on the menu.**
4. At the end of the event, you will **carefully** remove the event signs and in session signs from the wall or door. **Remove the 2-way tape.** Help the chairperson carry the supplies back to registration.
  5. On Day Two of the conference, attend the award ceremony. All full-time runners **who have fulfilled all their duties** will receive an award.
  6. **Bring this form with you to the conference.**

## REGISTRATION PROCEDURE ... R-E-A-D CAREFULLY

See “Spring Highlights” mailing for registration time. Chapters living closer should make an effort not to arrive at the last minute.

You need to have each item ready in this order before arriving at the hotel:

- Voting delegate form page 6
- The name of your roll call participant
- Attendance form page 17
- Check or cash payment due in a sealed envelope with your name, school and signature on top
- One copy of affiliation form if mailed to National after February 15

### PROCEED AS FOLLOWS:

1. Ask your delegation to wait in the bus or cars. **BRING ONLY 1 OR 2 HELPERS.** Guides at the door will enforce this important rule to avoid congestion problems around the registration area.
2. At the door the guide will show you the way to the hotel desk & the FCCLA registration tables.
3. Go to the hotel desk and ask for the key to your luggage room (1 room per chapter).
4. Go to the FCCLA registration area. Go to the information table first to get any needed forms, membership cards and needed information.
5. Go to the registration table and give the voting delegate’s form page 6 to the 1<sup>st</sup> attendant.
6. Give the name of your roll call representative to the 2<sup>nd</sup> attendant. Give copy of candidate speech.
7. Give copy of affiliation form if mailed to National after Feb. 15, to the 3<sup>rd</sup> person. Ask for PDU & Staff Development forms & registration receipt.
8. Tell your name and chapter name to the 4<sup>th</sup> person & give the **completed** attendance form (page 17). Give envelope with payment, if due. Be ready to explain the difference in number of delegates from attendance form and receipt of payment (included in second “Spring Highlights” mailing).
9. Move to the 5<sup>th</sup> person. Get an attendance ticket and meal tickets, if applicable.
10. Give your attendance ticket to the 6<sup>th</sup> person and pick up your conference bags. **NOTE: adv. bag for adv. only:** other adults get regular delegate bag.
11. Move away from the table and count the bags and meal tickets to see if you have the right number. Return extra bags to attendant #6 and extra meal tickets to attendant #5. If you need additional bags, get a slip from attendant #5.
12. Go to the general session room. Choose table(s) and leave your student(s) with the conference bags.
13. Get your remaining delegation and the luggage inside. At the entrance, our guide coordinator will ask:
  - ❖ Are you entering an event that requires pre-setup (see page 2)? If yes, please have the participant(s) follow a guide to set up.
  - ❖ Do you have students who are assigned as full-time runners for the competitions? Please have them follow the guide to their orientation room. (Other students can carry their luggage to the luggage room).
14. Tell the guide the # of your luggage room & follow the guide. Remind delegates that they will not be allowed to go back to that room before ..... (see “Spring Highlights” mailing). Keep the key.
15. Follow the guide back to the general session room immediately.
16. Ask each delegate to open their bag & to write their name & chapter’s name on their program & attendance sheet.
17. Take attendance before the general session. All students must be present.

### PROCEDURE FOR ONE DAY DELEGATION

#### Day One ONLY Delegation:

- ☺ Follow the registration procedure on this page, #1, 4-12, 16-17.

#### Day Two ONLY Delegation:

- ☺ When you arrive at the conference site, go directly to the FCCLA registration area.

## NEW HAMPSHIRE FCCLA PARTICIPANT CODE OF CONDUCT

All meetings and activities of the New Hampshire FCCLA Association are educational functions and all plans are made toward that objective. Participant's behavior at these meetings and activities is a direct reflection on themselves, their local chapter, school and home.

The New Hampshire Association wants every person to have an enjoyable experience with maximum attention on safety and comfort. Everyone is expected to conduct himself/herself in a manner best representing our organization.

In order that everyone may receive maximum benefits from their participation, the following policies are mandatory and non-negotiable. They will be enforced for every student attending a state and/or national FCCLA activity of the New Hampshire Association.

1. We will enforce the NH State law on smoking. No students may smoke or have cigarettes in their possession at the conference site. Adults may smoke only in their guest rooms.
2. Participants will not use vulgar language, curse or make demeaning remarks to any person.
3. Participants will not consume alcoholic beverages or other drugs.
4. Students who drive to the conference shall turn over all car keys to their advisor upon arrival. Keys are to be returned only at the end of the conference.
5. Participants will attend all general sessions and /or workshop sessions indicated on the program.
6. Participants will behave appropriately at all times. This means being courteous to guests, friendly to other students, advisors, and adults, respecting property and private property of others, using proper manners at all times and refraining from unnecessary physical contact.
7. Participants will follow all curfews and lights out times. Noise/talking should not be heard from hallways and other guest rooms.
8. Participants will meet with students of the opposite sex in places identified as public meeting areas. Sleeping rooms are off limits for co-ed activities.
9. Participants will wear appropriate clothing for all activities. (Normally clean and neat school clothes are appropriate. Exceptions are banquets, when a participant is in a program that involves being on the stage, competing in contests, attending General Sessions of the Annual State Meeting—appropriate clothing for these activities are dresser, skirts or dress slacks for females and dress slacks and shirt or suit for males.) Clothing with vulgar or suggestive wording will not be worn at any time.
10. Caps/hats will not be worn inside meeting rooms, dining hall, etc. at any time.
11. **Music is allowed ONLY in the entertainment room and guest rooms.** Cassette/CD players and radios **MAY NOT BE PLAYED** in hallways, meeting rooms and dining rooms. Violators will be asked to leave their equipment at the Conference Headquarters until departure time. The State Association will not be responsible for theft or damage.
12. Participants will not keep money or other valuables left unlocked and will use caution in displaying these items. The State Association will not be responsible for theft or damage.
13. Participants will keep advisors informed of their whereabouts at all times.
14. Participants will not leave the meeting site without permission of local advisor and state advisor. The State Advisor will notify parents in the event a participant must leave the meeting site.
15. Delegates leaving the hotel for an entertainment option **need to be accompanied by an advisor or chaperone.** The sign-out form in the registration area needs to be filled out.
16. Do not go to the hotel desk for anything. Whatever is needed, go to the Conference Headquarters table.
17. **We are not the only guests in the hotel.** There will be NO running in the hotel and shoes will be worn at all times.

I understand that should I violate any of the above policies that I will be dismissed from the meeting/conference and that I will not be allowed to attend any future functions of the New Hampshire FCCLA Association.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's Signature)

We have read and agree to abide by the rules and regulations. We also agree that the staff has the right to send our son/daughter home from the activity at our (parents/guardian) expense, provided that he/she has violated the rules and/or his/her conduct has become a detriment.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Advisor's Signature)

**PARENTS/GUARDIANS APPROVAL FOR STUDENT TO ATTEND THE  
FCCLA SPRING CONFERENCE**

The New Hampshire FCCLA Association sponsors activities during the year for FCCLA chapter members. The following is requested for each participating FCCLA member.

Please complete this form and submit it to the local chapter advisor.

\_\_\_\_\_ has my approval to attend the State Spring Conference  
(name)

to be held in \_\_\_\_\_ on \_\_\_\_\_  
(place of conference) (date)

By signing this permission slip I understand that the FCCLA Association, Advisors, and chaperones are absolved from liability from accidents which might occur on the way to and from or at the place of destination, and that the student must return in the company of the advisor or chaperone. I further understand that in case of serious injury or illness, I will be notified and I give permission for emergency treatment or surgery as recommended by the attending physician. In case of emergency please notify

\_\_\_\_\_ at \_\_\_\_\_  
(name) (address) (telephone #)  
(please give telephone number(s) of someone who will be there at all times)

\_\_\_\_\_ (Doctors Name) \_\_\_\_\_ (phone) \_\_\_\_\_ (insurance provider)

Does your child have any health issues or needs that may need consideration while on the field trip? If yes please explain (allergies, diabetes, medication, wheelchair, etc.) \_\_\_\_\_

All students are expected to remain with the group and attend all sessions/workshops as assigned. Should a student not abide by the established policies, parents/guardians will be notified and students may have to be picked up by parents.

After reading the information outlining the trip and activities, I approve of the plans and established policies.

\_\_\_\_\_ has my permission to attend.  
(child's name)

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Address City State Zip Home # Work #

- I also give permission for my son/daughter to accompany the local advisor/chaperone to any field trip outside of the conference facilities for the purpose of entertainment before, during or after the conference.
- I give my permission for my son or daughter to swim in the swimming pool at the hotel and /or at a contracted facility.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

# NON-ATTENDANCE FORM

See "Spring Highlights" mailing for postmark deadline.

**MAIL TO: Elaine Connary**  
**RFD 1 Box 111**  
**Groveton, NH 03582**

**TEL HOME: 636-2477**  
**FAX HOME: 636-2826**

**TEL SCHOOL: 752-4122**  
**FAX SCHOOL: 752-8566**

**Please help us by returning this form.**

Name of School \_\_\_\_\_

Address \_\_\_\_\_

Advisor's Name \_\_\_\_\_

School Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

We will not be attending the Annual Spring Conference because . . .

Signed \_\_\_\_\_

(Chapter Advisor)

## PRE-CONFERENCE REGISTRATION FORM

Name of advisor(s) \_\_\_\_\_

Name of school: \_\_\_\_\_ Name of Chapter \_\_\_\_\_

Home tel.: \_\_\_\_\_ School tel.: \_\_\_\_\_ School fax: \_\_\_\_\_

**If you have more than 18 delegates, make more copies of this form.**

Name of delegates	Day 1	Day 2	Both days	1 Night	2 Nights	M	F	Adult Student
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								

### IMPORTANT

If any of your members do not plan to stay for the meal(s) included with your registration, please complete the form below. We need this information to do our table assignment.

Name of Chapter:	# Of delegates attending	# Missing Meal #1	# Missing Meal #2
Day One			
Day Two			

## PAYMENT FORM

Name of advisor(s) \_\_\_\_\_

Name of school: \_\_\_\_\_ Name of Chapter \_\_\_\_\_

Home tel.: \_\_\_\_\_ School tel.: \_\_\_\_\_ School fax: \_\_\_\_\_

**See “Spring Highlights” mailing for postmark deadline, cost, and choice of meals.**

A. Type of registration	B. Cost	C. # of delegates	D. Total cost
Weekend – regular registration			
Weekend – late registration			
Day One only			
Day Two only			

List discounts here:	
Total discounts	= \$ _____
<b>Total cost for delegation</b>	= \$ _____
Make check payable to: <b>NH FCCLA Association</b>	Check # _____

When applies:

Choice of meal on Day One: # of A = \_\_\_\_\_ # of B = \_\_\_\_\_

Choice of banquet entrée: # of A = \_\_\_\_\_ # of B = \_\_\_\_\_

### REFUND INFORMATION

**Postmarked written** cancellation notice: 30 days before the conference = 75% refund per person.

20 days before the conference = 50% refund per person.

**WE NEED .....MEMBERSHIP CARDS**



## DAY OF CONFERENCE ATTENDANCE FORM

**Note: If your delegation is still the same as listed on the pre-conference registration from page -----, mailed earlier, bring a copy of that form (add the name of your roll call rep.) instead of completing this one.**

Name of advisor(s) \_\_\_\_\_

Name of school: \_\_\_\_\_ Name of Chapter \_\_\_\_\_

Home tel.: \_\_\_\_\_ School tel.: \_\_\_\_\_ School fax: \_\_\_\_\_

**If you have more than 18 delegates, make more copies of this form.**

Name of delegates	Day 1	Day 2	Both days	1 Night	2 Nights	M	F	Adult Student
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								

Name of the banner roll call representative: \_\_\_\_\_

