



STATE LEADERSHIP CONFERENCE

INFORMATION PACKET



MARCH 21-22, 2019



BOZEMAN, MT

2018-19 STATE EXECUTIVE COUNCIL



TENTATIVE SCHEDULE



THURSDAY, MARCH 21

12:00–1:30 **Chapter Registration** SUB Foyer – Ballroom A

- Chapter adviser must register chapter and will receive programs, shirts, etc.
- During registration, adviser will confirm final entrant participation for "Registration Packet" points on the STAR Point Summary Form.
- A map will be provided to guide busses. Busses not following the map will be redirected.

12:00–1:30 **Competitive Event Material Drop-Off** In event buildings

& 3:30–4:30

- Time to locate competitive event rooms.
- One "Event Material" room per competition building will be available to drop off materials.
- At-your-own risk; an adult will be available to monitor but not formally check materials in and out.
- Room will be locked after 4:30.



12:00–1:30 **College & Career Readiness Fair** SUB Leigh Lounge

& 3:30–5:30

- Visit with a variety of organizations and learn about their products, services and job opportunities.
- Receive a stamp from each vendor for the opportunity to win great prizes!



2:00–3:30 **Opening General Session** SUB Ballrooms

- Keynote: Lead out Loud by Jessie Funk.

3:45–4:45 **Consultant Orientations**

- 3:45–4:15: **STAR Room Timers** (SUB Procrastinator)
- 3:45 – 4:15: **Event Assistant** (SUB 236)
- 4:15–4:45: **Capture Crew** (SUB Procrastinator)
- *Skill Demo Event Evaluator Orientation will be with event orientation on Friday.*

3:45–6:00 **State Officer Activities**

- 3:45–4:30 **Interviews** for incoming officers running for President, 1st VP & VP of Finance (SUB 230)
- 4:30–5:15 **Rehearsal** incoming & current officers (SUB A)
- 5:15–6:00 **Dinner** incoming & current officers (SUB 236)



4:00–4:45 **Maximize Your Leadership Workshops** SUB B, C or D

- Engaging, hands-on workshops about leadership development.
- Open to *anyone*! Attend to earn a Passport Stamp.

4:00–6:00 **Adviser Activities** SUB 235

- 4:00–4:45 – **Chapter Adviser Gathering** (ALL advisers). During this time you will receive the competition schedule for your students. The National FCCLA Conference will also be discussed.
- 4:45–5:15 – **Adviser Recognition Dinner** (advisers only)
- 5:15–6:00 – **Event Lead & Assistant Lead Meeting** (All event leads & assistants). During this time we will review event policies and you will receive event facilitation notebooks and supplies.



Members will not have time to check into their hotel prior to activities. Please ensure members are dressed and ready when they arrive to MSU & that you use a credit card for the hotel.



Thursday Lunch is on your own. The SUB Union Market is open.



Members should arrive following the Montana FCCLA dress code as there will not be time to check into hotels before activities begin.



If a student is no longer competing in their Skill or STAR event, complete the SLC Activity Change form as soon as possible to reduce on-site changes.



General Session all attendees!



Passport Program activities for all students to attend when not competing in registered conference activities such as competitive events. No pre-registration required.

TENTATIVE SCHEDULE



THURSDAY, MARCH 21

4:45–6:00 **Attendee Dinner** *Rendezvous*

- Dinner for all attendees and chaperones in the new dining hall.
- Ticket provided in registration and required for entrance.



6:15–7:30 **General Session: Member, Chapter & Adviser** *SUB Ballrooms*

- General session for all attendee to recognize our amazing leaders, advisers and chapters!

7:45–8:30 **District Meetings** *SUB & Herrick Hall*

- Meet per district to have fun & conduct district business meetings.

FRIDAY, MARCH 22

6:30–7:15 **Breakfast** *Hotels*

- See hotel descriptions for breakfast information.

7:15–8:00 **Travel to Campus**

- Busses must follow the transportation map. Parking, rather than dropping students off at the SUB is recommended.

8:00–8:30 **Event Lead & Assistant Set-Up** *Individual Competition Rooms*

- Set up competition rooms and post schedules outside doors.

8:00–2:00 **Competitive Event Material Storage** *In event buildings*

- One "Event Material" room per competition building will be available to store materials.
- At-your-own risk; an adult will be available to monitor but not formally check materials in and out.
- Rooms will close at 2:00; event materials should be returned to bus. Limited storage will also be available in the SUB.

8:30–9:00 **Evaluator Orientation** *Individual Competition Rooms*

- Event leads conduct orientation with evaluators.

8:30–10:30 **Skill Event Testing** *TBD*

- 8:30–9:00 – **Skill Event Test:** All Skill Demonstration Skill events are required to take a 10 question skill event test. This will be taken as a group at 8:30 and then the student will compete at their designated competition time.
- 9:00–10:30 – **FCCLA Knowledge Challenge Test:** The test for the FCCLA Knowledge Test Challenge event.



8:30–11:15 **Maximize Your Leadership Workshops** *SUB B, C, & D*

- Engaging, hands-on workshops about leadership development.
- Open to anyone! Attend to earn a Passport Stamp.
- Breakouts occur at 8:30–9:15; 9:30–10:15 & 10:30–11:15

9:00–2:00 **STAR & Skill Demonstration Event Competition** *Individual Competition Rooms*



Competitive Event Check-in/Orientation is conducted online after March 1.



STAR Event Testing will occur online March 1–15.



Competition schedules will be given to chapter advisers only; they will not be posted.



The SUB Union Market Food Court and Coffee Shop will be open from 7:30–2:00.



Standard Deviation, not callbacks, will be used to determine entrant rankings.

TENTATIVE SCHEDULE



FRIDAY, MARCH 22

9:00–4:00 **Incoming Officer Training** SUB 168

- Required for all Incoming Officers; they do not complete in a competitive event.

9:30–11:30 **Leadership Seminar: Who Are Your People** SUB 233

- Led by Keynote Speaker: Jessie Funk.
- Pre-registration required: \$25 fee.

11:45–1:30 **Lunch** Rendezvous

- Lunch for all attendees and chaperones in the new dining hall.
- Event leads, assistants and evaluators will eat here as well.
- May eat anytime between 11:45–1:30.
- Ticket provided in registration and required for entrance.

1:00–2:45 **Confidence is a Muscle Workshops** SUB B/C

- Led by Keynote Speaker: Jessie Funk.
- Open to anyone! Attend to earn a Passport Stamp.
- Breakouts occur from 1-1:45 & 2:00–2:45. Space is limited!



1:00–2:45 **Maximize Your Leadership Workshops** SUB 233 + 235

- Engaging, hands-on workshops about leadership development.
- Open to anyone! Attend to earn a Passport Stamp.
- Breakouts occur at 1:00–1:45 & 2:00–2:45

1:00–2:45 **What is FCCLA?** SUB Fireplace Room

- Led by FCCLA Leadership Training Team: Nathon Taylor
- Pre registration required: \$7 event fee

3:00–4:30 **District Officer Training** SUB Fireplace Room

- Leadership training for all district officers (elected at Fall meeting).
- Led by Current State Officers, LTT: Nathon Taylor and FCCLA alumni!

3:15–4:15 **Chapter Adviser EdCamp** SUB 233 + 235

- Advisers, explore best practices while you collaborate with your peers during EdCamp Round tables.

3:00–4:45 **Career Connection** Throughout Campus

- Youth leaders learn more about themselves, the workplace, and careers so that they can put themselves on the pathway to future success. Workshops are led by Montana State University faculty, students and community partners.
- Pre-registration is required and will be available February 1.



5:00–8:00 **Closing Dinner Banquet** SUB Ballrooms

- 5:00–5:45: **Dinner**
- 5:45–6:15: **Montana FCCLA Annual Business Meeting**
- 6:15–6:30: **State Outreach Project Awards**
- 6:30–7:30: **Skill Demonstration & STAR Awards**
- 7:30–8:00: **Incoming Officer Installation**
- 8:00: **Advisers only: pick up event results and medals**

9:00–11:30 **Special Event: Dance** Holiday Inn

- Optional. Pre-registration required. \$15 fee.



Pre-registration required for Career Connection workshops. Available February 1.



Skill Demonstration & STAR Awards will recognize up to the top 5 entrants with a score of 85+

JESSIE FUNK LEAD OUT LOUD



OPENING SESSION KEYNOTE



This keynote address introduces three proven tools for success used by every great leader throughout time- mixed with humor, interaction, and music.

LEADERSHIP SEMINAR FRIDAY, 9:30-11:30



Who are your people?

This two hour seminar covers real-world strategies to help you examine whether the relationships you are surrounded by are healthy or toxic or somewhere in between. We will also discuss ways to handle conflict and set boundaries while exercising emotional intelligence that can PREVENT toxic relationships in the first place.

Pre-Registration Required.

WORKSHOPS FRIDAY, 1:00-1:45 AND 2:00-2:45



Confidence is a muscle

These workshops give us a look inside our minds and how we can unleash the bravest parts of ourselves. We will examine our natural personalities and leadership styles and how to authentically build our belief in ourselves like a muscle.

These workshops include a lot of interaction, discussions, participation, team-building activities and upbeat music.

WHAT IS FCCLA?

NATHON TAYLOR
LEADERSHIP WORKSHOP
FRIDAY, 1:00 - 2:45PM



Hello, everyone! My name is Nathon Taylor, and I am excited to return to the FCCLA Leadership Training Team again this year. Before the Leadership Training Team, I was very involved in FCCLA in high school. From 2013-2015, I served as a state officer for Wyoming, and during my senior year of high school, I served as the 2015-16 National Vice-President of Membership. While I am from Wyoming, I am currently living in Logan, Utah, and I am going to school at Utah State University. I am a declared Family and Consumer Sciences education major and will finish with a Bachelor's of Science degree in 2020.

Pre-Registration Required.



CAMPUS MAP & PARKING



PARKING

- 1 = Bus Parking (South Fieldhouse Lot 15)
- 2 = Suburban Parking (South Gatton Lot 11)
- 3 = Event Evaluator Parking (Parking Garage)

GENERAL SESSIONS

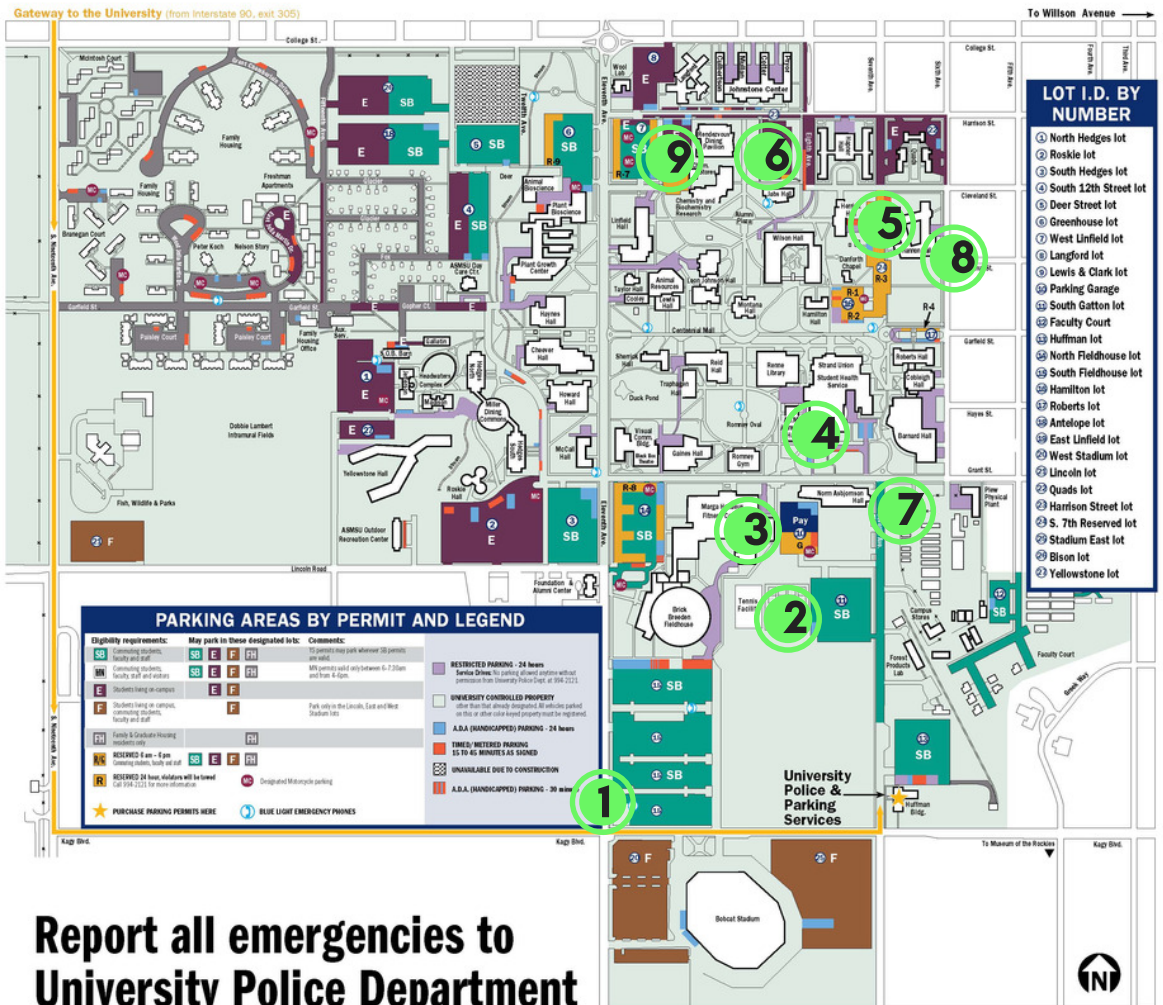
- 4 = Strand Union Building (SUB)

COMPETITIVE EVENTS

- 5 = Herrick Hall
- 6 = Jobs Hall
- 7 = Norm Asbjornson Hall
- 8= Gallatin College (Hannon Hall)

DINING

- 9 = Rendezvous Dining Pavillion



Report all emergencies to University Police Department

FCC/LA signage will be up throughout campus to assist students in easily finding their buildings and rooms. Bring good shoes for walking and inclement weather.



Campus parking is free of charge.

As needed, hang tags will be provided during registration.



ARRIVAL

When arriving on Thursday and Friday, a map will be distributed (by March 1) with specific directions to ensure traffic flows as smoothly as possible. Parking attendants will be available and any bus not following the flow will be turned around. Please plan to arrive early and be patient as buses are unloaded.

DEPARTURE

When departing in the evenings, attendees will go to the parking lot where their bus or suburban is parked. Busses will not be permitted to pull up to the SUB to pick participants up.

SLC: WAYS TO PARTICIPATE

A variety of attendance options are available.
Attendees must be registered for at least one of the following activities.



LEADERSHIP SEMINAR

Description: Led by keynote speaker, Jessie Funk. Jessie covers real-world strategies to help you examine whether the relationships you are surrounded by are healthy or toxic or somewhere in between.

Fee: \$25 fee + conference registration

Chapter maximum: Unlimited. Total attendance is limited and will be filled on a first-come, first-served basis.

Eligibility: All attendees, except those participating in a Competitive Event or Skill Demo Event Evaluator, are eligible to attend. If an individual is participating in multiple activities, schedules will be adjusted as much as possible to minimize time conflicts.

WHAT IS FCCLA

Description: Led by Leadership Training Team member, Nathon Taylor. Get ready to dive head first into the organization that will push you to excel, prepare you for your future education and career, help you sharpen your talents and build you to be the best leader you can be, an organization that will foster connections and friendships that will last you a lifetime.

Fee: \$7 fee + conference registration

Chapter maximum: 2

Eligibility: Students grades 7-10

STAR OR SKILL DEMONSTRATION EVENT

Description: Over 35 competitive events are offered to provide members with the opportunity to expand their leadership potential and develop skills for life necessary in families, communities, and workplaces.

Eligibility: See the Montana FCCLA Competitive Events Manual and National FCCLA Competitive Events guide for eligibility.

Fee: \$7 event fee per person + conference registration (exception: Culinary Arts which has a \$15 event fee + conference registration)

SKILL DEMONSTRATION EVENT EVALUATOR

Description: Use the FCCLA Rubric to be a part of an evaluation team for Skill Demonstration Event Entrants.

Chapter maximum: 1 per chapter

Fee: Conference registration

Eligibility: Evaluators must be Seniors who have previously competed in a STAR event at SLC.

STAR EVENT ROOM TIMER

Description: Assist with facilitation of a STAR Event. Typical duties include timing entrants as they compete and escorting entrants to and from their competition station.

Chapter maximum: Unlimited

Fee: Conference registration

Eligibility: All members are eligible

CAPTURE CREW

Description: Be a part of a media team that photographs all aspects of State Leadership Conference. Individuals must have photography experience and be able to provide their own camera and laptop.

Chapter maximum: 1 per chapter

Fee: Conference registration

Eligibility: All members

MAXIMIZE YOUR LEADERSHIP SESSION PRESENTER

Description: Members are encouraged to inspire others by demonstrating their leadership abilities by conducting a workshop. Attendees must complete the online workshop presenter form.

Fee: Conference Registration

Eligibility: All members

NEW

EVENT ASSISTANT

Description: Assist with room set up, signage, room takedown and other event management activities.

Chapter maximum: 2

Fee: Conference registration

Eligibility: All members are eligible

REGISTRATION INFORMATION

WWW.MTFCCLA.ORG

ONLINE REGISTRATION DUE FEBRUARY



ELIGIBILITY

Students must be **paid** members before they will be eligible to register. Pending membership payment not accepted.

Chapters must be in good standing at the district level with regard to financial obligations.

ACTIVITY

All students must be registered to participate in at least one SLC activity.

CODE OF CONDUCT

A signed code of conduct form is required for each attendee. Advisers should collect these forms and have them with them at SLC. Forms available at mtfccla.org

AFFILIATION ERROR

If there was a spelling error, grade level error, or membership category change in membership; log into the system and click 'request change' next to the individuals name.

PAYMENT

Payment is due by **March 8**. Credit cards accepted online. Checks should be made payable to Montana FCCLA and sent to Connie Dempster, Bookkeeper, Box 20996, Billings, MT 59104.

CHAPERONE POLICY

Individually, each chapter must provide adult chaperones willing to assist with conference activities based on the number of chapter members attending the SLC:

1-8 members need one adult; 9-16 members need two adults; 17-24 members need three adults; 25-32 members need four adults.

"Adult" is an adviser, teacher, parent, or alumni who attends the conference. If your chaperone is unable to help with judging and other duties at the conference, you should not consider this individual as a chaperone. Bus drivers must be available to help with other duties at SLC to be considered a chaperone.

MIXED CATEGORY TEAMS

If a team is comprised of individuals with different membership categories (jr/sr. or sr/occ.) contact Melanie for assistance registering at director@mtfccla.org.

REGISTRATION FEE

All students and adults (advisers and chaperones) must register. Registration is \$70 per person (fee waived for current state officers). Additional fees may apply depending on SLC activity. All attendees receive a t-shirt, dinner on Thursday, lunch on Friday and dinner on Friday.

CHANGES/CANCELLATIONS: BEFORE FEBRUARY 8

Advisers may log into the registration system at anytime during open registration and make changes (edit events, add/delete attendees), etc.

CHANGES/CANCELLATIONS: AFTER FEBRUARY 8

Registration closes on **February 8**. No changes may be made after this time; *registration and event fees are non-refundable*.

Please complete the SLC Activity Change form as soon as possible. Individuals may be dropped from attending or request a change to a consultant or Leadership Seminar role. mtfccla.org

HOTELS

Cut-off date: 02/19/19

Call for all reservations - ensure you book in the FCCLA block.

We need to use a large number of hotels until we create goodwill and fill our blocks at all hotels. Use the room blocks and do not block outside of it.

Chapters are not required to have lodging.



Breakfast Provided



Premier Property



Breakfast Coupon
Provided



Holiday Inn



5 Baxter Ln, Bozeman, MT 59715

Double Room (1p-\$100, 2p-\$108, 3p-\$116,
4p-\$124)

Phone: 406-585-9300

2 miles to MSU

50 rooms Thursday, 50 rooms Friday



Country Inn & Suites



5997 E Valley Center Rd

Double Room - Flat rate of \$94.00 plus tax
(up to 4 people allowed per room)

Phone: 406-586-2230

3 miles to MSU

48 rooms Thursday, 48 rooms Friday



Holiday Inn Express & Suites

2305 Catron St

Double Room - Flat rate of \$95.00 plus tax
(up to 4 people allowed per room)

Phone: 406-582-4995

3 miles to MSU

15 rooms Thursday, 5 rooms Friday



La Quinta

620 Nikles Dr

Double Room - Flat rate of \$89.00 plus tax
(up to 4 people allowed per room)

Phone: 406-585-9300

2.3 miles to MSU

15 rooms Thursday, 15 rooms Friday



Comfort Suites

2515 Catamount St

Double Room - Flat rate of \$99.00 plus tax
(up to 4 people allowed per room)

Phone: 406-587-0800

3.2 miles to MSU

25 room Thursday, 25 rooms Friday



Hampton Inn



75 Baxter Ln

Double Room - Flat rate of \$95.00 plus tax
(up to 4 people allowed per room)

Phone: 406-522-8000

2.3 miles to campus

25 rooms Thursday, 10 rooms Friday

HOTELS



Comfort Inn

1370 N 7th Ave

Double Room – Flat rate of \$94.00 plus tax
(up to 4 people allowed per room)

Phone: 406-587-2322

1.9 miles to campus

20 rooms Thursday, 20 rooms Friday



GranTree

1325 N 7th Ave

Double Room – Flat rate of \$120.00 plus tax
(up to 4 people allowed per room)

\$10.00 Breakfast vouchers given

Phone: 406-587-5261

1.9 miles to campus

20 rooms Thursday



Springhill Suites



1601 Baxter Ln

Double Room – Flat rate of \$129.00 plus tax
(up to 4 people allowed per room)

Phone: 406-586-5200

2.4 miles to MSU

10 rooms Thursday, 10 rooms Friday

Residence Inn



6195 E Valley Center Rd

King Suite with Pull-Out couch bed – Flat rate
of \$119.00 plus tax

(up to 4 people allowed per room)

Phone: 406-522-1535

3.3 miles to campus

50 rooms Thursday

CHAPTER RECOGNITION

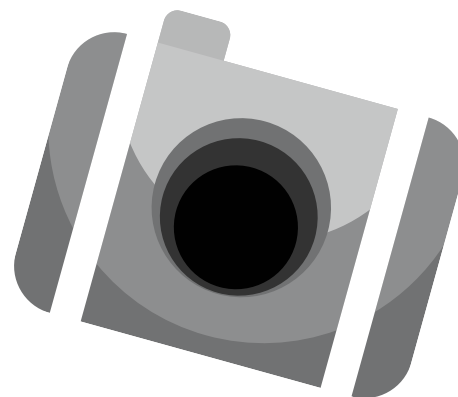
During the general sessions, MT FCCLA would like to recognize chapters for their service and leadership.

Share Your Awesomeness!

Share a picture and brief description of your chapter in action while you Rock the Red!

All information should be submitted online at: www.mtfccla.org

Deadline: February 15





ALL SLC ACTIVITIES (GENERAL SESSIONS, WORKSHOPS, CAREER FAIR, ETC)

SLC Dress Code:

Red, white or black polo or oxford shirt; may include FCCLA logo. Chapter FCCLA polos in the school colors may be worn if they have a collar and the FCCLA emblem. Black or khaki slacks or skirts that are two inches above the knee. Dress shoes.

COMPETITIVE EVENTS

Follow STAR and Skill Demonstration event specifications for dress and wear appropriate clothes for the nature of the presentation (includes professional attire).

If following the SLC dress code (noted above) khaki slacks are appropriate (black slacks are not required as indicated in the National FCCLA Competitive Events Manual).

ADULTS, CHAPERONES AND GUESTS

Business casual or follow the SLC Dress Code.

This dress code will be strictly enforced during the State Leadership Conference. Students who are NOT dressed accordingly will be required to change before participating.

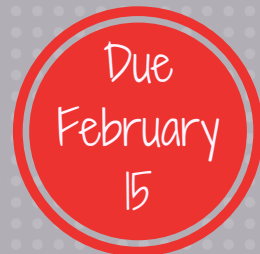


View the entire dress code at www.mtfccla.org

AWARDS

Nominate others and apply for great awards

1. STAR Chapter Awards
2. Ultimate Leader Member Award
3. New Adviser of the Year
4. Adviser of the Year
5. MT FCCLA Leadership Scholarship
6. Say Yes to FCS Education Scholarship
7. Marie Moebus Recruitment Scholarship
8. MAFCS Scholarship



Information available at www.mtfccla.org

Vision Zero

ACTIVITIES REPORT

Due
March 1

Any chapter who completed traffic safety programming in their community (even if they did not receive a grant) is encouraged to submit an activities report to be eligible for the Ford Driving Skills award offered by the Montana Department of Transportation.

Chapter Awards

(2) 1st - \$2500

(2) 2nd - \$1500

(2) 3rd - \$1000



Information available at
www.mtfcccla.org



Montana FCCLA Members, Advisers and Guests have the opportunity to visit with a variety of organizations and learn about their products, services and job opportunities.

College and Career Readiness Fair: Thursday 12:30-2:00 & 3:30-5:30

Passport Program: The Passport Program is designed to recognize attendees who actively participate in the College and Career Readiness Fair by visiting the exhibitors and attending workshop. Individuals who complete their passport will be entered into a drawing for incredible prizes.



CLOSING DINNER BANQUET GUESTS

Parents and guests may attend Officer Installation on Friday night.

A break in the program will occur at approximately 7:30 pm for guests to enter the session. Designated seating provided.

No charge.

If a guest is wishing to attend dinner, please email director@mtfcccla.org.

EVENT EVALUATORS NEEDED

Over 150 volunteers are needed to evaluate the competitions.

If you or anyone you know can volunteer from 8:30 am-2:30 pm on Friday, March 22, please send them the link to register.

Evaluators are provided with a hospitality room, lunch and free parking.

goo.gl/42vQym

COMPETITIVE EVENTS

BEFORE YOU ARRIVE



MONTANA FCCLA COMPETITIVE EVENTS GUIDE

Review pages 6-7 closely for policies specific to Montana FCCLA.



NATIONAL FCCLA COMPETITIVE EVENTS GUIDE

Available to affiliated chapters in the membership portal. Access eligibility information, event policies and rubrics here.



STAR EVENTS: COMPLETE ONLINE PROJECT SUMMARY FORM

Available from the "Surveys" tab in the FCCLA Membership Portal. Only one submission per entry (team or individual) is required. Must be printed and included in portfolio or display.



STAR EVENTS: COMPLETE ONLINE ORIENTATION

Available starting March 1 on the Montana FCCLA Website. Upon completion, print the form and bring a hard copy be used during competition to award points on the Point Summary Form.



STAR EVENTS: ONLINE TESTING: MARCH 1-15

Any STAR Event requiring testing will be required to complete the test online during the testing window March 1-15. Detailed instructions will be distributed.

CULINARY ARTS STAR EVENT

Location: Gallatin College

Event fee: \$15 per person

Event time: Friday, 10:00-2:00

Menu & Equipment List: Distributed by February 1



EVENT MATERIAL STORAGE

THURSDAY

12:00-4:30

FRIDAY

8:00-2:00

Where: One room per competition building is available.

Host: One adult per building will be available to monitor the room.

Responsibility: Event storage is at-your-own risk. The rooms will be locked overnight. Materials are not formally being checked in and out.

Be prepared for inclement weather. Display cases are recommended.



FRIDAY NIGHT:SPECIAL EVENT

Dance

*Optional Event

9:00-11:30 PM

Holiday Inn on North 7th
Lights snacks and drinks provided

DRESS CODE

Jeans and SLC shirt – no shirt
modifications

REGISTER ONLINE

\$15.00 each – nonrefundable*
At least one adult (chaperone or adviser) must register
and be on-site to chaperone individual chapter.

WRIST BANDS & NAMETAGS

Dance wrist bands will be provided in the registration
packet. Wrist bands and SLC name tags are required
at all times during dance. *Lost wristbands will NOT be
replaced.*

*A minimum of 200 attendee must be registered by February 8 for the special event to be conducted. Final decision will be made by February 15. Refunds will be given to chapters if dance is cancelled.

IMPORTANT SLC DATES

FEB

1

Award Applications Due

- Master Adviser
- Adviser Mentor
- Educated adviser

FEB

8

SLC Online Conference Registration Due

FEB

15

Award Applications Due

MT FCCLA Scholarship, MSU FCS Scholarships, MAFCS Scholarship, STAR Chapter, Adviser of the Year, New Adviser of the Year, Ultimate Leader Member Award.

Chapter Recognition Reports Due

National Officer Candidate Applications Due

Maximize Your Leadership Workshop Information Due

FEB

19

SLC Hotel Reservations Due

MAR

1

National Program Applications due

Vision Zero Reports Due

MFEC \$75 Award Application due

MAR

1-15

STAR Events Online Testing Window

MAR

8

SLC Registration Payment Due

**BEFORE
SLC**

STAR: Online Orientation

STAR: Online Project Summary Form



Information available at
www.mtfcccla.org



Melanie Young, Interim
Executive Director
director@mtfcccla.org