Rosie's Reminders!
Montana State Leadership Conference 2026

LEAVING LEGOCIES
FCCLA MONTANA

December/January

Local Arrangements

- [ ] Complete chapter affiliation in the membership portal before January begins!
- [ ] Submit forms for local approval.
- [ ] Determine what financial support the school can provide and how much you will need to collect from students or fundraising needs.
- [ ] Begin a SLC binder. Put copies of all documents in it.

Students & Chaperones

- [ ] Discuss with students who will attend in what role.
- [ ] Determine how many chaperones will be needed--one adult who can volunteer for conference activities is required for every eight students attending.
- [ ] When you are certain of who is attending and how they will participate, use portal login credentials to complete conference registration.

Lodging

- [ ] Review the lodging options in the SLC Registration Packet. Determine rooming lists.
- [ ] Reach out to hotel and reserve rooms.
- [ ] Add reservation confirmation, rooming list, and payment info to the binder

Communication

- [ ] Develop an information packet for attendees. Add info to your chapter website or bulletin board, along with FAQs and answers.
- [ ] Consider securing a chapter set of polos or blazers so that students may borrow them and return for next year's attendees.
- [ ] Communicate expectations about what components students will be expected to contribute.

January/February

Competitive Events

- [ ] Ensure all competitive events participants have a copy of competition guidelines for their event. Double check your registration to be sure they have the correct event information.
- [ ] Utilize the Guide to Getting Started with STAR Events at mtfccla.org
- [ ] Schedule a work day or night. Encourage attendance for students with yummy snacks.
- [ ] Schedule a rehearsal night, complete with speeches and dress codes. Ask for volunteers to provide feedback using competition rubrics
- [ ] Students must omplete the online project submission requirement in the student membership portal. Print and sign this. It is required for STAR Events entries.

Forms, Forms, Forms
(found at mtfccla.org unless otherwise indicated)

- [ ] National Officer Candidate forms are due by 2/1
- [ ] Complete the Adviser Role Survey on the SLC website by 2/10
- [ ] Complete an Activity Change Form by 2/10 for anyone who has changed roles for SLC
- [ ] Submit DPIL forms by 2/15
- [ ] Complete the STAR Chapter Award Application by 2/15. Scholarships and awards are due 2/15
- [ ] Log in to double check your registration and be sure all fees are paid! Invoices are required to be paid in full by February 20.

March

Registration and Orientation

- ☐ Submit your chapter's service hours and send 3 photos of your chapter service efforts to Tracey by March 1
- ☐ Submit State Project awards and National Program awards (portal) by March 1
- ☐ Be sure all students are entered in the same events they have prepared for
- ☐ Meet with your students to review the final conference schedule.
  - Clairfy roles of each attendee.
  - Remind them of your expectations.
- ☐ For any competitive events, ensure your students complete the online project summary form and secure the documents needed

General Conference Reminders

- ☐ Be sure your students know about the participation incentives
- ☐ Double check the SLC information at mtfccla.org Look for details such as:
  - Parking Info
  - Campus Map
- ☐ Double check your checklist and binder.
- ☐ Create your own packing list for items you will need and check your email for any reminders from Tracey
- ☐ Email/text students and parents with reminders of travel times and important details.

Miscellaneous Notes

Student/family communication is an important component for success. Consider copying and customizing one of these templates to help your students and families understand SLC and NLC details:

SLC information letter
SLC competitive events information: pre SLC
SLC competitive events information: post SLC

Questions? director@mtfccla.org