MEMORANDUM

TO: Chapter Presidents and Advisers of
Family, Career and Community Leaders of America

FROM: Ms. Reeca Carver, State Adviser
2019-20 State Executive Council
Kentucky Association
Family, Career and Communities Leaders of America

DATE: December 5, 2019
SUBJECT: State Meeting Information

The 75th Annual State Meeting of the Kentucky Association of Family, Career and Community Leaders of America will be held at the Galt House in Louisville, Kentucky, March 25-27, 2020. The theme for the meeting is "Your Story is Our Story: KY FCCLA". The meeting will begin with Culinary STAR Events on Monday and all other STAR Events with STAR Event Lead and Assistant Lead Advisers will be meeting on Wednesday, March 25th at 8:00AM. The opening session will be on Wednesday evening, March 25th at 7:15 p.m., EST.

Registration will be on Tuesday, March 24th 7:00pm-9:00pm and from 7:30 a.m. - 9:30 p.m., EST, on Wednesday, March 25th on the second floor Registration Area of the Galt House Suite Tower. STAR Events competition will begin at 9:45 a.m. EST. Parliamentary Procedure and Applied Math test will be given on Wednesday 9:00AM. Officer Candidate Tests will be given at 9:00PM on Tuesday evening. State and National Officer Nominating Committees will begin Wednesday between 10:00- 11:00 a.m. with candidate luncheon at noon. The banquet will be Thursday evening at 6:15 p.m. in the Grand Ballroom of the Galt House Suite Hotel. The meeting will end on Friday noon with a General Session for STAR Event Recognition, installation of officers and a national delegates meeting. Hotel checkout is before 12:00 noon, on Friday. We will have a holding area for luggage until the meeting ends. The meeting with the National FCCLA delegates, STAR winners and other attendees to the national meeting in Washington DC July 5-9, 2020 will end around 12:00 p.m.

There is a dress code for students. Please see information to follow. There will be no exceptions to the dress code. Advisers are responsible for making sure your students follow the dress code. If it is not followed your students may be asked to leave a session or not accept an award on stage. Please review the enclosed program sketch for times of specific activities and post for chapter members to read. Information in this letter should be read carefully.

1. WHO MAY ATTEND? Chapters are allowed to bring members with outstanding contributions at the local level to attend the state meeting. Members who may attend are paid members especially the following recommended paid members:

   -State Officers
   -Candidates for State Office
   -Candidates for National Office Nomination
   -State Degree Candidates
   -Power of One Candidates
   -State STAR Events Participants
   -Members serving on State Committees
   -2019-2020 Regional Presidents
   -2020-2021 Regional Presidents who have been elected prior to the State Meeting
   -Representatives of Each Grade Level
   -Voting Delegates (number according to State By-laws)

No member may attend this meeting without an adult chaperone. The chapters must have sufficient chaperone for those they bring. National FCCLA recommends 1 chaperone per 4 members in attendance; the KY policy states that the ratio is determined by the school district’s policy. Parents of members may act as chaperone in addition to the local adviser(s); however, expenses of parents are not reimbursable from Perkins funds. If chaperone attends the meeting they are required to register for the meeting due to the cost of the banquet and materials.
2. **REGISTRATION FORMS**
Only Online Registration on the web is available. The registration is received by March 4, 2019 without a late charge added. The cost of registration is $110.00 and by March 5, 2020 a late registration will be $120.00 per person. No registrations will be accepted after March 10th.

Please go to the following website and register:
http://www.registermychapter.com/fccla/ky/Main.asp
You will use your same user ID and password if it doesn’t work then go in and set up a new one. Or email me and I can resubmit.

Payment for the State Meeting should be sent to **Reeca Carver** 300 Building 5th Floor, 300 Sower Blvd, Frankfort, KY 40601 as soon as possible and no later than March 15th, total amount of registration made payable to the Kentucky Association of Family, Career and Community Leaders of America.
We will have state meeting T-shirts included in the registration. All regular paid registrations will receive a t-shirt based on the size that is ordered at registration.

3. **SPECIAL MEAL FUNCTIONS**
The banquet is included in the registration fee. All those (including chaperone) that attend the meeting must pay the full registration fee in order to attend the banquet. All other meals are on your own. There are several restaurants within walking distance from the hotel.

If Alumni members are not registered for the entire meeting they can register for the banquet at a cost of $55.00. All Alumni Members are encouraged to attend.

4. **HOTEL RESERVATIONS by February 1st**
A block of rooms is being held at the Galt House. Parking is available at the hotel for cars and vans with a $12.00 per day cost. Buses have a designated place behind the hotel to park.

There should be one room reservation form per chapter sent to the hotel as soon as possible and no later than February 1st. After that date the rooms will be released to the public. **IT IS VERY IMPORTANT TO MAKE YOUR RESERVATIONS ON TIME OR THERE MAY NOT BE SPACE FOR YOUR CHAPTER.**

There is a limit of four (4) persons per room. One night's deposit must accompany the hotel request in order to guarantee the room reservations. You must also include a Tax Exemption Certificate in order to be exempt from paying state sales tax. To be exempt, you must pay for the room(s) with a school check.
- One adviser should register and receive room keys for the entire chapter when arriving at the hotel. The adviser should also check out and pay the bill for the entire chapter.
- Separate hotel receipts for advisers will be prepared, if this is indicated on the registration form. If you are planning to use a personal check, the accounting office must approve it first.
- Chapters must stay in the host hotel, Galt House. if they live more than 30 miles. Same policy as nationals.

5. **USE OF PHONES**
Phone calls outside the hotel must be made from the adviser's room. All phone call charges must be paid at checkout.

6. **EMERGENCY MESSAGES**
Emergency messages may be received by calling the Galt House East at (502) 589-5200.

7. **ACCIDENT INSURANCE**
The delegates group will be covered by a secondary accident insurance policy for direct travel to, from, and while attending the meeting. Side trips are not covered. If a doctor's care is needed, the adviser should secure an itemized receipt when the doctor is paid. The student/advisers primary insurance is to be filed first. What that does not pay, ours will. The adviser should secure a claim form from the State Adviser and send the forms and receipt to the insurance company.
8. APPROVAL FORMS
Enclosed are parent/guardian approval forms for members and advisers to use in securing permission to attend the meeting and/or to receive medical attention if needed. Photocopies may be made as needed. The adviser(s) in charge of the student should keep the medical release forms. **DO NOT SEND THESE FORMS TO OUR OFFICE. You will need to keep a copy for your records only.**

9. CODE OF BEHAVIOR/DRESS FOR THE MEETING
Enclosed are the "Code of Behavior" guidelines and **KY DRESS CODE** for the meeting. Advisers should discuss these policies at length with their delegates before they come to the meeting. Advisers are responsible for the dress and behavior of their students attending the state meeting. **This will be enforced, advisers will be notified if there students do not meet the dress code and may be asked to leave a session.**

**PLEASE NOTE: NO JEANS ARE TO BE WORN AT ANY SESSION DURING THE CONFERENCE.** All Attendees are to dress with khaki or black pants and a red, white or black polo or button down shirt. The Banquet attire will be formal or semi-formal attire with adequate lengths of dresses.

10. VOTING DELEGATES
The names of voting delegates should be indicated on the State Meeting registration form. They are asked to use voting delegate cards and sit in a reserved section for the Tuesday morning Business Session. Voting delegate cards will be included in each chapter's registration packet.

   The numbers of voting delegates from each chapter as listed in the bylaws are:
   - Chapters having 1-25 members 1 voting delegate
   - Chapters having 26-75 members 2 voting delegates
   - Chapters having 76-150 members 3 voting delegates
   - Chapters having 151-250 members 4 voting delegates
   - Chapters having 251+ members 5 voting delegates

11. STAR EVENTS – Will take place on Tuesday please see attached for events in KY
Participants in State STAR Events must register for the State Meeting with other delegates from their chapter. There is no additional cost for STAR Events everyone pays a flat registration rate of $100.00 however star event participants still need to register as a competitive registration so we can verify who is competing. They are expected to attend the entire conference and stay at the official hotel, Galt House Hotel. Events will begin at 9:45 a.m. EDT on Wednesday, March 25, 2020. The Culinary Event will be held on Tuesday March 24, 2019, location at JCTC. All other events will be held at the Galt House Rivue and Suite Towers.

- Parliamentary Procedure Team and Applied Math in Culinary members are required to take a test on Wednesday, March 25, 2020, at 9:00AM at the Galt House. Questions to study for the Parliamentary Procedure test are available at the national parliamentarian website. [www.http://parliamentarians.org/doccenter.php?id=33](http://parliamentarians.org/doccenter.php?id=33)
The actual competition will take place on Wednesday March 25 starting at 10:00 a.m.

Orientation will be completed by email and each entrant will be assigned a time to participate. Participants who are required to have support materials for their events should give them to the event chairperson when signing in. **DO NOT SEND THE MATERIAL TO OUR OFFICE.** Remember, in events that require materials to be turned in, only one folder with three copies of the material is required. **ALL PARTICIPANTS AND ADVISERS - PLEASE READ GUIDELINES CAREFULLY which can be found on the national FCCLA website, [www.fcclainc.org](http://www.fcclainc.org) under Portal Resources. The FCCLA Binders will be required for Portfolio Events.**

**Case Study Scenarios** for events can be found on the national FCCLA Website under STAR Event resources and will be used at the state meeting.

**FCCLA STAR Events Sponsorship** is important if you have local businesses, chapters, alumni and chapter members who would like to help sponsor an event. Please complete the STAR event sponsor form that is enclosed. **It is strongly suggested that each school with STAR participants provide a minimum of 1 sponsor per event.**

****PLEASE be sure and watch for additional information to be sent on STAR Event, Culinary Recipes will be shared and placed on the KY FCCLA website ky-fccla.org.****
12. **SCHOLARSHIP RECIPIENTS**

Scholarship Applications are due to the State Adviser by February 15. **MAKE SURE APPLICATIONS INCLUDE ALL INFORMATION REQUESTED.** Scholarship recipients will be notified by email of their selection prior to the state meeting. Those who are to receive a scholarship will have a practice session that will be listed in the program. These awards will be presented during the banquet on Wednesday evening.

The scholarship form is located at the Kentucky FCCLA website. The Ginny Ellington Scholarship for those planning to major in Family & Consumer Sciences Education was presented in 2016 as it is presented every 4 years. So it **WILL BE** awarded this year. The Vaughn Williamson scholarship will be presented and it is open to any Family and Consumer Sciences career pathway.

**Reminder to send your donations for the scholarship fund by February 15th for honor rolls credit**

If you will please have those students who are planning on majoring in FCS education to complete the “Say Yes to FCS” form as a special presentation will be provided to them at the state conference. Be watching for an email from Kayla Godbey as she will send out with more specific information.

13. **OFFICER CANDIDATES**

Regional nominations for state office must be sent to the Regional Adviser by **February 1.** Regional adviser then must send the regions nomination to state adviser by **February 15th.** Rehearsal for the introduction of officer candidates will be held on Wednesday afternoon at 4:00 PM. A Luncheon and Round Robin Interviews with the nominating committees will begin at 11:30 a.m. Officer Candidates will receive a letter of instructions before the meeting. **Note** that the officer candidates will be running with the format of 10 positions and will be given a **FACTS Test consisting of 16 questions** on Tuesday evening at 9:00 p.m.

State officer candidates should bring a pure white dress or white skirt and white sweater with appropriate undergarments (females) or dark dress slacks, white shirt, black tie (males) for the installation if they are elected to an office. Regional Presidents who will take part in the installation should also bring the above attire.

Officer candidates should review the State Executive Council Handbook and be willing to agree to the expectations and attend the listed meetings. The handbook is located on the [www.ky-fcela.org](http://www.ky-fcela.org) website. Advisers should discuss the expectations carefully with the officer candidate. If candidates feel they cannot fulfill these expectations, they should not run for office. Officer candidates will sign a contract agreeing to these policies and expectations.

**In registering your Officer candidates for state meeting they do have an additional fee of $45.00 that is added to their registration to pay for meal cost as they must register as a candidate.** If your candidate is also a STAR event participant please register them as STAR event Officer Candidate participant as the additional $45.00 is included with registering. **Reminder as an officer candidate please know that STAR events comes first and the nominating committee is aware of this.**

13. **National Officer Candidates**

Members interested in being a National Officer Candidate may obtain an application by calling the State Adviser. These applications are also due in the state office by **February 1.** Our state may have two candidates - (Refer to National Bylaws & national website for candidate guidelines and election process at nationals.) **see above for meal cost fee and registering information.** These candidates will also have interviews (time to be determined.) and be asked to present on stage Wednesday March 25th at 5:00 p.m. They will also be given a facts test on Tuesday March 24, 2020 at 9:00PM.

14. **STATE DEGREE RECIPIENTS**

State Degree applications are to be sent to the Regional Vice President for Achievement by **February 1.** The Regional Degrees Committee will review the applications. The regional degrees committee will notify members if they are eligible to receive the state degree and send a list of the recipients by March 1 to the state adviser. The State Degree will be conferred at the Recognition Session on Thursday morning during the business session.
15. **POWER OF ONE**
Power of One applications are to be sent to the State Adviser by February 1. The State Achievement Committee will review all Power of One applications and notify members if they are eligible to be recognized during the Recognition Session at Thursday morning business session.

16. **ROLL CALL OF REGIONS**
2019-2020 Regional Presidents will be introduced in the Opening Session. They will give the membership reports and roll call of regions with total amount of donations for community service project that your region has provided during the Business Session on Thursday. The newly elected 2020-21 Regional Presidents will participate in the installation ceremony on Friday at the closing session and will need to wear white attire for females and black suits for males. 2019-2020 Regional Presidents and Advisers are to serve on the nominating committee for state officers if their school does not have a candidate. If they have a candidate they will need to identify a person from the regional executive council to serve on the nominating committee in their place. Odd Regions Advisers and Even regions students. ***Additional letter will be sent to Regional Presidents with further details.***

17. **DECADE OF SERVICE AWARDS**
Advisers who have served ten, twenty, or thirty years or who have or are retiring this year will be recognized at the Banquet Wednesday evening. The Decade of Service Form was to be returned to the State Adviser by December 15th. Decade of Service rehearsal will be Thursday before banquet seating at 5:15 p.m. and each recipient is asked to be present. **ONLY ADVISERS WHO SEND IN THE FORM FOR THIS ACHIEVEMENT WILL BE RECOGNIZED.** Please take the time to complete the form on the [www.ky-fccla.org](http://www.ky-fccla.org) in order to receive an honor that is well deserved for your work and dedication. Please be sure and send in or send me an email if you would like to recognize those advisers who retired since the last state meeting.

18. **HONORARY MEMBERSHIP**
Chapters may use the nomination form on the [www.ky-fccla.org](http://www.ky-fccla.org) to nominate an adult who has rendered outstanding service to FCCLA and/or to the Family and Consumer Sciences Education Program on a statewide level. These must be sent to the State Adviser by February 15. Honorary Membership will be conferred during the banquet session on Thursday.

19. **OUTSTANDING ADMINISTRATOR**
Chapters may nominate their principal or superintendent for the Outstanding Administrator award. This award honors an administrator who has contributed support for Family, Career and Community Leaders of America at the local level. A nomination form is on the [www.ky-fccla.org](http://www.ky-fccla.org). The award will be presented at the banquet on Thursday evening. Nominations are due in the state office by February 15.

20. **OUTSTANDING SERVICE**
Chapters may submit two nominees for Outstanding Service Awards. A form is available at [www.ky-fccla.org](http://www.ky-fccla.org). Please follow the criteria listed on the form in nominating people for these awards. There are two categories one for business and industry and one for individual service and a chapter may make only one nomination in each category. These are due to the State Adviser by February 15.

21. **OUTSTANDING ADVISER**
Chapters may submit one nominee for the Outstanding Adviser award. This award honors an outstanding adviser and will be presented during the banquet on Thursday evening. Nominations are due in the state office by February 15.

22. **HONOR ROLL CHAPTERS**
Honor Roll Chapters will be recognized at the Business Session on Thursday, March 20th. The Honor Roll form is in the on the [www.ky-fccla.org](http://www.ky-fccla.org) website. Please make note of the February 15th deadline to have a copy of bylaws and program of work should be attached to the electronic honor roll form. You will be notified of receiving honor roll recognition in your registration packet at state and arrive early for designated seating.

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22. **NATIONAL MEETING DELEGATES**
There will be a special meeting at 11:30 a.m. or right after the closing session on Friday for persons who plan to attend the 2020 National Leadership Meeting, July 4-9, 2020 Washington DC. All persons who attend the National Meeting must register through the State Adviser and be part of the Kentucky delegation as well as national registration. Those eligible to attend are:

- State Officers, National Officer Candidates, National Officers, National STAR Events Participants
- Advisers to State Officers, National Officer Candidates, National Officers, and National STAR Events Participants for 1st and 2nd place in all events except Culinary only 1st place will be attending.
- Other members who have specific responsibilities at the meeting
- Other advisers or adults designated by the state adviser to serve as official chaperone or assume assigned responsibilities
- Power of One recipients
- Volunteers (students & advisers) who would like to present a workshop, serve as an usher or judge

ALL ATTENDEES TO THE NATIONAL MEETING MUST HAVE A DUTY OR RESPONSIBILITY IN ORDER TO ATTEND THE NATIONAL MEETING. STAR EVENT winners STAR Events is your duty. Those attending with them must serve as a judge, chairperson or additional volunteer. For every 3 star event participants KY is responsible for a volunteer.

23. PICTURES FOR PROGRAM
Chapters are encouraged to send to be shown on the screen before the sessions begin. We would like to have EVERY chapter represented in this part of the program. Please send pictures via email. They would need to be sent in jpeg format to ryan@greenhill-productions.com BEFORE January 30, 2020, with FCCLA PICS as subject title.

25. REFUNDS
Requests for refunds must be made in writing by email and sent to the State Adviser no later than March 10, 2020. That is the date we are responsible for paying the hotel for banquet numbers given to them. Please make sure everyone is aware of this. You may fax these requests to me on March 10, 2020 or before. FAX Number is (502) 564-4800.

26. AGNES FOSTER GOLDEN HORIZON AWARDS
The Kentucky Alumni/Associates will be awarding Agnes Foster Golden Horizon Awards to senior students who have shown outstanding leadership and participation in FCCLA. Criteria are listed on the application forms. The nominations are to be placed on the following link https://forms.gle/uk9w5EF6xNHjoLi28 by February 1. These awards will be given during the banquet on Thursday evening. Students must be nominated by their adviser that is an alumni member. If you don’t know if you are a paid member or not you will need to contact RaAnn Miller at Jessamine CTC as she is the executive assistant for the alumni association.

27. BYLAWS–
There are no recommended changes for the bylaws.
However please note the attached Dress Code.

28. Alumni & Associates: The Alumni will have a special concurrent session for seniors to participate on Thursday. There will be an alumni & associates business meeting at the state conference Thursday afternoon, if you are a member, be sure to attend. If you are not a member please feel free to join and attend the business session even if you were not a FCCLA member you can be an associate member. (*Alumni membership forms are available on the website www.ky-fccla.org *)

29. VOLUNTEERS
If your chapter would like to volunteer for any of the jobs for the State Meeting, please sign up on line as a volunteer as soon as possible or email me the names of the students you would like to volunteer by January 15th. We need volunteers for thought for the day, STAR Event time keepers, runners and session ushers. **If you have chaperones that would like to serve as a judge please have them sign up at** https://forms.gle/L3M43bFQ6ezpQRdy9
If you would like to serve as a lead or assistant lead please email me ASAP. We will need additional volunteers due to additional events.

Student time Keepers need to be sent to Angela Gott at angie.gott@caverna.kyschools.us

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30. State Community Service Project:
Please note that the state project this year is with Sepsis Alliance will be recognized during the business session roll call
of regions. Regional Presidents will report on the number of dollars or awareness presentations from the region. So please make sure your regional president knows the amount your school has assisted to make your region shine!

31. **75th Anniversary Activities:**

- This year we would love to have all the state and national officers back to the stage for a Parade of Leaders at the Opening Session on Wednesday March 25, 2020 at 7:00PM. Please help us get in touch with all the former state officers to let them know we would love to have them back and be a part of the 75th celebration.

- **Time Capsule** as the 50th year of FCCLA had a time capsule and items will be on display to review. We will also be having a time capsule to bury for the 75th to be opened at the 100th celebration. We are asking each chapter to bring an item to represent their chapter or town. Please from past experience of items it must not be perishable. Each chapter that brings items we will need them to be placed in a zip lock freezer baggie no larger than a gallon size labeled with a permanent marker what school it is from on the outside with advisers’ name.

- **Cup Cake Wars** - There will be a contest on Wednesday March 25 for cupcake wars with the theme “75th KYFCCLA Our Story Your Story” More rules and information will be send out at a later date.

Enclosures and can be found on the website:
- Hotel Registration Form
- Hotel Room Rates
- Tentative Schedule
- Medical Emergency Form
- STAR Event Sponsor Form
- State Dress Code

Please Review on Website: [www.ky-fccla.org](http://www.ky-fccla.org)
- Code of Behavior/Dress for the Meeting
- Executive Council Handbook
- Tips to Advisers
- Agnes Foster Golden Horizon Award Application

**All the forms enclosed above.**

**NOTE: THIS IS THE MAIN LETTER ABOUT STATE MEETING, SO READ CAREFULLY:**

There will be additional information sent as time gets closer to the meeting. Please be sure and check your emails and the website.