

# Adviser Checklist

## Before Conference:

- Have competing student's complete online orientation post on state leadership conference tab by April 21<sup>st</sup>.
- Get trip approved by school district, complete proper purchase orders and book hotel.
- Show [SLC Promo Video](#) and discuss with all students the opportunity to attend State Leadership Conference.
- Check number of Voting Delegates for your chapter and have chapter select their representatives.
- Submit name of [Evaluators for SLC](#)
- Register Chapter for Conference by April 10<sup>th</sup>**
- Review the Mandatory Dress Code policy thoroughly with students and parents.
- Distribute the trip information to parents, students and administration.
- Obtain student's trip consent, emergency medical and [FCCLA Member Release Forms](#).
- Collect student and parent cell phone numbers before travel.
- Discuss the opportunity to attend National Leadership Conference with administration, parents and students.
- Submit the proper paperwork at local level in preparation for the opportunity to attend National Leadership Conference- See the National Conference Tab on Ohio FCCLA for more info.
- Check competition time at [www.ohiofcla.org](http://www.ohiofcla.org) on April 21<sup>st</sup>.
- Registration Paid by April 21<sup>st</sup>.**

## During Conference:

- Pick up your chapter's registration packet at Celeste Center from 7:00am-5:30pm.**
- Go over the schedule of events and locations on member's conference badge.
- Encourage students to meet delegates from other chapters during the conference.
- Establish procedures for students to check-in with you during the conference.
- Sit with your students during the general sessions.
- Thursday evening check competitive event results on [www.ohiofcla.org](http://www.ohiofcla.org).**
- Get the good seat. Chapters are encouraged to fill the floor seats before sitting in the bleachers.
- Check seating charts for onstage recognition for each session.**
- Encourage students to get up and interact with the activities during pre-sessions.
- Pick up rubrics [after closing session](#) at registration desk.

## After Conference:

- Check the list of National Qualifiers on May 9<sup>th</sup>.
- Submit press release to local newspapers about State Leadership Conference and results.
- Have students present to Board of Education.