



# State Conference Checklist

## *“Journey Around the World With FCCLA”*

Villa Roma Conference Center, Callicoon, NY  
March 28 - 31, 2012



### February 25, 2011 Deadlines

- District **STAR Event** registration forms with payment to Janet Stout, 354 Lakeside Road, Angola, NY 14006 or [djstout9@verizon.net](mailto:djstout9@verizon.net).

### March 1, 2012 Deadline – All forms below are sent to **Karen Thomas**, PO Box 288, Brownville, NY 13615 or [kthomas189@twcny.rr.com](mailto:kthomas189@twcny.rr.com) unless otherwise indicated.

- Complete & mail **Registration Form**. Make a copy for your records. Bring a corrected copy to registration if you have any changes.
- Mail **payment for registration fee plus one night’s deposit to confirm registration**. Send check or money order made out to **NYS FCCLA**. \$10 fee for returned checks.
- Complete **rooming list (typed** - names will be used for name tags) and e-mail or mail with registration form. Make a copy for your records. Include arrival/departure information.
- Guest reservations** for parents, administrators and other guests should be completed by Officers, Officer-elects, Junior Leaders and Advisors. Fill in name and title for special seating.
- Complete **Single Day registration form** and mail with payment.
- Send **T-shirt** order form.
- Send **Voting Delegate** information.
- Sign up for **A & A/VIP Reception**.
- Send **State Action Center** information.
- Send **Gift Shop** Form.

### March 5, 2012 Deadline

- Complete and send **“Share the Strength” State Project Reporting Form** to Karen Thomas

### March 10, 2012 Deadline

- Chapter Advisors send **Loving Cup** form to District Advisor. DA’s send to **Cindy Parker**, 12 Andrus Avenue, Perry, NY 14530 by **March 16, 2012**.

### March 14, 2012 Deadline

- Seniors send **Scholarship Application** to **Karen Thomas**.
- Complete **Medical, Conduct /Dress Code/picture waiver** forms for each student. Keep a copy for yourself. To save time at registration, send signed forms to **Karen Thomas**.

### Before State Conference

- Give **hotel information** to students and parents: Villa Roma Resort & Conference Center, 356 Villa Roma Road, Callicoon, NY 12723 Phone: 845-887-4880
- Submit all **National recognition/award forms**. Check forms and/or National or NYS websites for deadlines and directions. National forms are done online at the National website.

### Bring to State Conference in Syracuse

- Collect **Pop Tabs** for Ronald McDonald House. Chapter will fill out a reporting form at State Conference indicating weight of pop tabs collected and brought to conference. Also, bring **used & old cell phones and ink cartridges** for a state wide fund raiser.
- Share the Strength** update for National Outreach project. Chapter will fill out a reporting form at State Conference as to amount of monies raised for this project.

